

My Computer Angel Computer Maintenance



READ FIRST!

The Intense Version for XP



❖ **Turn off/on Screensaver before Monthly Maintenance.**

- Right click your desktop wallpaper
- Select Properties
- Click on SCREENSAVER tab (on top)
- Scroll screensaver UP to the top and select NONE
- Click OK

You may also want to clean out the Windows TEMP folders of stored junk. Temporary downloaded files and system scraps are placed here and are safe to delete.

- Click Start → My computer
- Double click c:\
- Double Click Windows
- Double click TEMP
- Empty the contents of **ONLY** the TEMP folder **NEVER** delete anything else

❖ You may have to enable the ability to view **HIDDEN FILES** and **FOLDERS** to find all the Hidden stuff!

- Close all programs so that you are at your desktop.
- Double-click on the My Computer icon.
- Select the Tools menu and click Folder Options.
- After the new window appears select the View tab.
- Put a checkmark in the checkbox labeled Display the contents of system folders.
- Under the Hidden files and folders section select the radio button labeled Show hidden files and folders.
- Remove the checkmark from the checkbox labeled Hide file extensions for known file types.
- Remove the checkmark from the checkbox labeled Hide protected operating system files.
- Press the Apply button and then the OK button



STEP 1 – BROWSER CLEANUP

- Click on **Internet Explorer / Tools / Internet Options /**
- Click **Delete Cookies**
- Click **Delete Files** (which deletes temporary internet files only!)
- Click **Clear History** (optional- clears the history of the drop down address bar)
- Select **OK**

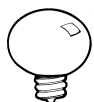
STEP 2 – DISK CLEANUP

- Click on **Start / Programs / Accessories / System Tools / Disk Cleanup**
- Select the **C:** drive
- Select **OK**

The computer will review your files and show you a checklist of all files that are SAFE to delete. The list may also offer to “Compress Old Files” which does not delete them. It is safe to also perform this action. **Click on each box to put a check mark in it. Be sure to check all of the boxes.** Click **OK**

SCAN DISK & UPDATES

Windows XP does not have an OBVIOUS scan disk- It performs this if your system crashes (which is probably rare with XP). Always be sure to allow XP to load Updates and Patches when it warns you that you have some waiting. We will run a Scan Disk later in the steps.



STEP 3 – MANUALLY CLEANING COOKIES

(FOR ADVANCED USERS)

Windows XP has a cookies folder for EVERYONE who creates an identity on the computer. User A, User B & User C will have to each clean out their cookies. Cookies are small files that web sites plant on your computer to identify you on the web. To find the cookies folder for each person:



- Click **Start / My Computer** (a window will open)
- DOUBLE Click **C:** (to open C:\)
- Double Click **Documents & Settings**
- Double Click the folder of a user / then double click on the **Cookies** folder
- Click **Edit** (at top task bar) and **Select All**. The only file it will not let you delete is the Index file. If you log into many sites that “remember” you, you will need to re-log into them the next time you visit. You can selectively delete also.

A deeper cleaning can be found by following these steps. Although Cleaning temp files from Internet Explorer is helpful, Windows doesn't like to let go of all of it! Please perform these steps at your own risk. If you are not comfortable with this, PLEASE SKIP IT!

- Open My Computer → Local Disk [C:] → Documents & Settings
- Open Your User Folder → Local Settings → next you will clean files from
- Delete all the files in TEMP & in TEMPORARY INTERNET FILES folders
- Do NOT clean out any other folders.

STEP 4 – SPYWARE REMOVAL

Download Lavasoft's FREE Ad-aware found at <http://www.lavasoftusa.com> – use the CNET Download button to directly download the application and then install it.

On first run click to “check for updates” which downloads pattern files for the application just like antivirus software. Click **Start / Next** and a scan will begin (no need to fuss with settings)

At the end of the scan click **next**, then right click anything found in the list and use the **Select All** option – select **Next** – it will quarantine and delete malware. Close the application when finished.

STEP 5 – SCAN DISK

Scan Disk, in XP has been hidden from the usual Systems Folder. Using Scan Disk requires a bit more fuss than in the past. Scan Disk scans your Hard Drive for errors, misplaced file fragments, and checks the integrity Hard Disk, marking areas that are no longer usable or damaged. (If Scan Disk finds a lot of issues, I recommend calling me to install a new Hard Disk!) You can activate scan disk to run, but will need to reboot your system to get it started.

- Open MY COMPUTER → Right Click your C:\Local Disk → Properties
- Click on the TOOLS tab → Click CHECK NOW under Error-Checking
- The System will tell you it will run Scan Disk after the next start up.
- Save what ever you are doing and restart your machine

When the system completes the scan disk and restarts, Continue to Step 6 – Don't forget to turn off your Screen Saver!!

STEP 6 - DEFRAG

Use defrag on a weekly/monthly basis to reorganize your files and to optimize and speed up your hard drive.

Be sure nothing else is running on your computer.

- Click on **Start / Programs / Accessories / System Tools / Disk Defragmenter**
- Select the **C:** drive
- Select **DEFRAGMENT (DO THE SAME TO ANY OTHER DRIVES YOU MAY HAVE D:)**



Hint: If Disk Defrag seems to be starting over and over again, check that you don't have any other programs running OR that your screen saver isn't on. If all else fails, then **RESTART** your computer and try only this step again.

If this doesn't work, press **CTRL ALT DEL**

A “**Task Manager**” screen will appear

Select the **APPLICATIONS** tab and click a program

Press **END TASK** button

Repeat this until **ALL PROGRAMS** are gone, and **THEN** run Disk Defrag again.

