

Maintaining Your Computer

Update Your Operating System

- Enable Automatic Updates
 - Configure your system to install updates automatically.
 - Check for updates manually if needed.
- Install Security Patches
 - Apply critical security patches promptly.
 - Verify updates to ensure they were installed correctly.

Manage Software

- Uninstall Unused Programs
 - Identify and remove software you no longer use.
 - Use built-in tools or third-party software for uninstallation.
- Update Installed Programs
 - Keep your software up to date with the latest versions.
 - Check for updates regularly and apply them.

Protect Against Malware

- Install Antivirus Software
 - Choose a reputable antivirus program.
 - Keep the antivirus definitions updated.
- Run Regular Scans
 - Schedule automatic scans for malware and viruses.
 - Perform manual scans periodically for thorough checks.

Optimize Storage

- Clean Up Disk Space
 - Delete unnecessary files and temporary data.
 - Use disk cleanup tools to remove system junk.
- Defragment Hard Drive (if applicable)
 - Run the defragmentation tool on mechanical drives.
 - Schedule regular defragmentation sessions.

Back Up Data

- Set Up Automatic Backups
 - Choose a reliable backup solution (cloud or external drive).
 - Schedule regular automatic backups.
- Perform Manual Backups
 - Manually back up important files periodically.
 - Verify backup integrity to ensure data safety.

Maintain Hardware

- Clean Internal Components
 - Use compressed air to remove dust from internal parts.
 - Check and clean fans and vents to prevent overheating.
- Check for Hardware Issues
 - Test components for performance and errors.
 - Replace or repair faulty hardware as needed.

Manage System Performance

- Monitor Resource Usage
 - Use task manager to track CPU and memory usage.
 - Identify and close resource-hogging applications.
- Optimize Startup Programs
 - Disable unnecessary startup programs to improve boot time.
 - Use system configuration tools to manage startup items.

Secure Your Network

- Set Up a Firewall
 - Enable the built-in firewall or install a third-party one.
 - Configure firewall settings to block unauthorized access.
- Use Strong Passwords
 - Create strong, unique passwords for all accounts.
 - Change passwords regularly and use a password manager.

Manage User Accounts

- Create Separate Accounts
 - Set up separate accounts for each user.
 - Use standard accounts for daily tasks and admin accounts for changes.
- Set Permissions
 - Assign appropriate permissions to each account.
 - Limit admin privileges to prevent unauthorized changes.

Educate Yourself

- Stay Informed About Cybersecurity
 - Follow cybersecurity news and updates.
 - Learn about common threats and how to avoid them.
- Learn Basic Troubleshooting
 - Understand how to diagnose common issues.
 - Familiarize yourself with basic repair techniques.