Self Help Computer Tools

Self Help Computer Tools

- 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
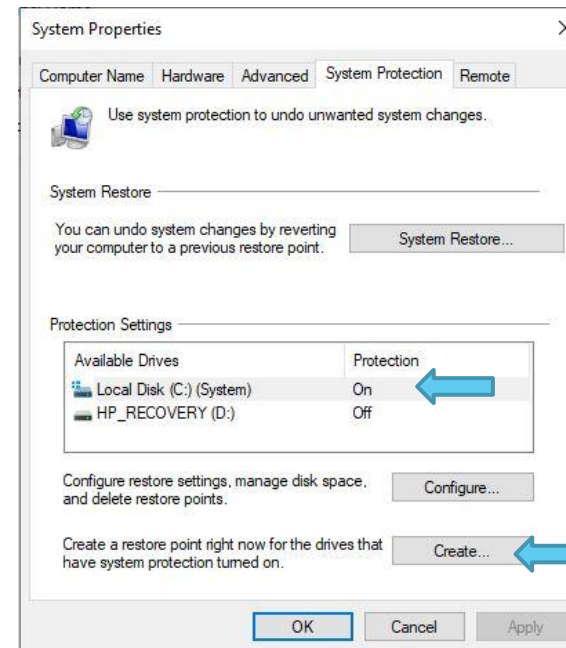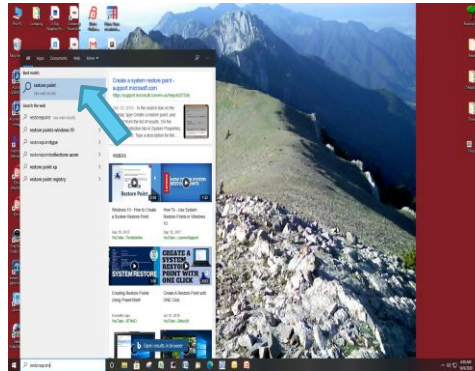 - Windows Update
  - Antivirus

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

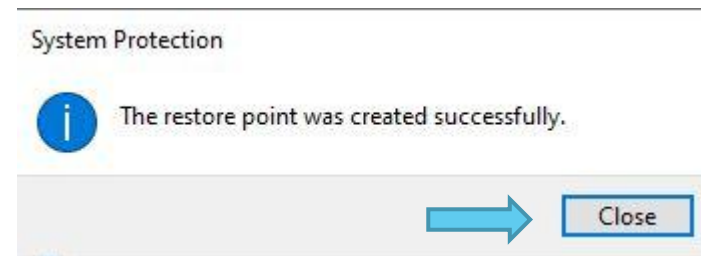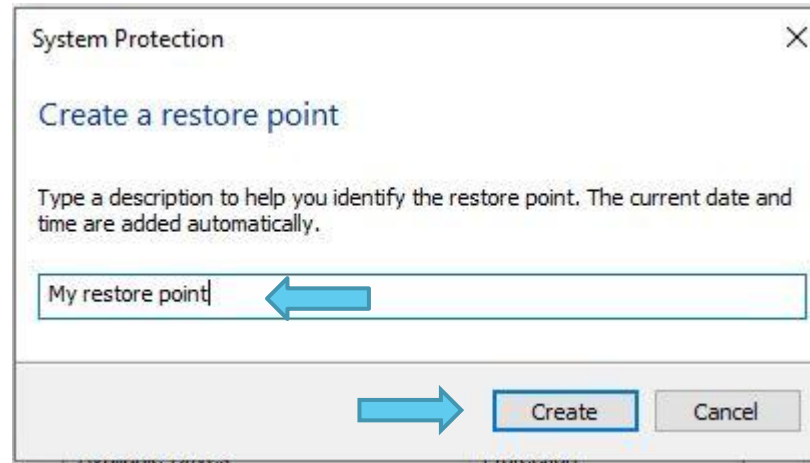Ensure your System drive protection (Normally C drive) is on

Click the Create button

Set Restore Point

Title the restore point and click Create button

Click Close

Run CCleaner

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.

Run CCleaner

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

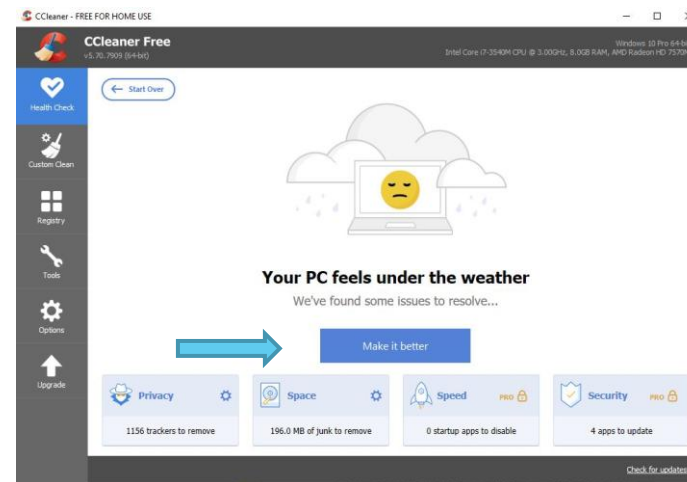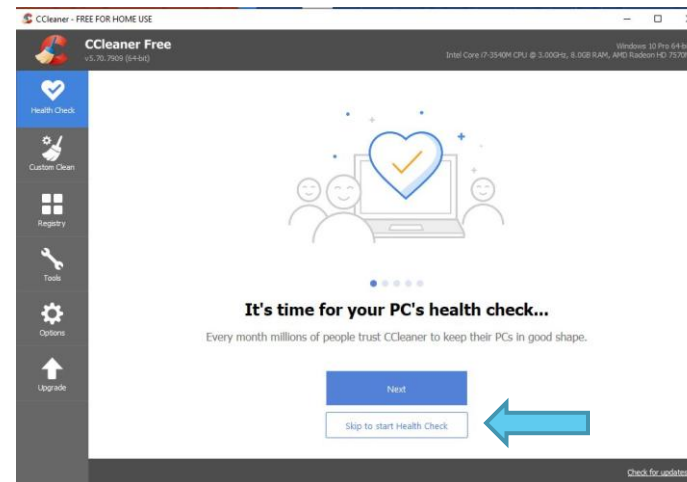Click install

Open CCleaner if not already open

Run CCleaner

Perform Health Check

Click Skip to start health check
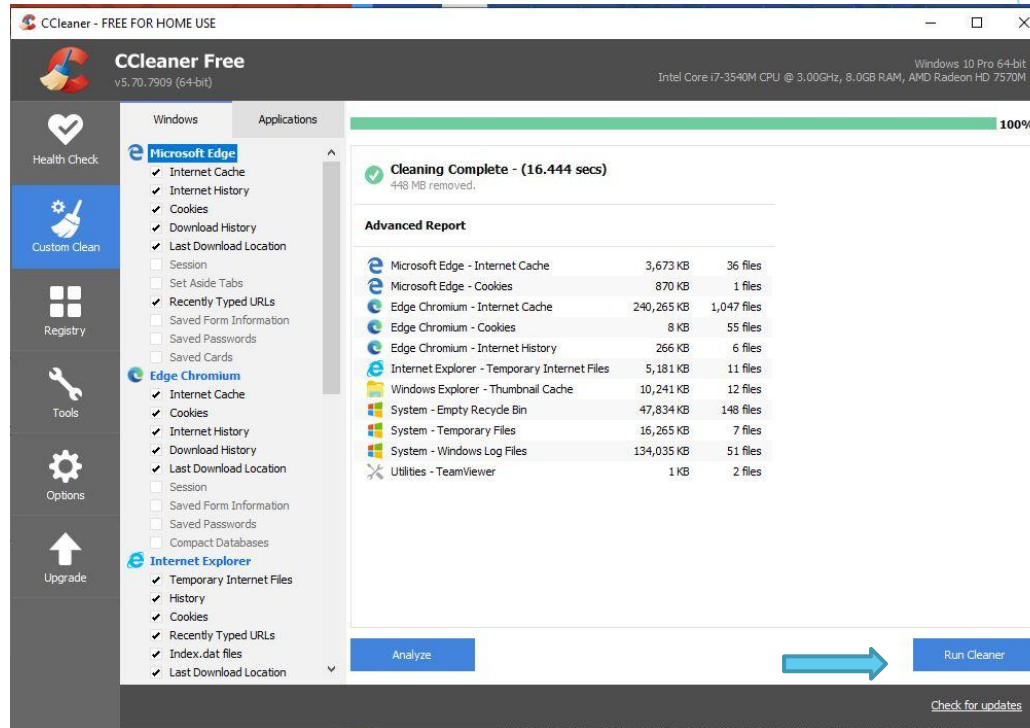
Click Make it better

Run CCleaner

File Cleaner

Click Custom Clean

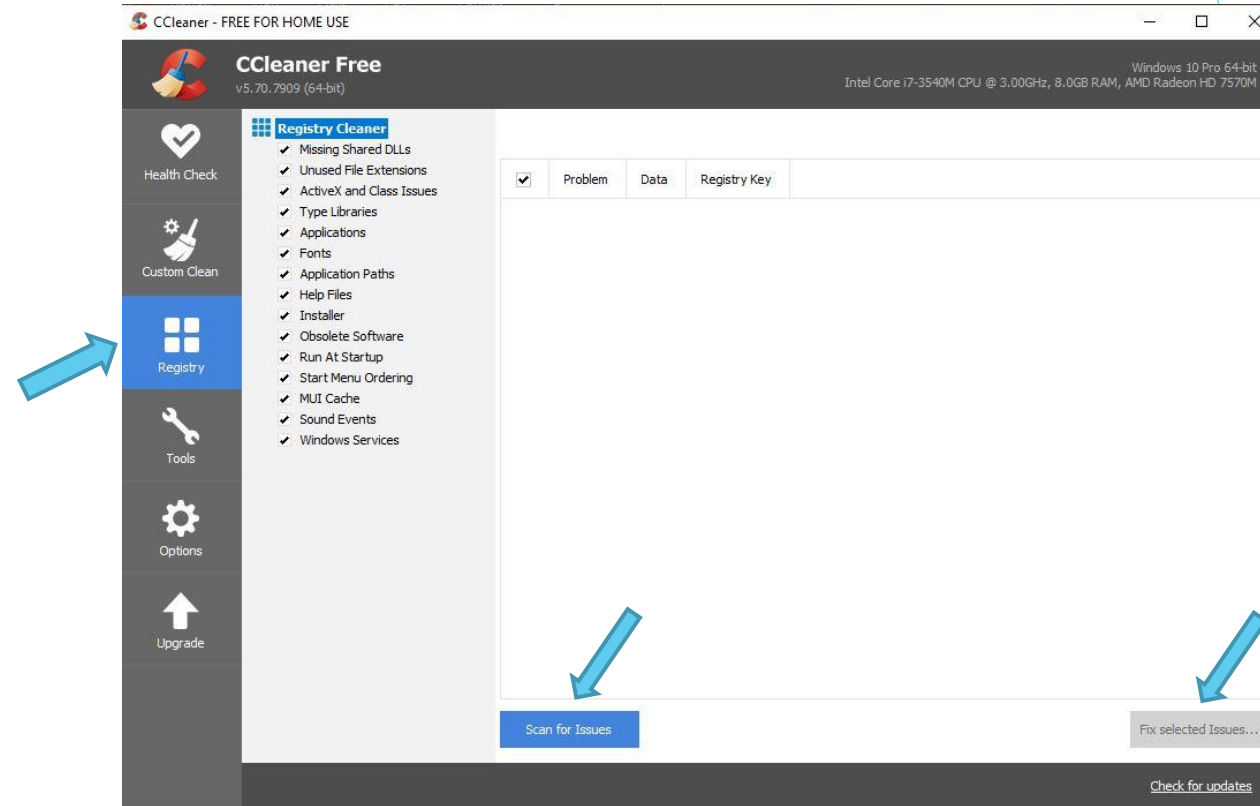Click Run Cleaner (Repeat multiple times until most files are eliminated)

Run CCleaner

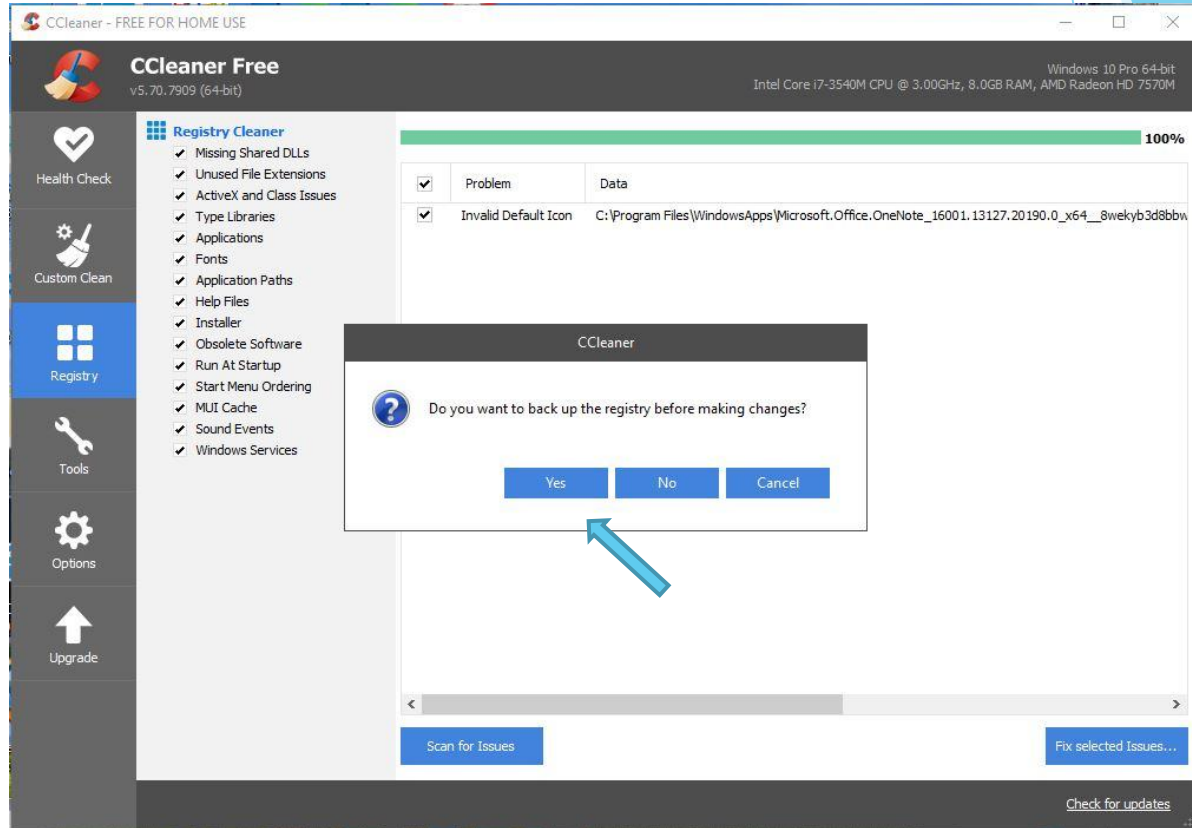**Registry Cleaner**

Click Registry

Click Scan for Issues

Click Fix selected issues

Run CCleaner

Registry Cleaner

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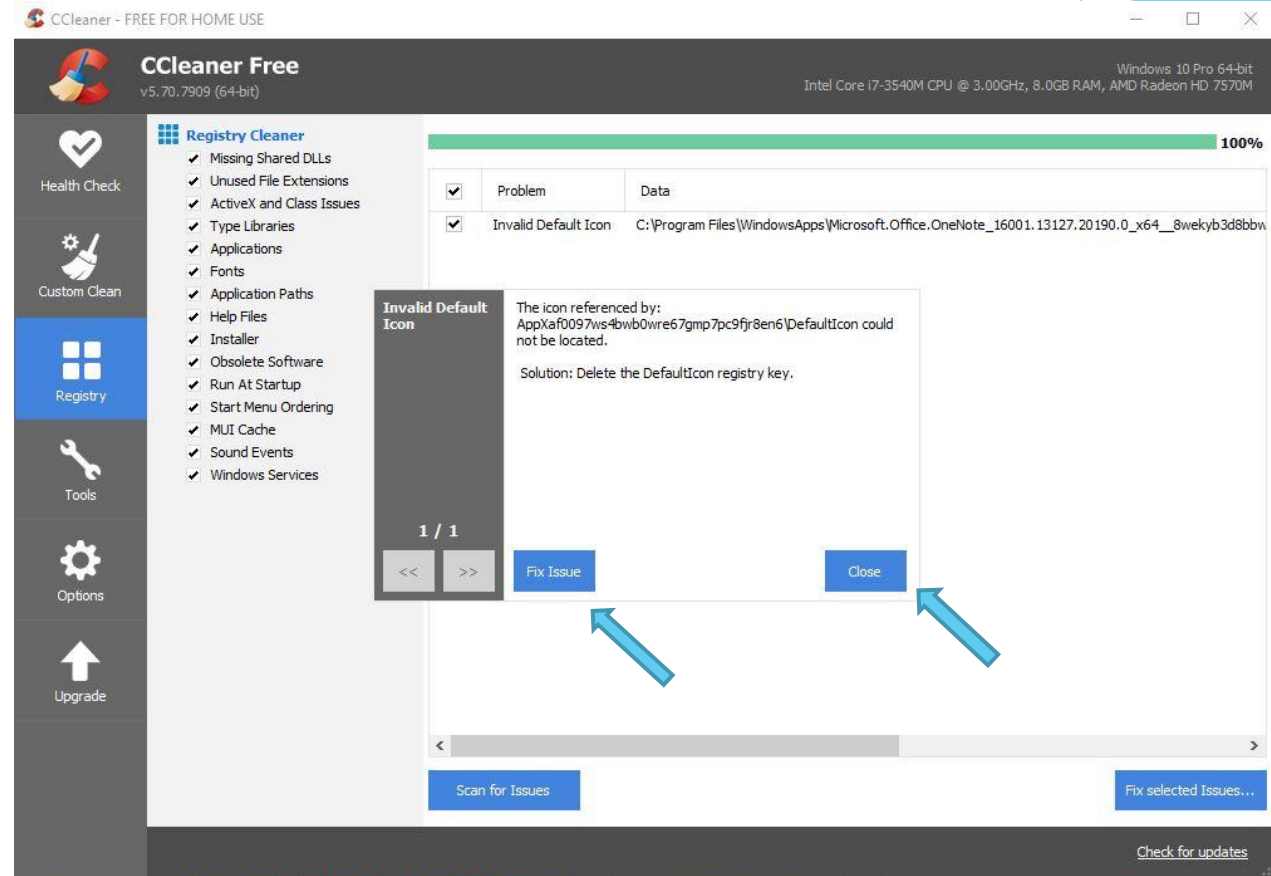(save in folder you desire)

Run CCleaner

Registry Cleaner

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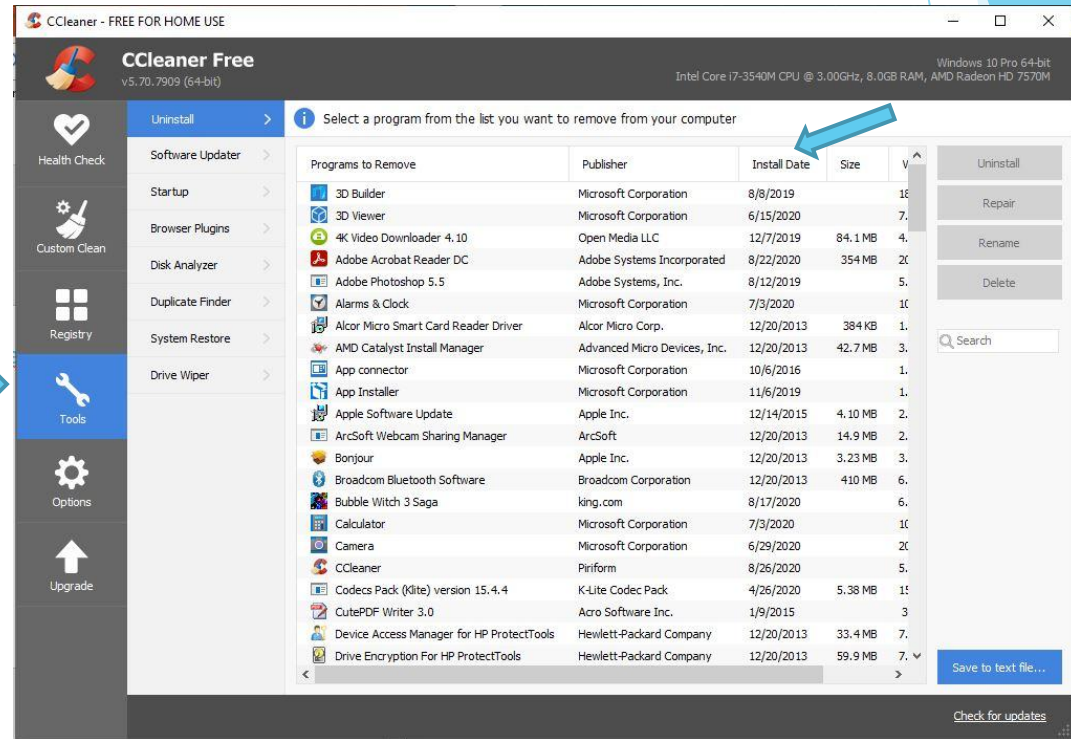
Run CCleaner

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)

Run CCleaner

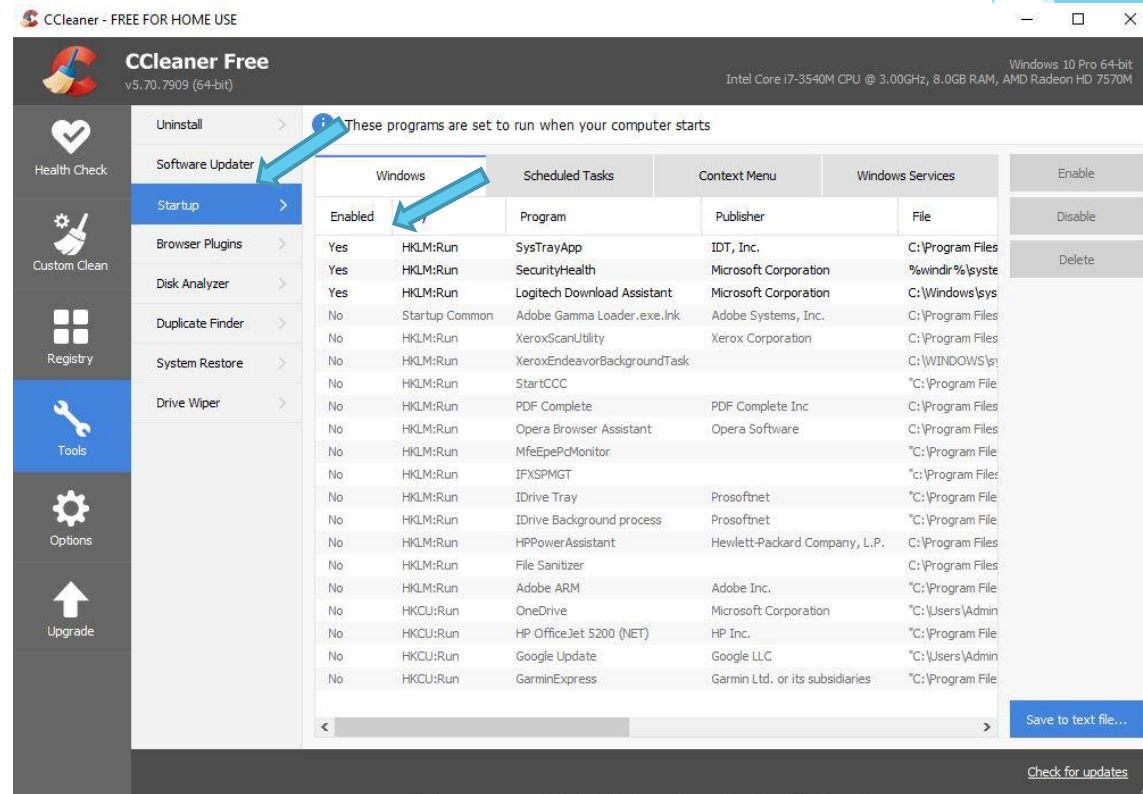**Turn off startups you don't need**

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

Run File Explorer Properties

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.
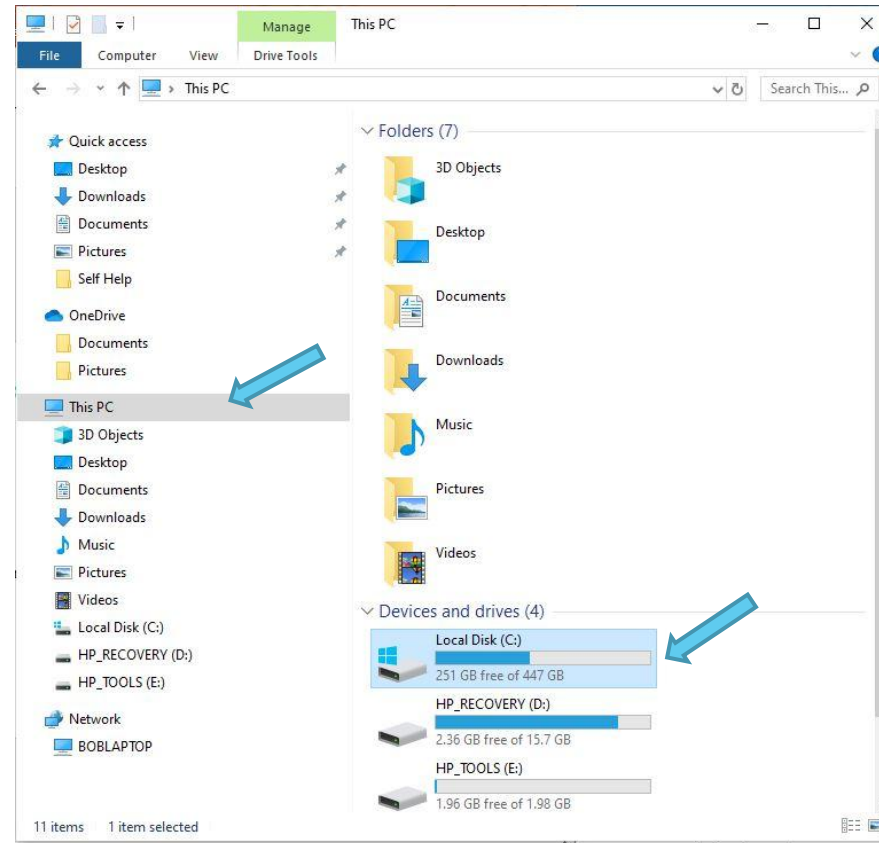
Run File Explorer Properties

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 File Explorer Properties

Run Disk Cleanup

Click on the Disk Cleanup button
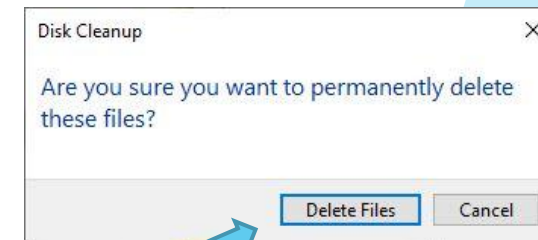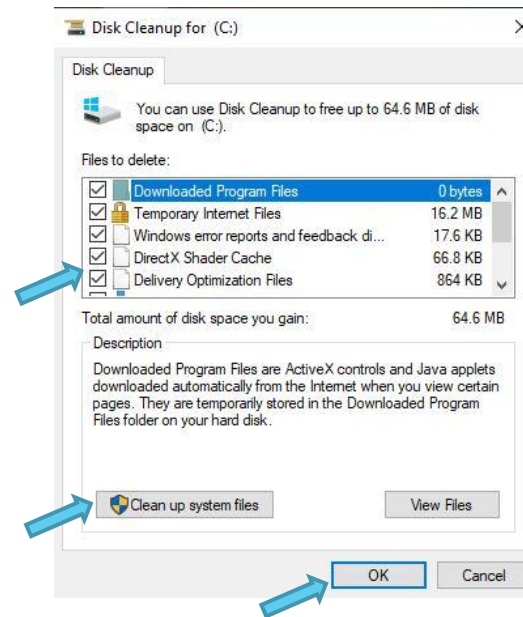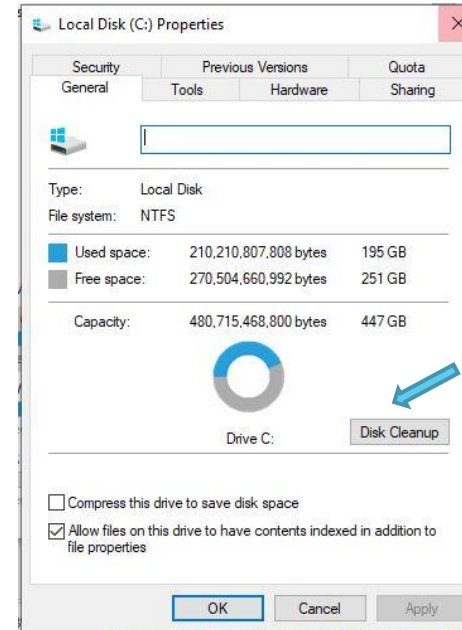Select all the boxes for each of the file categories
Click OK
Click Delete Files
Click Dick Cleanup again
Click clean up System Files
Select all file categories
Click OK
Click Delete Files
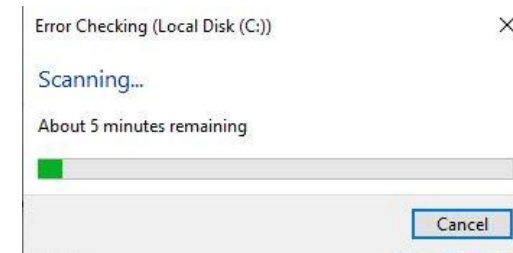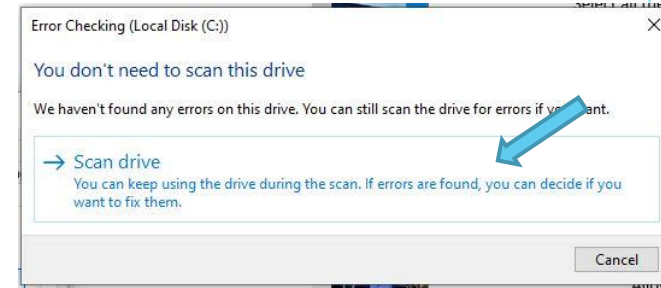
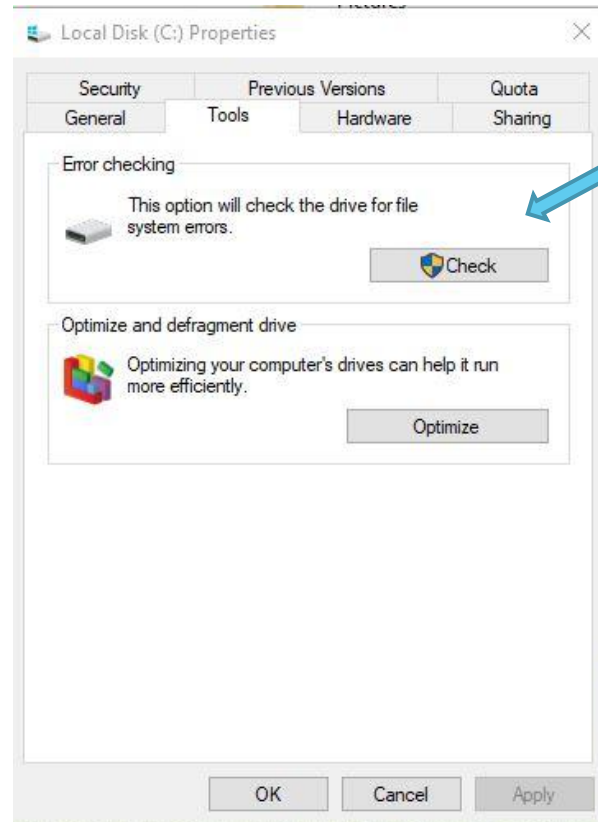# Run File Explorer Properties

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

Run File Explorer Properties
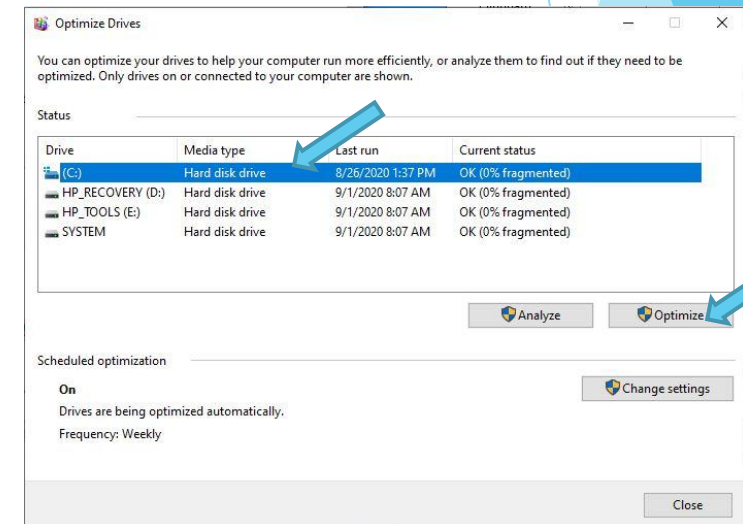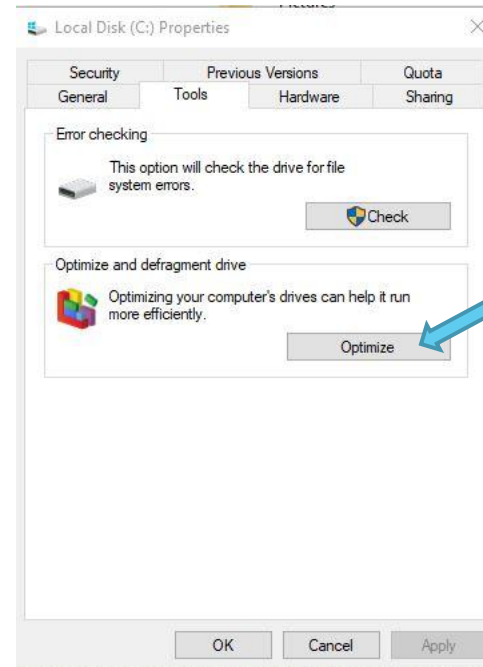
Run Optimization and defragmentation

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

Delete Temporary Folder Files

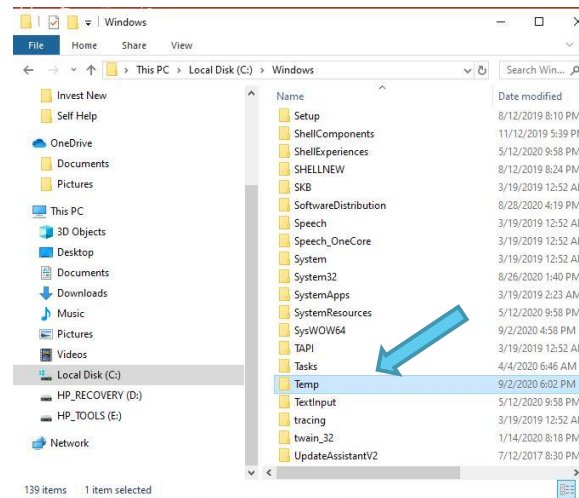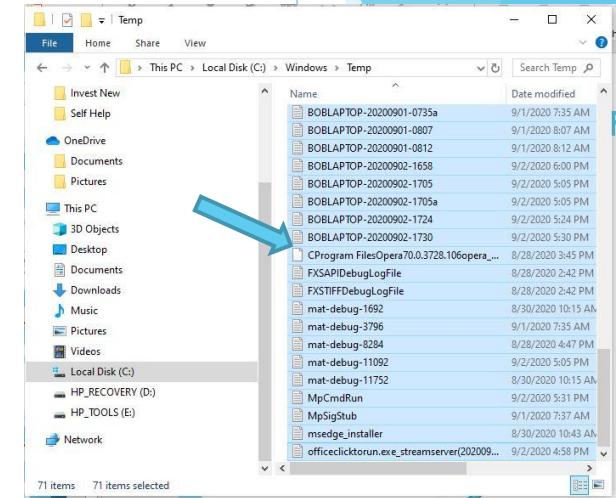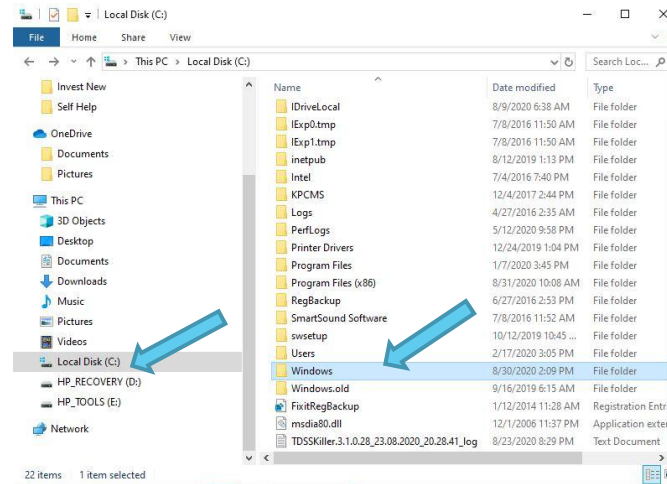**Open windows explorer**

Click on C drive or windows 10 drive

Click on Windows folder

Click on Temp folder

Select and delete all files

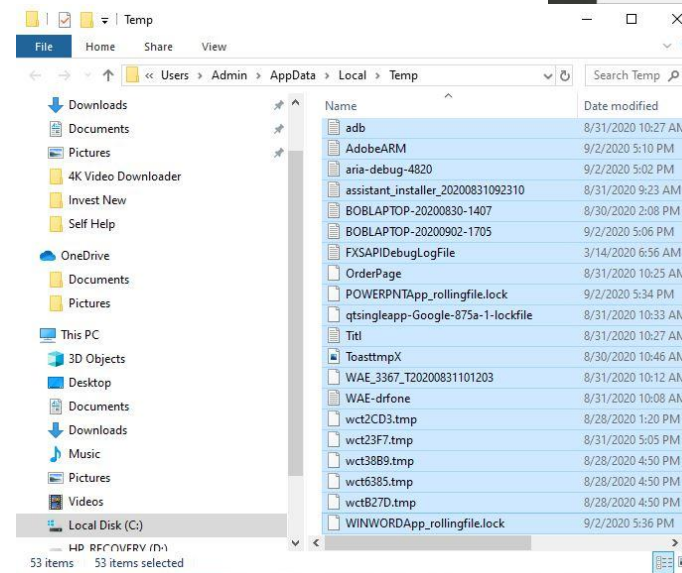Some files may not delete as they may be in use

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
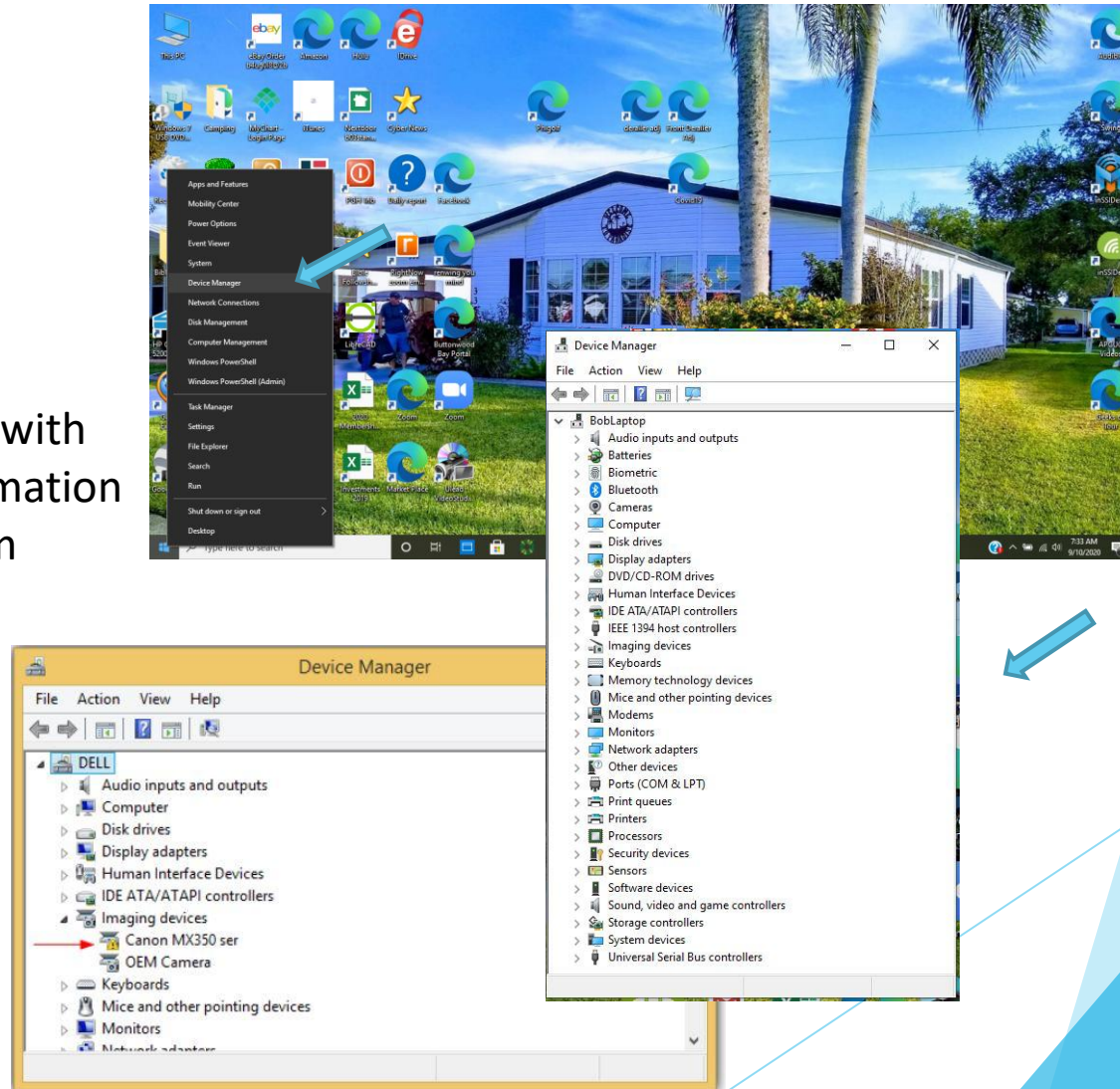
Check Status of Device Drivers

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 bbccquestions@gmail.com