



Looking for new computer?

Things to think about

We are going to talk about

- Where to go for info
 - Stay in the mainstream
 - What needs to be included
 - How much you should spend
 - Desktop or laptop decision
 - Build or buy decision
 - Windows or Linux decision
 - MAC or PC decision
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Stay in the mainstream

- Buy mainstream computer
 - Dell
 - Compaq
 - HP
 - Toshiba
 - Sony
 - IBM

Stay in the mainstream (continued)

- Buy a mainstream computer
 - Pros
 - Support available
 - Not a counterfeit
 - Cons
 - More expensive

What needs to be included

- Intel or AMD CPU
 - Speed no longer top on the list
 - 1.6 G is good
- Memory, at least 1 GB
- Hard drive 40-100 GB
- High definition video card with 128 mb cache (minimum)
- Decent sound
- Network capability
 - 1394 for LAN
 - 802.11 B/ G WiFi capable

What needs to be included (cont)

- Modem (sometimes optional)
- OS, usually WXP-home. Linux
- USB 2 ports, at least 3
- Ability to read
 - Flash drive
 - Smart memory card
- Wide screen
- Svideo (optional)
- Combination DVD/CD reader/writer

How much should one spend

- One side or the other of \$1,000 is where to start
- Buying used not a good idea
 - Experience of friend
- If you must buy used
 - No older than 6 months
 - Latest OS and hardware
 - Get the software and documentation

Desktop or laptop?

Desktop

- Pros
 - More fun for the twiddler
 - Expandable
 - Small ones are portable
 - Less costly
- Cons
 - Take up a lot of room
 - Consume a lot of power

Laptop

- Pros
 - Can replace a desktop
 - Takes up less room
 - Consumes less power
- Cons
 - Limited expandability
 - Limited display
 - More costly

Buy or build

- Build
 - Pros
 - You will have a box you understand
 - Few service calls
 - Cons
 - No cost savings
 - Should take about an evening but can take days
 - Lots of research required

Buy or build

- Buy
 - Pro
 - Useable at once
 - No troubleshooting (unless there is)
 - Costs less
 - Con
 - Proprietary design
 - Poor service
 - You get things you don't need
 - You don't always get what you do need

Windows or Linux

- Windows
 - Pros
 - More users
 - More local help
 - More user friendly
 - Less twiddling
 - Cons
 - More hackers
 - More expensive

Windows or Linux (cont)

- Linux
 - Pros
 - Free (unless it isn't)
 - Lots of help
 - fewer hackers
 - Cons
 - Too much twiddling
 - Challenging for casual user

MAC or PC

- Pros...Cons...who knows?
 - MACs and PCs are pretty much equal
 - If you are experienced with one, you can operate the other
 - Decision is best left with the individual
 - Good support on the Web for both
 - More help in a group if you own a PC

Summary

- Do your research
- Stay in the mainstream
- Spend the money
- Build if you have the courage
- Decide on your OS
 - Windows is friendly
 - Linux is getting better
- PC or Mac?...Your decision



Computer Housekeeping

Best way to stay out of trouble
Unless it isn't



We will discuss

- Organizing your software
- Today's threats and how to avoid them
- Things to do
 - Daily
 - Weekly
 - Every now and then
- What to do if your computer won't behave
- Tips and tricks (time permitting)

Organizing your Software

- ☀ Keep all your software in one place
- ☀ At least 3 categories
 - Backups
 - Drivers
 - Programs
- ☀ Pay for the real thing
 - Own a copy of the OS
 - CD for every program
 - OEM recovery disks not the best

Today's Threats

- ☀ Trojan Horses
- ☀ Virus
- ☀ Ad-ware
- ☀ Spy-ware
- ☀ Worms
- ☀ Identity theft

How to avoid today's threats

- Never click on anything suspicious
 - Filter email
- Never open programs from websites that you don't know
- Keep your firewall, Anti-virus, Anti-Spyware, Anti-Adware programs current and viable
 - Understand, Update
- Maintain vigorous password scheme
 - E.g. Root word with numbers interspersed
 - Password
 - Root word = America
 - Web site = Ebay
 - am 5 er 2 ica

Recommended software

- Firewalls and Anti-Virus
 - I use Norton Internet security
 - Norton System Works also good
 - Other offerings exist
 - Mcafee, Zone Alarm, AVG, Kerio, The Shield Pro, Panda, Trend PC-cillin
- Adware, Spyware
 - I use Spybot S & D, Ad Aware; Yahoo toolbar with Anti Adware and Microsoft's Anti-Adware/Spyware beta (free today)

Things to do

☀ Daily

- Run spyware/adware detection programs
- Check cookies
- Consider making backup

☀ Weekly

- Perform backup(s)
 - Suggest two
 - Hard Drive
 - CD (DVD)
- Clear cookies, Temporary internet files
 - Consider using TweakUI

Things to do (cont)

☀ Weekly (cont)

- Remove old email files
- Empty recycle bin
- Perform virus scan
- Run Windows update (I like automatic)
- Run virus definition update (I like automatic)

☀ Every now and then

- Run defrag in safe mode
- Deactivate unneeded startups
 - Msconfig
 - Startup cop

Things to do (cont)

- ☀ Every now and then (cont)
 - Review your firewall settings
 - Be sure your computer is tracking restore points
 - Blow dust out of computer
 - Desktop
 - Open case
 - Remove accumulation from fans, filters
 - Laptop
 - Blow out exhaust port
 - Clean fan
 - Zap unwanted programs (Program Manager, Add/remove programs)

What to do if your computer won't behave

- ☀ Restart several times
- ☀ Reset CMOS
- ☀ Download and flash latest BIOS
- ☀ Check Bios settings
- ☀ Contact help
 - Manufacturer (Usually not much help)
 - Experts Exchange (www.experts-exchange.com)
 - Google it
- ☀ Tip...2nd hard drive

Scrub and reload

- ☀ Draconian
- ☀ Most effective and dependable
 - Threats cannot survive
 - Garbage, orphans go away
 - Your box will run “sweet”

Tips and tricks

- ☀ F1: Help
- ☀ CTRL+ESC: Open Start menu
- ☀ ALT+TAB: Switch between open programs
- ☀ ALT+F4: Quit program. Also closes pop ups!
- ☀ CTRL+C: Copy
- ☀ CTRL+X: Cut
- ☀ CTRL+V: Paste
- ☀ CTRL+Z: Undo
- ☀ CTRL+B: Bold
- ☀ CTRL+U: Underline

Tips and tricks (continued)

- ✦ CTRL+I: Italic
- ✦ Hold Shift key & insert CD : No auto run
- ✦ Shift + Delete: Delete item no recycle
- ✦ Ctrl + drag file somewhere: copy a file
- ✦ Ctrl + shift and drag file to desktop or folder: Create a shortcut

Tips and Tricks (continued)

- ✦ My most used
 - Logo UU: Turn computer off
 - Logo UR: Restart computer
 - Control C & Control V: Copy & Paste

Summary

- ✦ Keep organized
- ✦ Keep current
- ✦ Keep clean
- ✦ Be stingy with clicks
- ✦ Spend money on good software
- ✦ Be religious about scans
- ✦ Keep your OS, firewall, A/V healthy