

## Computer Maintenance Hints And Tips

-How to look after & Maintain your New Computer

### 10 Top Tips to Consider

After you have purchased your new computer system you will need to keep it in tip top shape in order to get the most use out your new asset. It is important to treat your new computer as you would any other new device making sure its clean, in good physical condition & free from any defects by avoiding breakages. Computers need more than just &ldquo;physical maintenance&rdquo; however, computer systems require software maintenance also, which can be a little more difficult to apply. Below we have listed the most common computer maintenance points to help you get the most out of your new computer.

#### Documentation

Keeping all your Documentation in one place may seem obvious, you would probably be surprised at how many people don't! Any disks, books, invoices, manuals etc. related to your new computer system should be stored in the one location, this will help when you need to access them in a hurry & lessens the likelihood of losing anything.

#### Keep your New Computer Clean

Although this should go without saying most people don't even consider the physical aspect of their computer. Dust is a major contributor to the degradation of your computer. Over time your computer case fan will gather a lot of dust. You can simply & easily remove this dust by wiping it away with a cloth or paint brush. You can do this without having to open the computer case although it is recommended that the computer fans be cleaned from inside the computer case so that access to the fans can be easily obtained. Being careful not to void any warranties, open your case from time to time (once a year is OK) & clean out any dust or debris. You can use a computer vacuum or can of compressed air. Pay special attention to the computer case fans & other fans like the CPU fan. You can use a Paint brush or similar soft bristled brush, however make sure you are very careful not to damage any of the equipment, it is recommended that you have anti static strap & ground yourself before attempting anything inside the computer case. If you feel dubious about such a task most computer outlets will take care of it for you. Keeping your computer cooling fan clean will increase the fan's effectiveness thus keeping your computer cooler. Overheating can lead to breakdowns.

#### Position your Computer properly

Do not block any air vents on your computer system. Make sure your computer system is situated slightly back from any obstacles that may block the air flow or obstruct the case fans. Keep any hanging objects away from the rear of the computer system, eg. Curtains. Keep the computer out of the sun & keep the computer system away from direct heat

#### Surge Protection

Your new personal computer is vulnerable to being spiked with electricity if you do not have it connected to a surge protection outlet. Although they don't protect against direct lightning strikes, they will give you piece of mind knowing that you have done all you can to make sure your computer is protected.

#### How to Turn the Computer On & Off

Do not turn your computer off with the power switch, always use the Windows shut down method.

The one exception to this rule is when your computer locks up or for some reason stops working (freezes) and your hard drive is not running. In this situation, you can turn the power off without harmful effects to the hard drive. Cutting the power can lead to data loss.

#### Connecting & Disconnecting Devices

It is always important to shut down your computer before you connect & disconnect any of the various devices. The exception to this rule is when the device is what's called &ldquo;Hot Swappable&rdquo;. Hot Swappable devices are any device that is connected through your USB or Firewire ports.

