

# 12 Super Easy Maintenance Checks To Help You Avoid Expensive Computer Repair Bills, Sluggish Performance, Lost Data, and Identity Theft

1. Register all software products and sign up to receive product alerts, patches, and automatic updates.
2. Make sure your anti-virus definitions are always up-to-date.
3. Back up your data every day and verify the backups once a month. If your data is extremely important, consider an offsite backup service that will automatically back up your data daily.
4. Install and run an Anti-Spyware software every week to remove potentially dangerous spyware.
5. Never open an e-mail from an unknown source.
6. Never visit or engage in peer-to-peer file sharing sites such as Kazaa.
7. Never download “enhanced” web browsers, screen savers, cute programs, executable files, or other programs from unknown web sites.
8. Use a quality surge protector to protect against lightning strikes and power surges.
9. Use Disk Cleanup and Disk Defragmenter monthly to free up more space on your hard drive and help your computer work more efficiently.
10. Clean out your temporary files directory. In the Internet Explorer Tools menu, click Internet Options. On the General tab, click the Delete Files button in the Temporary Internet Files section.
11. Set your e-mail to auto-archive older messages and to regularly empty your deleted items folder.
12. Install a firewall to keep hackers and viruses from accessing your computer.

Ask about our new complete network maintenance plan for small businesses. It's like having a highly trained, fully staffed IT department on call without the costs or overhead! No more worries about viruses, hackers, losing data, or dealing with computer problems. You'll get faster performance and fewer problems while lowering your computer support costs!