

The 10 Commandments - For the PC user

(To keep the pc system usable for a long time)

By Tsubame - Januar 2012



- 1. Keep all installation media (CD-ROM, etc.), Drivers (burn onto a CD if necessary), manuals etc in a box or the like in a safe place.**
- 2. Keep all your passwords in a safe place, out of the pc (paper, phone, etc.).**
Make sure that you can read these passwords without a pc.
- 3. Perform regular back ups.**
Check whether the backup is readable back.
Depending on the amount of data, backups should run daily or at least weekly.
- 4. Scan your pc regularly with (at last) one antivirus program.**
Featured frequency: 1 time weekly.
- 5. Do maintenance of the system regularly (cleaning) with a cleaning tool.**
Depending on installations (e.g. toolbars) and updates run the maintenance in intervals of 1 to 3 months.
- 6. Defragment the hard disk(s) in use regularly.**
Depending on the amount of data once every 3, 6 or 12 months.
- 7. Install only the programs you need.**
Uninstall any unused programs -as soon as possible-.
- 8. Programs installed for testing purposes, should be installed in a non-default directory: After uninstalling, make sure that all the data is deleted from the directory.**
Moreover, it is recommended to install such test installations from another account (if you normally use the account "Admin", you should create a 2nd user "tester" -for example- and installing from that user).
- 9. Never click a file (never start a program) if the source is not known to you.**
For safety, email attachments should be saved to another location on the hard drive and be checked before opening.
Check the source of a file always very precise: often is "Adam" (for example), not your old friend, but the name stands for "many people are aware of an 'Adam'".
- 10. Never click on flashing icons or pop-up windows contents in your browser, except you are sure you want to do that.**
Never click on "scan online" or similar "services" if the home page/provider is not known to you.
If you cannot find any button or similar to close a window, simply use ALT + F4 (Windows) to close the window.

Wishing you a lot of fun and success with your pc:

Tsubame Software Tools: www.tsubame.de

Ruynk; System-Analyse-Synthese-eBooks: www.ruynk.de