Computer Maintenance

Windows XP
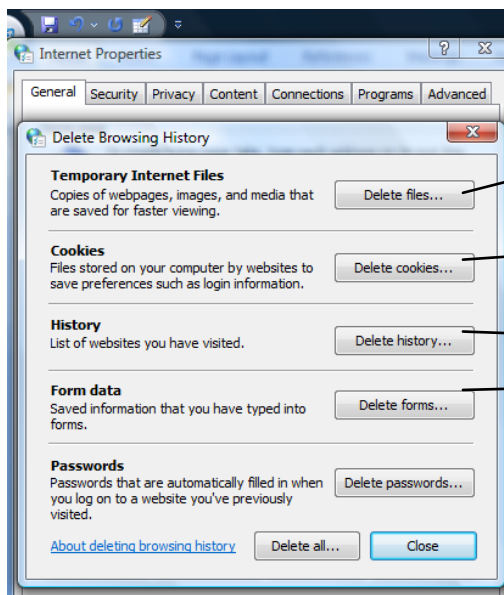
Disk Defragmenter

Click on Start > My Computer > Right hand click on C Drive > left hand click on properties (from the drop down menu) > select tools tab > select defragment now button > select defragment now > click Defragment tab

Disk Defragmenter might take from several minutes to a few hours to finish, depending on the size and degree of fragmentation of your hard disk. You can still use your computer during the defragmentation process.

Try to run this process about once a month!

Delete Temporary Internet Files

Click on Start > Control Panel (make sure you are on classic view) > Internet Options > General tab > select delete > Delete all tabs one at a time.

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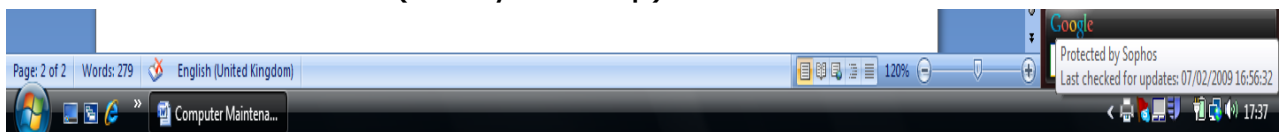
Follow these steps to delete the files and information that Internet Explorer stores on your computer. This information includes the list of websites you have visited, cookies, information you've entered into web forms (for example, your name and address), website passwords, and other temporarily saved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

Note

- o 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.

Anti Virus

Keep your Anti Virus up to date, this **should** run automatically. Check if it has by placing cursor over the bottom left 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 Sophos 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.