

## Basic System Maintenance

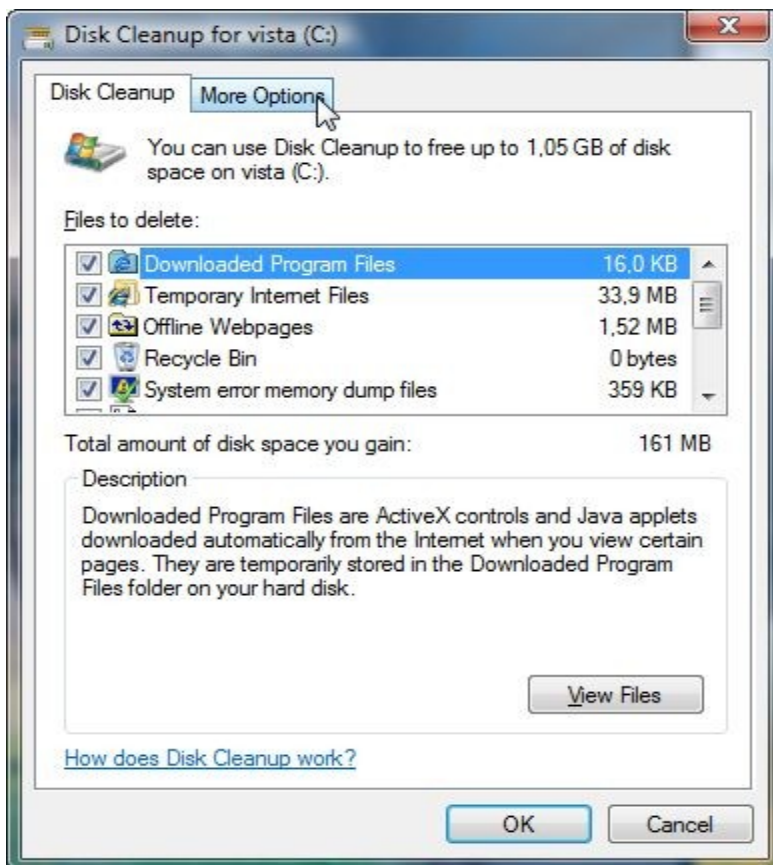


**(1) Remove old programs**-The simple fact is the more programs you have installed the worse your computer will run. Programs take up space on your hard drive and make changes to your operating system for better or for worse. It makes no sense to have applications installed on your computer that aren't serving a purpose. So if you are not using them they have to go.

Open your **Control Panel** and click on **Add/Remove Programs** or **Programs and Features** if you are a Vista user. Uninstall all the programs you are not using.

**(2) Running Disk Clean up**-Life is busy enough and this tutorial is all about doing things the easy way. With that in mind let me introduce you to **Disk Clean up**. In **My Computer** right click on your **C drive** and select **Properties**. Now select **Disk Clean up** then the drive you would like to clean.

**Disk Clean up** removes temp files, Downloaded program files as well as optional components you are not using, and even empties your recycle bin. To start **Disk Clean up** just click **OK**



## System Maintenance

Don't be fooled you don't need a super fast processor and tons of memory to surf the internet and do word processing. A properly maintained but out dated system will most always out perform a newer more modern system that is not properly maintained. Not knowing how to take care of your computer eventual leads to buying a new computer when it is not necessary. Invest either your time in learning how to maintain your system or your money in purchasing software to do the job for you.

**Clean out the start up folder** -Too many programs loading at start up is one of the most common causes of lackluster computer performance. Learn how to control what software is running on your computer behind the scenes. This is one of the places that control what programs load at start up.

In your **Start Menu** select **Programs** then **Start up**. Now **Right Click** and **Delete** each short cut.

**Keep unnecessary services from loading at Start up**-The services control panel dictates what services load at start up. Some services are required for Windows to run while others are 3<sup>rd</sup> party applications that are not.

Hop on over to your **Control Panel**, Select **Administrative Tools** now click on **Services**

This is a complete list of all your services. Some are manual while others are automatic. You can change the start up type from automatic to manual by right clicking on an entry and choosing **Properties**. Look for a text box label **Start Up Type**. You can stop, start, disable or change the service from automatically loading to manually loading. In most cases you shouldn't need to do much of anything here. But it doesn't hurt to pay this screen a visit. You could find some unneeded items running and shut them down. Every little bit helps. Read the description carefully before doing any modifications though and if you are not sure what the service is leave it alone.

There is one more place I like to check for start up items and that is the Windows Registry. I cover this topic in my ebook [Microsoft Windows Performance Boost](#)

**Scan disk**- Scan disk will find and repair data errors on your hard drive. Make sure to close all programs before starting. Right click on your **C drive icon** in **My Computer** and select **tools**. Click on check now.

**Disk Defrag**- Over time data stored on your hard drive gets scattered around. Windows needs a continuous block of free space to store data for fast access or in other words to cache from. You most likely noticed **Disk Defrag** in the same window as **Scan Disk**. Again make sure to close all programs before starting

I recommend running **Scan Disk and Disk Defrag** at least every other month.

[Make a ringtone](#) free at MyCellSpot