

Computer Tune-up - The Scheduling Document

As of June 23, 2011

(Proceed at your own risk.)

	Minimum	Recommended	How often?	Comment
Do I need a new computer?				For system specifications, just go to your start menu and select My Computer, right click, and select show on Desktop. Once on your desktop, right click on My Computer and then click properties.
CPU/Processor Speed	1.5 GHz	2.0 GHz or better	N/A	Does not matter the number of cores e.g. dual core, quad, etc. Minimum 2.0 GHz. I also recommend to stay with Intel cores.
Hard drive	40 GB	160 GB	N/A	This is important if you are saving a lot of music, photos, etc.
RAM	1 GB	2 GB	N/A	If your computer is running fine, none of this is important. If you have less than 1 GB for a desktop computer, you can just purchase more RAM. You do not necessarily need a new computer. If it's a laptop, you should way your options because typically you are not able to install new RAM yourself without special tools and know-how.
Operating System	Windows XP	Windows 7	N/A	I would recommend that you keep Windows XP as long as you can, but I believe it is either 2012 or 2014 you will be forced to upgrade to Windows 7 as Windows XP will no longer be supported.
Graphics Card	N/A	N/A	N/A	For everyday use, whatever came with the computer is fine. If you are doing video editing, then you should go with the recommended settings governed by your software of choice.
Sound Card	N/A	N/A	N/A	For everyday use, whatever came with the computer is fine. If you are doing video editing or a music producer, then you should go with the recommended settings governed by your software of choice.

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Important Computer Updates				For your computer to function properly, it is very important that you keep your computer up-to-date with the latest security fixes, patches, etc.
Windows Operating System	N/A	N/A	Automatic	You should let the Windows Operating System manage this one for you. Click on Start menu, go to Control Panel, then click on Security Center. The Firewall, Automatic Updates, and Virus Protection should all be On.
Avast	N/A	N/A	Automatic	This is your anti-virus protection.
CCleaner	N/A	N/A	Automatic	This is your anti-spyware and registry cleaner protection. When you install it, just have it to check for updates automatically. When new updates are available, it will direct you to the website to download the new updates.
Defraggler	N/A	N/A	Automatic	This is your defragment your hard drive so your computer can run smoothly software. When you install it, just have it to check for updates automatically. When new updates are available, it will direct you to the website to download the new updates.
Office	N/A	N/A	Automatic	Office typically includes Word, Excel, PowerPoint, Outlook, and Internet Explorer. These should be set update automatically. See Windows heading above. At the same time, you can always check for new updates via Start menu, then all programs and look for Windows Update. Also, if you do not have Office 2007, be sure to download the compatibility tool from the <a href="http://www.microsoft.com">www.microsoft.com</a> .

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HP Advisor	N/A	N/A	Automatic	For major manufactures such as HP and Dell, they have their own update tool. You can download their update tool, but in most cases, your critical updates will come via Windows. For really strange things such as needing updated drivers for your BIOS, monitors, or different hardware, you will know when it is time to update those items because your computer will not be functioning properly. You will have to update those items to get your computer to operate normally. But if you are just paranoid, you can just download their update tool.
Java	N/A	N/A	Automatic	Be sure to update java or you will not be able to view certain websites. (You can visit <a href="http://www.java.com">www.java.com</a> to verify if you have the most up-to-date version.)
Flashplayer	N/A	N/A	Automatic	Be sure to update flashplayer or you will not be able to view certain documents.
Adobe Reader	N/A	N/A	Automatic	Be sure to visit <a href="http://www.adobe.com">www.adobe.com</a> from time to time to verify that you have the latest Adobe Reader. This allows you to read .pdf documents.

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	Minimum	Type of Scan	How often?	Comment
Important Computer Updates				For your computer to function properly, it is very important that you keep your computer up-to-date with the latest security fixes, patches, etc.
Avast	N/A	Quick Scan	Weekly	This is a good habit to get into. Just run as necessary.
Avast	N/A	Full Scan	Monthly	You should run a Full Scan if the Quick Scan detects any threats. Be sure to click on Show Results.
Avast	N/A	Bootscan	Yearly	This one should also be ran as necessary, but refer to the video at <a href="http://www.youtube.com/mnash3">www.youtube.com/mnash3</a> for the settings you should use.
CCleaner	N/A	Cleaner	Weekly	Just open CCleaner, click analyze for issues at the bottom of the page, then click fix issues.
CCleaner	N/A	Registry	Weekly	Just Open CCleaner, click on Registry. Click analyze for issues, then click fix selected issues, yes to save the backup to the registry, then click fix selected issues, then click close.
Defraggler	N/A	Quick Defrag	Monthly	You should do this one monthly to keep your system running smoothly.
Defraggler	N/A	Full Defrag	Yearly	You should do this one if you do not remember the last time you defragged your computer and just let it run all night. Your hard drive will sound loud, but everything should be fine.
sfc /scannow	N/A	N/A	Yearly	This one is only for advanced users. Just go to start, then run, then type cmd to get to the command prompt. Then type sfc/scannow at the cursor. This command will search the system files on the drive and replace any that are missing or corrupt. (Note: This is primarily important if you are troubleshooting. No need to perform if your computer is running fine.)
chkdsk	N/A	N/A	Yearly	This one is only for advanced users. Just go to start, then run, then type cmd to get to the command prompt. Then type chkdsk. This checks for any bad sectors and fixes them on your actual hard drive.

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I always believe in the importance of the value add. If you feel that the information provided has either made you money or saved you money, please be sure to show your support by valuing those services.

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Soooooo.....

Hope you found the information informative and value added.

That's it.

Mark

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P.S. To see the video version of these topics, be sure to visit [www.youtube.com/mnash3](http://www.youtube.com/mnash3). The videos will air as part of "The Money Code" video series as part of StreetcornerTV.

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