

Recommended Computing Practices

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SIR Branch 8

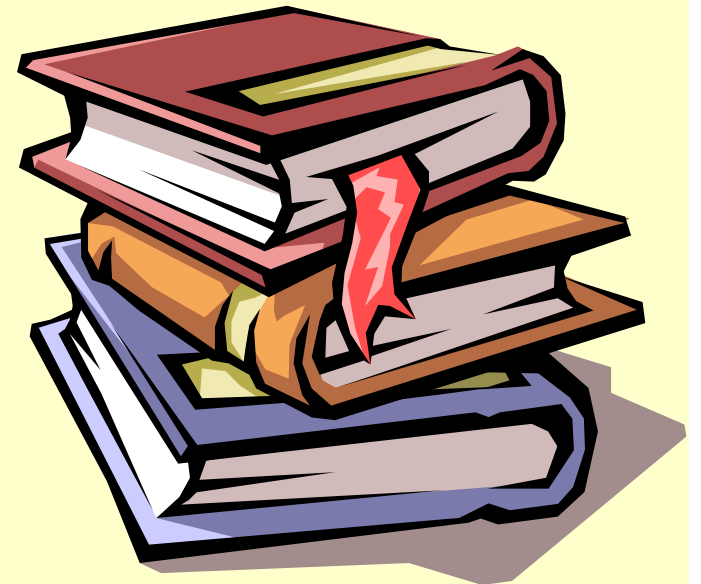
February 16, 2006





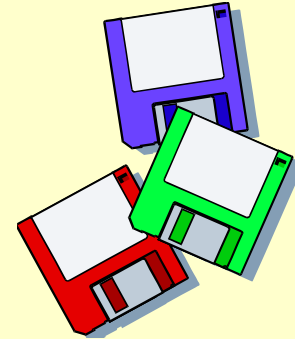
Got Documentation?

- Manuals & Specification Sheets
 - Installation & Setup manuals
 - Motherboard manual
 - Device manuals (examples)
 - Monitor
 - CD, CDRW, DVD, DVDRW
 - Printer(s)
 - Scanner
 - Webcam
 - Digital & Video Camera





Got Software?



- Operating System Install CDs (e.g. WinXP)
- Device Drivers (e.g. Motherboard devices)
 - Video, Ethernet, Sound, Etc.
- Other Devices
 - CDRW, DVDRW, etc.
 - Printer, Scanner, WebCam, Digital Cameras
- Applications
 - MS Office, Works, or other Applications

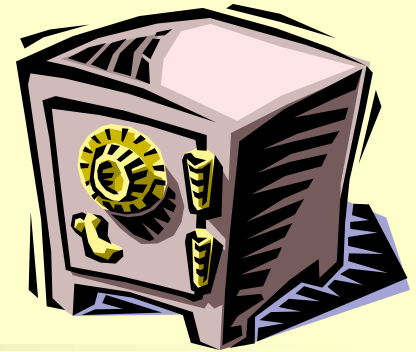
Got Docs & Software Handy?

- Collect your Documentation and Software CDs
- Put them in an envelope, plastic bag or other container
- Label the container
- Keep it where you can find it





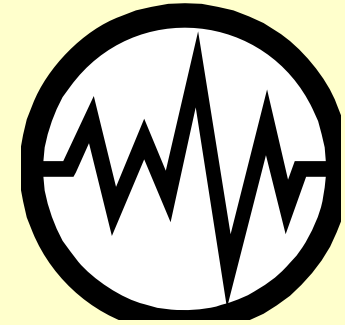
Got Protection?



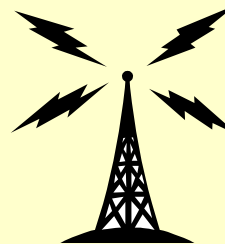
- Setup individual user accounts with quality passwords (8 or more mixed characters)
- Set an Administrative Password (mixture of at least 8 Upper/lower case & special characters)
- Use a Firewall (Separate Device, Windows or third party software (e.g. Zone Alarm))
- Use Anti-Virus Software (e.g. Symantec)
- Use Adaware or Spybot Software
- Use Registry Cleanup Software (e.g. Registry Mechanic)



Got Broadband?



- Use a Router or Wireless Router between your DSL or Cable Modem and your computer (e.g. 4 Port 801.11g Router)
- Use software Firewall also (e.g. Zone Alarm or Windows Firewall)
- Enable WEP and/or WPA on Wireless Router & computer(s)





Got Organization?

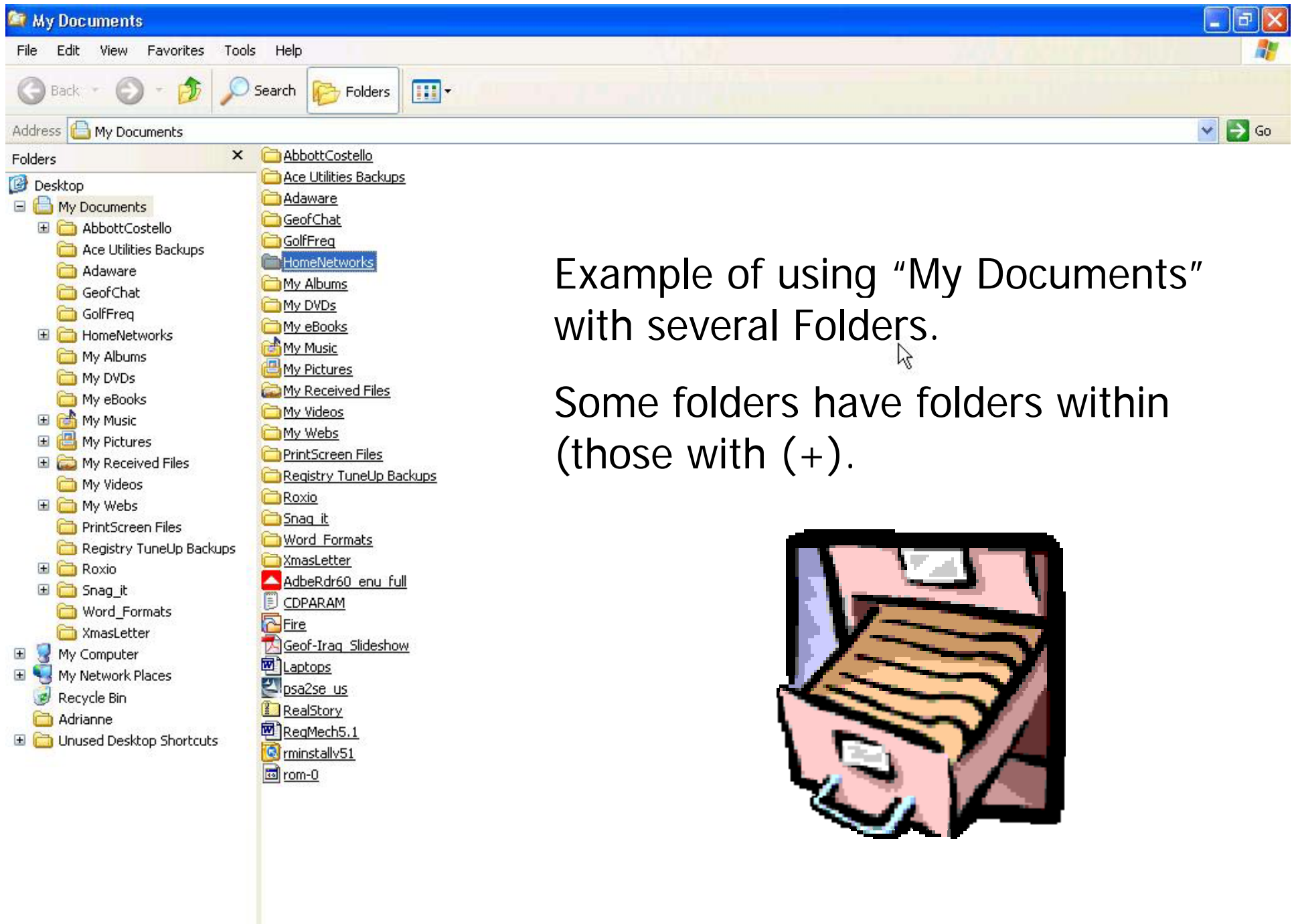


- Consider Partitioning your Hard Disk
- Consider a 2nd Hard Disk
- Consider an External Hard Disk (e.g. USB 2.0)
- Create sub-directories (Folders)
- Save files in appropriate Folders
- Move files to appropriate Folders if necessary
- Name Folders and Files with meaningful names (e.g. SIR_Newsletters)

Got "My Documents"



- Create meaningfully named Folders in My Documents (e.g. Xmas05Photos)
- Create your own Tree Structure(s) of Folders using any logical structure for organizing files on a Drive or Partition
- Do Both



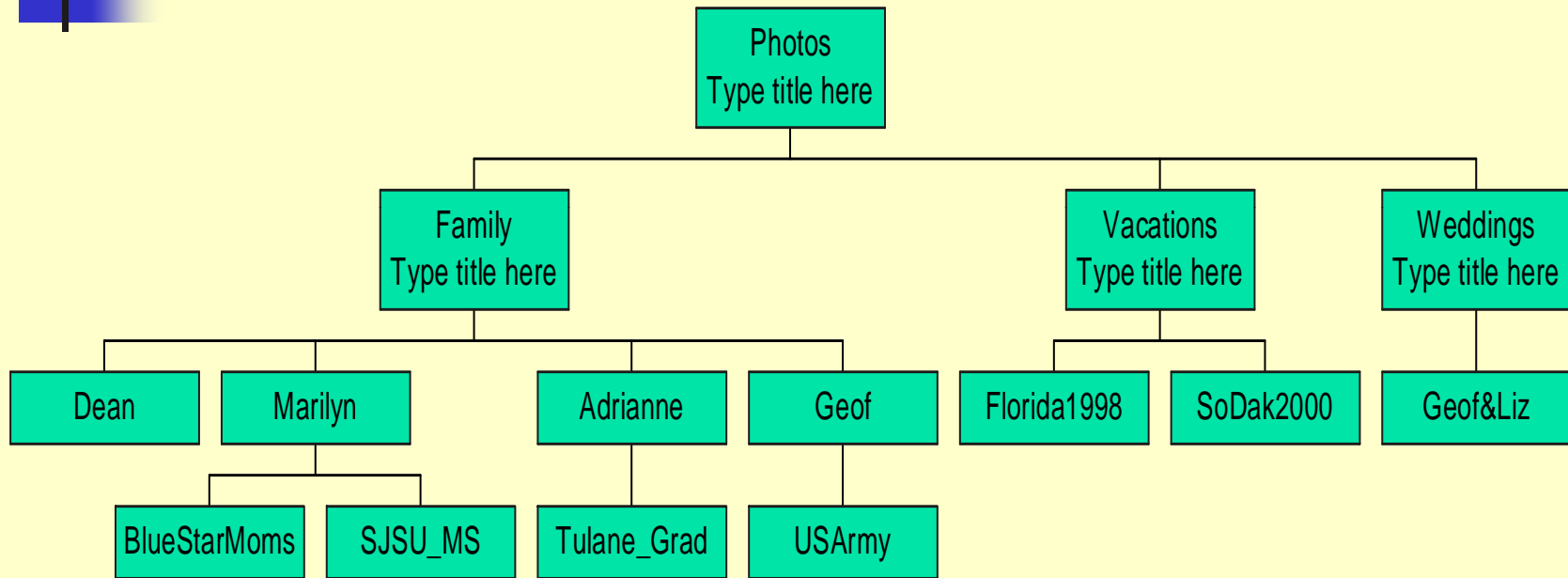
Example of using "My Documents" with several Folders.

Some folders have folders within (those with (+)).





Sample of a Conceptual Tree Structure





Are you Up-to-Date?



- Check for Windows Updates regularly, especially Security Updates
- Check for Anti-Virus Updates regularly
- Check for updated Device Drivers if you are having any problems with a device



Got Problems?



- Use The Ultimate Troubleshooter (TUT) to fix/remove unwanted Startup Programs and other unwanted processes/programs.
- Run Adaware or Spybot checks regularly
- Run Registry Cleaner periodically (e.g. Registry Mechanic)
- Run Checkdisk (Chkdsk) and Scandisk (Win9x & ME) on Hard Drives periodically to check for errors



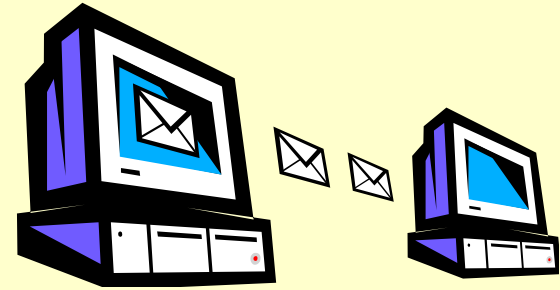
Got More Problems?



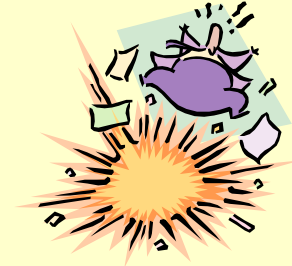
- Run Disk Defragmenter monthly
- Run Disk Cleanup monthly
- Delete Temporary Internet Files from Internet Explorer periodically (IE Internet Options (Tools))
- Reduce size of IE Temporary Internet Files space (Settings)...Some say 20MB is plenty



Got E-Mail?



- Never open attachments unless they have been scanned for viruses (They can be automatically scanned)
- Never run unsolicited executables, documents, spreadsheets, etc. unless scanned for viruses.
- Treat all unexpected e-mails with suspicion
- Do not open files with double extensions (e.g. iamavirus.txt.vbs)





Got More E-mail



- Create folders and organize messages you wish to save (Take messages from InBox and put into folders)
- Delete un-necessary messages from InBox to speed-up your e-mail
- Backup your message folders (See the Help in Outlook or your e-mail program)

Got Back Up?



- Backup all critical/important files (CD-R/RWs and DVD-R/RWs are great media for this)
- Consider an external Hard Drive or a 2nd Internal Hard Disk for backups
- Backups are easy **IF** you have your data well Organized
- Consider using System Backup Software for complete backups.
- Verify the backups are readable!

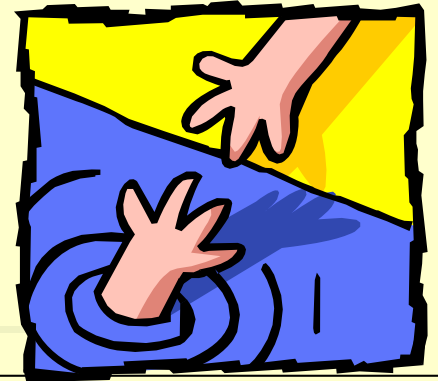
Got Other?



- Use a screensaver with a password
- Use "Save as" to save documents/files in locations/folders of your choosing and in formats of your choosing
- Consider Saving wordprocessing documents in ".rtf" format so they are easily shared with other computer systems (e.g. Mac, Linux, Unix, etc.)



Got Help Links?



- <http://www.compukiss.com/sandyclassroom/tutorials.cfm>
- <http://www.pcstats.com/beginners.cfm>
- <http://computer.howstuffworks.com/>
- <http://www.pccitizen.com/beginnings.htm>
- http://www.billthecomputerguy.com/computer_tips.htm