

## Computer maintenance including back up, error scanning, deleting files, uninstalling programs, defrag etc.

LC = Left click      2LC = double left click      RC = Right Click  
Items in **red** are words/titles/names you should see on the screen and click on.

Some of this might be too advanced or scary for you.  
If in doubt don't have a go, ask for help first. It is better to be safe than sorry.

### Create a restore point

Before doing anything it is best to create a restore point on your computer, so if it all does go wrong you can get back to where you started. LC on **start**, LC **All Programmes**, LC on **Accessories**, LC on **System Tools**, LC on **System Restore**, LC on **Create a restore point**. Then type in a description name and LC on **Create**.

### How much space is on my hard drive?

2LC on **My Computer** it's on the desktop, RC on the **C** drive and LC on **Properties**. This will show you how much space you have on your hard drive. A very full or nearly full hard drive will slow your computer, most of you will not have this problem, there will be other reasons why your PC is going slowly.

### Defrag my hard disc

To defrag (defragment files) your computer's hard drive(s) LC on **Start**, LC on **All Programmes**, LC on **Accessories**, LC on **System Tools**, LC on **Disc Defragmenter** and then follow the instructions

### Deleting a file

When you delete a file from the PC it goes to the re-cycle bin and you can restore it from there – **until you empty the recycle bin** – and then it has gone for good. Files deleted from memory sticks or SD cards may not go via the recycle bin so you don't get a second chance.

### How to remove/uninstall a programme

If you have a programme you no longer want or need, uninstall it. **DO NOT** just delete the files, you must uninstall the programme. Some programmes have this as an option when you select them from the start menu. To uninstall a programme, LC on **Start**, LC on **Control Panel**, LC on **Add or Remove Programmes** (in XP) or **Programmes and features** (in Vista/Windows 7). Here you can see a list of all the programmes on your computer and delete those you no longer want. Make sure you are clicking on the right buttons, if you delete the wrong one there is no re-cycle bin to save you when you do this operation.

### Short Cuts

The desktop may show short cuts, deleting these does not delete the programme, it only deletes a link to make the programme run.

### The registry **Very Advanced users only!**

Some of you may have heard about the computer registry, bottom line **DO NOT TOUCH IT!** This is a link to an article telling you why you should not touch it.

<http://www.pctools.com/guides/article/id/1>

### **Exploring the task manager**

The Task Manager – RC on the taskbar at the bottom of your screen, and LC on **Task Manager** this can tell you a little about what is happening in your PC. The list of process running on your PC can be investigated at <http://www.what-is-exe.com> . This will tell you if the process is good or bad and whether you can stop it safely or not. Or just launch Google and type in the process name you are interested it.

You can also stop hung processes from here.

### **What programmes run on start up.**

LC on the **start** button then to **All Programs** and hover on **Start up** folder and this will show you what programmes you start when you turn on your computer. The more you turn on the slower your PC will take to start and the slower it will run. Similarly the more Icons on your desktop, the slower you PC will be.

### **Another way to see what runs on start up**

LC on **start**, LC on **Run**, then type in msconfig and then LC on **OK**. This also enables you to look at which programmes start when you computer is turned on.

### **Internet explorer**

Tidying up Internet Explorer – LC on **Tools**, LC on **Internet Options**, under the **General** tab and then **Browsing History** You can delete your browsing history and other bits that may affect your sense of security. There are good and bad points to this.

Remember all your **personal** files should be in My Documents or Documents.

### **Backing up files**

Backing up your files means having a spare copy somewhere safe. What you deem safe is down to you. But if you don't have a backup copy of your files and your computer's hard drive fails you could lose everything.

Backups can be done in many ways it depends upon what operating system your PC is running. You can purchase backup tools, copy your files over yourself or in Windows 7, use the backup software that comes as standard.

To make your life easier make sure you do your housekeeping on a regular basis. You are making your life easier and protecting your files.

Where you backup your files is up to you. You can back them up to

- A memory stick/SD card or similar.
- A CD
- A DVD
- An external hard drive
- A site on the internet

All have their pros and cons the choice is yours.