

PC Best Practices



PIEDMONT UNIVERSITY PC BEST PRACTICES

— Be a Lion. Not a Number —



1 LOCK YOUR SCREEN



INSTRUCTIONS:

- (Windows) Press Win + L to lock your screen
- (MacOS) Press Control + Command + Q to lock your screen

WHY IT MATTERS:

Locking your screen is the first layer of defense for unauthorized access, especially in shared or public places. This helps protect sensitive data and reduces the risk of piggybacking when you're temporarily away from your workstation.

2 DAILY REBOOT



INSTRUCTIONS:

- Reboot before you leave for the day, always save your work before rebooting.
- (Windows) Click on the Start Menu, select the Power icon, choose Restart
- (MacOS) Click the Apple Menu in the top left corner and select Restart



REBOOT vs SHUTDOWN:

A shutdown does **NOT** install updates or clear system processes. Always choose Restart to keep your system secure and stable.

WHY IT MATTERS:

- Ensures that critical security patches and system updates are installed promptly
- Reset system processes and reduce the risk of software conflicts
- Frees up system resources for smoother operation

3 CLOSE UNUSED TABS AND APPS



INSTRUCTIONS:

- Close browser tabs and apps when finished.
- Bookmark pages you need to revisit.

WHY IT MATTERS:

- Frees memory and processing resources.
- Helps your computer stay responsive.

4 DATA BACKUP AND RECOVERY



INSTRUCTIONS:

- Ensure you are signed in to OneDrive.
- Instructions can be found on SharePoint.

WHY IT MATTERS:

- Continuous backup prevents data loss from hardware failures, accidental deletions, or malware incidents.
- Reliable backups are essential for safeguarding sensitive school data.



ALWAYS STAY POWERED AND CONNECTED.

Always make sure your device is charged and connected to the internet to keep your work safe, updates current, and productivity uninterrupted.



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