

THE INFORMATION BELOW SHOULD BE ENTERED INTO A TEXT FILE

The point of maintenance is to prevent breakdowns. If you do not keep your bike well maintained then sooner or later your bike would let you down often at a very inconvenient time and place.

CLEANING

Keep your bike clean. Dirt is abrasive. It works into the moving parts and makes them wear out faster. Once a week go over the entire bike with a clean soft cloth. Use an old toothbrush to clean out nooks and crannies. Protect the paint finish and chrome parts with car wax every three to six months. Do not wax wheel rims where brake shoes make contact.

LUBRICATION

A bike has hundreds of moving parts. Lubrication is vital. You must be careful about the type and amount of lubricant used. Too little and parts which rub against each other will dry and wear out very quickly. Too much lubricant forms a gooey mess that attracts dirt. The rule is: keep the bike clean and lubricate regularly but sparingly.

TYRES

Once a week check the air pressure in your tyres. Keep them hard. Soft tyres drag when you ride making pedalling more difficult and they are more easily damaged.

TOOLS

You need a few essential tools. To start with get a tyre repair kit with levers, a dog-bone combination wrench, and adjustable spanner and a small screwdriver.

SECURITY

Make sure you have adequate security measures. When you leave your bike make sure it is securely locked. Make sure that your bike is adequately insured. If you take proper care of your bike you will find it is a useful form of transportation, which provides you with exercise and fun.

TURN OVER FOR TASKS

- (1) Put your name and form as a header.
- (2) Fully justify the text.
- (3) Using a font of your choice and a suitable font size enter the heading
BICYCLE MAINTENANCE in spaced capitals.
- (4) Centre the heading.
- (5) Draw a box around the heading.
- (6) Save and print a copy of your work.
- (7) Replace the word 'bike' with 'bicycle' throughout the text.
- (8) Display your work in two columns of text.
- (9) Add appropriate graphics to the bottom left hand corner.
- (10) Change the size of the body text so that it fills most of the remaining
page.
- (11) Save and print a copy of your work.