

## Macintosh Learning Center

--- Shell Weinberg

*Third Floor, Southeast corner*

*Laguna Woods Village Community Center*

*Laguna Woods Town Centre*

*Hours: 9:00 a.m. to 3:00 p.m., Monday thru Friday*

### **Reviewing Fundamentals & Basics:**

monthly maintenance... Mac 101

For beginners, new users, and folks that have forgotten or never knew... the following is the path to view **Mac Monthly Maintenance 101**.

Go online, visit [www.lwvmacclub.org](http://www.lwvmacclub.org)

click on **TUTORIALS**,

click on **Mac 101**,

click on **My Mac needs Help**,

click on **Lesson 1: Quick Assist**,

click on **Mac Maintenance**

When you arrive at the above page you will see **“Top Tips to Keep Your Mac in Top Form”**,

written by Apple for Mac users reference.

*The best way to keep your Mac happy is to update your system software periodically and perform some regular maintenance.*

These are the seven **Top Tips** topics:

- 1) Keep Things Up to Date
- 2) Put Your Files Away
- 3) Name Your Files
- 4) Prune Through Your Files
- 5) Back Up Your Files
- 6) Check for Viruses
- 7) Clean the Outside

In addition to the suggestions provided by Apple I'll also mention, for your consideration, a few maintenance things that I have learned to do to avoid potential problems. I do these things every month, and try to do them on the 1st day of each month to help me remember.

### **Repair Disk Permissions...**

click on **Finder** (*the one in the Dock*)

click on **Applications** (*see sidebar on left*)

double click on **Utilities** folder

double click on **Disk Utility**

select **Macintosh HD**

click on **First Aid** tab

click on **Repair Disk Permissions** button

### **AppleWorks maintenance...**

click on **Finder** (*the one in the Dock*)

click on **Documents** (*on the sidebar*)

double click on **AppleWorks User Data** folder

double click on **Starting Points** folder

double click on **Recent Items** folder

go to **Edit** menu, click on **Select All**, then drag to **Trash**, with cursor over Trash icon, press & hold mouse button, select **Empty Trash**, release button

*(shortcut to close all the open windows... hold down **option key**, click on **Red close button**)*

*When on the Internet (using Safari)*

**History** (*remembers sites visited*) **maintenance ...**

must be active in **Safari**

click on **History** menu

click on **Clear History**

In regard to **Sleep** or **Shut Down**, a topic that is often discussed at the Mac Learning Center... the last **Apple eMac User's Manual** I read suggested that you put your Mac to Sleep if you intend to use it again within 3 days... if not, it is best to go to Shut Down.

Meanwhile, it has been suggested to me by some knowledgeable Mac user friends, that it is good maintenance to Shut Down occasionally to allow the machine to rest and reset. So, what I actually do is use the Sleep mode for 6 days and then Shut Down on the 7th day.

To add to this column on Maintenance, I will mention a suggestion that was offered by Louise Dawson and published in this Newsletter a few months past... it is a good practice to once in a while allow your **computer to be on, and not in Sleep mode, overnight**. This allows the UNIX behind-the-scenes schedule (*called **periodic***) to automatically do routine maintenance tasks between the hours of 2:00 a.m. and 5:00 a.m.

Should you prefer to do the above manually, visit [www.macupdate.com/info.php/id/5856](http://www.macupdate.com/info.php/id/5856), click on **MacJanitor 1.3 Download Now**. This is **free** software and is a useful utility to have available.