

Computer Specs Form

This is good to have in case of emergencies!

Computer Brand & Model Number _____

Usually found on the front of your computer tower or desktop and sometimes on the back. If this is a homemade computer, then you would use the motherboard brand and model instead.

Serial Number _____

Usually found on the Back of the Computer unless someone built it for you.

Service Tag (Found only on Dell Computers on side) _____

Express Service Code (Found only on Dell Computers on side) _____

Processor _____

Exactly what you have can sometimes be hard to find unless you have your original paperwork that came with the computer and sometimes it is within the Model Number of your computer.

Norton's Version/Expire _____

This is one of the most important items on your computer to keep it running well. If you don't have virus protection you need to purchase Norton's Antivirus 2003. I personally like this brand for its ease of use and the reliability that I have seen. I have also had occasional problems putting the new version of Norton's 2003 on computers if they have had traces of viruses before with no protection. If you have antivirus software on your computer, then open it and it should tell you what version you're using and what date your virus definitions are. Your virus definitions date needs to be almost today's date and if it isn't then you aren't protected against viruses. If your Norton's version is 2001 or older then I would recommend a new program unless you are running Windows95 then you cannot upgrade.

RAM _____

This is one of the easiest things to upgrade. How much RAM you have determines how many things you can do on your computer at one time. If you look down in the bottom right hand corner of your computer, all those programs are running right now plus maybe some more that windows needs. So the more programs you like to have open at one time, the more RAM you should have. Anymore, minimum would be 128Mb and good would be 256Mb and more than that if you do graphics work and like having lots of programs open. How do I find how much RAM I have? Right click on My Computer (Windows XP users have to click Start first) and on the menu that drops down, left click on properties. Here on this screen at the bottom it will tell you how much RAM you have. Leave this window open now and we'll fill in the rest of the information.

Windows Version _____

On this same page at the top it will tell you what Windows Operating System you have. If you have Windows XP, it should say Service Pack 1 and if it doesn't you could be at risk to having everything deleted on your computer by a very serious hack tool that is on the internet and executed only by looking at an internet page or e-mail.

Video Card _____

Click on the Device Manager tab (WindowsXP users will have to click on the Hardware tab and then the Device Manager button) and you will see an item on the list that says

Display Adapter. Click the plus sign and below that tells you what you have. If you want to know how many Mb it is, you will have to read really fast when your computer starts up and most of us miss it. If you have your invoice, this information may be on it.

Sound Card

In the Device Manager yet, click on the plus sign beside sound, video, and game controllers and you will see several lines stating what is loaded to make your sound card work.

Modem

Still in the Device Manager, you can click on the plus sign beside the modem and see what modem you have installed.

Ethernet Card

Still in the Device Manager, click on the plus sign besides Network Adapters and here you will find what Ethernet Card you have IF you have one. Not all computers have this installed.

Hard Drive

How much storage space do I have on my computer? Your hard drive is like your filing cabinet and how much you can put on it is how large your cabinet is. To find out how much storage space you have double click your My Computer Icon on the desktop (Windows XP will have to click Start then My Computer) and here you will see all the drives you have on your computer. Right click on the C: drive and on the drop down menu left click on properties. Here you can see a graph on how large your hard drive is and how much you have used. Jot down the full size of your hard drive for future reference. And you can see how much space you have left. Never let it get below 300 Mb and that isn't usually a problem on new computers with extremely large hard drives.

CD Drive

Do you know what kind of drives you have to put CD's in? Are they just a regular CDROM, CDRW, DVD, or DVDRW? I usually jot down the type of drives in a computer but if you're unsure this isn't that important unless you would like a CDRW drive. Putting one in isn't too hard and the prices have dropped considerably.

USB

This line will eventually be more important as we get more new computers around and wanting to know if you have USB1.0 or USB2.0 on it and what devices will work with it. USB 2.0 is still rather new.

Other Information

Computer Specs:

Brand _____

Serial Number _____

Service Tag _____

Express Service Code _____

Processor _____

RAM _____

Video Card _____

Hard Drive _____

CD Drive _____

Sound Card _____

Modem _____

Ethernet Card _____

USB _____

Windows Version _____

Norton's Version/Expire _____

Other _____

