Cleaning up your computer

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Computer like all things need cleaning. They can be physically cleaned by opened them up to remove fluff and dust, but the information stored also needs to be cleaned up as well.

Disk Cleaning

Every now and again it is an idea to clean up you unwanted stuff. There are various places it collects, let>s start with Disk Clean

For Windows 7
Start > type in Disk Cleanup > open > OK > wait > All the boxes can be ticked > OK > Delete Files > wait > The bar will reach the end and the >popup will close.

For Windows 8
Right click in the lower left corner, open Control Panel, type "clean" in the Search box then choose "Clear disk space by deleting unnecessary files.

Delete Temp files and cookies

Start > Computer > Local Disk C > open > find Windows > open > find Temp > open (it will need permission click OK) (you will see lots of number/letter strings) > Select All (Ctrl+A) > Delete > OK (if asked to continue > ok)

Internet Explorer files

Selective deleting

Click favourite icon on toolbar – click small green arrow top right of frame, this locks the frame, click and click to close it again. Select History tab > See the places you have been, any of these folders/files can be deleted by right clicking on them and selecting delete.

Mass deleting.

Open Internet Explorer > Tools (either the menu bar or the icon up on the top right) > drop down > Internet Options > browsing history > delete > tick top 3 > delete

(If you have no menu bar showing File; Edit; View; etc right click in the blue section above the browsing window and make sure there is a tick in the menu option.)

Unwanted programs.

Many programs cannot be deleted by just deleting the folder on the main drive, this just makes a mess in the registry, They have to be deleted in a special way.

Click Start Button > Control Panel > Either: select the option Uninstall Programs or if the view is in Category Mode > Programs and Features. A list will form with programs that have

been installed. Many programs come with their own Uninstall Option, Check the listing in the Start Menu.

Some programs leave a folder with stuff in it is safe to uninstall this.

Defrag your C Drive

Windows 7 and later will automatically defrag your hard disk weekly. To tweak your computer every now and then (2 or 3 months) check to see if your main drive C needs defragging. When Computers write to disk it is completely random where the information goes, as the computer keeps a map of where everything is, but it then has to find them when you need the program.

(Imagine making a cake, if all the ingredients are on the bench in front of you, the speed you can do this is much faster than if you have to go to every room in the house to find the ingredients when you want to use them.)

Defragging places similar program information adjacent on the drive.

This takes time do it at night, leave the computer turned on.

Start > type Disk Defrag > select and open > Look, it will tell your % defragment > If it needs defragging select Defragment disk > wait – sometimes for ages, in older slower machines, hours. > close when done. Do this overnight.

Startup Applications

These are commands that start programs when the computer starts. You often do not need them and so it is advisable to stop them otherwise the computer can take a long time to boot.

Click the start button and type msconfig > Select the Startup tab You will see a list of Startup items. Items with ticks in the box will start at boot. It is a good idea to keep manufacters eg Toshiba items ticked until you know whether they are OK to disable. They are not deleted just disabled. Items that can be disabled are Adobe, Office, Java, Printers, They do not need to run in the back ground.

If you are unsure of what a startup item does, then go to this address: http://www.pacs-portal.co.uk/startup_search.php and lookup the Startup entry.

It is not essential to do this.

There is a small utility called Startup Monitor which let>s you know if a programs wants to place an entry in this area. You can get it from Cnet, into Google type startup monitor and then select the entry from cnet. Download and execute. It is safe.

Registry cleaners and optimisers

Do not use these programs – they have minimal effect and can very easily damage your operating system.