

Computer Maintenance

Windows 10

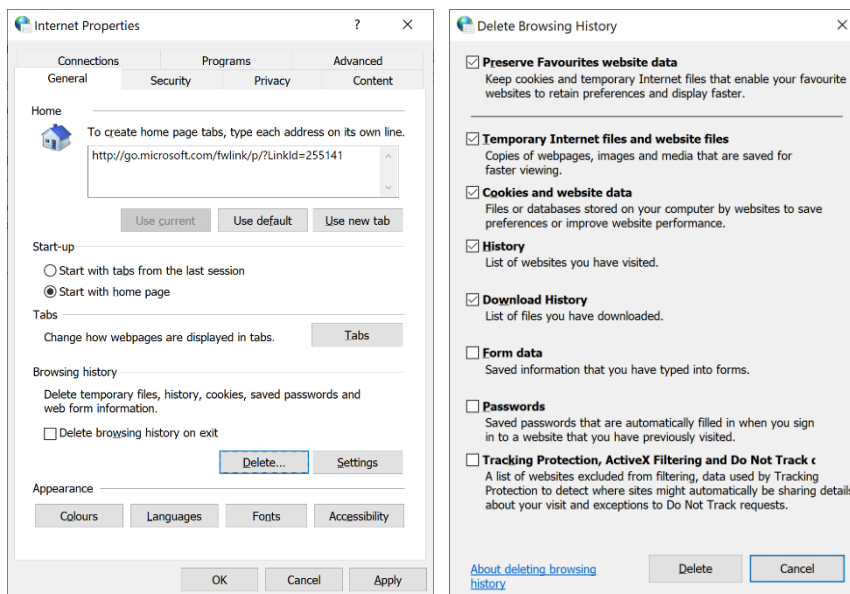
Disk Defragmenter

Click in the search bar (bottom left of task bar) > Control Panel > System Security > view Administrator tools > click Defragment and Optimize Drives > defragment disk

Windows 10 machines have this task automatically set for weekly, generally SSD (Solid State Drive) disks **Do not** require you to defragment them.

Delete Temporary Internet Files from Microsoft Edge

Click in the search bar, type, Control Panel > Network & Internet > Internet Options > under browsing History > select delete > delete .



You can delete all tabs if you want but if you have set you internet browser to remember passwords these will be deleted from the memory

Follow these steps to delete the files and information that Microsoft Edge stores on your computer. This information includes the list of websites you have visited, cookies, information you've entered into web forms (for example, your name and address), website passwords, and other temporarily saved information. Your links and favourites will not be deleted.

Note

- Deleting everything can free hard disk space, solve problems with your web browser, and provide some additional privacy, but it might inconvenience you by removing information you might need on the Internet. For example, you will have to retype passwords that were previously stored on your computer.

Delete Temporary Internet Files from Google Chrome

Open Google Chrome browser > click on the three dots (top right of window) select settings from the drop down menu > under Privacy and Security > Choose Clear browsing data > change Time range to All Time > Select Clear Data.

Anti Virus

Keep your Anti Virus up to date, this **should** run automatically. Check if it has by placing cursor over the bottom right of your task bar on the desktop till you find your software. A box will pop up and give you details as shown below (on my desktop)



To run a scan on your hard drive this is quite useful to do periodically:

Right hand click the icon on the task bar and select open ***** antivirus (in this example it is Window Security antivirus) follow the instructions to scan the whole of your computer. This may take a little while depending on how often you run a scan. If the scan picks up any viruses you will be given the option to delete them which you should do.