

# **HOBO's HELPFUL HINTS**

---

## Tips & Techniques... **A MONTHLY ROUTINE**

A good monthly routine consists of deleting redundant files, checking for and removing Spyware, Viruses and performing a backup of all important documents and folders.



- 1) **Empty the Recycle Bin.**
- 2) **Delete "Temporary Internet Files".**
- 3) **Run "Ad-aware 6" (See website for details on Ad-aware.)**  
Press - "Check for Updates Now".  
Press - "Start", Choose - "Use Custom Scanning Option",  
Press - "Next" (Right Click in results window & Select All.)  
Press - "Next" & "OK" to remove.
- 4) **Run "Spybot – Search & Destroy". (See website for details on Spybot – S&D)**  
Press – "Download Updates".  
Press - "Check for Problems".  
Press – "Fix Selected Problems".
- 5) **Run Anti-Virus - "Live Update".**
- 6) **Run Anti-Virus – Full Scan.**
- 7) **Run the "Windows Update" program and load the "Critical Updates".**
- 8) **Back-up "My Documents" folder using a CD Burner**



**HOBO COMPUTER SERVICES**

Home Office / Business Office - Computer Support Specialists

[www.hobocomputerservices.com](http://www.hobocomputerservices.com) 416 561-3204

