

Pre-Exam Laptop Tune-up Guide

- MacOS/Windows updates
 - Windows Dell Laptops > Support.dell.com – download and install hardware drivers
 - Run Windows Updates
 - Set Windows Update Preferences to “Ask to re-boot”
 - MacBooks – We recommend Backing up to TimeMachine
 - If the MacOS is behind, recommend backing up and installing after finals.
 - We recommend using cloud service to store your data in a second location.
- MS Office updates
 - Does you have Office 365? _____
 - If not, download here: <http://msoffice.northwestern.edu>
 - Check to ensure Windows update includes Microsoft Updates
 - Check to ensure Mac Office is updated – Run Microsoft AutoUpdate for Mac to confirm.
 - Enable Auto-Recover in Word – Standard frequency is every 10 minutes
- General software updates
 - Update all of your Web Browsers
 - If Java and Flash are installed, run updates.
 - If you don't have Chrome/Firefox Install at least one of these web browsers to have as a fallback in case of browser issues after the exam.
- Are there any hardware issues?
 - Breakage: Keyboard/Trackpad/Screen issues?
 - Power cord frayed/broken?
 - Running out of HD space?
- WiFi
 - Make sure the laptop is connecting to the Northwestern wireless network
 - Remove Guest, & Device-northwestern Wireless Entries
- Restart computer