

BASIC PC "TUNE UP" PROCEDURES

Here are some basic "tune up" procedures. If your computer continues to run slowly after performing the following actions, call Emerald City Computer Solution, your computer is in need of further technical support.

▶ **Clear out the Temporary folder directory:**

- ✓ Right click on the Start menu
- ✓ Select Explorer
- ✓ Select Documents and Settings
- ✓ Select your user name
- ✓ Select Local Settings
- ✓ Select the Temp folder
- ✓ Select All (Hold down the Ctrl key and un-highlight the VBE folder if you have one)
- ✓ Select Delete* key

* If you receive an error message that a specific file cannot be deleted – hold down the Ctrl key and select the file to un-highlight it, then continue on with the deleting process. You may have several files that you will need to remove from highlighting in order to clear the folder (these files are in use currently).

▶ **Clear out the Internet Temporary folder directory:**

- ✓ Launch Internet Explorer
- ✓ Select Tools
- ✓ Select Internet Options
- ✓ Under the Internet Tab, select Browsing history, select Delete...
- ✓ Delete the Temporary Internet files and Delete Cookies
- ✓ Close when done

▶ **Apply all Microsoft service packs and critical updates:**

- ✓ www.microsoft.com
- ✓ Windows updates then follow the prompts
- ✓ or start menu then select Windows Updates

▶ **Make sure your anti-virus program pattern file is up-to-date**

▶ **Add a daily Spyware scan to your scheduled anti-virus software**



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- ✓ Here's how to add a daily Spyware scan in TrendMicro
 - Open Mail Console of TrendMicro
 - Select Virus and Spyware Controls tab
 - Select Scheduled & Custom Scans
 - Select Set a Schedule
 - Select Add a new scan
 - Check Enable this scan, Name it, Spyware, Daily 00:00, next
 - Select All drives, folders and files, next
 - Select Only files likely to pose a fist (go with the other defaults), Finish the Okay

If you have configured you anti-virus software to scan for spyware daily you **DO NOT NEED TO USE AD-AWARE or SPYBOT S&D.**

- ▶ **Install, update and run the newest Ad-Aware AE free version****
– www.lavasoft.com to stop adware.
- ▶ **Install, update and run the newest Spybot Search & Destroy****
– www.safer-networking.org to stop spyware.
 - Once Spybot has been installed and updated and ran you only need to perform the update and Immunization (you don't need to run the software, unless you have spyware).

**Installation instructions for Spybot Search & Destroy and Ad-Aware can be found on our website at <http://www.eccsseattle.com/Support.htm> in a .pdf format.

▶ **Defrag the computer (this can take several hours):**

- ✓ Right click on My Computer
- ✓ Select Manage
- ✓ Select Disk Defragmenter
- ✓ Select Analysis
- ✓ Select Defragmenter - if recommended

If your system is running below 1 GB of free disk drive space Windows will not run properly. Remove old programs by going to the Add/Remove Programs in the Control panel.

Clean the inside of the computer with a can of forced air or vacuum (computer should be turned off and unplugged).

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