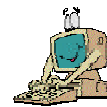


# Computer Maintenance

Presented by  
Rick Castellini, MCP  
March 2000

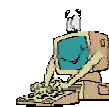
**Grand Junction Computer  
Users Group & Seminar**



## PC Essentials

- Maintenance
- File Backup
- Anti-virus protection
- Troubleshooting

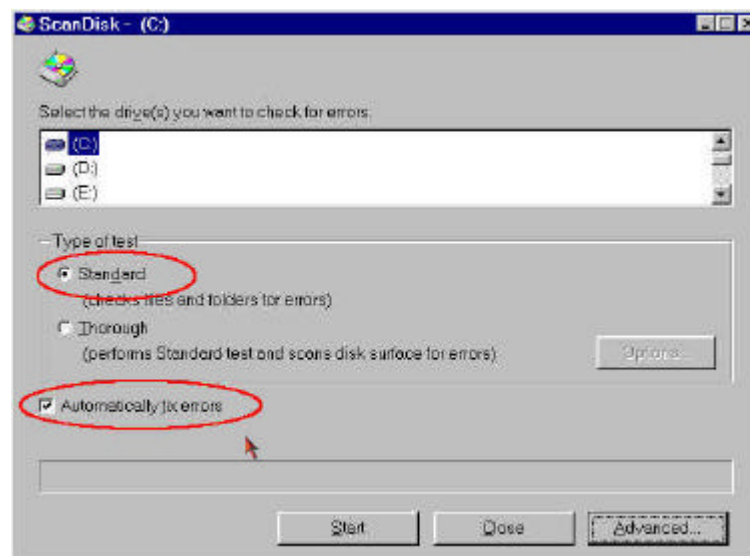
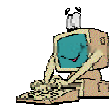
Presented by: Rick Castellini



# Hard Drive Maintenance

- Run Scan Disk regularly
- Run Disk Defragmenter regularly
  - both of these utilities are found by clicking on Start; Programs; Accessories; System Tools
- Keep at least 2X free disk space as you have RAM
  - check disk space by double clicking on My Computer, right click on your hard drive and then click on properties

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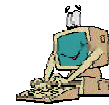
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## General PC Safety Hints

- Keep PC ventilated
- Make sure fan is not obstructed
- Clean screen with screen wipes or PRE-moistened soft rag
- Use a \$20+ surge protector
- Clean mouse ball every 6 months
- Change mouse pad at least every two years

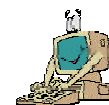
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## File Backup

- Startup disk
  - Click on Start, Settings, Control Panel, Add/Remove programs, Windows startup disk, create startup disk
- Keep all original program disks
- Regular backup of important files YOU have created

Presented by: Rick Castellini



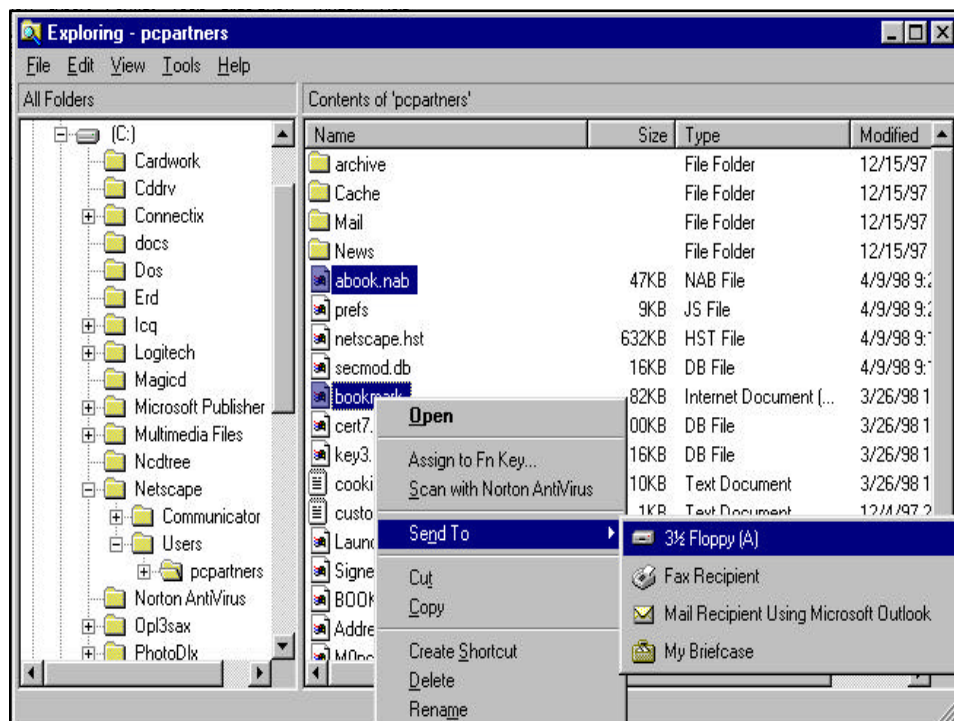
## Steps to Effective Backup

- Store all important files in a common folder
- ID other data files (ie bookmarks, quicken files, etc)
- Backup at least once per month



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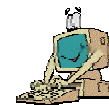


## Virus Protection



- Norton Anti-virus is industry choice
- Update your anti-virus "definitions" monthly
- Scan all foreign disks (if your anti-virus does not have auto-protect)
- Be wary of email attachments...notice who they are from AND to

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## Troubleshooting

- Don't Panic!
- Re-trace your steps
- Don't automatically start punching buttons and clicking your mouse

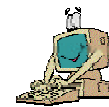
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## Illegal Operation

- Occurs when your system's memory either loses track of itself OR memory gets too low
- Don't bother looking at details
- Usually you can just click on close and re-open your program
- If it occurs frequently in same program, uninstall and reinstall

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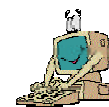


## Mouse/Keyboard Freeze



- Push Ctrl+Alt+Del... if "Close Program" list pops up, Click on End Task
- Don't be afraid to pull the plug or hit the reset button

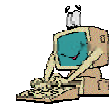
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## Computer or Monitor won't start

- Check power cords at BOTH ends... computer and power strip
- Make sure power strip is on
- Push the power button on the monitor and computer

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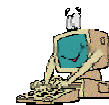


## Modem won't dial or connect

- Click cancel on your dialer, close the dialer and retry
- Shut computer down and restart
- Check phone cord at both ends... should be plugged into jack marked line



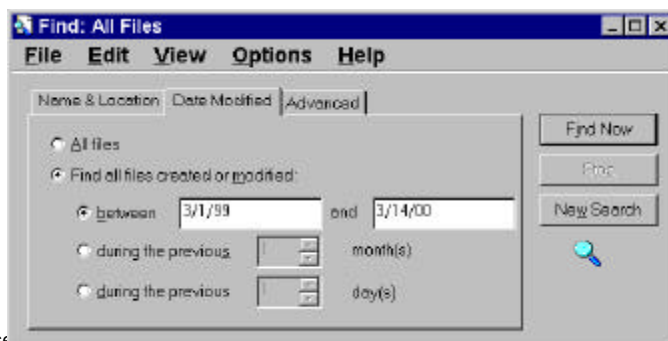
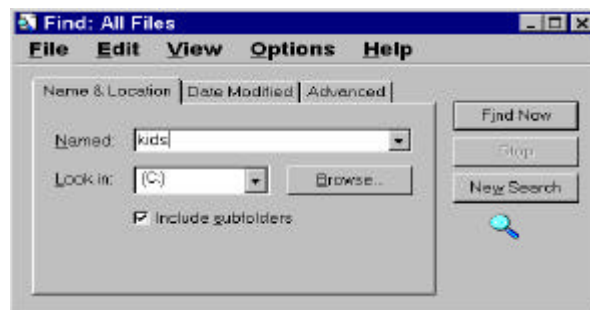
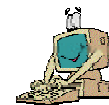
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## Can't find a file

- Start the program you created the document in; Click on File, then look at the bottom of the menu for the most recently used files
- Click on File & Open
- Use the Start - Find and Files/Folders function
- Search for the name
- Search for the date
- Search for the type

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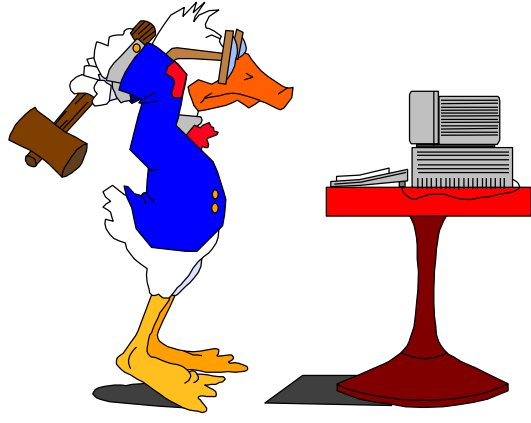



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# *Thank you*

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