



6 Ways to Keep Your Mac Running Fresh

- 1.** Keep 2 backups. A time Machine Back-up and a cloud backup. Many of us forget to plug in an external hard drive and complete regular backups. It is so easy to restore your system from an external back-up if you need or want to. Create a Time Machine backup each time you make system changes. Secondly, using a cloud back-up is a must. With natural disasters becoming a more regular occurrence, make sure that your important data is safe in the event of an emergency.
- 2.** Travel light: Delete old DMG files and package installers. Nothing bogs down a computer like clutter. After you have installed an upgrade or new app, delete the program file. The file extension is .dmg. Simple but easy to forget: Empty your trash!
- 3.** Use Anti-virus and run regular scans Macs get viruses, Malware and Unwanted Apps have become all too common. It is a threat to your personal information and this will slow your computer to a crawl using system resources and wreaking havoc.
- 4.** Uninstall apps that you don't use. Go into your applications folder and trash app that you don't use. You can reinstall them later from the Purchases section in the App Store if you have a future need.
- 5.** Remove old email attachments. Simply do a spotlight search for Mail Attachments and drag the files to the trash. The attachments are still in your email, you just won't have a duplicate of the attachment on your computer.
- 6.** Tidy up your desktop! File your data in the appropriate place in your Home Folder. Especially video files! They are usually large files and can bog your system by running from or occupying space on, your desktop. Your desktop is not meant to house files on the desktop. Use the Documents, Music, Movies, Pictures, Downloads and Applications folders to stay organized.

