

30th October 2008



Top Ten tips on how to keep your PC healthy and running smoothly

1. Install anti virus software and keep it up to date

This will keep your system virus free you will need to keep this up to date on a regular basis as new threats come out every day.

2. Don't load unnecessary software

Add a lot of software onto a PC will slow it down and takes up valuable space on your hard disk. Don't load unnecessary software as even if you remove it, some packages leave files behind which can have an effect on your system performance.

3. Delete unnecessary files

When your hard drive becomes full it slows it down. Deleting files you no longer need, especially graphic files as they can be very large, helps to improve your PC performance.

4. Run the inbuilt health check

Many versions of Windows have an inbuilt program that acts as a health check. It provides checks for a number of problems and fixes them.

5. Tidy up your Hard drive

When saving files sometimes they split into different fragments, in different locations. Many versions of windows have a program called 'defrag' which tidies up your hard disk for you, and assembles fragments together.

6. Save money on printing

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The costs of running laser inkjet printers can get very expensive. Configure your printer to print in draft mode which uses a lot less ink, you may find that the results are suitable in most cases.

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7. Backup all your files

You need to make sure that all your critical business information is safe if something goes wrong, by copying it to a second medium – DVD, removable flash disk, external hard drive or online. You need to keep your backups out of your office in a safe place. Make more than one copy just in case the other fails.

8. Store all your system discs together and safe

If you need to have all the software loaded onto your computer again, you will need to access to all the discs/licences that came with it.

9. Get an external hard drive

Adding an external hard drive to your computer will allow you to clear out a lot of things that are currently stored on your normal hard drive. It is also portable allowing you to view it on different machines.

10. Keep it clean

When dust collect's on your computers internal components, it can cause problems. It can also clog fans and air holes, preventing good ventilation. Clean you're PC out every few months.

**For more information or assistance with any aspect
of your IT requirements please call us on
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