

THINGS YOU CAN DO TO KEEP YOUR PC IN GOOD SHAPE

These recommendations are based on Windows XP. If you are having problems translating them to Windows 7 let me know and I will publish a new set. Wasn't sure how many folks were there yet.

Daily

Run Your Antivirus.

Directions for this will depend on your Virus protection. Virus definitions should be updated daily and a scan should run at some time when you know you will most likely not be on the PC.

If you don't have an antivirus, I recommend the FREE * [Microsoft Security Essentials](#). It has received better reviews in tech magazines than AVG or AVAST. I use it on my junk laptop.

*Free assumes you have a real licensed copy of Windows...not a bootleg.

Weekly

Run Disk Cleanup or at least delete Temporary Internet Files

To Run Disk Clean Up

- Click Start > All Programs > Accessories > System Tools > Disk Clean Up
- Disk Clean Up will run and make suggestions to you. You can clean up everything without disabling your PC. You just need to know if you still need those files in your recycle bin etc. It is a good idea to clean up cookies and saved passwords (if you allow them already)

To Delete Temporary Internet Files,

- Open Internet Explorer (instructions are for IE 8.0)
- Click Tools > Internet Options
- Under the Browsing History section click Delete.
- Under Temporary Internet Files click Delete, additional deletions are your personal preference.

Run Ad-Aware (download instructions included at end of this list)

- Open Ad-Aware
- I recommend the Simple Mode for most users (this is default). You know if you are an Advanced User.
- Run Web Update
- Click Scan in the Top Navigation bar (Top Nav)

- If you are going to be working on the PC during the scan choose Smart Scan, otherwise choose Full Scan.
- When the scan and clean up are done you may export the log. If you do not wish to keep a log of the clean up, click Done.

Monthly

Run Disk Defragmenter

It is best to do this at a time when you do not need your PC for a while.

- Click Start > All Programs > Accessories > System Tools > Disk Defragmenter
- Click Analyze.
- If the message box returns that you should Defragment then Click Defragment.
- When the defragmentation is complete, close the program.

Download

Ad-Aware:

You can download the installation file for free from this [link](#)

I suggest creating a Downloads directory in your My Documents directory and saving the file there.

DO NOT INSTALL the Google task bar with the installation. This will take up valuable RAM.

There are no special instructions for installing this file just unzip and double click the executable file (.exe) and follow the prompts.

Opening the Help file is optional. I do recommend updating the definition file immediately.