

*“Local service,  
global strength”*

**Computer  
Troubleshooters  
Henderson  
Mark Argent**

PHONE:  
(027) 284-0479

FAX:  
(09) 836-2345

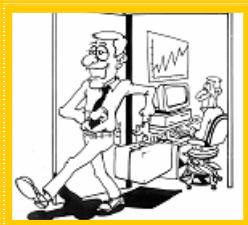
E-MAIL:  
mark@ctshenderson.co.nz

See us on the Web!

at:

[www.ctshenderson.co.nz](http://www.ctshenderson.co.nz)

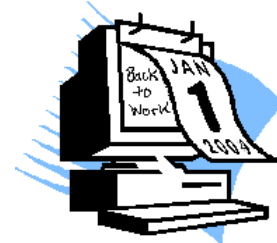
*“Thousands of businesses  
around the world depend on  
Computer Troubleshooters”*



**Global**  
strength

Newsletter produced by  
Pat Chesters  
[www.computertroubleshooters.co.nz](http://www.computertroubleshooters.co.nz)

## Into 2004 . . .



Most of us start back at work following a bit of a break over the holiday period. All refreshed and raring to go we look to the future and look at how we can improve performance, productivity and profit over last year.

It is a time to review our computer systems and learn from last years problems. 2003 saw some new issues in the world of computing, some key areas come to mind like the proliferation of e-mail Spam, the enhanced devastation of some viruses and method of virus delivery and the enormous increase in the Ad ware /spyware invasion.

So, what are the key areas that you should concentrate on to get your computer systems cleaned up and good and ready for the year ahead? Firstly get yourself a plan, use a spreadsheet or a sheet of paper. Mark down each computer you have down the left of the page and across the top the activities to perform and the frequency to perform them. I have prepared the following list to be considered for PCs in daily use, this list can be modified according to frequency of use and criticality of the system.

Your list should include:

- Virus scan (daily)
- Virus data file update (weekly)
- Windows System file update - (weekly)
- Firewall review (monthly)
- Hard disk defragmentation (2 weekly)
- Disk Scan / error check (monthly)
- Temp file clean (weekly)
- Internet file clean (weekly)
- System Start up review/clean (2 weekly)
- Ad ware / spyware clean (weekly)
- Keyboard clean (monthly)
- Monitor clean (weekly)
- Inside hardware (clean (3 monthly)
- CD Drive clean ( 3 monthly)
- Floppy Drive clean (3 monthly)
- Local Back up (daily)
- Off site Back up (weekly)
- E-mail clean out (weekly)

Remember when organising your backups, do not just concentrate on one or two items, consider what will happen if you lost your entire system – what about those important e-mails, the contact lists, the pictures of the family etc etc.

You should note against each PC/item when the activity was performed. If you have many PCs you may need to stagger the operations over time.

Your local computer professional will be able to help out with these activities, in general they can provide plans to perform these activities for you, or training if you want to carry them out yourself. **Have a prosperous 2004!**



Australia



Canada



Dominican Republic



Republic of Ireland



Hong Kong



Kuwait



Mexico



Netherlands



New Zealand



Portugal



Singapore



South Africa



United Kingdom



USA