IT MEMO – Simple Ways to Take Care of Your Computer

Your computer is a valuable electronic investment that needs to be cared for. Here are some basic and simple tips to take care of your computer.

Be Careful about Eating and Drinking

You won't believe how many computers are ruined with accidents involving food and drinks especially crumbs and coffee. Crumbs can damage the keys preventing them from depressing totally, invite small bugs, damage circuitry and make the laptop look dirty. Spill coffee on your desktop keyboard can damage or short internal components, corrupt data and keys stick or not function.

Make a Back-Up

Full back-up should be conducted on a monthly basis. There are variety of software and hardware options available. Dropbox, OneDrive, Google Drive and many other cloud services make it super easy to backup your data. You should choose the method that is easy and can be done without fuss. Most importantly, you should have a secure, fire-proof location to store your back-up.

Software Updates

Just as you keep your anti-virus and firewall software up-to-date, you should also keep your all other software programs updated. For many programs, the updates address security issues which help keep your laptop and data protected while on the road. You can perform updates as they become available, but to avoid the disruption and use your time more efficiently, we suggest dedicating some time once a month in installing all new updates.

Defrag Your Hard Drive

Defragmenting is a process that rearranges fragmented data so that it is easier to read and makes your computer work more efficiently. It's another common computer maintenance practice and the process could take a while to complete, so it doesn't have to be done more than once a month. Defragging regularly should lead to fewer software crashes or freeze ups and programs will run better. However, if your laptop has a solid-state drive (SSD), you don't have to defrag at all.

Clear Out Temporary Files

Once you've made a back-up of your data, it's time to clear out your hard drive of anything unnecessary. Uninstall programs you never use, run a disk cleanup, find duplicate files and temporary files, delete file in the recycle bin, and other files you don't need anymore.

Software Installation

According to IT Manual (GAM/it/ITPPM/2018v1.0) regarding software installation, if you would like to have software installed on your device, approval must be obtained from your manager (or designate) as well as the IT Department. The It Department reserves the right to reject any software installation request for any reason. The It Department also reserves the right to uninstall any unapproved software from a GAM-owned machine.