

MONTHLY CLEAN & IMAGE BACKUP CHECKLIST ©

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MonthlyClean_ImageBackup.lwp

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

1. **POWER OPTIONS:** Set Options to "Always On".
2. **DRIVE "C" FREE SPACE:** Make sure Drive C has plenty of unused space
3. **FULL IMAGE BACKUP:** (I prefer ACRONIS True Image). Back up a full Image (All Partitions) to an External Hard-drive, then power down the external drive.
4. **"SUMo" SCAN (Software Update Monitor scan). Resolve all issues.**

Comments: _____

5. CLEAN-UP TEMP FILES:

- **CCLEANER:** Check CCleaner version & update if necessary: (*You do not need to un-install old version*). First verify the CCleaner program settings, then run for each user account.
6. **EMPTY RECYCLE BIN** (It should already be empty from running CCLEANER)
 7. **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*).
 8. **WINDOWS UPDATE:** Manually run Check for Updates. Make sure all "Important" and "Recommended" updates are installed as well as all desired "Optional" updates.
 9. **ANTI-MALWARE SCANS:** Download the latest version/updates for each & run a FULL SCAN.
 - **MSE / WINDOWS DEFENDER SCAN** - or your preferred A/V suite.
 - **MBAM** - MalwareBytes AntiMalware. Run Custom Scan with the boxes for "Scan for Rootkits" checked and all drives checked.
 - **SAS** - Super AntiSpyware.
 - **ESET ONLINE SCAN:** Run the on-line scan. (www.eset.com/online-scanner)
 10. **DEFRAG:** _____% files fragmented before, _____% files fragmented after.
 11. **POWER OPTIONS:** Set options back to original setting (IE:"Home/Desktop").
 12. **EVERY SIX MONTHS:**
 - **HARD-DRIVE ERROR CHECKS:**
 - 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.
 - **PC TEMPERATURES:** Run the Speedfan utility & verify operating temperatures are OK °C
 - **ACRONIS TRUE IMAGE - OFF-SITE:** Do a Full Image Backup (ALL Partitions) to a different 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.