



10 Easy “Self Help” Tips from Tech Support to Clean Your Computer and Make It Run Better

Your computer, an important part of your job performance, needs scheduled preventive maintenance for it to run smoothly. Preventive maintenance means performing scheduled cleaning of your computer to prevent system problems. Following all of the “self help” tips listed below will protect your data, save time, and money, in addition to making your computer run better.

Microsoft Windows XP

1. Get Rid of Unwanted Startup Programs
 - a. Click Start.
 - b. Click Run.
 - c. In the Run dialog box, type “msconfig.”
 - d. Click OK. A System Configuration Utility screen displays.
 - e. Click the Startup tab.
 - f. Deselect any programs that you do not want to run when you logon to your computer. Do not deselect anything in which you are unsure.
2. Run Disk Cleanup
 - a. Click All Programs.
 - b. Click Accessories.
 - c. From the drop down menu, click System Tools.
 - d. From the drop down menu, click Disk Cleanup.
 - e. Select the hard drive you want to cleanup (usually C). A Disk Cleanup screen displays.
 - f. Once the scan is completed, a Disk Cleanup screen displays. Select the types of files you want to remove. (Note: some of the files are already selected. To view the files before deleting, click the files, and then click View Files).
 - g. Click OK. A Disk Cleanup screen displays.
 - h. Click Yes. The files will be deleted.
3. Defrag your Harddrive (There is no such thing as defragging too often. Defragging today will protect your drives from fragmented files tomorrow)
 - a. Click Start.
 - b. Click My Computer.
 - c. Right click the local disk drive that you want to defragment (usually C).
 - d. From the drop down menu, click Properties. A Local Disk(C) Properties screen displays.

- e. Click the Tools tab.
 - f. Within the Defragmentation section, click Defragment Now. A Disk Defragmenter screen displays.
 - g. Click Defragment.
 - h. After the defragment is completed, a Disk Defragmenter screen displays, which gives you the option to View Reports or Close.
4. Detect and Repair Disk Errors
- a. Click Start.
 - b. Click My Computer.
 - c. Right click the hard drive you want to scan (usually C).
 - d. From the drop down menu, click properties. A Local Disk Properties screen displays.
 - e. Click the Tools tab.
 - f. Within the Error checking section, click Clean Now. A Check Disk Local Disk screen displays.
(NOTE: In addition, you can defrag and backup your drive (s) from this screen).
 - g. Under Check disk options, if you choose the option "Automatically fix file system errors," then click Start, a check Disk Local Disk screen displays. Click Yes, if you want to schedule a disk check to occur the next time you restart the computer.
 - h. If you choose the option "Scan for and attempt the recovery for bad sectors," then click Start, a Check Disk Local Disk screen displays.
 - i. After the scan is completed, click OK.
5. Empty your Internet Cache
- a. Open Internet Explorer.
 - b. From the menu bar, click Tools.
 - c. From the drop down menu, click Internet Options. An Internet Options screen displays.
 - d. At the top of the Internet Options screen, click the General tab.
 - e. Within the Browsing history section, click Delete. If Internet Explorer version 7 is used, a Delete Browsing History screen displays.
 - f. Click Delete files. Copies of Webpages, images, and media that are saved for faster viewing will be deleted.
 - g. Click Delete cookies. Files stored on your computer by websites to save preferences such as login information will be deleted.
 - h. Click Close.
 - i. Click OK.
6. Backup your Hard Drive
- a. Click Start.
 - b. Click My Computer.
 - c. Right click the hard drive you want to scan (usually C).
 - d. From the drop down menu, click properties. A Local Disk Properties screen display.
 - e. Click the Tools tab.

- f. Under Backup, click Backup Now. A backup or Restore Wizard screen displays.
 - g. Click Next. Make sure "Back up files and settings" is selected.
 - h. Click Next. Select what you want to backup.
 - i. Click Next. Be sure to have a floppy in your floppy drive. Type your backup name in the "Type a name for this backup" box.
7. Advanced Performance Eettings (gets rid of unwanted/unnoticed graphics)
- a. Click Start.
 - b. Right click My Computer.
 - c. From the drop down menu, click Properties. A Systems Properties screen displays.
 - d. Click the Advance tab.
 - e. Within the Performance section, click Settings. A Performance Options screen displays.
 - f. Click the Visual Effects tab.
 - g. Click Adjust for best performance.
 - h. Recheck the following items or any other items you wish to keep.
 - i. Show shadows under menus.
 - ii. Show shadows under mosue pointer.
 - iii. Show translucent selection rectangle.
 - iv. Use drop shadows for icon labels on desktop.
 - v. Use visual styles on windows and buttons.
 - i. Click OK.
8. Uninstall Unneeded Programs
- a. Click Start.
 - b. Click Control Panel.
 - c. From the Control Panel screen, click Add or Remove Programs.
 - d. From the Add or Remove Programs screen, click the program (s) you want to remove.
 - e. Click Remove.
9. Unclutter your Desktop.
10. Empty your Recylce Bin and remove old files (delete or backup).

NOTE: On behalf of IT, thank you for your support and assistance in this effort.

