

# Computer Monthly Maintenance

Do these four steps in this order once per month

RC=right click LC=left click

## Version for Internet Explorer 6

### Step #1

#### Cookie Clean up

RC Start  
LC Explore  
find cookies (usually under the hard drive +s become -s and drop down)  
LC Cookies (list will appear)  
LC Index (found somewhere in list)  
LC Edit  
LC Invert Selection (now all the cookies are selected and not index)  
LC File  
LC Delete  
YES you want them all in the recycle bin

Close all open windows

RC Icon for the Recycle Bin  
LC Empty Recycle Bin  
YES you are sure!

### Step #2

#### Disk Clean Up

LC Start  
LC My Computer  
or  
Double LC My Computer Icon on Desktop

RC Hard Drive(C)  
LC Properties  
LC Disk Clean Up

...wait...  
new window will appear

put checks -  - in all boxes  
scroll down if necessary

LC OK  
YES you are sure!

...wait...

This may take some time especially if it has never been done

When finished you will see the same window as when you clicked properties

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### Step #3

#### Scan Disk or Error Checking

LC Start  
LC My Computer  
or  
Double LC My Computer Icon on Desktop  
RC Hard Drive(C)  
LC Properties  
LC Tools (tab at top)  
In section called error checking  
LC Check Now  
put checks -  - in each box  
LC Start

- With **XP** you will be instructed to restart the computer. Answer YES ... restart the computer and leave alone. This may take 2-3 hours.
- With earlier versions of Windows close all running programs and start the scan. At some point in time you will receive a window saying that the process has restarted 10 times and asks if you want to continue to receive the warning ... answer **NO** and walk away, the computer will finish in its own time.

### Step #4

#### Defragmenting

LC Start  
LC My Computer  
or  
Double LC My Computer Icon on Desktop  
RC Hard Drive(C)  
LC Properties  
LC Tools (tab at top)

In section called Defragmentation

LC Defragment Now  
LC Defragment

This may take a very long time, leave the computer alone you cannot make it work faster