

Name _____

Computer # _____

Date _____

COMPUTER SECURITY AND MAINTENANCE

- _____ 1. Clean **Monitor** (*LCD monitor cleaning instructions posted on the "how to" page of website*)
- _____ 2. Clean **area** around the *computer*
- _____ 3. Use **brushes** to clean keyboards
- _____ 4. Wipe **bottom** and **top** of mouse

You have **network AVG virus AND spyware** protection on your computer. You **DO NOT** have to run updates or scans. That is happening in the background.

_____ **CCleaner**

- 1. Open **CCleaner**
- 2. Click on **Run Cleaner** (this cleans your temp files and Internet files.
- 3. You will see that **it removed some files**.
- 4. Run **CCleaner until there are 0 bytes removed displayed**. If you get the same number of bytes displayed for a couple of times, then **go to next step**.
- 5. Click on **Registry** on the left side
- 6. Click on **Scan for issues**
- 7. Click on **Fix Selected Issues, NO, Fix Issue, Close**
- 8. **Repeat steps 6 and 7 until you have NO ISSUES**.

_____ **Defrag**

- 1. Click on **Start**
- 2. **Programs**
- 3. **Accessories**
- 4. **System Tools**
- 5. **Disk Defragmenter**
- 6. **Analyze**
- 7. If your box says that you **do not need to defrag**, click **Close**
- 8. If it says that you **DO need to defrag**, click **Defragment**.