

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Housekeeping

There are many housekeeping utilities that come standard with computers. Getting into the habit of cleansing your computer will help to ensure that it runs at its best for the longest possible time.

Firstly, free space on your hard disk is very important. If you open up “My Computer” and click on “Local Disk (C:)” on the left portion of the screen you will see both the size of your hard disk and the available free space. You must always have at least 10% free space.

Secondly, is the “Disk Cleanup” which is used to remove old and unnecessary files. While still in My Computer, right click on Local Disk (C:) and then left click on Properties. Then click on the Disk Cleanup button and follow the prompts.

Thirdly is a Defrag. The files on a computer can become fragmented and this slows the computer down. After performing the disk cleanup as above, click on the “Tools” tab at the top of the current window then click on the “Defragment Now” button. This next screen shows you all the hard disks on your computer (normally only one – called C:) and another button labelled “Defragment”. Click this button to Defragment the selected hard disk drive.

All these tasks should be performed monthly, and if it’s the first time for your computer you will probably notice a performance improvement.

Give these a try one day soon.



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