



# Having some Slothful Computer Experiences?

How to **IMPROVE** your computer's **SPEED**  
without paying a dime!

- **Check Your Hard Disk** Do you have at least 200MB free? Windows is a temporary file hog... you always need free space!
  1. Start -> My Computer -> On the left side of your screen check the details for your C:\ drive
  2. OR Right click C:\ Drive -> Select Properties)
  
- **Remove Unused Programs** – Why? You can easily reclaim valuable space on your Hard Drive.
  1. START -> Control Panel -> Select Add\Remove Programs.
  2. Select the program to remove
  3. Click the Add/Remove button
  
- **Remove Shortcuts from the Startup Folder in the Start Menu** – Why? Items that load every time you start up your computer consume valuable processing speed & memory.
  1. Right click START button -> Select Open
  2. Double click “Programs” Folder
  3. Double click “Startup” folder
  4. Select and delete unwanted shortcuts
  
- **Empty Your Recycle Bin** – Why? Most users don't realize that they have to take the “recycling out” every once in a while which will also permanently remove the files.
  1. Right click on Recycle Bin
  2. Select “Empty Recycle Bin”
  3. Select OK
  
- **Erase Temporary Internet Files & Cookies** – Hidden in your computer is valuable space consumed by scraps of temporary junk. But, before you toss your cookies, you want to make sure you know all your passwords to your favorite sites- or avoid deleting cookies for sites you use.
  1. Run Internet Explorer -> Select Tools -> Select Internet Options
  2. Click “Delete Files” & “Delete Cookies” under Temporary Internet Files
  
- **Clear History Files** – Why? Your internet history is saved and viewable and taking up space!
  1. Run Internet Explorer -> Select Tools -> Select Internet Options
  2. Click “Clear History” under History
  
- **Run Disk Cleanup** – Why? For the same reason we clean out our temporary internet junk... reclaim valuable space by ridding your computer of temporary junk.
  1. Select START -> Programs -> Accessories -> System Tools -> Disk Cleanup
  2. Click OK (wait a moment...)
  3. Choose the places you want your computer to clean up. Put a  by each item on the list.
  4. Select OK
  
- **Run Disk Defragmenter** – Why? As you use your computer, data is fragmented across your hard drive which slows down the access time when you need that data. Defrag will put strings of data together. Defragmenting speeds up your system.
  1. Select START -> Programs -> Accessories -> System Tools -> Disk Defragmenter.
  2. Select the drive to defrag-Click Defragment