

TECH BOOT CAMP **Clean Up & Speed Up Your Computer**

When you notice your computer is running a little slower, and taking longer to do the things you normally do, then it's time to do some maintenance. Regular computer maintenance is the key to protecting your computer system. There are many reasons why your computer might start to slow down, but the following tips are things you can try at home. The most important and first step is to ensure all updates are done on your computer. If you're being prompted to download an important Windows update, or to restart your computer after an update, do this now. Next you should run antivirus and malware removing programs to clean up your computer from harmful viruses or intrusive malware. **Disclaimer: If our tips do not help, or if you are uncomfortable navigating your computer and following the suggestions below, then we recommend asking a professional for assistance.**

Check Your Hard Drive

Unnecessary computer programs take up valuable space in your computers hard drive (memory). One reason why your computer may be running slowly is your hard drive is nearly full and working hard. To check your hard drive on a Microsoft computer follow these steps.

1. Open a file explorer window (looks like a yellow file folder usually near the bottom left).
2. Right click on the C: Drive (sometimes called Windows C:).
3. Select Properties from the list.
4. A pop-up window with a pie chart will appear that shows you how much space you're using and how much is still available to you. If little space is left then it might be time to remove some of your computer programs (or apps) you're not using.

Bonus: If you see a button for Disk Cleaner, clicking it will help clean up and remove a few files that are taking up space in your hard drive. It's good to do this step every once in awhile.

Uninstall Programs You Don't Use

Unnecessary programs take up space and resources, and removing the programs you no longer use can help clear up space and speed up your machine. Follow the steps below to see what programs are on your computer as well as how to remove them permanently.

1. Click on the Start/Windows button in the bottom left corner.
2. Select Control Panel or Settings (depending on the version of Windows you have).
3. Select Programs and Features (or Apps if you have Windows 10). You will then see a list of the all programs that are on your computer. Some are important for making your computer function, but others programs you'll see might be games or a program for a digital camera you no longer use.
4. Think about the programs you no longer use. If any are obviously programs that are of no importance to you then I suggest removing them.
5. Click on a program you'd like to remove, then select Remove Program or Uninstall.
6. Follow the uninstall prompts, if any. You'll notice the program is now removed from your list.

If you don't know what a program does - DON'T UNINSTALL IT.

Stop Certain Programs from Starting Automatically

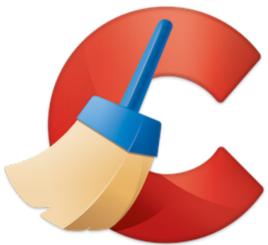
Your computer generally has programs that automatically start when the computer is turned on. This can take a lot of time and eat up resources ultimately slowing down your computer and taking a long time to get started. Some of the programs that start automatically are necessary, while others are not (ie. games, Skype, iTunes, etc.) The following steps will help you see what programs are starting when your computer is turned on and you can decide which ones can stay or go.

1. Find your Task Manager window by pressing the CTRL+SHIFT+ESC buttons on your keyboard at the same time. You will see a new window showing all the programs currently running in the background on your computer.
2. Select the Startup tab at the top of the window.
3. If there's programs that are not required for when your computer starts up select the program from the list and click Disable.
4. When you're finished you may close your Task Manager window.

CCleaner

We recommend downloading CCleaner, a convenient and easy to use free tool that can automatically "clean up" your computer by removing unnecessary and temporary files. It is available for both Microsoft and Apple computers. To put CCleaner onto your computer open an internet browser and go to the website piriform.com/CCleaner. Go through the steps to download the FREE version of CCleaner. There are versions available you must pay for, but the free version is all that is required.

To use CCleaner open the program. You will see a list of places in your computer that CCleaner will analyze and remove unwanted files. Uncheck any of the options you do not want CCleaner to "clean". When you're ready click the Analyze then Run Cleaner buttons. CCleaner should be run every few months to ensure your computer stays "clean".



CCleaner website
piriform.com/CCleaner

For More Help

How to Install and Use CCleaner

<https://www.tomsguide.com/us/ccleaner-how-to,news-19037.html>

10 Quick Ways to Speed Up a Slow PC Running Windows 7, 8, or 10

<https://www.howtogeek.com/228570/10-quick-ways-to-speed-up-a-slow-windows-pc/>

How to Speed Up Your Mac Without Spending a Cent (Apple only)

<https://blog.trendmicro.com/how-to-speed-up-your-mac-without-spending-a-cent/>

How to Clean Up a Slow Performing Computer (Windows & Apple)

<https://www.wikihow.com/Clean-Up-a-Slow-Performing-Computer>