

COMPUTER MAINTENANCE: WINDOWS XP

Print this and perform these tasks monthly or more often if needed.

1. Copy important files to CDs or flashdrive as backups. Or to an external hard drive.
2. Delete all old email, sent email, recently deleted email and all email in the Spam folder.
3. Compact your PFC if using AOL. (Empty all mail boxes if using another ISP and if possible purge old mail from the server.)

Compacting PFC using AOL

- a. Sign off AOL
 - b. Click Settings...Mail Settings
 - c. Click the Manage Mail button at the top right of that screen.
 - d. Click Compact
4. Click the big E to bring up Microsoft Internet Explorer.
 - a. Click Tools...Internet Options
 - b. Click Delete Browsing , put check in temporary internet files, Cookies & history box.
 - c. Click Delete again and Ok.
 5. Run your anti-virus program and at least one anti-spyware program.

6. On the desktop, doubleclick MY COMPUTER...rightclick the Local C: drive and click Properties

- a. Click **Disk Cleanup**. wait for it to analyze your C: drive. A list will be brought up.
- b. Place a check in these boxes **ONLY: Temporary Internet Files, Recycle Bin, Temporary Files, Web/Client Publisher Temporary Files.**
- c. Click Cleanup Now.

See the NOTE at the bottom before going further.

d. Click the Tools tab and select **Error checking**. Restart computer so it will run. Do this when you have other things to do because it takes sometimes an hour or so to finish the error checking. (This used to be called ScanDisk).

e. When the computer is up to the desktop again, go back and doubleclick My Computer and rightclick the C:\ drive...click Properties. Click the Tools tab again and select **Defrag**. Even if it says it's only 1% fragmented, run it anyway. This also will take some time so plan to do other things.

Note: There is a free download, Defraggler, that is much quicker and does an excellent work of defragging. I use it. Do a google.com search for the Free Defraggler download.

Note: I have found that on some computers, the Disk Cleanup does not get rid of all the Temporary Internet Files, History Files and Temporary Files in your computer. So after finishing the Disk Cleanup, do this:

Rightclick Start...click Explore.

Click the + beside your C:\ drive and scroll down to the 2nd Windows listed, the one further down than Program Files.

Click the + beside that Windows folder

Scroll down to History and doubleclick each subfolder and delete any files you find there. Scroll down to Temporary Internet Files and doubleclick it. You won't be able to delete the Index file, but if there are other files listed, click the one below Index so it turns blue, then scroll down to the very last one and click it. Now you can rightclick and select DELETE to delete all of these at once.

Scroll down to TEMP folder and doubleclick it. Again, if there is an Index file, it's not going to let you delete it, so click the first file after the Index file, then scroll down and click the last file. Rightclick in the blue and select delete.

You MUST restart your computer before going back to step 6d to finish cleaning up your computer.

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