

# MONTHLY CLEAN & IMAGE BACKUP CHECKLIST ©

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ImageBackup.lwp

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## **PRE-BACKUP, BACKUP, & POST-BACKUP TASKS:**

1. **POWER OPTIONS:** Set Options to "Always On".
2. **ACRONIS True Image:** Back up a full Image to an External Hard drive.
3. **RUN "SECUNIA PSI" SCANS (Secunia.com) & resolve all issues.**

**Comments:** \_\_\_\_\_

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4. **CCLEANER (Run in each User Account)**
  - Check CCleaner version & update if necessary: *(You do not need to un-install old version)*
  - Verify the program settings. *(See the UTILITY PROGRAMS Tips sheet)*
  - File Clean = \_\_\_\_\_ MB files deleted
5. **EMPTY RECYCLE BIN** (It should already be empty from running CCLEANER)
6. **CLEAN-UP E-MAIL FOLDERS:** Remove attachments, delete/archive old emails, empty the Trash folder, and compact all folders. *(See my "SPEED UP XP" sheet at www.jimopi.com for instructions).*
7. **WINDOWS UPDATE:** Manually run Windows Update. Make sure all "Important" & "Recommended" updates are installed as well as any desired "Optional" updates.
8. **ANTI-MALWARE SCANS (First update the programs, then scan)**
  - MICROSOFT SAFETY SCANNER: Download the latest version and run a full-scan (msert)
  - SECUNIA PSI: Run a scan and update all "Insecure" or "End of Life" programs.
  - ESET ONLINE SCAN: Run the on-line scan. ([www.eset.com/online-scanner](http://www.eset.com/online-scanner))
  - SPYWAREBLASTER: Check for Updates & enable all browser protections:
9. **DEFRAG:** \_\_\_\_\_% files fragmented before, \_\_\_\_\_% files fragmented after.
10. **POWER OPTIONS:** Set options back to original setting (IE: "Home/Desktop").
11. **EVERY SIX MONTHS:**
  - HARD-DRIVE ERROR CHECKS:
    - FREE SPACE: Verify each hard-drive has at least 20% free space available.
    - Set up CHKDSK to run on Drive C on Restart, then re-boot the system and let CHKDSK run *(Long boot for error check)*. *(See my XP TIPS or WINDOWS 7 TIPS for details)*
    - HDTUNE: Run HDTUNE to verify integrity of each Hard-Drive on the system.
  - SPEEDFAN: Run the Speedfan utility and verify operating temperatures are OK \_\_\_\_\_ °C
  - ACRONIS: Do an Image Backup to an external hard-drive that will be stored **OFF-SITE**.
  - HARDCOPY BACKUPS. Write down or print out all your critical info; passwords, access info, log-in ID's, etc. and save off-site. Print out a hard copy of all your e-mail contacts. Screen prints of all critical configuration data and desktop layout. Save OFF-SITE.