

Item	Procedure
1. Create a System Restore Point	<p>** Windows XP / Vista</p> <p>Click on Start > All Programs > Accessories > System Tools > System Restore</p> <ul style="list-style-type: none"> - select "Create a restore point" and click "Next" - enter a description of "Weekly Maintenance" and click "Create"
2. AntiVirus	<ul style="list-style-type: none"> - ensure antivirus definitions and software is up-to-date - auto protect and email scan options are turned on - ensure automatic and manual update are functional - perform a full virus scan
3. Spyware	<p>Ad-Aware or Malwarebytes' Anti-Malware provide advanced protection from spyware, malware and trojans.</p> <p>Free downloads: www.lavasoftusa.com –or– www.malwarebytes.org</p> <ul style="list-style-type: none"> - use Ad-Aware or Malwarebytes' to scan the computer - ensure the definitions file is up-to-date before scanning - when complete, follow the steps to remove / quarantine items
4. Security Updates	<ul style="list-style-type: none"> - ensure your computer is set to automatically download Windows Updates <ul style="list-style-type: none"> ▪ Windows Updates - to perform a manual update use Internet Explorer - click on Tools > Windows Update - choose the Express Install option and follow instructions
5. Disk Cleanup	<ul style="list-style-type: none"> - use Disk Cleanup to remove extraneous files - click Start > All Programs > Accessories > System Tools > Disk Cleanup - checkmark: Downloaded Program Files, Temporary Internet Files, Recycle Bin, Temporary Files <p>If also using Firefox:</p> <ul style="list-style-type: none"> - start Firefox, click Tools > Clear Private Data
6. File Backup	<p>** Important files should be organized within My Documents folders</p> <ul style="list-style-type: none"> - copy the entire My Documents folders onto external media, such as, a CD, DVD, or external hard disk drive - document the date created and retention period

*** Note: Items 2, 3 and 4 require a connection to the Internet*

Month	Date				
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

*** record the date each time maintenance is performed*