

Saturday, November 11, 3:40 PM

Computer housekeeping

1. Clear your browser program's (Internet Explorer, Netscape, etc.) temporary storage files (cache, history, location bar, cookies, etc.).
2. Clear windows temporary files (in C:/temp, C:/windows/temp & all *.tmp).
3. Remove old email messages.
4. Empty recycle bin.
5. Perform virus scan(s) (e.g., Norton{Symantec}, McAfee, AVG, etc.).
6. Perform adware & spyware scans (e.g., Ad-Aware, Microsoft's Anti-Spyware Beta).
7. Run disk scan in safe mode.
8. Run disk defrag in safe mode.
9. De-activate unnecessary startup programs with msconfig or Startup Cop.
10. Remove unused, unneeded & undesirable programs with Add/Remove Programs in Settings/Control Panel.
11. Review your firewall's program filtering & the integrity of the exceptions list.
12. Be sure your computer is tracking restore points.
13. Backup.

Information for Setting Passwords

Examples		
A	1	
B	2	1. First choose a word (not your name).
C	3	
D	4	My choice: America
E	5	
F	6	2. Pass word for Ebay would be:
G	7	
H	8	Am5er2ica or America52
I	9	
J	10	3. Your word always stays the same.
L	12	
M	13	4. Passwords should be changed every few months.
O	15	
P	16	5. To change all of your passwords simply change the word,
Q	17	OR change the numbers assigned to the alphabet by adding a number.
R	18	Eg;, A would become 2, B would be 3, etc.
T	20	
U	21	6. Easy to remember and you don't have to have your pass
V	22	passwords written down anywhere, nor do you have to
W	23	reply on a Password Generator.
X	24	
Examples		
A	1	
B	2	1. First choose a word (not your name).
C	3	
D	4	My choice: America
E	5	
F	6	2. Pass word for Ebay would be:
G	7	
H	8	Am5er2ica or America52
I	9	
J	10	3. Your word always stays the same.
K	11	
M	13	4. Passwords should be changed every few months.
N	14	
P	16	5. To change all of your passwords simply change the
Q	17	word, OR change the numbers assigned to the
R	18	alphabet by adding a number. Eg;, A would become 2,
S	19	B would be 3, etc.
T	20	
U	21	6. Easy to remember and you don't have to have your pass
V	22	passwords written down anywhere, nor do you have to
W	23	reply on a Password Generator.