



General Computer Maintenance



SOME REGULAR MAINTENANCE CHECK ACTIVITIES

Update your computer (Windows)

1. Click in the search box at the bottom left
2. Type in updates
3. Click on check for updates when it appears
4. Follow prompts to update

Update your computer (mac)

1. Click on the Apple
2. Click on System Preferences
3. Click on Software Update
4. Install updates

Antivirus

1. Click on the down arrow (or Options or Scan) to get to the scan area
2. Click on FULL SYSTEM SCAN
3. Leave the computer on whilst it is running
4. Follow the prompts when finished

CCleaner

1. Close all of your programs and windows
2. Click on Easy Clean on the left
3. Click on Analyse
4. Wait for it to finish
5. Click on All
6. Click on Custom Clean on the left
7. Click on Analyse and Wait for 100% to appear at the top
8. Click on Run Cleaner
9. Click on Continue
10. Click on Registry on the left
11. Click on Scan for Issues and Wait for 100% to appear at the top
12. When Finished Click on Fix selected issues
13. Click on Yes at the prompt
14. Click on Save
15. Click on All Selected Issues
16. Click on Close



Malwarebytes

1. Click on Scan
2. Wait for the scan to complete
3. Follow the prompts to quarantine if necessary

Remove unwanted programs (on Windows)

1. Click in the Search box
2. Type Control Panel
3. Click on Programs
4. Sort in date or alphabetical order
5. Click on the program you want to remove
6. Click on Uninstall and follow the prompts

Remove unwanted programs (on Mac)

1. Click on Finder
2. Click on Applications
3. Find your application and right click on it
4. Click on Move to Bin

Passwords

1. Change your passwords including the one to turn the computer on
2. Change your WiFi password

Backup

1. Check your local and/or cloud backups
2. Run a full backup

**If you need help or would like to organize an annual service and tune up,
please contact our office on 9596 4547
to book one of our consultants.**