



Computer House Cleaning

Just like your home, your computer needs cleaning and rearranging on a regular basis. You should plan on doing this **once per week**. Performing the weekly cleanup procedure that follows will help to keep your computer running as efficiently as possible.

Delete Internet Browser Cache Files

For Netscape Navigator 4.x and newer:

1. Start Netscape Navigator (the icon may say Netscape Communicator).
2. Click **Edit** on the menu bar and click on **Preferences**.
3. Click the "+" next to **Advanced**, then click **Cache**. Click the **Clear Disk Cache** Button. Click **OK**.
4. Click the word **Navigator** on the left side of the dialog box. Click the **Clear History** button.
5. Click **OK**.
6. Exit Navigator.

For Netscape 3.x and older:

1. Start Navigator.
2. Click on **Options** on the menu bar. Click **Network Preferences**.
3. Click the **Cache** tab, and then click the **Clear Disk Cache** button.
4. Click **OK** to confirm removal and then click **OK** to close the dialog box.
5. Exit Navigator.

For Internet Explorer:

1. Start Internet Explorer.

2. For **IE 4.x** and earlier, click **View** on the menu bar then click **Internet Options**. For **IE 5.x** and later, click **Tools** on the menu bar then click **Internet Options**.
3. Under the **General** tab, **Temporary Internet Files** section, click the **Delete Files** button. Click **OK**.
4. Click the **Clear History** button. Click **OK**.
5. Exit Internet Explorer.

Delete Temporary Files

Temporary files must be deleted from two locations on your hard drive.

1. First close all active programs.
2. Open Windows Explorer (by clicking on Start, Programs, Windows Explorer).
3. Find the folder named **Temp** under the C: drive on the left-hand side of the screen. Click once to open the folder.
4. Hold down the **Ctrl** key and press **A** to select all the files and folders.
5. Hold down the **Shift** key and press **Delete**. Click Yes to confirm the file deletion.
6. If you are asked, answer **Yes to All** to remove files with the ***.exe** extension or files that are read-only.
7. Click the "+" next to the Windows folder on the left side of Explorer
8. Scroll down until you find the folder named **Temp** and click once to open.
9. Hold down the **Ctrl** key and press **A** to select all the files and folders.
10. Hold down the **Ctrl key** and click once on the folder named **Vbe** to deselect it.
11. Repeat Steps 5 and 6.

Empty the Recycle Bin

1. Right-click on the **Recycle Bin** on the Desktop, and click on **Empty Recycle Bin**. Click **Yes** at the Confirm File Delete.

Run Scan Disk and Defrag (this is written with instructions for running scan disk when you have McAfee antivirus software. With other virus software, this may differ.)

1. Temporarily disable the McAfee antivirus software by double-clicking on the red/white/blue “**VShield**” icon on the right end of the Task Bar at the lower-right of your screen. Under the **System Scan** tab, click on the **Disable** button. Click to select the **E-mail Scan** tab and click on the **Disable** button.
2. Click on the **ScanDisk** icon on your Windows desktop or click **Start, Programs, Accessories, System Tools, ScanDisk**.
3. Click **Start**. The dialog box will have an indicator bar that will indicate progress.
4. If you receive a message that ScanDisk has found lost file fragments, click **Discard** file fragments and click **OK**. Other messages that you receive, you can click repair the error or call ETCS for assistance.
5. When ScanDisk is finished, click **Close**.
6. Click on the **Disk Defragmenter** by clicking on the icon on your Windows desktop or click **Start, Programs, Accessories, System Tools, Disk Defragmenter**.
7. A dialog box will appear and allow you to choose the drive to be defragmented. Choose **C:** (default) or All hard drives (if you have multiple hard drives).
8. A dialog box will appear stating the percent a hard drive is fragmented. No matter what this says, click **Start**.
9. When Disk Defragmenter has completed, Click **Yes** to close the program.
10. Re-enable the McAfee antivirus software by double-clicking on the red/white/blue “**VShield**” icon on the right end of the Task Bar at the lower-right of your screen. Under the **System Scan** tab, click on the **Enable** button. Click to select the **E-mail Scan** tab and click on the **Enable** button.

Back Up Data Files

Regularly you need to make a backup copy of all files you have created. The easiest way would be to save all of the files you create in a “My Documents” folder; then you only have to back up this folder.