

## OUR SUGGESTED MAINTENANCE TIPS

*If you have internet service (AOL, Cable, DSL, etc.)*

- Ad Aware                    once a week, download updates first, removes spyware. Available from: <http://www.lavasoft.de/> Download the free version. You can upgrade later.
- SpyBot S&D                once a week, download updates first, removes spyware. Available from: <http://security.kolla.de/> The download is free, donations are requested.
- AVG Free                    always on, update weekly using the built in live update utilities, run monthly if not weekly. AVG is a FREE virus scanner available online. <http://tinyurl.com/5kxs3>
- SpyWare Blaster        A free utility that helps to protect your computer from Trojans and spyware. Update at least monthly. <http://www.javacoolsoftware.com/spywareblaster.html>
- Zone Alarm                always on, firewall protection Available from: <http://tinyurl.com/549g2>. Download the free version. You can upgrade later.
- Internet Explorer        weekly – Tools / Internet Options / Delete Files (including offline content) Delete Cookies
- Firefox                    Tools / Options / Privacy , check ‘Clear History When Firefox Closes’, then click the Settings tab. Make sure ‘cache’ is at least checked. The rest is personal choice.

**KEEP VIRUS SCANNERS AND FIREWALLS ON AT ALL TIMES!**

*Any kind of computer use: (in addition to the above)*

Windows Update – you should run this monthly, and it may take multiple times to get all the files.

Disk CleanUp            monthly, if not weekly, Start / Accessories / System Tools. Or, download the free versions of CCleaner and Glary Utilities from our website listed below.

Disk Defrag              monthly, if not weekly. Kick off before going to bed, or before going out for a couple of hours. Start / Accessories / System Tools. An even better defrag utility is MyDefrag, which is free! <http://www.mydefrag.com/>

If you run Microsoft Office, have your installation CDs handy, and go to:

<http://office.microsoft.com/officeupdate/> - this may need to be run multiple times to get all the files.

Shut your computer off and now it won't restart? Found it locked up and it won't start again? Hold the power button OFF for a 10 second count, and then turn the computer on again. Your system may have been in 'hibernate mode'. Changes can be made in the POWER SETTINGS option of your Control Panel.

Compliments of:

User Friendly Services - <http://www.userfriendlyusa.com>  
(Additional utilities and links can be [found here.](#))

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