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Five Procedures for
Cleaning Up Your Computer

#1 Disk Clean Up for Windows 98, ME and XP only (perform once per month)

1. Double click on My Computer icon on desktop
2. Right click on C: Drive
3. Click Properties
4. Click Disk Cleanup
5. Click to put checkmark in white box to left of each option
6. Click OK
7. Click Yes
8. Close all windows by clicking the X in the upper right corner of all open windows

#2 Deleting Additional Temp Files for Windows 98 (perform once per month)

1. Click on Start menu
2. Slide up to Find
3. Click on Files or Folders
4. Type *.tmp   to right of "Named"
5. Click Find Now
6. Click Edit menu at top
7. Click Select All
8. Click File
9. Click Delete (some .tmp files cannot be deleted. A box will appear on screen indicating a file that cannot be deleted. Note name of file and click OK). To delete rest of files hold down control key and click on each file individually. After clicking on about 10, hit delete key on keyboard then click OK). Follow this procedure until all .tmp files that can be deleted are deleted.
10. Click Yes
11. Go back to step 4 and type in *.chk and follow same instructions
12. Close all windows by clicking X in upper right corner of any open window

Deleting Additional Temp Files for Windows 98, ME and XP (perform once per month)

1. Click on Start menu
2. Click Search
3. Click on All Files and Folders (on left side of screen)
4. Type *.tmp   under "All or Part of File Name"
5. Click Search
6. Click Edit menu at top
7. Click Select All
8. Click File
9. Click Delete (some .tmp files cannot be deleted. A box will appear on screen indicating a file that cannot be deleted. Note name of file and click OK). To delete rest of files hold down control key and click on each file individually. After clicking on about 10, hit delete key on keyboard then click OK). Follow this procedure until all .tmp files that can be deleted are deleted.

10. Click Yes
11. Go back to step 4 and type in *.chk and follow same instructions

#3 Deleting Cookies <u>for Windows 98, ME and XP</u> (perform every other month)

1. Click Start Menu
2. Click Settings (or Control Panel if you have Windows XP then go to step #4)
3. Click Control Panel
4. Double click Internet Options (if you have Windows XP, if see "Switch to Classic View" in upper left side of screen click on it before proceeding. Otherwise go to next step)
5. Click General Tab at top
6. Click Delete Cookies
7. Click OK
8. Click X to close all windows

After you are finished, go to recycle bin and empty trash
Empty your Recycle Bin
1. Double Click on Recycle Bin on your Desktop
2. Click File menu
3. Click Empty Recycle Bin
4. Click OK

#4 Scan Disk <u>for Windows 98, ME and XP</u>(Perform Once per Month)

1. Locate and right click the Anti-Virus software icon in lower left corner of desktop (near the time)
2. Click Disable (if you have Norton) or Status then Disable (if you have McAfee)
3. If you cannot find the anti-virus icon:
   a. Click Start Menu
   b. Click Programs or All Programs
   c. Locate and click on the icon that opens your anti-virus program
   d. Look for and click on the disable button (it's in a different location for each software maker so you might have to search
4. Double click on My Computer icon on desktop
5. Right click on Local Disk C
6. Click on Properties
7. Click Tools Tab at top
8. Click Check Now
9. Click white box to left of Automatically Correct/Repair Errors (and Scan for Bad Sectors if you have XP or Thorough if you have Windows 98).
10. Click OK or Start
11. If you have XP, click Yes and allow computer to restart where it will perform the scan disk before allowing you to use the computer again. If you have Windows 98, scan disk will begin immediately.
12. Click OK when finished if you are using Windows 98 and close all windows.

#5 Disk Defragmentation for Windows 98, ME and XP (perform every other month)

1. Locate and right click the Anti-Virus software icon in lower left corner of desktop (near the time)
2. Click Disable (if you have Norton) or Status then Disable (if you have McAfee)
3. If you cannot find the anti-virus icon:
   a. Click Start Menu
   b. Click Programs or All Programs
   c. Locate and click on the icon that opens your anti-virus program
   d. Look for and click on the disable button (it's in a different location for each software maker so you might have to search
4. Double click on My Computer icon on desktop
5. Right click on Local Disk C
6. Click on Properties
7. Click Tools Tab at top
8. Click Defragment Now

Note: May take an hour or longer. Be very patient. Do when convenient. Do not disturb the computer.