



General Maintenance

Slow System

Whether you go on the Internet or not, simply using your computer places temporary files on your hard drive. When running an operating system as complex as Windows, you may not always know the significance of all the files on your computer. Sometimes Windows uses files for a specific purpose and then retains them in a folder designated for temporary files. Alternatively, you may have previously installed Windows components that you are no longer using. When you go on the Internet, temporary files are placed on your hard drive. These files take up space on your hard drive and can eventually slow it down. Reduce the number of files on your disk, or create more free space. This can be done without harming any of your programs.

To help Internet Explorer run faster:

1. Open the Control Panel > Double Click on Internet Options icon
2. On the General Tab > Under Browsing History > Click on Settings > Set the days to keep the History to 1 day
3. Don't save encrypted pages > Click on Advanced Tab > Scroll down until you see the phrase "do not save encrypted pages to disk" > Click on box in front of the phrase to insert a checkmark.

Disk Cleanup

Reduce the number of unnecessary files on your hard disk to free up disk space and help your computer run faster. It removes temporary files, empties the Recycle Bin, and removes a variety of system files and other items that you no longer need.

1. Click on Start
2. Click on Programs
3. Click on Accessories
4. Click on System Tools
5. Click on Disk Cleanup
6. Click OK to select C: Drive
7. Disk Cleanup calculates and reports which files can be deleted
8. Click OK

Disk Defragmenter

Disk Defragmenter is a tool that rearranges the file data on your computer and reunites fragmented file data so your computer can run more efficiently.

1. Click on Start
2. Click on Programs
3. Click on Accessories
4. Click on System Tools
5. Click on Disk Defragmenter
6. Click OK to select C: Drive
7. Disk Cleanup calculates and reports which files can be deleted
8. Click OK

Note: We personally delete all the files that are listed in the window. If Windows reports it no longer needs the files, we go with their recommendation.

Deleting Cookies

Cookies are small text files that websites put on your computer to store information about you and your preferences. Cookies can enrich your browsing experience by allowing websites to learn your preferences or allowing you to avoid signing in every time you visit certain sites. However, some cookies might put your privacy at risk by tracking sites that you visit. You can delete cookies stored on your computer at any time.

To Delete Cookies

1. Open up Internet Explorer > Click on Tools > Internet Options
2. Under Browsing History > Click on Delete
3. Click on the Delete Cookies button
4. Read the explanation and select the files you want to remove