

tech talk, spring cleaning

If there's one thing I've learned about computers, it's that keeping up with the maintenance can save a significant amount of time and money, not to mention an increase in blood pressure! If done on a regular basis (bi-weekly), the following can help keep you from going insane!

- 1. Updating Protection Software:** Run the update function in all of your security products (as mentioned in last newsletter) including antivirus, firewall, spyware detection etc.
- 2. Update Windows and Microsoft products:** START / ALL PROGRAMS / Microsoft Update or Windows update - Click CUSTOM INSTALL, install all "critical update and service packs" - Repeat this process until all updates are successfully installed.
- 3. Run Disk Cleanup:** Click; START/ALL PROGRAMS / ACCESSORIES / SYSTEM TOOLS / DISK CLEANUP - After a minute or two, a window opens titled: DISK CLEANUP FOR(C:)- Check all items on the DISK CLEANUP list except "Office setup files" and "Compress old files" if applicable. - Click OK / YES and it will clean up your old files.
- 4. Clean E-mail: Outlook:** Launch / Review and clean out the contents of any Junk E-mail folders. - Click TOOLS / MAILBOX CLEANUP / AUTO ARCHIVE - When completed, TOOLS/OPTIONS / MAIL SETUP tab / DATA FILES / PERSONAL FOLDERS / USERNAME- COMPACT NOW / OK / CLOSE / OK
Outlook Express: Launch / Review and clean out the contents of any Junk E-mail folders - Click SENT ITEMS folder - Click once on any item in the right windowpane - EDIT / SELECT ALL / DELETE / YES / FILE / FOLDER / Compact all folders - Close Outlook Express.
- 5. Delete Temp Internet Files:** Open browser, in the tool bar click on TOOLS / PRIVATE DATA/ Check boxes you want to have cleared then click OK
- 6. Defrag Hard Disk:** Click START / ALL PROGRAMS / ACCESSORIES / SYSTEM TOOLS / DISK DEFRAGMENTER - Click DEFRAGMENT It may take up to several hours to defragment. Close disk defragmenter when finished, --Click START / TURN OFF COMPUTER/RESTART.