

Practical Help's Digital Minute #001

Keep Your Computer Up-to-Date

Here is how to help keep your computer healthy and working trouble-free:



1. If you have a Mac:

- Check for software updates once a month.
- Older Macs should check for App updates on App Store. Newer Macs get both software and app updates on the App Store.
- Microsoft Office for Mac – run any Office program, click help, check for updates, then install any that show up.



2. If you have a Microsoft Windows PC:

- Make sure you have a good internet security suite – Norton Antivirus - <http://us.norton.com/>. (or [BitDefender Internet Security](#))
 - Make sure your subscription is active and keep it up to date. Also get new versions anytime they're released.
- Make sure you have Microsoft Update installed (not just Windows update). Run it once a month and install updates.
 - Turn on automatic updates to get critical updates automatically.



3. For both Mac and PC:

- Check for updates on *all* installed software, especially for Adobe Reader, Sun Java and Adobe Flash.
- 80% rule – Restart your computer anytime it's not working right – this fixes 80% of all problems. And restart at least weekly.
- Practice safe computing (separate [tip sheet](#))

