# Precaution and maintenance of computers

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## Protecting Your Computer From Damage

- Like any kind of equipment, your computer requires care and maintenance to run smoothly.

- A number of factors can cause damage to your computer's hardware (the physical parts inside the computer) or media (storage devices like CD-ROMs and hard drives)

- Extreme heat, cold, or humidity
- A damaged cable will prevent the computer from communicating with input or output devices.
- Dust can damage hard drives and floppy disk drives and can prevent computers from cooling properly.

# Protecting Your Computer

**Computer Environment**
- Place computers in temperature-controlled rooms.
- Keep computers away from air conditioning or heating vents.
- Keep computers in an area free of dust.
- Keep computers and media a safe distance from electrical or magnetic fields.
- Make sure cables are not kinked or twisted.
- Route cables so they will not be stepped on or rolled over by chairs.

# Protecting Your Computer

**Power Spikes and Power Surges**
- Connect all power wires in a way so that they cannot be accidentally disconnected.
- Connect the computer to a surge suppressor to help avoid damage from power spikes. Do not connect the computer directly to
- Employ a UPS (uninterruptible power supply) device that will keep computers running in the event of a power outage.

# Keeping Your Computer Clean

There are several simple things you can do to help maintain your computer.

- Regularly clean the keyboard and mouse.
- Clean the printer of any dirt or dust to prevent jamming.
- Carefully remove any paper jams. Damaging the printer will make it jam more often and decrease print quality.

While there is a lot that you can do to your computer to keep it running smoothly, there are some maintenance activities that should only be performed by an experienced professional.
These include:

- Replacing or upgrading internal components of the computer.
- Repairing physical damage to peripheral equipment.
- Re-routing or adding electrical connections.

# Maintaining Your Hard Drive

- If you do not regularly take the time to organize your desk, it will become harder and harder to find what you need. Just like your desktop, your hard disk will become cluttered if you do not take the time to organize it. Poorly organized files will lead to a decrease in the performance of your computer. It will take longer to locate the files you need. Keeping a clean and organized hard disk will result in better system performance. The easiest way to do this is to delete unused or temporary files regularly.

- A variety of utility programs are available to help keep your computer safe and running without errors. Some are supplied with the Windows operating system, others are available for free, and some are available for purchase.

# Maintaining Your Hard Drive

- Firewall software like ZoneAlarm and BlackICE keep others from accessing the computer through the Internet.
- Spyware Detectors like Spybot SP and BPS Spyware Detector check and remove spyware programs that send information from the computer to the Internet.
- Virus Detection software like Norton AntiVirus and McAfee VirusScan detect and remove potentially damaging viruses from the computer.

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# Simple Maintenance

- **Check your hard disk for bad sectors and error (Scandisk, then defragment)**
- **Remove unwanted and junk files**
- **Delete browsing history**
- **Clean out your email**
- **Remove any programs that you do not use or have a trial period that has expired**
- **Keep up to date with Windows updates**
- **Don't install too many programs**
- **Have an external drive for instant backup**
- **Keep your computer organized**
- **Guard your computer from viruses**