



## Routine Computer Maintenance

Want to keep your school computer running smoothly? Here are a few tips to ensure that it does. Each week you should perform these functions.

1. **Virus Update** – each week you should click on the McAfee shield in the lower right hand corner of your desktop. Right click on the shield and then click update now. You can also scan your computer on occasion to make sure that there are no viruses lurking.
2. **Run Adaware, Spybot or Microsoft Antispyware** (if you have these installed). These programs are available from [www.downloads.com](http://www.downloads.com) and [www.microsoft.com](http://www.microsoft.com)
3. **Clearing the cache** (temporary internet files) – this helps remove “junk” from your internet memory. Here are the steps using Internet Explorer as your browser:
  - 1) Go to the Tools menu at the top of the browser.
  - 2) Select Internet Options.
  - 3) Click on the Delete files button.
  - 4) A new window will appear, check the box next to phrase “**Delete all offline content**”.
  - 5) Then click on “OK” button to delete your files.  
**(It is just deleting temporary internet files. It will not hurt any other files)**
  - 6) Then click on “Delete Cookies”,
  - 7) A new window will appear, then on the OK button.
  - 8) Finally click on the OK button.
4. **Defragmentation of the hard drive** weekly
  - 1) Left click and open My Computer
  - 2) Right click on the Local Disk (C:) and click on Properties
  - 3) Click on the Tools tab
  - 4) Click on Defrag Now

Note: this should be done at the end of the day when no one will be using the computer for about an hour