

# The Healthy Computer

## A Seven Point Tune Up

Following these seven steps could save you an average of \$240 a year.

### 1. Proper OS and Program Updates

- a. Check once a month.
- b. Must be connected to the Internet.
- c. Start > Windows Update or Start > All Programs > Windows Update.
- d. Select the Custom Button or Check For Updates.
- e. Repeat until High Priority, Software (optional), and Hardware (optional) are 0's.
- f. OS Automatic Updates only applies High Priority updates.
- g. Apple, Adobe, HP and Java regularly will notify you that updates are available.
- h. Install updates and do not ignore.

### 2. Proper Antivirus/Antispyware installed, updated and scanning

- a. Check for OK status once a week.
- b. Virus definitions should never be more than 7 days old.
- c. Use a product that provides real-time scanning.
- d. Set weekly automatic full scan.
- e. Viruses more devastating, but less frequent than Spyware.
- f. Symantec Endpoint Protection and Microsoft Security Essentials do not require an annual fee and have a very small footprint/impact on the computer.
- g. McAfee and AVG do not provide adequate protection.
- h. Norton, Trend Micro and Kapersky are good but severely impact the computer and require annual fees.

### 3. Proper Backups

- a. Store all created files in My Documents
- b. Consider an On-line backup like Carbonite
- c. External Hard drives
- d. Restore a test file once a month to test integrity of back up.

### 4. Peripherals properly installed & working

- a. For all USB devices, install peripheral software first, then attach device when asked to do so by the software..
- b. Replace parallel port devices with USB devices.
- c. USB hubs should be powered.

### 5. Reduce Program Conflicts

- a. Only install programs you absolutely need.
- b. Remove all trial programs.
- c. Remove unused games and programs.
- d. Remove third party utilities (C-Cleaner, PC-Tools, etc.). They rarely work well and sometimes make things worse.

### 6. Properly Setup Internet and Wireless Connections

- a. Comcast and FIOS are "always on" and ready to go.
- b. DSL is 8 to 10 times faster than Dial up.
- c. High Speed is 3 to 4 times faster than DSL, 30 to 40 times faster than Dial up
- d. Speed vary, DSL or Comcast not available in all areas
- e. No service is 100%, all the time
- f. Firewall security already built into Windows Operating System
- g. A router provides additional security. Password protect wireless router

### 7. Proper Email Setup and Use

- a. Check every 2 or 3 days.
- b. Empty In Box when checked.
- c. Consider Web based vs. Program based.
- d. Most anti-spam software does not work.
- e. Make sure back up catches program based email data.
- f. Write down and know your username and password, TODAY! Not sure what it is? Find out from your email provider.

**Things to consider: Update productivity applications at least every other major update. Replace any computer that is 6 years old. Replace Windows 98, 2000 and XP. Have proper Surge protection for electrical outlets, network and phone connections. Leave your computer on 24/7. Turn off and unplug when on vacation.**