

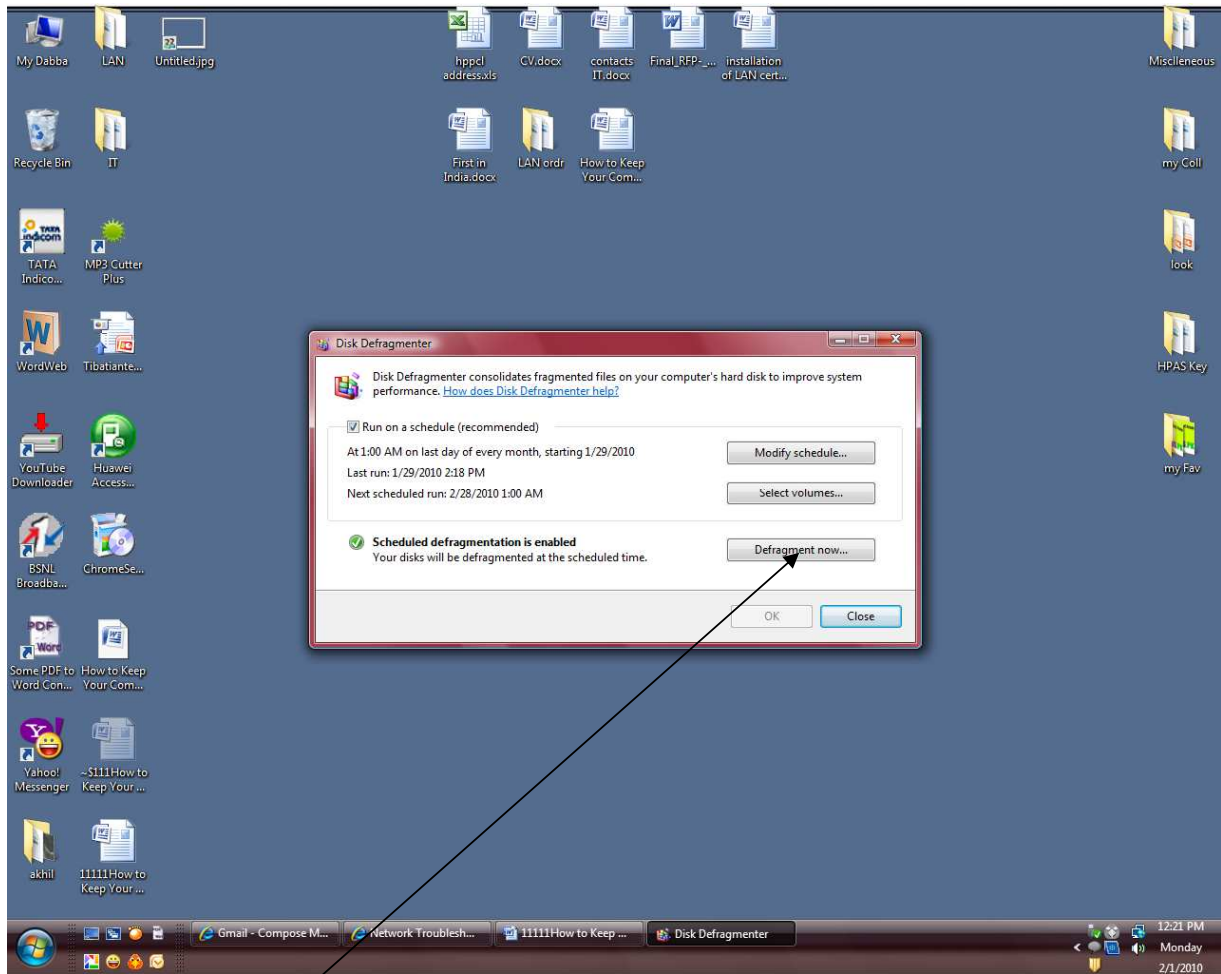
Tips to Keep Your PC healthy

1. Place your PC away from dust, moisture and direct sunlight.
2. Uninstall softwares from your system that you do not need.
3. It is recommended to Scan your PC against virus at least once a week.
4. Always take backup of your important and confidential data.
5. Avoid double click on removable storage (pen drive, USB drives etc) to open it. Use right click and open option instead.
6. Never cover your CPU with anything as this will prevent the CPU from radiating any heat to the surroundings.
7. If you are a busy web user then it is recommended that to Delete cookies, reset your internet browser(s), and clear your cache after you sign off. These files are completely unnecessary, take up memory, and can allow spyware to invade your computer.
8. Never unplug peripherals directly from the computer when it is powered up. Unplugging with the power on can damage the connector socket or the motherboard.
9. If you are transferring data from the removable storage devices then it is important to scan it first against virus and then use it.
10. If you have low volume (say below 5MB) of data to be transfer from one PC to another then transfer it by using e-mail services.
11. Stay away from websites that don't seem trustworthy this includes places like flash game sites, and blogs.
12. It is a good practice to keep your operating system drive as free as possible.
13. Avoid opening software and executable files came from untrusted source without scanning it with your anti-virus software.
14. Clean, dust it atleast once a week.

15. Defragment at least once in a month.

How to Defragment:

>> Go to Start/All Programs/Accessories/System Tools/Disk Defragmenter



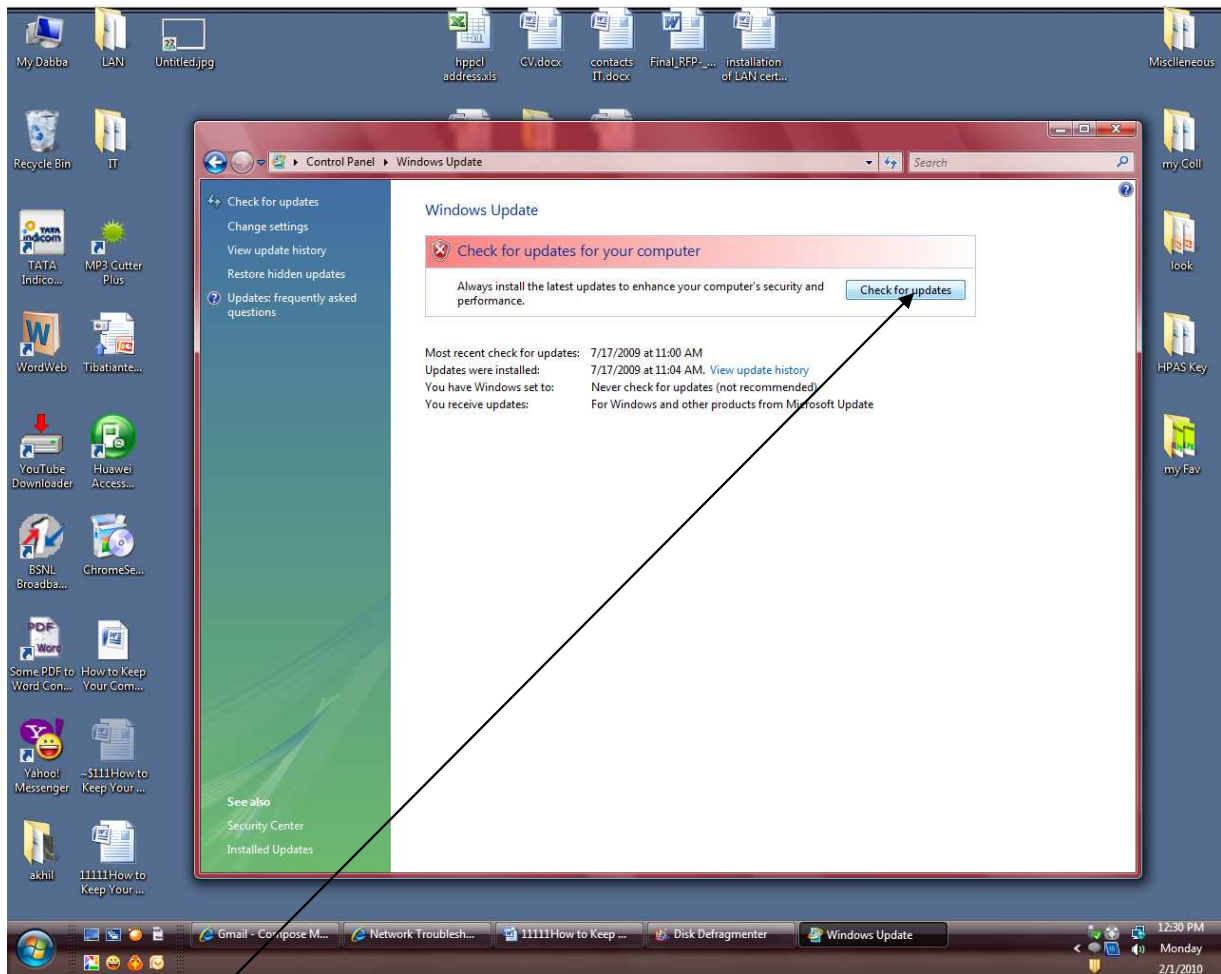
Click on defragment now

1. Click Defragment now.
2. You can schedule your Defragmentation as per your requirements as well.
3. You can also individually select the drives for defragmentation.

16. Use Windows update to keep the OS up to date. Always check for new driver for your computer hardware.

How to Upgrade:

>> *Control Panel/System/Windows Update (Left pane)/Check for updates*



Select Check for Updates

The system will automatically check for updates.

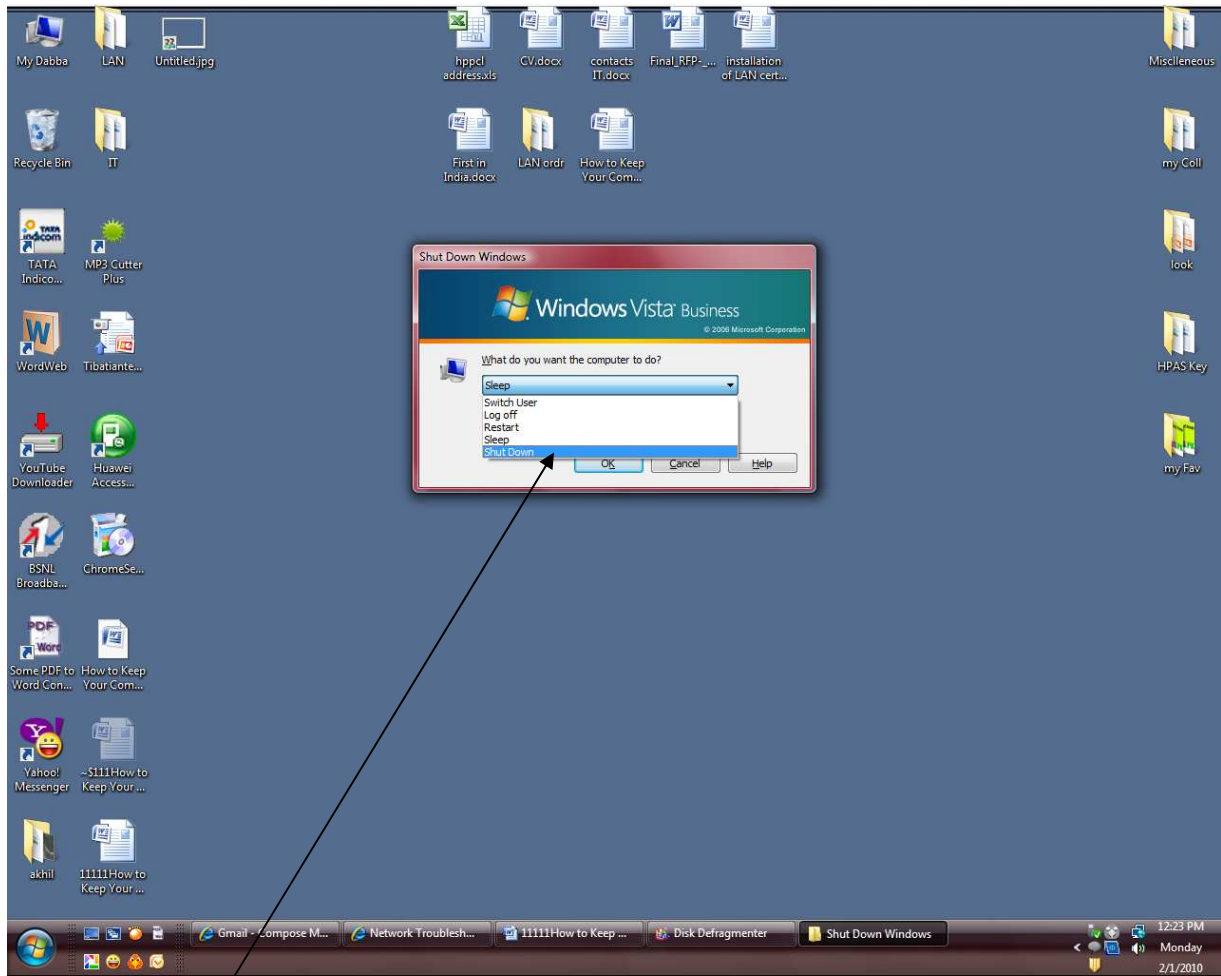
17. Make sure that the computer is shut down/turned off properly.

How to Shut Down:

>> Go to Start/click on (>) button/Select Shut Down

Shortcut :

>> *Press Alt F4/Shut Down.*



Select Shut Down and Ok

Do`s and Dont`s :

1. While installing any new program, always make sure you have closed all open programs in your computer. You can easily avoid a lot of problems in the future by following this simple rule. Also, always restart your computer after installing a new program and before you start to use it.
2. Cookies are another thing that can take up a lot of space on your hard drive. You can limit the amount of cookies placed on your computer by opening your browser and clicking on your browser settings and setting your cookies to "None" or "Ask me". Be forewarned, with the amount of cookies websites are using now, the "Ask me" setting can be more annoying than pop-up ads on a bad website! Cookies are really personal preference; they also provide convenience for the user, remembering passwords, shopping carts, etc. However you decide to handle cookies, you should delete your cookies periodically through your browser's "Internet Options".
3. Your computer also saves many "temporary internet files" that should be cleaned up every week or so.
4. Don't trust downloads. Many viruses are designed to spread by sending themselves to all your friends without your knowledge. Don't trust any downloads from anybody, even your friends. As long as you don't download anything, you should be safe 99% of the time.
5. Don't power off your system directly. First, let the system shut down properly and when it complete then it's time to power it off.
6. Backup important data. There are many ways to backup your data. The easiest is to buy a USB drive, and call it the "backup USB drive". Every month or so, put your important files on your backup USB drive. In case your computer gets a virus or just breaks, you have your important stuff safely stored on your USB drive. Another method is to email yourself important files as attachments. And of course, you can always burn a CD, DVD, with all your important stuff.
7. Don't Open E-Mail Attachments. If you receive an e-mail attachment be VERY careful when opening it. If you don't know the person that sent it to you, *DON'T OPEN IT*. If you DO know the person that sent it to you, but you weren't expecting an attachment, *DON'T OPEN IT*.
8. Keep files organized. keep all pictures, videos, documents... everything organized. Keep every file in a folder. It is a good practice to give appropriate names to both files and the folders in order to locate them easily.
9. Try to make your desktop as free as possible. Keep less number of icons in your desktop.
10. Do not let a lot of programs load up when you start your computer. They use valuable memory and Windows Resources (Windows internal workspace). All programs in your Windows System Tray (in the lower left of your screen) are running on your computer. Close them if you don't need them or run them and configure them not to load when you boot up.

Mouse not working properly :

1. Check the mouse port whether it is properly connected with the CPU.
2. Shut down your PC and reconnect your mouse to the CPU.
3. If still not working, your mouse might be damaged. Replace your mouse with new one.

Keyboard not working properly :

1. Check the keyboard port whether it is properly connected with the CPU.
2. Shut down your PC and reconnect your keyboard to the CPU.
3. If still not working, your keyboard might be damaged. Replace your keyboard with new one.

Monitor not working properly :

1. Check your monitor whether it is properly connected with the power supply.
2. Check the monitor whether it is properly connected with the CPU.

Printer not working properly :

1. Check for the power supply to your printer.
2. Check for the printer cord whether it is connected properly with the CPU.
3. Printer`s drivers should be installed on your computer.
4. If your printer is a network or sharing printer, check your network whether the network respond properly or not.

NOTE: Don`t plug-out your devices directly in a PC powered-up mode. First, shut down your PC, power off your PC supply then, plug-out the devices.

Frequently Asked Questions:

Q: WHICH WEB-BROWSER DO I USE?

A: You may use any. There are advantages and disadvantages to them all. But think about this: most viruses are made for the most popular browser. So, it is wise to use a web-browser that isn't very popular. The most popular browsers are Internet Explorer and Mozilla Firefox. Try Google Chrome or Opera?

Q: SHOULD I DELETE STUFF I DON'T NEED?

A: Yes. Delete all the programs you don't need anymore. The fewer programs installed on your computer, the faster your computer will run. Go to the Start menu, and then in Control Panel. Then, Add/Remove Programs. Also clear your recycling bin as it hogs space on your harddrive for no reason.

Q: HOW DO I CLEAR MY CACHE?

A: As you surf the Internet, your computer saves the websites (so it doesn't have to download them again if you go to them twice). This is called the cache (pronounced like the word: cash). It is a good idea to empty out your cache from time to time. This can potentially speed up your computer and remove saved passwords. If you're using FireFox, press: CTRL+SHIFT+DEL and click "Clear Private Data Now". If you're using Internet Explorer, click 'Tools' at the top and then click 'Internet Options' and then click 'Delete' and then click 'Delete All'. It is a good idea to clear your cache before allowing your family or friends to use your computer.

Q: IS IT SAFE TO DOWNLOAD MOVIES AND MUSIC ONLINE FOR FREE?

A: No. Downloading movies, music and any other big sized files in general puts you in an unsafe spot.

Q: WHICH EMAIL SERVICE IS THE BEST?

A: Gmail is the best email service. It tries to protect you from spam and viruses, and gives you tons of space for your emails.

Q: MY FRIEND IS SENDING ME A FILE ON MSN, SHOULD I ACCEPT IT?

A: No. Only accept pictures, nothing else. If your friend or even your family member is sending you something you didn't expect them to send, then don't accept it. Many viruses are programmed to send themselves to everybody on your MSN list. So if you get infected by such a virus, all your friends will be sent a copy of the virus... and your friends will accept thinking it's you sending them something.

Q: THE TASKBAR HAS DISAPPEARED FROM MY DESKTOP. HOW DO I GET IT BACK?

A: It may be hiding at the bottom of the screen after being accidentally resized. Point to the bottom border of your screen. If the pointer turns into a double-arrow, click and drag upwards. If your taskbar isn't hiding at the bottom of the screen, try moving the mouse to the right, left, and top edges, looking for the telltale double-arrow.