

1. Set up and keep using Firewalls, i.e. Windows Firewall or Zone Alarm
2. Protect yourself against Spyware, i.e. Spybot, BPS Spyware remover
3. Antivirus should be installed and kept up-to-date at all times, i.e. AVG, McAfee, Norton.
4. If you are using a PC, it's a good idea to upgrade to the latest version of Windows XP and set your PC to automatically download updates from Microsoft's website. To find out more visit [www.microsoft.com/protect](http://www.microsoft.com/protect)
5. There is a free online checker at Microsoft : <http://safety.live.com>
6. Watch out for Phishing Scams. These are emails or websites that appear to be from legitimate companies. In fact these are scams that are designed to trick you into revealing your credit card details.
7. Over time, dust and dirt can build up inside your PC and damage the hardware. So maybe once a year why not treat your PC to a vacuum. Open up the case, whilst it is switched off, and clear out the dust either with a small amount of air, through compressed air cans or a gentle and not very powerful vacuum, be sure to follow all manufactures instructions, if any exist.
8. Every now and again your system slows down due to cluttered files; you can de-clutter them by using Windows Defrag. Click START, All Programs, go to Accessories and there in System Tools you will find Disk Defragmenter there. Click it and select hard drive, then the analyze button, if it needs defragmenting it will tell you after analyzing.