

Windows Computer Clean-Up

This document lists steps needed to help eliminate the most common problems seen on PCs running Windows. Other operating systems may have similar but slightly different commands.

1. Eliminate unnecessary files (temp files, cache, etc) on computer using *Start / Programs / Accessories / System Tools / Disk Cleanup*.
2. Change cache in Internet Explorer to something reasonable (50Meg) with *Tools / Internet Options / General / Settings* . Purge existing cache files with *Tools / Internet Options / General / Delete Files* .
3. Use Windows Update to install latest patches. Computer may reboot. Repeatedly go to Windows Update until there are no more critical patches. In Internet Explorer: *Tools / Windows Update* .
4. Insure firewall is activated in Windows XP – Service Pack 2. For earlier versions, the free Zone Alarm may be used (<http://www.zonelabs.com>)
5. Insure your Anti Virus software is current. Many machines come with software pre-installed but only a 3-month trial, after which time no updates are retrieved. Check your software and review the sites:

<http://www.mcafee.com>

McAfee VirusScan

<http://www.symantec.com>

Symantec's Norton Anti-Virus

6. Get copies of the most recent free spyware (Worm & Trojan) removal software. Run at regular intervals. Remember to check for updates to the definition files.

<http://www.safer-networking.org>

Spybot Search & Destroy

<http://www.lavasoftusa.com>

Lavasoft Ad-Aware

Run both programs, but not at the same time.

7. Defragment your hard drive when time permits. This could take several hours, so run overnight with external power supplied. Use: *Start / Programs / Accessories / System Tools / Disk Defragmenter*.
8. Check the **Hastings Information Technology** web page periodically for new information:

<http://www.uchastings.edu/it>
9. If problems persist, or for assistance with the above items, visit the Hastings IT staff at the weekly drop-in session or call 581-8802 to ask about other times when help is available.