

## To “clean up” your computer and to make it faster:

1. **Remove un-needed programs from startup.** Start, Programs, Startup, right click on the ones you don't need and click on delete. You are only deleting the shortcuts, not the programs themselves. Keep the AutoUpdate Monitor (our Sophos antivirus), Firewall Client Connectivity Monitor (if you have it). You might want to keep a printer status program (your call). You can delete Microsoft Office, any Adobe stuff, Waterford, etc. – these programs are loaded into memory to be ready in case you use them.
2. **Remove Symantec and Install Sophos Antivirus.** A tech person has to do this at school (ie-schooldude). We have used Sophos for the past 2 years, and probably half of the laptops still had the original Symantec on them.
3. **Run an adware or spyware removal program.** You can go to Microsoft.com and download Windows Defender. It is free and very good at detecting adware (popups from the internet), and spyware (programs tracking and reporting your internet use) Please do not click on a popup that says spyware removal, because usually that is spyware itself. Never click on a popup, always type in an address yourself.
4. **Do a disk cleanup.** Start, Programs, Accessories, System Tools, Disk Cleanup. I would check most of them to delete or compress old unused files.
5. **Defrag your hard disk.** Start, Programs, Accessories, System Tools, Disk Defragmenter. Click on Analyze and it will tell you whether it needs it or not.
6. **Updates and Service Packs.** If plugged into the network and logged on, it should automatically download and install windows updates of all types, service packs, even some office updates. You can always manually go to internet explorer, tools, windows updates, and search for the latest updates. Some of the laptops did not have windows xp service pack 1 or 2 and the average windows updates was about 40. (I probably wouldn't install Internet Explorer 7, unless you are an experienced internet user)
7. **Keep the hardware clean.** We used compressed air to blow off dust on the keypads and used a wipe for the screen and cover.
8. **If your internet connection is slow,** Two things to check besides Number 3 above. If at school, in internet explorer; 1) - Tools, Internet Options, Lan Settings, uncheck automatically detect settings. If at home, you probably want to check auto detect settings and uncheck the proxy settings, and 2) – Tools, Internet Options, Programs, do not check if Internet Explorer is the default web browser.
9. **Create a folder called Technology in your Inbox of Outlook.** If you don't see your folders after you close this message; Click on view, folder list. Then right click on the Inbox folder, down to New Folder, type in Technology and click OK. Then drag this message and put it in the Technology folder (along with other tech instructions on how to do things) and you will always have it.