

Monthly Computer Maintenance Schedule 2013

Task	How To Do	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Back Up Data	Use a flash drive, CD/DVD, or external hard drive to backup your data regularly. For hassle-free, thought-free backup, contact Lowcountry Computer Guy for Carbonite.												
Remove extra desktop icons	Right click on any icon that you wish to remove. Then click Delete.												
Clean out the junk by running SlimCleaner*	Double click Slim Cleaner. Click AutoClean. Then, Click Yes, but filter with IntelliCookie Filter.												
Check for Malware by running MalwareBytes*	Double Click MalwareBytes. Run and install updates, if available. Make sure Perform Quick Scan is selected and Click Scan.												
Defragment your hard drive with SlimCleaner*	Double Click Slim Cleaner. Click Disk Tools on the left column. Then, Click Intelligent Defrag. Click Quick Optimize.												
Check your hard drive for errors using ScanDisk	Click Start. Click Computer. Right Click Drive c:. Click Properties. Click the Tools tab. Click Check Now then Start.												
Uninstall programs that you previously installed that you no longer use.	DO NOT REMOVE ANY PROGRAM UNLESS YOU ARE SURE THAT YOU INSTALLED IT! Click Start, then Control Panel. Click Programs or Add/Remove Programs. Click the program to be uninstalled. Click Remove or uninstall.												
Clean your monitor or screen using wipes**	Use <u>non-alcoholic</u> wipes or cleaners to clean dust and germs from your screen.												
Blow out dust from keyboard and all vents using canned air**	Dust buildup can cause overheating. Use a can of compressed air to blow out all vents and keys.												

* indicates that a program can be downloaded from our website at www.lowcountrycomputerguy.com and Clicking Downloads on the right.

** indicates that we sell a cost effective product for this task. Please visit our showroom at 10 Pinckney Colony Rd #401 or call 843-815-8520.

NOTE: You may be asked to update things on your computer. We recommend updating Windows, Adobe, Java, and your virus protection always. Other updates may be suspect.

NOTE: If you are presented with an unusual popup declaring many errors or problems with your pc and it's not your virus protection, reboot your computer immediately & call our office.