

"Spring Cleaning", "Love Your Laptop", "Computer Maintenance" **Call it what you want - Its Important!**

Step 1 - A clean computer is a happy computer. ☺

- Do not allow crumbs or drinks to fall or spill onto the keyboard.
- Turn the keyboard or laptop up-side down and gently shake to remove particles.
- Use a soft, clean cloth (maybe moistened) to wipe off keys and casing. A Q-tip, lightly dipped in rubbing alcohol, may be used for crevices and edges.
- Use compressed air to blow debris from between keys and from vents.

End-of-life desktops - Many of these older computers have never been cleaned and are full of dust. Remove the outer casing and gently vacuum and clean the inside. Avoid touching components as much as possible. Compressed air may be used to remove and loosen dust especially around fans and vents.

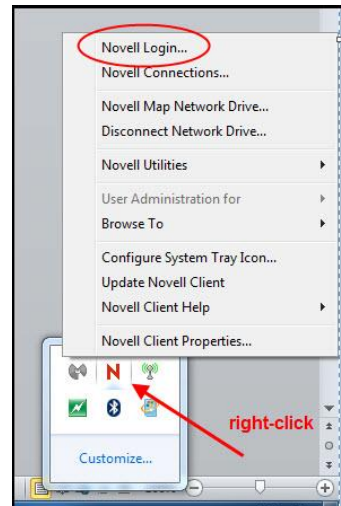
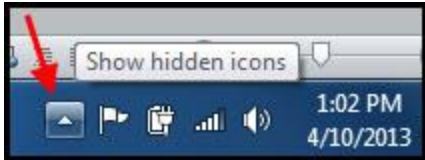
Caution - Unplug the CPU from all power sources before beginning.

Step 2 - Properly Shut down and store.

- Computers should always be shut down by going to **Start > Shut down**. Not doing so can result in hard drive damage.
- A laptop should never be closed until it is completely powered down. It may go into **Standby mode** when closed and continue to run which can result in overheating and cause the laptop to crash.
- Laptops should be stored in padded cases or computer bags.
- Do not leave a laptop in extreme heat or cold. (Take your laptop inside - do not leave it in your car.)

Step 3 - Create a folder on the *Userdata* or *Shared* drive.

Click on the "Show hidden icons" button on the bottom, right taskbar - then right-click on the red, Novell "N", and select **Novell Login**.



Once you are logged into Novell, go to **Start > My Computer** (just **Computer** on Windows 7). Open **Userdata** drive and select **Shared folder > Teacher Folders**. Create a new folder with your name on it and close.

Step 4 - Get rid of the junk - organize - backup.


Saved material on your desktop screen slows your computer down. This material needs to be deleted, or saved to a flashdrive, the school **Userdata or Shared** drive (better to file it in **My Documents** and save the entire folder), Google Drive, or at least moved to another site or folder on your computer. Icons, Shortcuts and files can be deleted by right-clicking on the item and selecting **Delete**.

Next, open **My Documents**. Organize individual items into folders, delete unneeded material, and save the whole folder into your **Userdata** drive folder. This can be done by opening your folder in **Userdata** and dragging the **My Documents** folder into it, or by right-clicking on the **My Documents** folder, selecting Copy, then right-clicking within your **Userdata** folder and selecting Paste. (Delete old files in **Userdata** first).

→ Close all open windows and go to **Start > My Computer > Add or Remove Programs (Programs and Features with Windows 7)**. Uninstall all unnecessary programs which may include - Ask and Bing Toolbars, old versions of Java (leave the newest version only - highest number), McAfee Secure Scan and Norton security, Testnav, Vexira, etc. Older computers used by students should also have CPS, Roxio, SmartBoard items, and photo editing software removed.

Step 5 - Get updated.

Go to the following website, <http://ninite.com/> and select Firefox, Java, Microsoft Security Essentials, Malwarebytes, and SuperAntiSpyWare. Click **Get Installer** at the bottom of the page and follow all prompts for installation. Adobe Flash must be updated in both Firefox and Internet Explorer. Open either browser and do to www.adobe.com. Under **Downloads**, select "Adobe Flash Player" and run the install. (Deselect any additional software installations.) Also check for update icons (Java, Adobe, etc.) on your bottom taskbar and install those.

If a yellow shield  is on the taskbar, open and install those updates. Next update Internet Explorer at <http://msdn.microsoft.com/en-us/ie/aa740471.aspx>. (Even if you rarely use it.) Other software such as CPS, Smart Notebook, etc. should also be updated. This can often be done by opening the program, clicking the **Help** tab and selecting **Check for updates**. Other programs require you to go to their website to get updates.

Windows updates will be covered in the browser section (Step 7).

Step 6 - Protect your PC.

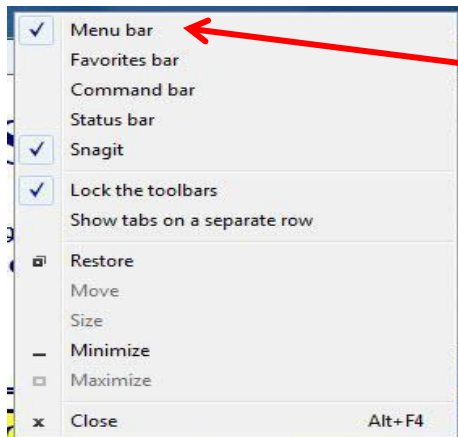
Run the following security scans at least once a week, or if your computer is acting strange or unusually slow.

Microsoft Security Essentials, Malwarebytes, SuperAntiSpyWare



Step 7 - Browser cleanup.

Open Internet Explorer and right-click on the colored border at the top of the screen. Choose which items you would like visible on the popup selection box.



Make sure the **Menu bar** is checked. I suggest unchecking the others unless you really use them.

Select **Tools** on the **Menu bar**, and **Delete browsing history...** Check each box and click **Delete**. Next go to **Tools > Internet options** and click on **Settings** in the **Browsing history** section. (Bookmark sites you will need to return to before deleting). On the **Website Data Settings** window open **View files**. Highlight all the cookies and delete them.

Finally go to **Tools > Windows Update** and select **Custom**. Choose the updates you want to install and run installation.

Open Firefox and go to **Tools > Clear Recent History** and select Everything.

Step 8 - Manage Startup and background programs.

Programs which load and run when the computer turns on can be enabled/disabled with msconfig. Click on **Start**, type "msconfig" in the **Run** box, and select the **Startup** tab. Deselect any program you do not need to run all the time. These can be opened at any time they are needed. After deselecting unnecessary programs, click **Apply** and **Restart**.

Step 8 - Final cleanup.

- Navigate to **Start > All programs > Accessories > System Tools > Disk Defragment**, and select **Defragment**.
- Navigate to **Start > All programs > Accessories > System Tools**, and select **Disk Cleanup**. Select all choices and run.

Disk Check

A Disk Check probably only needs to be run once a year to check for and repair hard drive problems. However, if you have a corrupt file or Disk Check message this operation should be run. This process will begin upon restart after the check is scheduled, and it may take several hours to complete.

Procedure: Go to **Start > My Computer**, and right-click on the **C drive**. Select **Properties**, and open the **Tools** tab.

