

Computer Monthly Maintenance

Do these four steps in this order once per month

RC=right click LC=left click

Version for Internet Explorer 7

Step #1

Cookie - Temporary Files Clean up

Go To Internet Explorer

LC Tools

LC Internet Options

LC Delete

LC Delete All (Everything!)

OR be selective

LC Delete – Files, Cookies, History

ANSWER YES to all add ons

Close all open windows

Step #2

Disk Clean Up

LC Start

LC My Computer

or

Double LC My Computer Icon on Desktop

RC Hard Drive(C)

LC Properties

LC Disk Clean Up

...wait...

new window will appear

put checks - - in all boxes

scroll down if necessary

LC OK

YES you are sure!

...wait...

This may take some time especially if
it has never been done

When finished you will see the same window as
when you clicked properties

Step #3

Scan Disk or Error Checking

LC Start

LC My Computer

or

Double LC My Computer Icon on Desktop

RC Hard Drive(C)

LC Properties

LC Tools (tab at top)

In section called error checking

LC Check Now

put checks - - in each box

LC Start

- With **XP** you will be instructed to restart the computer. Answer YES ... restart the computer and leave alone. This may take 2-3 hours.
- With earlier versions of Windows close all running programs and start the scan. At some point in time you will receive a window saying that the process has restarted 10 times and asks if you want to continue to receive the warning ... answer **NO** and walk away, the computer will finish in its own time.

Step #4

Defragmenting

LC Start

LC My Computer

or

Double LC My Computer Icon on Desktop

RC Hard Drive(C)

LC Properties

LC Tools (tab at top)

In section called Defragmentation

LC Defragment Now

LC Defragment

This may take a very long time, leave the
computer alone you cannot make it work faster