

New Personal Computer User Notes

- **BEFORE A LIGHTNING STORM HITS:** Shut the computer off and unplug the power cord to the wall and the phone line from the wall jack. Lightning storms and computers just don't get along--even with a surge protector!
- **BACKUP FILES:** Learn how to backup important files on a floppy disk or a zip disk. Do this task regularly.
- **COMPUTER SHUT DOWN:** Turn the computer off by first shutting it down from the START button on the video. Once completed, use the power button if it doesn't turn off automatically.
- **E-MAIL ATTACHMENTS:** Be very cautious of any e-mail attachment. Before clicking open any attachment, be sure to have it scanned by an anti-virus tool--just to be safe. Computer viruses can cause lots of troubles.
- **FOOD & DRINKS:** Keep food and drinks away from the computer. Put them on a different table from the computer.
- **FLOPPY DISKS & CD-ROMS:** When not being used in the computer, store them in a clean environment. Always handle them carefully--particularly CD-ROMS by the edges and the center hole.
- **SCANDISK & DISK DEFRAGMENTER:** Run these programs once a month. (Windows XP -- Scandisk unnecessary)

(Visit <http://madmod.com> on the Internet to learn more about your computer and to get hints from the free newsletters.)