Preventive Maintenance & System Optimization

NPIS
Nez Perce Information Systems
Nez Perce Tribe
120 BEAVER GRADE
P.O. BOX 365
LAPWAI, ID 83540
Phone: (208) 843-7307
Fax: (208) 843-7309

Please call Information Systems Helpdesk at x3594 or email helpdesk@nezperce.org with questions or if in need of assistance.
1) Using the left mouse button ‘double left click’ (‘DLC’) on the My Computer icon
2) Using the right mouse button ‘right click’ (‘RC’) on the icon of the drive you wish to remove unneeded files from. This will open a drop down menu
3) Using the left mouse button ‘single left click’ (‘SLC’) Properties
4) Select ‘SLC’ Disk Cleanup…
5) Using ‘SLC’ check all check boxes, then select ‘SLC’ OK to continue
6) Select Yes
7) ‘SLC’ on the X in the upper right corner of each window to close the window
8) In Internet Explorer, select ‘SLC’ Tools then Internet Options… . Under Browsing history, click Delete … and Delete all… .
9) ‘RC’ on the Recycle Bin
10) ‘SLC’ Empty Recycle Bin, [ Then Empty Norton Protected Files]
11) Note: The following only applies if you have Norton Utilities or Norton System Works installed on your computer. If not please skip to #32
12) When asked “are you sure you want to delete items” select ‘SLC’ Yes
13) ‘DLC’ on Norton System Works to open
14) ‘SLC’ on Live Update to ensure latest Virus and program definitions
15) Select ‘SLC’ Find and Fix problems
16) Select ‘SLC’ Norton Win Doctor Perform all Norton Win Doctor tests (recommended)
17) ‘SLC’ Next>
18) After Win Doctor has finished ‘SLC’ Next> ‘SLC’ Finish
19) Select ‘SLC’ Repair All
20) Select ‘SLC’ Yes
21) On the X in the upper right corner of the window to close the window.
22) Select ‘SLC’ Norton Disk Doctor to check box next to drive to be Diagnose. [You can go to Options and select Skip surface test]
23) If any problems found, please, call Information Systems for service A.S.A.P.
24) ‘SLC’ on the X in the upper right corner of each window to close the Windows
25) Move cursor over green Norton icon (Blue N over green diamond) at bottom right to view popup icon with yellow display (Yellow shield for Corporate edition AV)
26) Using right mouse button ‘RC’ on the popup icon to enable menu
27) Using left mouse button ‘SLC’ Disable Auto-Protect. (Uncheck Enable File System Realtime Protection) This will turn Norton’s Anti-Virus’s background protection off
28) ‘RC’ My Computer, select ‘SLC’ Properties, select ‘SLC’ System Restore, Check box Turn off System Restore on all drives.
29) Using Norton System Works/Norton Utilities/Optimize Performance/Speed Disk. Select ‘SLC’ Analysis, select ‘SLC’ Start Analyzing. If drive is fragmented two percent or more (98% or Less not fragmented), select ‘SLC’ Optimize Performance, choose Full Optimization, Start Optimizing
30) The program can be closed once the Optimization is completed.
31) Turn System Restore and Norton Anti Virus back on.
32) ‘SLC’ Start, All Programs, Accessories, System Tools, Disk Defragmenter. ‘SLC’ Analyze, ‘SLC’ View Report. In Volume information window scroll down to Volume fragmentation; Total fragmentation: for optimal operating performance the percentage represented here should be kept below 5%, ‘SLC’ Defragment; if Total fragmentation is over 5%. Multiple passes may be required to achieve desired optimal fragmentation levels.
33) Windows Update (May be under Programs). Download and install all Critical or High-Priority updates. Continue until you are notified that there are no more critical/ high-priority updates available.
34) The Antivirus installed on your computer is a licensed product. The user license is renewable on an annual basis. Depending on the version you currently have; you may or may not be notified of your current licensing status. If your antivirus is over one year old; please contact Information Systems for renewal and updates. (If applicable.)
35) Failure to follow these procedures will cause degraded performance, loss of data, and a visit from your favorite, friendly, Computer support personnel.
36) An ounce of maintenance is worth a ton of productivity. Don’t be sorry; keep a current copy of all your data files. (Files you have created using your computer.)
37) NOTE: If you have Diskeeper installed on your computer you can skip steps 11-32