



**Custom Internet**

## **PC Routine Maintenance**

**Keep your PC systems running**

PC systems are like your car - they usually work, but when they stop working or simply won't start, they can be a real problem. Just like cars, a good way to help prevent problems is to make sure that you keep on top of some routine maintenance jobs.

### **Dust and Dirt**

Over time, most PCs will collect a quantity of dust and other physical debris. This will often build up in the air vents and can block the airflow round and through the system which is essential to keep it cool.

Check for excess dust round both the front and rear air vents, and ensure that air is free to flow round the system. This is especially important to remember when using a laptop on a surface other than a solid desktop.

Do give machines a quick dust off now and again. For anything other than a superficial wipe over or if cleaning your keyboard, it's best to shut the system down to avoid accidents. Use one of the readily available screen wipes to remove dust and other marks from the screen - you will be surprised just how dusty that screen gets!

### **Software Clutter**

Over time, PCs will collect a whole bunch of software debris which will build up and affect the performance of the machine. These leftovers will be from software installations and updates, redundant printers and other hardware, temporary files and abandoned user data.

A periodic run of the 'Disk Cleanup' utility will do a basic cleanup and there are third party tools available which do similar jobs.

It's a good idea to regularly clean out your personal files, deleting stuff you no longer need. Email too can be a great consumer of space and needs to be kept under control.

We suggest that once your hard disk becomes more than 75% full you should have a tidy up and remove stuff that you no longer need. If that doesn't resolve the problem, do consider adding some additional disk capacity.

### **How we can help**

If you need to clean up your machine or are at all unsure about any routine maintenance tasks, why not ask us to come and give your machines a health check and general clean up.

If hardware upgrades are needed, we are also able to specify and supply any items that are needed.

Do call for a FREE initial consultation.

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