



EMERALD CITY COMPUTER SOLUTIONS, INC.

BASIC PC "TUNE UP" PROCEDURES

Here are some basic "tune up" procedures. After performing the following steps call Emerald City Computer Solutions, if your computer continues to run slowly, your computer is in need of further servicing.

◆ **Clear out the Temporary folder directory:**

1. Right click on the Start menu
2. Select Explorer
3. Select Documents and Settings
4. Select your user name
5. Select Local Setting
6. Select the Temp folder
7. Select All (Hold down the Ctrl key and un-highlight the VBE folder if you have one)
8. Select Delete*

* If you receive an error message that a specific file can not be deleted – hold down the Ctrl key and select the file to un-highlight it, then continue on with the deleting process. You may have several files that you will need to remove from highlighting in order to clear the folder.

◆ **Clear out the Internet Temporary folder directory:**

1. Follow the first 5 steps listed above
2. Select Temporary Internet Files
3. Select All
4. Select Delete

◆ **Defrag the computer** (this can take several hours):

1. Right click on My Computer
2. Select Manage
3. Select Disk Defragmenter
4. Select Analysis
5. Select Defragmenter - if recommended

- ◆ **Apply all Microsoft service packs and critical updates:**
 1. www.microsoft.com
 2. Windows updates then follow the prompts
- ◆ **Make sure your anti-virus program pattern file is up-to-date**
- ◆ If you're are running anti-virus that is 2007 or newer you do not need Ad-aware of Spybot Search and Destroy.
- ◆ If you are running older anti-virus versions:
- ◆ Install and run Spybot Search & Destroy 1.5** – www.safer-networking.org to stop spyware.
- ◆ Install and run Ad-Aware 2005** – www.lavasoft.com to stop adware.
- ◆ If you still have pop up's, spyware, tracking cookies and adware after running the software listed above you will need to purchase Spy Doctor at www.downloads.com the cost of the software is \$29.99. This will remove any remaining unwanted crap from your computer that the free software's are unable to remove.
- ◆ If your system is running below 200 MB of free disk drive space Windows will not run properly. Remove old programs by going to the Add/Remove Programs in the Control panel.
- ◆ Clean the inside of the computer with a can of forced air or vacuum (the computer should be turned off and unplugged).