

Weekly PC Maintenance

Disk Cleanup (removes unnecessary files to speed up all other maintenance tasks)

1. Open *Disk Cleanup* on your Desktop. (If you don't have an icon on your Desktop click on the Start Button, All Programs (or Programs), Accessories, System Tools, *Disk Cleanup*.)
2. Click *OK* and then wait for the Disk Cleanup window to appear.
3. Check all the boxes except for Recycle Bin.
4. Click *OK* and wait. This will remove all unnecessary files making all other tasks run faster.
5. Separately, use the *Recycle Bin* icon on your Desktop to remove documents, icons, etc. that you have deleted.

Ad-aware (a free program used to scan for spyware and pop-up windows)

1. Open *Ad-aware* on your Desktop.
(If you don't have an icon for *Ad-aware* you can download and install it from www.download.com.)
2. Make sure you are connected to the Internet and click *Scan Now*.
3. Click *Smart Scan* (click *Full Scan* if you are having problems), and click *Scan*.
4. Wait for the scan to complete. It might take 15 minutes or longer.
5. If there are any *Critical Objects* or *Privacy Objects* you will see a number on the tab label. Click the tab, check the boxes and click *Remove*. Repeat on the other tab if necessary. If you get an *Unable to Remove* messages click *Close*. It will be removed when you reboot.
6. Click *Finish* and then close Ad-Aware.

Windows Defender (Windows XP only)

1. Open *Windows Defender* on your Desktop (or Start/All Programs/Windows Defender).
(If you don't have an icon for *Defender* you can download and install it from www.microsoft.com/downloads.)
2. Click on *Scan* and wait for the scan to complete.
3. If it finds any threats select *Remove*.

Scandisk (scans all the files on your hard drive to see if any are being misreported)

1. Open *My Computer* on your Desktop. (In Windows XP if you don't have a My Computer icon then click on the *Start* button, *right-click* on *My Computer* and click on *Show on Desktop*.)
2. *Right-click* drive C:, click on *Properties*, click on the *Tools* tab and click on *Check Now*.
3. Make sure *Automatically fix errors* is checked (and in Windows 98/ME check *Standard type of test*).
4. Click *Start*. In Windows XP you will be asked if you want to schedule the scan on the next restart. Click *Yes* and restart your computer. The scan will occur and then return you to your Desktop.
5. In Windows 98/ME the scan will start immediately without a restart. When the scan is complete you will see a results screen. Click *Close*, then *Close* again, then *OK*.

Disk Defragmenter (reorganize the files on your hard drive for more efficiency)

1. Open *Disk Defragmenter* on your Desktop. (If you don't have an icon on your Desktop click on the Start Button, All Programs (or Programs), Accessories, System Tools, *Disk Defragmenter*.)
2. Click the *Defragment* button. (In Windows 98/ME you may need to click *OK*.)
3. Wait for the Defragment process to complete. This can take from 30 minutes to as long as over-night.
4. When Defragment is finished click *Yes* if you are asked if you want to quit the defragmenter.

LiveUpdate or AVG Update (get the latest updates for your AntiVirus program)

1. Open *LiveUpdate* or *AVG Update* on your Desktop. This will download and install updates to your antivirus program.
2. If you don't have an icon for LiveUpdate or AVG Update then open your AntiVirus program and look for an Update button.

Microsoft (Windows) Update (get the latest Windows and Office updates from Microsoft)

1. Open *Microsoft Update* on your Desktop. (If you don't have an icon on your Desktop click on Start, then Microsoft or Windows Update (or Start/All Programs/Microsoft or Windows Update))
2. Click on *Express* and wait.
3. This will scan your computer to see if you are missing any "High Priority" updates (don't worry about other updates).
4. If any are found click on *Install updates* (or *Review and Install updates*), then *Install Updates*.
5. Your computer will download and install the updates. You may be asked to restart your computer.