

1. Empty deleted items from Microsoft Outlook and/or Outlook Express.
  - a. In Outlook click on Tools.
  - b. Click on "Empty Deleted Items" Folder.
  - c. Click Yes to empty deleted items folder.
2. Clean up temporary files and cookies in Internet Explorer.
  - a. Open Internet Explorer.
  - b. Click on Tools.
  - c. Click on Internet Options.
  - d. Click on Delete Cookies – click OK.
  - e. Click on Delete Files – select delete all off line content, click OK.
  - f. Click Clear History – click Yes.
  - g. Click OK to exit Internet Options.
  - h. Close out of Internet Explorer.
3. Clear Documents List.
  - a. Click on Start.
  - b. Go to Control Panel.
  - c. Double click Taskbar & Start Menu. (You may need to switch to classic view).
  - d. Choose the Start Menu Tab.
  - e. Click the Customize button.
  - f. To clear the number of programs in the Start Menu click the Clear List button.
  - g. Choose the Advanced tab.
  - h. Click the Clear List button.
  - i. Click OK to exit out of this box.
  - j. Click Apply an then OK to exit out of Task Bar & Start Menu Properties.
  - k. Close out of the Control Panel.
4. Run Disk Clean up from System Tools.
  - a. Click on Start.
  - b. Click on All Programs.
  - c. Highlight Accessories.
  - d. Hightlight System Tools.
  - e. Highlight and click Disk Clean Up.
  - f. Click OK.
  - g. Click OK.
  - h. Click Yes.
5. Empty Recycle Bin.
  - a. Double Click Recycle Bin on the desktop.
  - b. Click on Empty Recycle Bin.
  - c. Click Yes.
  - d. Close out of Recycle Bin.
6. Run Error Checking – only if you computer possibly has a virus or is

**EXTREMELY** cantankerous..

- a. Double click My Computer on the desktop.
  - b. Right click C drive.
  - c. Click on Properties.
  - d. Select Tools tab.
  - e. Select Check Now under Error Checking.
  - f. Check Scan for and attempt recovery of bad sectors.
  - g. Click Start.
  - h. Click OK.
  - i. Close out of Properties.
  - j. Close out of My Computer.
7. Defragment computer from System Tools.
- a. Click on Start.
  - b. Click All Programs.
  - c. Highlight Accessories.
  - d. Highlight System Tools.
  - e. Highlight Disk Defragmenter.
  - f. Select a hard drive to Analyze, click the Analyze button.
  - g. Click Defragment – **especially** if you have several bars of red (see screenshot below).
  - h. When finished click on Yes and close out of Disk Defragmenter.

Do this anytime your computer seems to slow down, at least once a month.