

Computer Spring Cleaning

"we do windows"

The Steps

- **Get ready to go to work**
- **Clean out the dust bunnies under the bed**
- **Clean out the closets and junk draws**
- **Update your spring wardrobe**
- **Clean the windows**
- **Remove the clutter**
- **Take a picture of what you did**

Get ready to go to work

- **Back up all your data files**
 - For Outlook, You can Export you messages and Contact.
File/Export/messages or contacts
 - Backup Favorites and Cookies in your documents and setting folder
- **Set a restore point**
 - *Start/All Programs/Accessories/System tools/System Restore*
 - Click on Create a restore point
 - Give it a name like *Spring cleaning start*

Clean out the dust bunnies under the bed

- **Disconnect the power cord**
- **Open the computer case and blow out the dust and dirt**
 - **Use canned air or a vacuum cleaner that allows you to put the hose on the output side**
 - **Blow out the power supply first from the inside out.**
 - **Use a pencil to stop the fans from spinning when you clean them**
 - **Pay special attention to the heat sink on the processor chip Get it real clean.**
- **Reseat cards and cables**
 - **Just loosen the cables and cards slightly**
 - **Press the cards and cable back in**

- **Clean the Keyboard and Mouse**
 - **Use a damp cloth with a window cleaning solution**
 - **Spray the cloth, not the keyboard or mouse**
 - **Turn the keyboard over and lightly tap it to clean out the dirt**
 - **Use canned air to blow it clean**
- **Clean your printer**
 - **Disconnect it, turn it over and shake out any loose items**
 - **Use canned air to blow out the dust**
 - **Clean the outside with a damp cloth**

Clean out the closets and junk draws

- **Remove unused programs**
 - Check the program in *All Programs* to see if it has an uninstall option first
 - Use add or remove program to uninstall it
 - *Start/Control Panel/add or remove programs*
- **Remove Temporary Internet files**
 - Start Internet explorer
 - *Tools/Internet options/Temporary Internet files/Delete files*
 - If there are more than one user logons on the computer, do this for each account
- **Clean out old E-mail messages**
- **Clean out old files in My Documents**
- **Remove unused hardware drivers (printers, etc.)**

Update your spring wardrobe

- **Update Windows OS and programs, not only the critical updates**
 - *Start/All Programs/Windows Update*
 - When checking is complete, select *Custom*
 - Install Critical updates first, then click *Select by Product* and install the updates relative to your system.
 - When Complete, Reboot
- **Update Antivirus, Spyware & Adware**
 - After you update, run the scans on your system
 - When complete, Reboot
- **Update all applications (Adobe, Real Players, Photoshop, etc.)**
 - Start each program and look for the *Update Option* first.
- **Update Drivers if you have had any problems (Video, Printers, etc)**
 - Go to the manufactures web-site to check for updates

Clean the windows

- **Scan your computer for viruses and spyware**
- **Perform a Disk Cleanup**
 - **Start/My Computer**
 - **Right click c:**
 - **Properties then click on Disk Clean up**
- **Defrag your hard drive**
 - **Start/My Computer**
 - **Right click c:**
 - **Properties/Tools Tab/Defragmentation**
- **Clean the registry**
 - **Free Registry Cleaner**
 - **Abexo 1.0**
 - www.download.com/Abexo-Free-Registry-Cleaner/3640-2094_4-10434887.html?tag=lst-0-5
- **OR**
- **Microsoft Live Safey Center**
 - <http://safety.live.com>

Remove the clutter

- **Eliminate startup programs**
 - **Start/Run/msconfig, Startup tab**
- **Eliminate unnecessary Services**
 - **Start/Run/msconfig, Service tab**
- **Clean up your desktop**
 - **Create folders for common items**

Finish

- **Set a new system restore point**