Self Help Computer Tools

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- This presentation is designed to teach you some simple tools you can use to keep your Windows computer running at optimal speed. I will demonstrate each step as we go. Feel free to ask questions along the way. This may take 2 sessions to complete.
- The following tools will be covered
 - Set a Restore Point
 - Run Ccleaner
 - Run File Explorer Properties
 - Delete Temp Folder Files
 - Delete Hidden Temp Folder Files
 - Check Status of Drivers
 - Windows Update
 - Antivirus

Set Restore Point

This is important because it will provide you the ability to recover your system in the event of a crash.

Type "Create a restore point" in the search box

Click "Create a restore Point" from the context menu

Ensure your System drive protection (Normally C drive) is on

Click the Create button





Set Restore Point

Title the restore point and click Create button

Click Close

System Protection			×
Create a restore p	oint		
Type a description to help time are added automatic	you identify the rest ally.	tore point. The cur	rrent date and
My restore point			
My restore point			

System Protection	
The restore po	int was created successfully.
	Close

CCleaner is a free safe app that you can use to help keep your computer running faster. It is used to clean out erroneous files that accumulate as you use you're your computer. Ccleaner also provides a safe way to optimize your registry.

Download CCleaner Standard installer here https://www.ccleaner.com/ccleaner/builds

Select Free version with standard installer

Click Download button

Click open file for ccsetup57x lower left

Click install

Open CCleaner if not already open



Perform Health Check

Click Skip to start health check

Click Make it better



File Cleaner

Click Custom Clean

Click Run Cleaner (Repeat multiple times until most files are eliminated)



Registry Cleaner

Click Registry

Click Scan for Issues

Click Fix selected issues



Registry Cleaner

Click Yes to save backup registry (save in folder you desire)



Registry Cleaner

Click Fix All Selected Issues Click Close Repeat until all issues are gone



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Check for new unintentional programs

Click on the Tools tab on the left (Uninstall should be selected in next column)

Wait for programs to load

Recommend to sort by Date

Look for suspicious programs (especially recent ones)

C v5	Cleaner Free .70.7909 (64-bit)							Windows 10 Pro 6 AMD Radeon HD 7
	Uninstall	>	i Select a program from the list you want	to remove from your computer	~		1	
ç.	Software Updater		Programs to Remove	Publisher	Install Date	Size	v ^	Uninstall
	Startup		3D Builder	Microsoft Corporation	8/8/2019		18	0
			3D Viewer	Microsoft Corporation	6/15/2020		7.	Repair
	Browser Plugins		4K Video Downloader 4.10	Open Media LLC	12/7/2019	84.1 MB	4.	Rename
1	Disk Analyzer		👃 Adobe Acrobat Reader DC	Adobe Systems Incorporated	8/22/2020	354 MB	20	
			Adobe Photoshop 5.5	Adobe Systems, Inc.	8/12/2019		5.	Delete
	Duplicate Finder		Alarms & Clock	Microsoft Corporation	7/3/2020		10	
			👸 Alcor Micro Smart Card Reader Driver	Alcor Micro Corp.	12/20/2013	384 KB	1.	
	System Restore		🐲 AMD Catalyst Install Manager	Advanced Micro Devices, Inc.	12/20/2013	42.7 MB	3.	Q Search
	Drive Winer		App connector	Microsoft Corporation	10/6/2016		1.	
			App Installer	Microsoft Corporation	11/6/2019		1.	
			B Apple Software Update	Apple Inc.	12/14/2015	4.10 MB	2.	
			ArcSoft Webcam Sharing Manager	ArcSoft	12/20/2013	14.9 MB	2.	
			😺 Bonjour	Apple Inc.	12/20/2013	3.23 MB	3.	
			Broadcom Bluetooth Software	Broadcom Corporation	12/20/2013	410 MB	6.	
			Bubble Witch 3 Saga	king.com	8/17/2020		6.	
			Calculator	Microsoft Corporation	7/3/2020		10	
			Camera	Microsoft Corporation	6/29/2020		20	
			🔮 CCleaner	Piriform	8/26/2020		5.	
			Codecs Pack (Klite) version 15.4.4	K-Lite Codec Pack	4/26/2020	5.38 MB	15	
			CutePDF Writer 3.0	Acro Software Inc.	1/9/2015		3	
			Device Access Manager for HP ProtectTool	Hewlett-Packard Company	12/20/2013	33.4 MB	7.	
			Drive Encryption For HP ProtectTools	Hewlett-Packard Company	12/20/2013	59.9 MB	7. ~	

Check for updates

Turn off startups you don't need

Click on Startup in second column from left

Click on top left column in dialog box labeled "Enabled" to sort to put all Yes' on top

Consider disabling all programs you don't need running in the background on startup

Keep in mind these programs and still be used when started manually)

This can also be done in Windows using the Task Manager

🕵 CCleaner - F	REE FOR HOME USE							- 0	×
<i>\$</i>	CCleaner Free v5.70.7909 (64-bit)	9				Intel Core i7-3540M CPU @	3.00GHz, 8.0GB RAM, A	Windows 10 Pro 6 MD Radeon HD 75	4-bit ;70M
>	Uninstall	>	These	programs are set t	o run when your computer sta	irts			
Health Check	Software Updater	2	и	/indows	Scheduled Tasks	Context Menu Wir	idows Services	Enable	
¢./	Startup	>	Enabled	4	Program	Publisher	File	Disable	
	Browser Plugins		Yes	HKLM:Run	SysTrayApp	IDT, Inc.	C:\Program Files		
Custom Clean			Yes	HKLM:Run	SecurityHealth	Microsoft Corporation	%windir%\syste	Delete	
	Disk Analyzer		Yes	HKLM:Run	Logitech Download Assistant	Microsoft Corporation	C:\Windows\sys		
	Duplicate Finder		No	Startup Common	Adobe Gamma Loader.exe.lnk	Adobe Systems, Inc.	C:\Program Files		
	Dupicate i inder		No	HKLM:Run	XeroxScanUtility	Xerox Corporation	C:\Program Files		
Registry	System Restore		No	HKLM:Run	XeroxEndeavorBackgroundTask		C: \WINDOWS \s		
			No	HKLM:Run	StartCCC		"C:\Program File		
<u>.</u>	Drive Wiper		No	HKLM:Run	PDF Complete	PDF Complete Inc	C:\Program Files		
			No	HKLM:Run	Opera Browser Assistant	Opera Software	C:\Program Files		
Tools			No	HKLM:Run	MfeEpePcMonitor		*C:\Program File		
			No	HKLM:Run	IFXSPMGT		"c: \Program Files		
***			No	HKLM:Run	IDrive Tray	Prosoftnet	"C:\Program File		
\$			No	HKLM:Run	IDrive Background process	Prosoftnet	"C:\Program File		
Options			No	HKLM:Run	HPPowerAssistant	Hewlett-Packard Company, L.	P. C:\Program Files		
			No	HKLM:Run	File Sanitizer		C:\Program Files		
			No	HKLM:Run	Adobe ARM	Adobe Inc.	"C:\Program File		
			No	HKCU:Run	OneDrive	Microsoft Corporation	"C:\Users\Admin		
Upgrade			No	HKCU:Run	HP OfficeJet 5200 (NET)	HP Inc.	*C:\Program File		
			No	HKCU:Run	Google Update	Google LLC	"C:\Users\Admin		
			No	HKCU:Run	GarminExpress	Garmin Ltd. or its subsidiaries	"C:\Program File		
			۲.				>	Save to text fil	e
				345 21				Check for upda	ates .:

Fie Explorer Properties is built in to the operating system and does much the same as Ccleaner but a bit slower. That is why I usually run Ccleaner first; however, running both seems to find more erroneous file and cleans up the computer better.

Open windows explorer

Click on "This PC"

Right click on C drive or drive your Windows 10 operating system is on

Click on properties at the bottom of the context menu to open the Properties dialog box



Run Disk Cleanup

Click on the Disk Cleanup button Select all the boxes for each of the file categories

Click OK

Click Delete Files Click Dick Cleanup again Click clean up System Files Select all file categories Click OK Click Delete Files

X The second secon Disk Cleanup You can use Disk Cleanup to free up to 64.6 MB of disk space on (C:). Files to delete ~ ownloaded Program Files 0 bytes \checkmark Temporary Internet Files 16.2 MB Windows error reports and feedback di... 17.6 KB DirectX Shader Cache 66.8 KB \checkmark Delivery Optimization Files 864 KB Total amount of disk space you gain: 64.6 MB Description Downloaded Program Files are ActiveX controls and Java applets downloaded automatically from the Internet when you view certain pages. They are temporarily stored in the Downloaded Program Files folder on your hard disk. Clean up system files View Files Cancel



Run Error Checking

Click on the tools tab at the top of the properties box

Click the Check button

In the dialog box click Scan Drive

Allow time for scan



cheed to sear this arrive	
t found any errors on this drive. You can still scan the drive fo	r errors if yeant.
an drive	
can keep using the drive during the scan. If errors are found, y t to fix them.	you can decide if you
	Cancel
	Allo
Error Checking (Local Disk (C:))	×
Error Checking (Local Disk (C:))	×
Error Checking (Local Disk (C:)) Scanning	×
Error Checking (Local Disk (C:)) Scanning About 5 minutes remaining	×
Error Checking (Local Disk (C:)) Scanning About 5 minutes remaining	×

🚛 Local Disk (C:) Propertie

Run Optimization and defragmentation

Click the Tools tab at the top of the dialog box

Click the Optimize button

Select the C drive or Windows 10 operating system drive

Click the Optimize button (Dialog box show optimization progress pops up)

This may take some time

Local Disk (C:) Properties Security Previous Versions Quota General Tools Hardware Sharing Error checking This option will check the drive for file system errors. Check	
Optimize and defragment drive Optimizing your computer's drives can help it run more efficiently. Optimize	
	Optimize Drives — — X You can optimize your drives to help your computer run more efficiently, or analyze them to find out if they need to be optimized. Only drives on or connected to your computer are shown. Status
OK Cancel Apply	Drive Media type Last run Current status Image: Comparison of the state of th
	Scheduled optimization On Drives are being optimized automatically, Frequency: Weekly
	Close

Delete Temporary Folder Files

Open windows explorer

Click on C drive or windows 10 drive

Click on Windows folder

Click on Temp folder

Select and delete all files

Some files may not delete as they may be in use





le Home Share View	v		~
→ × ↑ 📙 > This PC >	Local Disk (C:) >	Windows > Temp	v ບໍ່ Search Temp 🖌
Invest New	^	Name	Date modified
Self Help		BOBLAPTOP-20200901-0735a	9/1/2020 7:35 AM
		BOBLAPTOP-20200901-0807	9/1/2020 8:07 AM
OneDrive		BOBLAPTOP-20200901-0812	9/1/2020 8:12 AM
Documents		BOBLAPTOP-20200902-1658	9/2/2020 6:00 PM
Pictures		BOBLAPTOP-20200902-1705	9/2/2020 5:05 PM
This PC		BOBLAPTOP-20200902-1705a	9/2/2020 5:05 PM
3D Ohinste		BOBLAPTOP-20200902-1724	9/2/2020 5:24 PM
J SD Objects		BOBLAPTOP-20200902-1730	9/2/2020 5:30 PM
Desktop	×	CProgram FilesOpera70.0.3728.10	600
Documents		FXSAPIDebugLogFile	8/28/2020 2:42 PN
Downloads		FXSTIFFDebugLogFile	8/28/2020 2:42 PN
h Music		mat-debug-1692	8/30/2020 10:15 A
E Pictures		mat-debug-3796	9/1/2020 7:35 AM
I Videos		mat-debug-8284	8/28/2020 4:47 PN
Local Disk (C)		mat-debug-11092	9/2/2020 5:05 PM
LID DECOVERY (D)		mat-debug-11752	8/30/2020 10:15 A
		MpCmdRun	9/2/2020 5:31 PM
HP_IOOLS (E:)		MpSigStub	9/1/2020 7:37 AM
Network		msedge_installer	8/30/2020 10:43 A
		ight officeclicktorun.exe_streamserve	r(202009 9/2/2020 4:58 PM

Delete Hidden Temporary Files

Type %Temp% in search box

Hit Enter

Select and delete all files

Some files may not delete as they may be in use



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🕹 Downloads	* ^	Name		Date modified	
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Fictures		AdobeARM		9/2/2020 5:10 PN	Λ
4K Video Downloader	20012	📄 aria-debug-4820		9/2/2020 5:02 PM	Л
Invect New		assistant_installer_20200831092310		8/31/2020 9:23 A	M
		BOBLAPTOP-20200830-1407		8/30/2020 2:08 P	М
Self Help		BOBLAPTOP-20200902-1705		9/2/2020 5:06 PM	Л
🔿 OneDrive		FXSAPIDebugLogFile		3/14/2020 6:56 A	M
Documents		OrderPage		8/31/2020 10:25	AN
Pictures		POWERPNTApp_rollingfile.lock		9/2/2020 5:34 PN	Л
		dtsingleapp-Google-875a-1-lockfi	e	8/31/2020 10:33	AN
This PC		Titl		8/31/2020 10:27	AN
3D Objects		ToasttmpX		8/30/2020 10:46	AN
Desktop		WAE_3367_T20200831101203		8/31/2020 10:12	AN
Documents		WAE-drfone		8/31/2020 10:08	AN
		wct2CD3.tmp		8/28/2020 1:20 P	Μ
h Music		wct23F7.tmp		8/31/2020 5:05 P	М
		wct38B9.tmp		8/28/2020 4:50 P	Μ
Pictures		wct6385.tmp		8/28/2020 4:50 P	M
Videos Videos		wctB27D.tmp		8/28/2020 4:50 P	M
Local Disk (C:)		WINWORDApp_rollingfile.lock		9/2/2020 5:36 PM	Λ

Check Status of Device Drivers

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Right click on start button

Click on Device Manager

Dialog box displays all device drivers.

Any problem drivers will be annotated with either a yellow question mark or exclamation point depending on severity of problem

Bad drivers will need to be updated



Ensure Operating System is up to Date

Click on Start button

Click on the gear icon to enter the Settings Page

Click on Update and Security

Windows Update page search for updates or updates may need to be downloaded and installed

Click the download button and allow updates to install

Ensure update is running automatically Pay attention to "Active Hours" setting

Antivirus/Firewall

Make sure antivirus is up to date and scanning Run a complete scan Make sure your Firewall is turned on

Questions

If you have any issues as you try these procedures, we will spend some time next week to answer your questions and provide help.

Feel free to email any questions to <u>bbccquestions@gmail.com</u>