

# MONTHLY CLEAN & IMAGE BACKUP CHECKLIST

Jim McKnight

[www.jimopi.net](http://www.jimopi.net)

MonthlyClean\_ImageBackup.lwp

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

1. **POWER OPTIONS:** Set Options to "Always On".
2. **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.
3. **"SECUNIA PSI" SCAN** (Secunia.com). Resolve all issues and insecure programs.  
**Comments:** \_\_\_\_\_  
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4. **CLEAN-UP TEMP FILES:**
  - TFC:** Run "Temp File Cleaner" version 3.1.9.0 by Oldtimer). Be sure to reboot afterwards.
  - 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.
5. **EMPTY RECYCLE BIN** (It should already be empty from running TFC or 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](http://www.jimopi.com) for instructions*).
7. **WINDOWS UPDATE:** Manually run Windows Update. Make sure all "Important" and "Recommended" updates are installed as well as all desired "Optional" updates.
8. **ANTI-MALWARE SCANS:** Download the latest version/updates for each & run a FULL SCAN.
  - MSE** - Microsoft Security Essentials or your preferred AV suite.
  - MBAM** - MalwareBytes AntiMalware.
  - MBAR** - MalwareBytes AntiRootkit.
  - SAS** - Super AntiSpyware.
  - ESET ONLINE SCAN:** Run the on-line scan. ( [www.eset.com/online-scanner](http://www.eset.com/online-scanner) )
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.
  - PC TEMPERATURES:** Run the Speedfan utility & verify operating temperatures are OK °C
  - ACRONIS TRUE IMAGE:** 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.