

Maintenance

Cleaning the parts

Clean Your Screen

Once a month, or whenever you can see a thin layer of dust on a black screen, give it a quick cleaning. To clean a screen, use a soft, lint-free cloth—not a paper towel—moistened slightly with water to prevent static buildup. (You can also use cleaning solutions designed expressly for computer displays, but avoid anything containing alcohol or ammonia.) Wipe the screen gently; LCD displays, especially, can be damaged by excessive force.

I've had good results with iKlear screen cleaning products from Klear Screen (<http://www.klearscreen.com/>).

CLEANING MIGHTY MOUSE'S SCROLL BALL

The miniature trackball that enables you to scroll with an Apple Mighty Mouse can accumulate dirt, leading to poor scrolling performance. You can't remove the ball, but you can generally dislodge any dirt by inverting the mouse, pressing the ball inward as far as it will go (it springs inward slightly), and rolling it vigorously in every direction. If scrolling is still not smooth after you do this, repeat the procedure using a slightly moistened cloth or paper towel.

Notebook's Battery

The lithium-ion batteries used in modern Mac notebooks (and iPods) don't suffer from memory, but according to Apple they still need to be "exercised" (that is, discharged and recharged periodically) for maximum performance. If you leave your notebook plugged in all the time, the battery never discharges beyond a few percentage points, so it gets insufficient exercise. For such users, Apple recommends that once a month you unplug your computer, run it on the battery until it discharges completely, and then recharge it.

For more information about Apple's notebook batteries, see <http://www.apple.com/batteries/>.

Here is some info for your talk on recycling.

Install the Latest Version of Mac OS X

It is best to go to Apple's web site then to support, then to downloads: <http://www.apple.com/support/downloads/> look for the appropriate combined download of the new version. After you have downloaded the update, go to 'Disk Utilities' in the Utilities Folder in the Applications folder and run the 'repair disk permissions.'

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> Now run the update and when it completes and the computer starts up again – run 'repair disk permissions' again.

Note: how to repair permissions is on the Mug Web site under tips. <http://www.lhmug.org/tips.html>

If you have external hard drives disconnect them before updating.

Use Software Update to Install Apple Software Updates

It is not a good idea to use Software update to install the update to The latest version of OS X. Use the preceding method.

1. Check the boxes in the Install column for the items you want to install. (Items with a triangle icon require a restart after installation.)
2. Some items may not apply to you. For example, if you don't have an iPod, AirPort base station, or iSight camera, you can skip Software updates for these items. In such cases, you can prevent Software Update from listing an item the next time it opens by selecting the item and clicking Delete. (If you later wish to see Items you removed in this way, choose Software Update > Reset Ignored Updates.)

MONTHLY TASKS

1. Empty your trash (check what's in it first)
2. Use disk utility to run permissions.
3. Use disk utility to Verify disk.

Suggested software that will automate OS X tune-up

Macaroni is a tool that handles regular maintenance for Mac OS

<http://www.atomicbird.com/macaroni>

The cost is \$8.99

Backup

There are many different opinions on how it is best to go about backing up.

If you can't duplicate an item easily in a couple of minutes back it up.

1. Backup files that have been changed at least twice a week. (email, photographs, music collection, tax records, and all the other important information on your hard disk).
2. Purchase an external firewire hard drive that has greater capacity than your computer's internal drive.
3. The safest way to back up is to use a program that duplicates your internal drive. I use SuperDuper <http://www.shirt-pocket.com/SuperDuper/SuperDuperDescription.html>

It creates a bootable clone of your drive.

An other method is to backup just changed folders to a separate drive. A free software package is 1 click by LaCie.

With this software working for you, there is no longer any need to configure complicated and confusing incremental, scheduling, or password securing functions. The user launches the backup from their desktop and can modify default sources, targets and folders. Featuring HDD detection, it even identifies if your hard drive has enough space to save all of the selected files. Great for beginners, home-users and busy professionals, it's the quick, easy storage solution for everyone.

<http://www.lacie.com/us/products/range.htm?id=10050>

4. Other methods include burning files to a CD or DVD.

Recycle

Clean off hard drive.

The WPWMA is now open 7 days a week from 8 - 5, see below.

<http://www.wpwma.com/>

Another source for getting rid of old electronics is YNot Recycle. They will pick up from your driveway and are in this area 1 day a week.

<http://www.ynotrecycle.com/residential.asp>