

7/12 – Which Apps Should I Update by Apple Consultant Todd Derek (toddderek.com)

What are the top things I can do to improve the health of my Apple (or Mac) device?

1. Backup your complete hard drive or multiple hard drive that hold original data.
 - a. What's the best way to backup? (Time Machine, Retrospect, Carbon Copy Cloner, Finder etc.)
 - b. Don't mix original data with backup data on the same hard drive.
2. Make sure you have an Administrator password in place and know what it is
 - a. You can also recover unknown passwords from your Keychain Access app.
 - b. Consider using a 3-password strategy: Main PW, Financial PW and 4-digit PIN.
 - c. If you have a laptop that leaves with you as you take it out of your home or office, set the security system preference to lock your computer and require the Admin PW after 15 minutes. If you have a desktop computer (which is locked in your home or office) you don't have to (but it's still recommended).
3. Keep your Operating System up-to-date.
 - a. How do I find out if I'm up-to-date on my Mac or my iOS device?
 - b. On a Mac, go to your Apple menu and click on Software update...
 - c. On a iOS device, touch the Settings app, then touch General, then touch Software Update.
4. Review your RAM Memory and how much you can put in it?
 - a. How can I find out how much RAM memory I have in my computer?
 - b. Can you increase the RAM on an iPad or iPhone?
 - c. How do I find out if my Mac can be upgraded and what the maximum is?
5. Keep your Apps up to date.
 - a. What apps should I be update and what apps should I stay away from?
 - b. All of the "in-app" or "in-OS" (Operating system) recommended updates are always good to keep on top of.
 - c. The ones you want to stay away from are ones from the www where you get a pop-up window that says something like "you have x amount of viruses or infected files. MacKeeper can fix this just click here" and then asks you to pay \$.

6. If you have multiple devices (Macs, PCs, iPad, iPhone etc.) Sync with Cloud services so that you don't have to double and triple manage your data.
 - a. First it's important that you understand what Cloud services are (iCloud, Dropbox, GoogleDocs etc.)
 - b. Then setup your email as IMAP so that your email always stays in sync.
 - c. Setup iCloud (if you have the a newer OS that supports it)
 - d. Setup access to Dropbox to keep your documents in sync.
7. Keep your hard drive organized. Keep the data you want and through away the data/downloads you don't need any more.
 - a. What's the best way to comb through my data so I can organize by group?
 - b. I like to sort your files as a list in the Finder and sort them by Kind.
8. Rebuild or Restore your operating system.
 - a. What are the steps I should take to rebuild or restore my operating system?
9. Replace your battery to get longer lasting operation.
 - a. Some batteries swell or just wear out, so if you have a MacBook or Pro some of them have replaceable batteries.
10. Get a newer computer or device.
 - a. If your computer is 5 years or older, two things happen, 1) Computers fall off of the technology curve. 2) Computers also fall off the value curve.
 - b. You don't have to always buy new, you can buy New, Refurbished or even used computer because there are always people that want to sell a 1, 2, 3, 4 year old computer.
11. **Bonus suggestion:** Even if your computer has all of the above suggestions but you don't know what it can do, get some training and let us show you what these amazing devices can do to help your daily living.
12. If you would like some help accomplishing any of these suggestions, please don't hesitate to schedule an appointment by going to [our website](#).