



## Ron's Rules!

### Basic Software Maintenance & Computer Tips

#### 10 Steps for Basic Weekly Maintenance

- 1. Unplug Biofeedback USB cable from computer.**  
Also unplug any USB hard drives & flash drives plus remove any discs from your DVD drive.
- 2. Uninstall useless toolbars and junkware,** like Google, Yahoo, Bing, Ask, Conduit, MyWebSearch and other toolbars. Also uninstall programs you do not use anymore. Don't uninstall a desired or essential program. When in Doubt, leave it. Very Important!!
- 3. Manually run your Anti-Virus software updates.**  
Be confident your protection software is working. NEVER use more than one antivirus at a time.
- 4. Manually Update Ron's Helpful Programs –**  
<http://www.sstoffice.com/support>. Uninstall all Adobe Flash players on 12-31-20
- 5. Manually run Windows Updates –**Not all updates are automatic, always check for updates, There are updates, and Feature updates, always check both. Never let a month pass, without performing updates.
- 6. Run Disk Cleanup.** Checkmark all boxes except "Office Setup Files", "Downloads" & "Error Reports"
- 7. Clean Registry.** Use CCleaner (free from Piriform.com) with the default settings. CAUTION – It will log you out of all websites and clear history too.
- 8. Defragment.** Use Defraggler (free from Piriform.com). Defrags your HDD, or optimize SSD. Never use the analyze button, just click Defrag or Optimize, do it whether it says it needs it or not.
- 9. Clean your computer.** Keep your computer looking professional! Only use a microfiber cloth and an LED/ LCD cleaner for Monitors and TV's, some glass cleaners can severely damage your screen.
- 10. Exercise your laptop's battery.** Run your battery down to about 10% and let it charge back up so that it does not get damaged. Do not let it drain and shut down, plug it in at 10%. It's a good habit to do it on your weekly schedule, monthly is bare minimum.

#### 12 Tips for Longer Laptop Life

- 1. Keep your desktop organized, it's NOT a catch all.**  
Put folders and files in "My Docs", use shortcuts.
- 2. Ground yourself before touching your computer.**  
A static discharge can lock up your computer so ground yourself to something metal on your desk.
- 3. Never set beverages near your computer.** Liquid and electronics don't mix. Don't Drink & Drown.
- 4. Don't set items on your keyboard.** It's easy to forget, close lid, break screen...not good!
- 5. Your computer collects dust.** Dust collects in the computer fans and the more it is on the more often it needs to be blown out to clear out the dust annually.
- 6. Have a Professional Annual Computer Tune-up.**  
We'll clean out the dust and replace the old thermal paste on your CPU and Graphics Chips. Plus we will clean up your software.
- 7. Let your laptop "breathe".** You have cooling vents under your computer's keyboard, sides and bottom. Blockage like carpet, paper, or table cloths will cause overheating damage and possible fires.
- 8. Be cautious about extreme temperatures.** Do not leave your computer in a hot car in the middle of summer. Also be on the lookout for condensation that can form if your computer is left in the cold and brought into a warm room. Leave it in the case and let it warm to room temperature before turning it on. LCD's can break in extreme cold as the liquid freezes inside the screen. "LCD" = Liquid in the screen!
- 9. On the go? Don't overstuff your computer bag.**  
Pressure in the bag can easily crack the screen.
- 10. Use your cord ties.** If you just throw you cords in the bag they can develop a short and fail. Pressure put on the wires = replacement of adapter and possible motherboard damage due to power issues.
- 11. Need to replace your laptop's power adapter or battery?** A universal component sold at a local chain store can damage your computer and you cannot always rely on them to know what will work with your computer so use original parts. Big Box Store clerks are not always as experienced as they think they are, trust the professionals.
- 12. Keep a copy of Ron's Rules...**in your carry bag, on your desk, on the wall....wherever it needs to be so you remember these important steps. Protect your investment. Remember that we really don't want to see it on our repair bench. ☺