



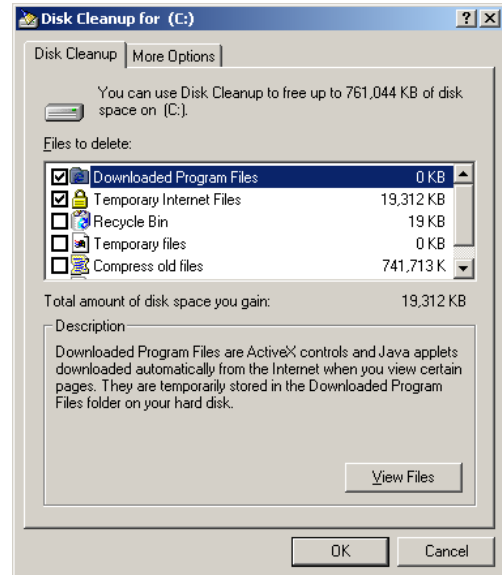
# Computer Maintenance

## 1. Cleaning temporary files

While you work on certain programs, many temporary files get created. Below are some of them and the way to delete them.

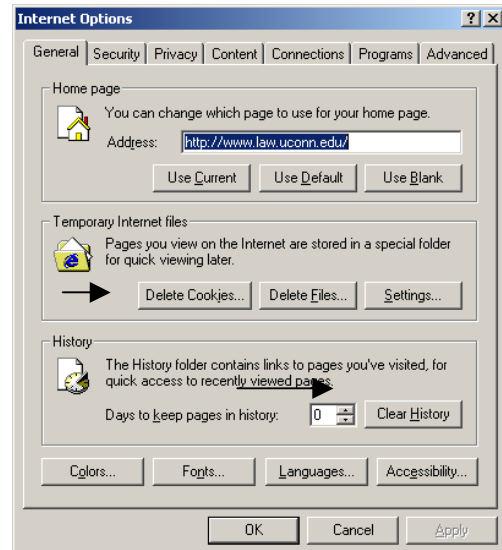
### + *Disk Cleanup*

Disk Cleanup is a system tool that searches for old and compressible files that you may be able to delete. Typically, you may find Disk Cleanup going to the Start menu, Programs, Accessories and System Tools.



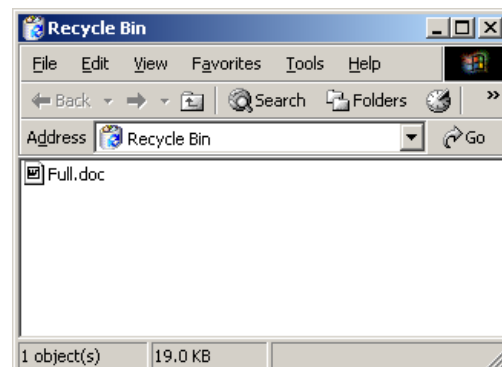
### + *Deleting Temporary Internet files, History and Cookies*

When you access the Internet, many temporary files are downloaded to your system. These files should be deleted periodically to allow space for other pages. In Internet Explorer, go to the Tools menu and select Internet Options. From the window, click on Delete Cookies, Delete Files and Clear History.



### + *Empty the Recycle Bin*

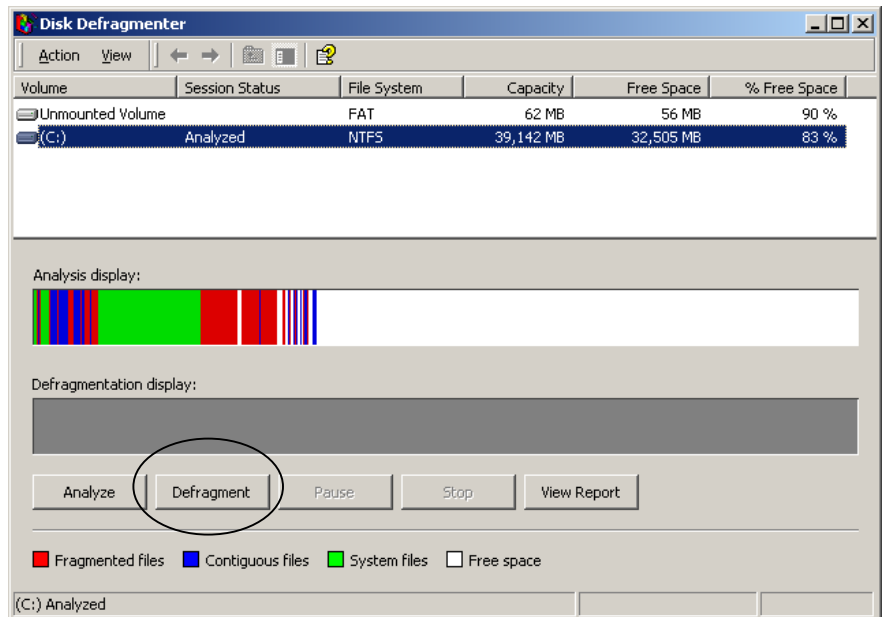
All files that you delete in your system go to the Recycle Bin. You need to delete these from here to assure that they are no longer in your system.



## 2. Defragmenting the system

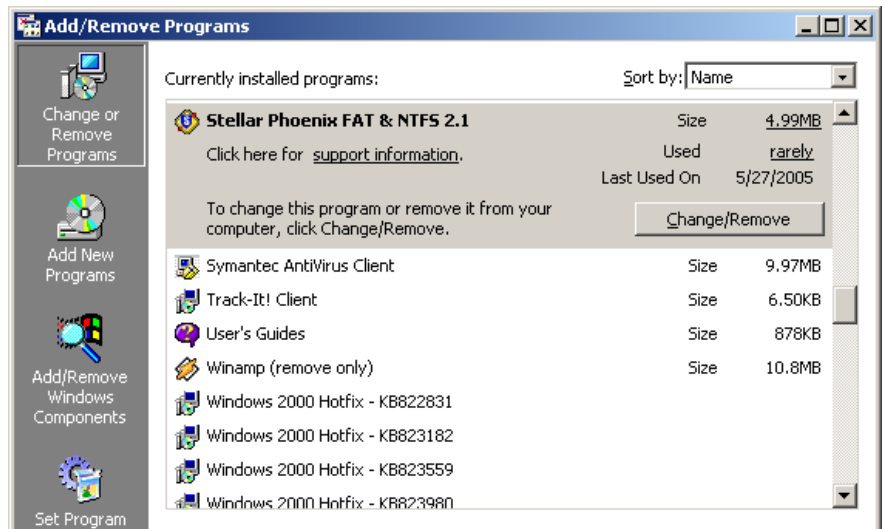
Defragmentation is the process to compact and put together fragmented files. A file may get fragmented as it is saved and written to disk. Once closed and if it needs to be accessed again, the system may take resources and a longer period of time while it finds the different fragments of the file. This tool is also located under the Start menu, Programs, Accessories and System Tools.

To run a defrag, click on the Defragment button.



## 3. Uninstalling programs

Programs that are no longer needed or used should be uninstalled. To view and uninstall programs you should go through the Control Panel -> Add/Remove Programs window. *Be sure to know which programs you uninstall because some are system programs required by your computer.* For example, Windows Hotfixes are update patches to the system and should be left installed.



## 4. Scanning the Hard Drive for errors

It is recommended to check your Hard Drive for errors. To do so, open My Computer, right-click the Local Disk and select Properties. From the new window, go to the Tools tab and click on Check Now.

