

Do you do these things?

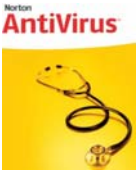

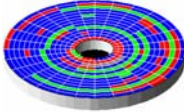





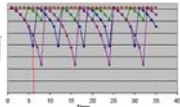
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What?	Why?	How?
<p>1</p>  <p>Update your Antivirus, and then scan for viruses.</p>	<p>With virus updates you are protected against the latest viruses.</p>	<ul style="list-style-type: none"> Norton Antivirus and Kapersky are available at the A&A computers shops. Updates are available from the Internet
<p>2</p>  <p>Scan for Spyware and Adware.</p>	<p>Spyware and Adware secretly install on your PC. They make PCs slow, and often disable USB ports.</p>	<ul style="list-style-type: none"> We 'prescribe' SpyBot and Adaware software, freely downloadable. You should update and use this software twice a month.
<p>4</p>  <p>Disk defragmentation.</p>	<p>Files on the hard disk are saved in a random manner. Defragmentation organizes the files, speeding up the hard disk.</p>	<p>Windows accessory:</p> <ul style="list-style-type: none"> Go to Start, all programs, accessories, system tools, disk defragmenter.
<p>5</p>  <p>Scandisk.</p>	<p>Correct storage problems on the hard disk. These problems may be caused by improper switching off your PC.</p>	<p>Windows Utility:</p> <ul style="list-style-type: none"> Go to my computer, select drive, file, properties, tools, check now, tick both check boxes.
<p>6</p>  <p>Disk Cleanup.</p>	<p>Removes temporary files that occupy space on the hard disk.</p>	<p>Windows accessory:</p> <ul style="list-style-type: none"> Go to Start, all programs, accessories, system tools, disk cleanup.
<p>7</p>  <p>Back up your data regularly.</p>	<p>Hard disks get damaged, or data gets damaged. Having a backup avoids losing your data.</p>	<ul style="list-style-type: none"> Copy to external hard disk, CD-R, CD-RW, DVD-R, DVD RW. Or ask our technical staff for advice.
<p>8</p>  <p>Check the batteries of your UPS or Inverter.</p>	<p>Rechargeable batteries last about two to three years. Worn out batteries reduce backup time, and overload the charging circuit, causing failure.</p>	<ul style="list-style-type: none"> When you get less than 70% of the normal backup time, have the batteries replaced. A&A Computers stock deep-cycle batteries.
<p>9</p>  <p>Electrical protection.</p>	<p>Voltage spikes and fluctuations damage computer equipment.</p>	<ul style="list-style-type: none"> For your laptop PC, purchase a Hi-Volt guard. For your Desktop equipment, buy an AVS and stabilizer.
<p>10</p>  <p>Preventive Maintenance.</p>	<p>With Preventive Maintenance you reduce repairs and down-time.</p>	<ul style="list-style-type: none"> Ask A&A for a Preventive Maintenance agreement.

Keep this information close to your PC