

The following tools are a necessary maintenance steps to ensure you system performs at an optimal level. These tools should be run on a monthly basis and are built in to all Windows installs. Please perform these steps in order to maximize the benefit of your system maintenance.

1. Tool: **Windows Disk Cleanup**

Benefits:

- The Windows operating system tends to build up temporary files over time. You can manage these files with the system tool Disk Cleanup.
- Typically, temporary Internet files take the most amount of space because the browser caches each page you visit for faster access later.
- The entries of primary interest to the average home PC user are *Temporary Internet Files*, the *Recycle Bin*, and *Temporary files*. All can be cleaned by other routes but it is convenient to have them collected in one interface.
- The item "Downloaded Program Files" has a name that confuses many PC users. It does not refer to downloaded software programs but is a folder that contains ActiveX and Java applets that are sometimes downloaded for temporary use by Internet sites.

To use Disk Cleanup

1. Click Start, point to All Programs, point to Accessories, point to System Tools, and then click Disk Cleanup. If several drives are available, you might be prompted to specify which drive you want to clean.
 2. In the Disk Cleanup for dialog box, scroll through the content of the Files to delete list.
 3. Clear the check boxes for files that you don't want to delete, and then click OK. **Do not check the Compress Old Files box.**
 4. When prompted to confirm that you want to delete the specified files, click Yes.
 5. After a few minutes, the process completes and the Disk Cleanup dialog box closes, leaving your computer cleaner and performing better.
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2. Tool: **Add/Remove Programs**

Benefits:

- Removes old programs no longer used.

To remove unwanted software.

1. Click start, then click control panel.
2. Click add/remove programs.
3. Highlight any old software you do not use and then click "remove".

3. Tool: **Disk Defragmentation**

Benefits:

- Disk Defragmenter is a Windows utility that consolidates fragmented files and folders on your computer's hard disk so that each occupies a single space on the disk. With your files stored neatly end-to-end, without fragmentation, reading and writing to the disk speeds up.
- Disk fragmentation slows the overall performance of your system. When files are fragmented, the computer must search the hard disk when the file is opened to piece it back together. The response time can be significantly longer.
- In addition to running Disk Defragmenter at regular intervals, optimally monthly, certain events warrant running the utility outside of the monthly rule of thumb. You should run Disk Defragmenter under the following circumstances: you add a large number of files; your free disk space nears 15 percent; you install new programs or a new version of Windows.

To use Disk Defragmenter:

1. Click Start, point to All Programs, point to Accessories, point to System Tools, and then click Disk Defragmenter.
 2. In the Disk Defragmenter dialog box, click the drives that you want to defragment, and then click the Analyze button. After the disk is analyzed, a dialog box appears, letting you know whether you should defragment the analyzed drives. Tip: You should analyze a volume before defragmenting it to get an estimate of how long the defragmentation process will take.
 3. To defragment the selected drive or drives, click the Defragment button. After the defragmentation is complete, Disk Defragmenter displays the results.
 4. To display detailed information about the defragmented disk or partition, click View Report.
 5. To close the View Report dialog box, click Close.
 6. To close the Disk Defragmenter utility, click the Close button on the title bar of the window.
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