

## Computer Cleanup Defrag Etc.

- Start>Run type, %temp%. When your temporary files come up, select Edit, Select All and delete. This will delete all the temporary internet files your computer accumulates over time from the internet.
- Go to each of your browsers (Internet Explorer, Firefox, etc), Tools>Options> Clear Private Data, Clear Recent History or Delete Browsing History (wording varies depending on the browser). You will want to delete temporary internet files, clear cookies, cache. Your computer needs cache and cookies to operate correctly, but also gets full of them and makes your computer slow down (similar to junk mail).
- Please empty the recycle bin on your computer. To do so, right click the trash can on your computer desktop and choose EMPTY RECYCLE BIN.
- Please run DEFRAGMENT on your computer. To do so, open MY COMPUTER. Then right click on the C: drive. Click on PROPERTIES. Then click on the TOOLS tab at the top. Click on DEFRAGMENT NOW. In the new window, click the DEFRAGMENT button. This process can take from 10 minutes to several hours. It is a great thing to start while you leave to do something else.
- Please run SCANDISK. To do so, open MY COMPUTER. Then right click on the C: drive. Click on PROPERTIES. Then click on the TOOLS tab at the top. Under the Error-Checking portion, click on CHECK NOW. In the new window, click both check boxes ('Automatically fix ...' and 'Scan for and ...'), and click START. A second window will pop up and click YES. You'll need to restart your machine after that.