

Tutorial: How to Program Your Computer for Daily Shutdown, Automatic Updates, and Automatic Backups

(Windows 10/11 + Mac)

Why Set These 3 Routines?

These routines help your computer stay:

- **Secure** (updates patch vulnerabilities)
- **Reliable** (shutdown reduces long-term wear)
- **Protected** (backups prevent data loss)

Think of this as a “set it once and forget it” system.

PART 1 — PROGRAM A DAILY AUTOMATIC SHUTDOWN (Windows 10/11)

Step 1: Open Task Scheduler

1. Click the **Start Menu**
 2. Type: **Task Scheduler**
 3. Open **Task Scheduler**
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Step 2: Create a Basic Task

1. Click **Create Basic Task...**
 2. Name it:
Daily Automatic Shutdown
 3. Click **Next**
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Step 3: Set the Schedule to Daily

1. Select:
☒ **Daily**
 2. Click **Next**
-

Step 4: Choose the Shutdown Time

Pick a time you want the computer to shut down every day.

Example: **11:30 PM**

Click **Next**

Step 5: Choose “Start a Program”

1. Select:
☒ **Start a program**
 2. Click **Next**
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Step 6: Enter the Shutdown Command

Program/script:

shutdown

Add arguments:

/s /f

☒ What it does:

- /s = shuts down the computer
- /f = forces apps to close so shutdown doesn't get blocked

Click **Next**

Step 7: Finish the Task

Click **Finish**

(Recommended) Step 8: Run With Highest Privileges

1. In Task Scheduler, click **Task Scheduler Library**
 2. Find **Daily Automatic Shutdown**
 3. Right-click → **Properties**
 4. Check:
☒ **Run with highest privileges**
 5. Click **OK**
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PART 2 — TURN ON AUTOMATIC SOFTWARE UPDATES (Windows 10/11)

A. Turn On Windows Automatic Updates

1. Click **Start**
2. Open **Settings**
3. Go to:
Windows Update
4. Click:
Check for updates

Windows will automatically download and install updates, but this ensures everything is enabled.

B. Prevent Updates from Restarting During Work (Active Hours)

1. Go to:
Settings → Windows Update
2. Click:
Advanced options
3. Select:
Active hours
4. Set your work hours
Example: **9 AM – 9 PM**

This helps prevent annoying forced restarts.

C. Turn On Automatic Microsoft Store App Updates

1. Open the **Microsoft Store**
 2. Click your **profile icon**
 3. Select:
Settings
 4. Turn ON:
 **App updates**
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PART 3 — PROGRAM AUTOMATIC DATA BACKUPS (Windows 10/11)

Backups are your “insurance policy.”

You have two great options: **Cloud backup** and **External drive backup**.

Option A (Easiest): OneDrive Automatic Backup (Cloud)

This is best for most users.

Step 1: Sign in to OneDrive

1. Click **Start**
 2. Type: **OneDrive**
 3. Open it and sign in
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Step 2: Turn on Folder Backup

1. Click the OneDrive cloud icon near the clock
2. Click the **gear icon** → **Settings**
3. Go to:
Sync and backup
4. Turn on backup for:
 - ☒ Desktop
 - ☒ Documents
 - ☒ Pictures

Now those folders automatically sync to the cloud.

Option B: File History (External Hard Drive Backup)

This is best if you want backups stored offline.

Step 1: Plug in your external drive

Step 2: Turn on File History

1. Open **Settings**
2. Go to:
Update & Security → **Backup**
3. Click:
Add a drive
4. Select your external drive

Step 3: Confirm Automatic Backups

Once enabled, Windows automatically backs up your files on a schedule.

Bonus: What You SHOULD Back Up

These are the most important folders:

- Documents
 - Pictures
 - Desktop
 - School work / dissertation folders
 - Resume files
 - Financial files
 - Password manager export (if you use one)
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PART 4 — MAC VERSION (Shutdown + Updates + Backups)

A. Program Daily Shutdown (Mac)

1. Open **Terminal**
2. Enter this command (example: 11:30 PM daily)

```
sudo pmset repeat shutdown MTWRFSU 23:30:00
```

- **MTWRFSU** = every day
- **23:30:00** = 11:30 PM

To confirm it's scheduled:

```
pmset -g sched
```

To cancel:

```
sudo pmset repeat cancel
```

B. Turn On Automatic Software Updates (Mac)

1. Click Apple Menu
 2. Go to:
System Settings
 3. Select:
General → **Software Update**
 4. Turn ON:
☒ Automatically keep my Mac up to date
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C. Automatic Backups (Mac Time Machine)

Time Machine is the easiest and strongest Mac backup tool.

Steps:

1. Plug in an external hard drive
2. Go to:
System Settings → **General** → **Time Machine**
3. Click:
Add Backup Disk
4. Select your external drive

Time Machine automatically backs up:

- Hourly backups (past 24 hours)
 - Daily backups (past month)
 - Weekly backups (older)
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FINAL RECOMMENDED ROUTINE (Best Setup)

If you use Windows:

- ✓ Daily shutdown using Task Scheduler
- ✓ Automatic Windows updates + Store updates
- ✓ OneDrive backup + external drive backup

If you use Mac:

- ✓ Scheduled shutdown (optional)
 - ✓ Automatic updates
 - ✓ Time Machine backups
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Quick Troubleshooting Tips

If shutdown doesn't work:

- Enable **Run with highest privileges**
- Use `/f` to force close apps

If backups are not working:

- Confirm OneDrive is signed in
- Confirm external drive is detected

If updates are stuck:

- Restart computer
- Check available disk space