COMPUTER CLEANUP

- Over time unnecessary data builds up on the computer
  - This can slow down the computer
  - Makes the hard drive work harder than necessary
  - Could possibly cause a computer malfunction
- The more you use the computer, the more frequently you need to clean it up
  - As a rule of thumb, do it once a month
  - You might consider doing it the first week of the month, before Microsoft publishes the updates for your computer
- The following procedures assume you are using Internet Explorer and Windows Mail

Computer Cleanup

- Cleaning up Internet Explorer
  - Start Internet Explorer
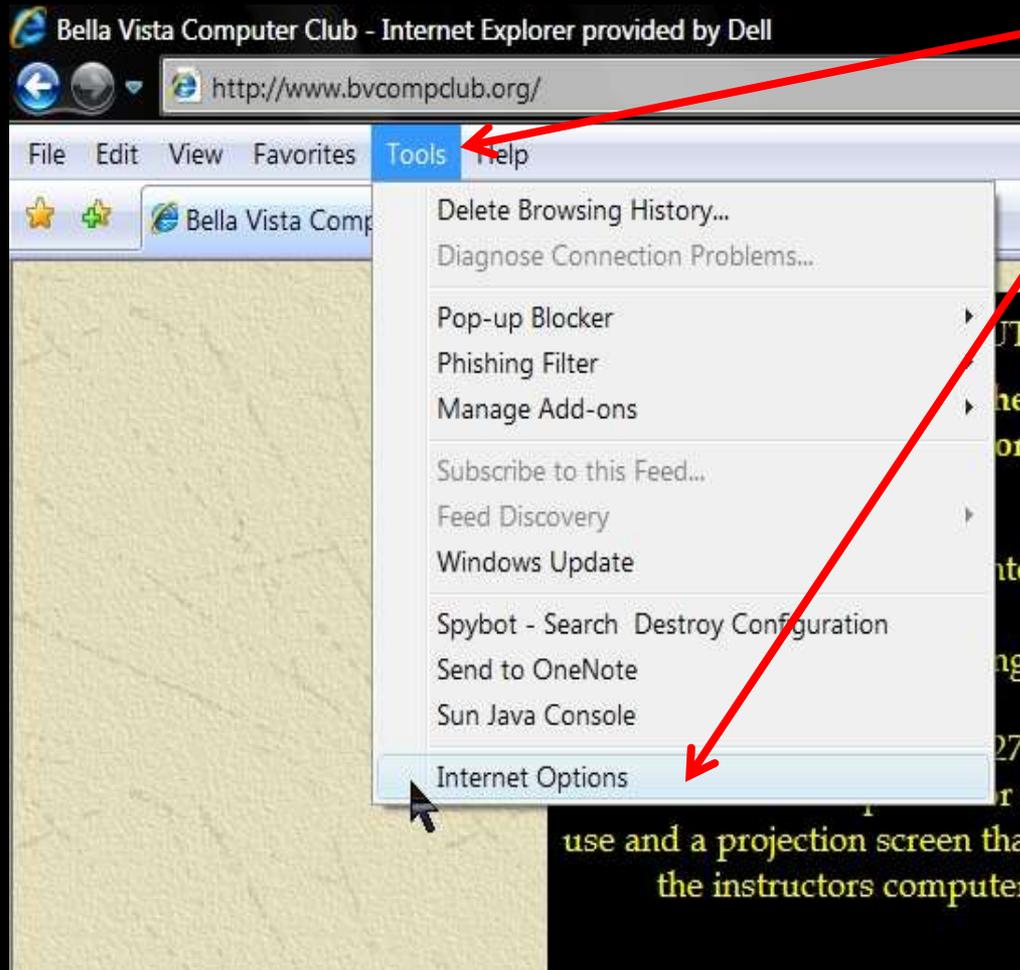
On the menu bar, click Tools and select Internet Options

Computer Cleanup

Bella Vista Computer Club – Internet Explorer provided by Dell

http://www.bvcompclub.org/

Internet Options

| General | Security | Privacy | Content | Connections | Programs | Advanced |

Home page

To create home page tabs, type each address on its own line.

http://www.thundercloud.net/start/

[Use current] [Use default] [Use blank]

Browsing history

Delete temporary files, history, cookies, saved passwords, and web form information.
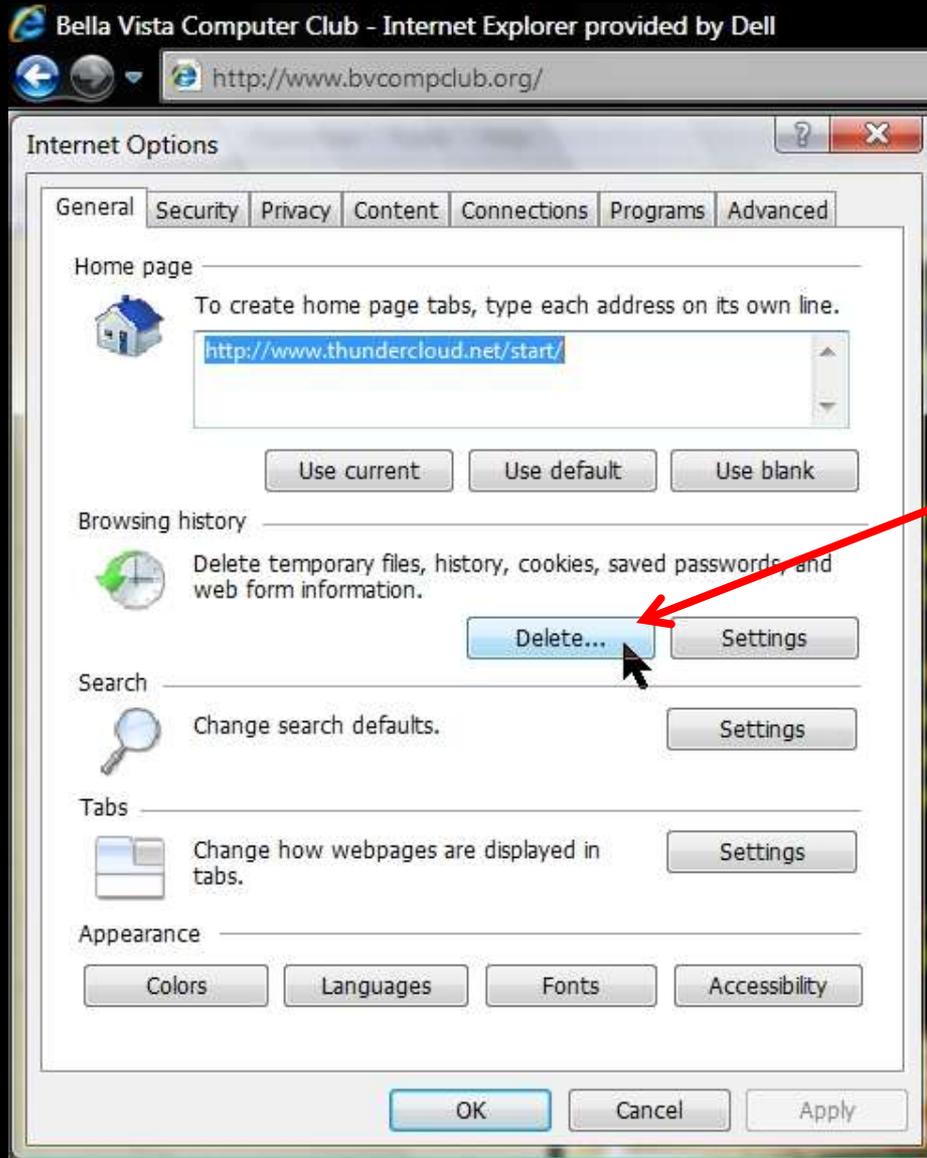
[Delete...] [Settings]

In the Browsing history section, click the Delete… button

Search

Change search defaults. [Settings]

Tabs

Change how webpages are displayed in tabs. [Settings]

Appearance

[Colors] [Languages] [Fonts] [Accessibility]

[OK] [Cancel] [Apply]
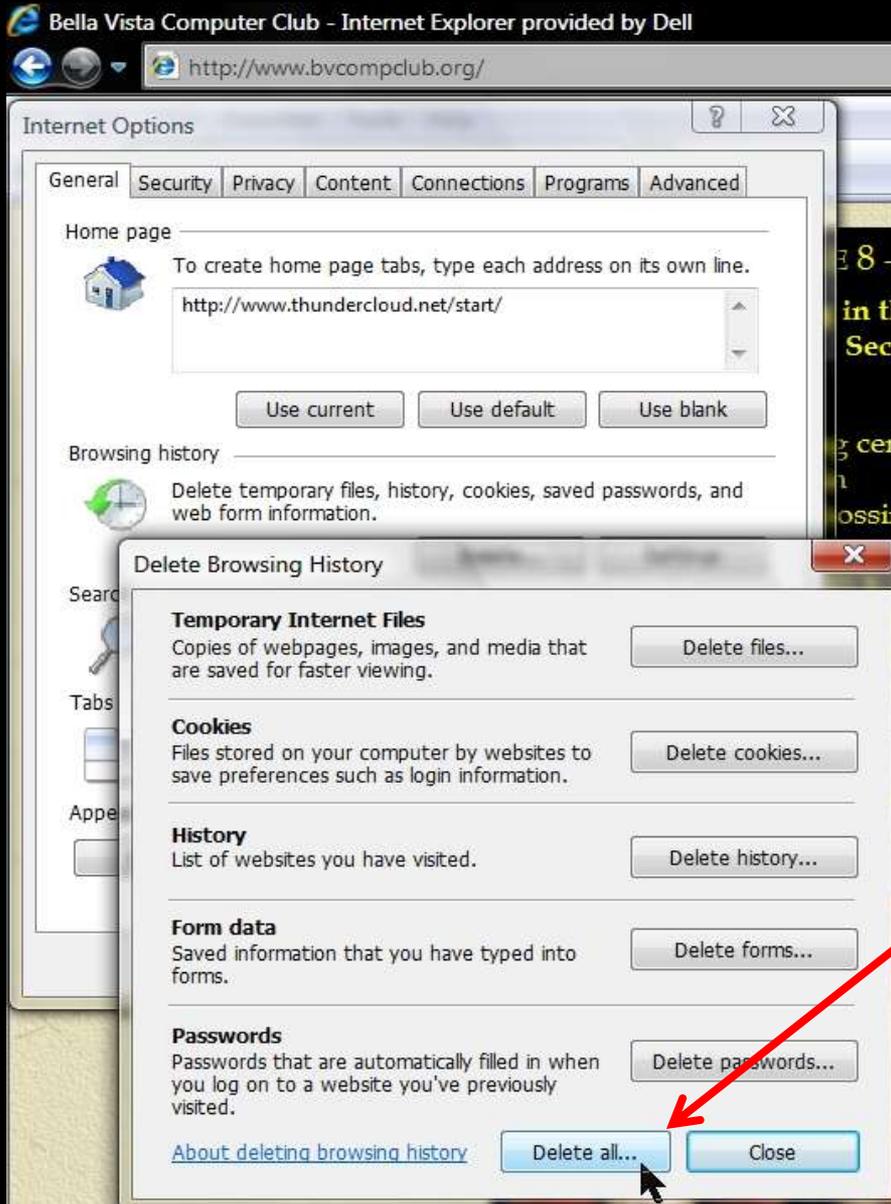
Computer Cleanup

In the Delete Browsing History dialog box, click the Delete all… button

Computer Cleanup
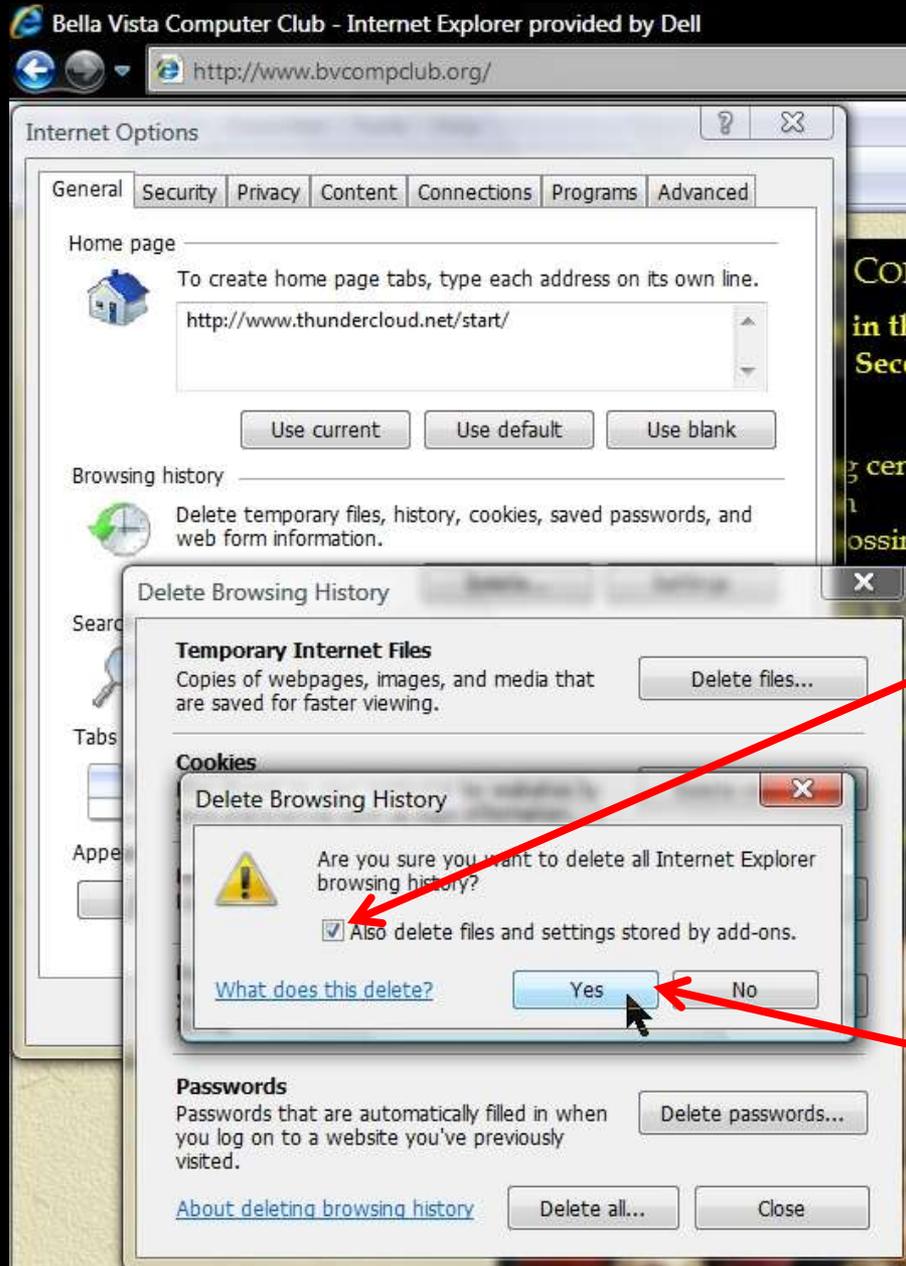
Place a check mark in the check box to delete files and settings stored by add-ons

Click the OK button

Computer Cleanup

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Internet Options

General | Security | Privacy | Content | Connections | Programs | Advanced

Home page

To create home page tabs, type each address on its own line.

http://www.thundercloud.net/start/

[Use current] [Use default] [Use blank]

Browsing history

Delete temporary files, history, cookies, saved passwords, and web form information.

[Delete...] [Settings]

Search

Change search defaults.

[Settings]

Tabs

Change how webpages are displayed in tabs.

[Settings]

Appearance

[Colors] [Languages] [Fonts] [Accessibility]

[OK] [Cancel] [Apply]

Back in the Internet Options dialog box, click the Settings button

Computer Cleanup

Bella Vista Computer Club - Internet Explorer provided by Dell

http://www.bvcompclub.org/

Internet Options

Temporary Internet Files and History Settings

Temporary Internet Files

Internet Explorer stores copies of webpages, images, and media for faster viewing later.

Check for newer versions of stored pages:

○ Every time I visit the webpage
○ Every time I start Internet Explorer
● Automatically
○ Never

Select Automatically

Disk space to use (8 - 1024MB):   50
(Recommended: 50 - 250MB)

Place a number between 50 and 250 in this box

Current location:

C:\Users\Alpha\AppData\Local\Microsoft\Windows\Temporary Internet Files\

[Move folder...]   [View objects]   [View files]

History

Specify how many days Internet Explorer should save the list of websites you have visited.

Days to keep pages in history: 7

Place 7 in this box

[OK]   [Cancel]

Click the OK button

Computer Cleanup

➤ Open Windows Mail and delete the old e-mail messages
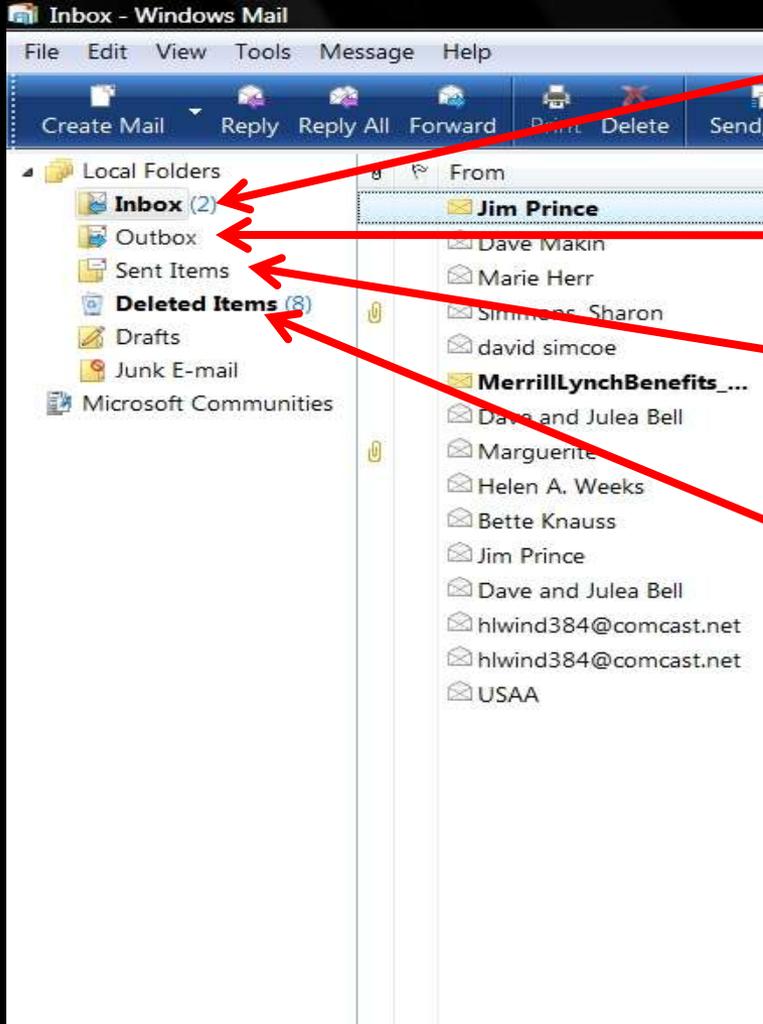
Delete or move unnecessary e-mail from the Inbox

The Outbox should be empty

Delete the old sent e-mail messages

Empty the Deleted Items folder

Computer Cleanup

➢ **Run Disk Cleanup**

  ➢ **Click the Start button, move to All Programs, click Accessories, click System Tools, and select Disk Cleanup**
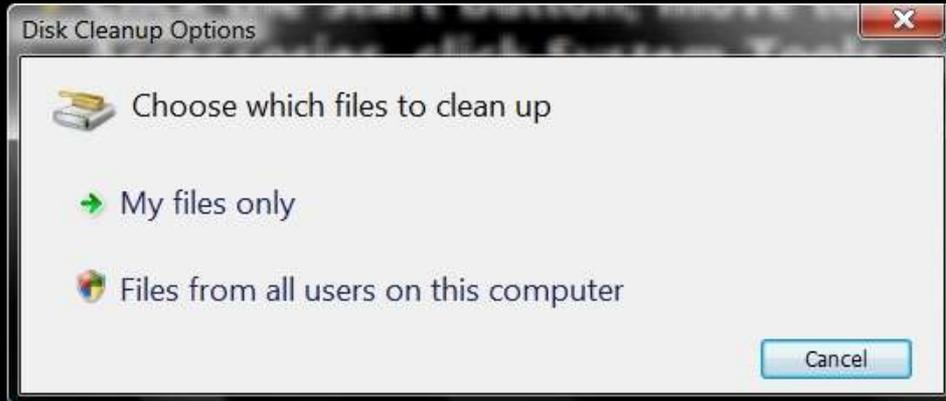
Decide what files you want to clean up

Make sure the C: drive is selected and click the OK button
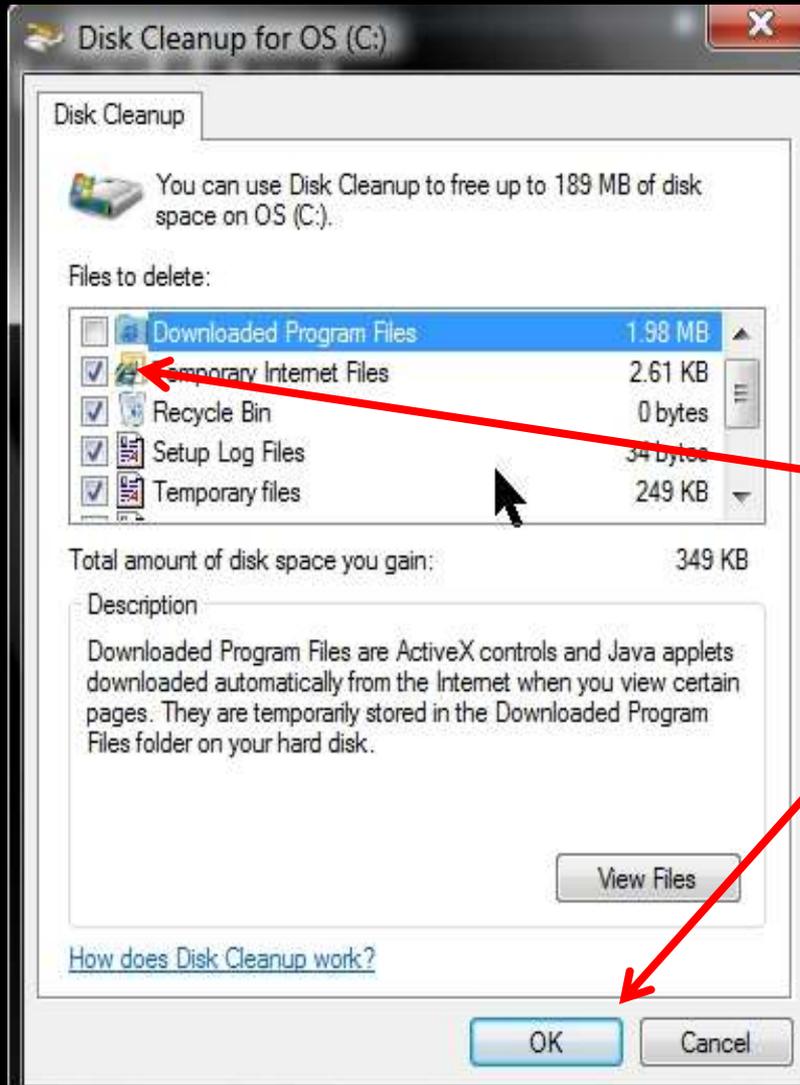
Computer Cleanup

This program will not delete files or information that is essential to the operation of the computer

Place a check mark in the check box to the left of the areas you want to clean up and click the OK button

Computer Cleanup

- Here are the areas you want to clean out
  - Temporary Internet Files
  - Recycle Bin
  - Setup Log Files
  - Temporary files
  - Per user archived Windows Error Rep…
  - System archived Windows Error Repor…
  - System queued Windows Error Reporti…
    - Note: If you have Microsoft Office installed, you can remove the setup files if you have the original installation disc

Disk Cleanup

Are you sure you want to permanently delete these files?

Delete Files   Cancel
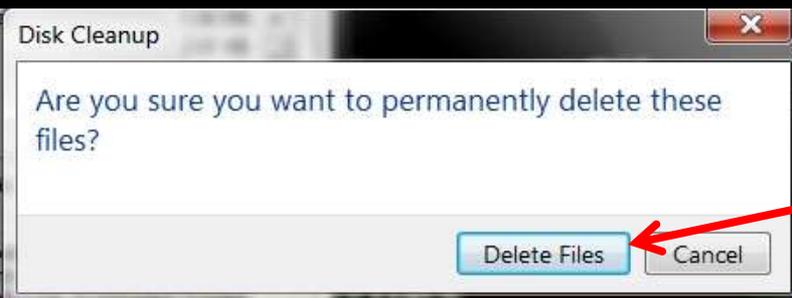
After selecting the areas to clean out and clicking the OK button, click the Delete Files button in this box

Computer Cleanup

- Run Disk Defragmenter
  - Click the Start button, move to All Programs, Accessories, System Tools, and select Disk Defragmenter
  - Windows Vista defrags on a schedule that you can modify
  - You can defrag any time by clicking the Defragment now… button
- Use your antivirus program to scan the hard drive for viruses
- Update your spyware detection and removal programs and scan the hard drive for any malicious programs