



denvertechforall.org is committed to optimized computer performance, please use the following to help you with your computer.

Computer Monthly Maintenance

Do these four steps in this order once per month
RC=right click LC=left click

Version for Internet Explorer 6

Step #1

Cookie Clean up

RC Start
LC Explore
find cookies (usually under the hard drive + 's become - 's and drop down)
LC Cookies (list will appear)
LC Index (found somewhere in list)
LC Edit
LC Invert Selection (now all the cookies are selected and not index)
LC File
LC Delete
YES you want them all in the recycle bin

Close all open windows

RC Icon for the Recycle Bin
LC Empty Recycle Bin
YES you are sure!

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



MISSION

Tech For All makes available to individuals in the community the means to become skilled and competent in computer use; we do this by gathering donations, collecting and reconditioning used equipment, identifying qualified recipients and placing the appropriate equipment with them solely for their use and at no charge.

HOURS

Friday 9am – 3pm
Saturday 8am – 12 noon

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