

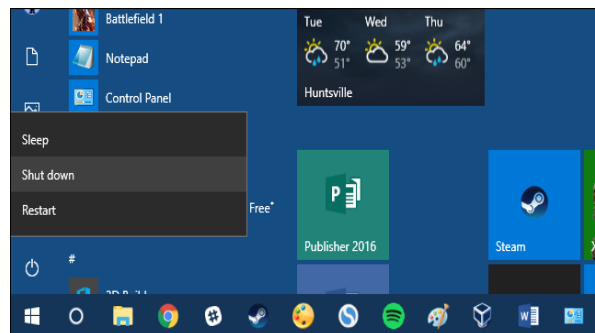
# Personal Computer Care and Maintenance

It is hard to imagine our lives without Personal computers. Most people need computers to get their professional work done. Since computers are such an integral part of our lives, it is crucial that we take care of them by having them properly maintained.

1. **Keep it Clean.** A clean computer is a happy computer. Keeping your computer clean is not just a matter of looking professional in the eyes of the rest of the world. Regularly cleaning your device helps your computer run more smoothly and efficiently for longer time.



2. **Power it down.** Just as your body requires sleep in order to function properly, your computer occasionally needs some down time in order to stay in top working condition. After signing off from office shutting down your device not only helps to extend the life of your device, but helps to maintain its performance speed.



3. **Keep your PC Updated.**

Performing software's /Operating system updates will deliver a multitude of revisions to your computer, such as adding new features, removing outdated features, updating drivers, delivering bug fixes, and most importantly, fixing security holes that have been discovered.so always keep your PC Updated.

#### **4. Keep Food and Beverages Away from Personal Computer**

Don't eat or drink over your desktop when you're working through your lunch break or binge.



#### **5. Clean up and Organize Cords.**

Organized cables will certainly improve your peace of mind, and clean cabling will help prevent snags and stresses on your computer ports. Use soft cloth to clean your keyboard and /LCD Screen on daily basis



#### **6. Run antivirus and spyware scans regularly.**

Any computer that is connected to the internet needs to have some sort of antivirus software. Most antivirus software will monitor the system for threats in real time, so a full daily scan probably isn't necessary, but do make time to run a full scan every month at the least.



#### **7. Avoid abruptly unplugging of devices**

Avoid abruptly unplugging peripheral devices (such as USB disks, Scanners, Printers, etc.) from your Computer without first powering them off and using the "safely remove" option. This would reduce freezes, blue screens and other errors.



- 8. Place your computer in a well-ventilated area.** This will allow proper circulation of air inside the computer unit.



- 9. Move the computer only when it is turned off and unplugged.** To avoid damage to the computer unit always turn off and unplug it when transferring the computer to another location.



- 10. Do systematic maintenance plan for your computer software.**  
Deleting the temporary files on your computer will enhance its speed and will create more disk space for your files, and protecting your files means creating backups, storing your file backups on your hard drive or any removable storage device regularly.



