

# Computer Maintenance for Vista

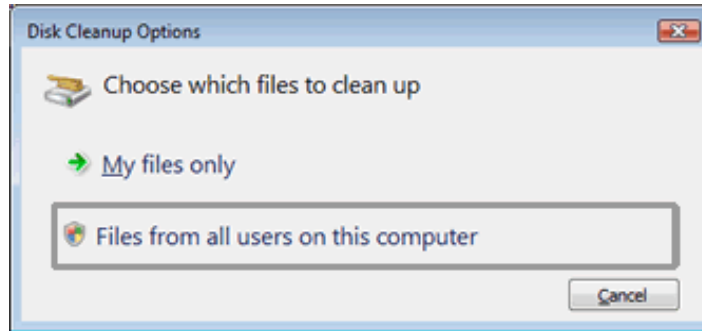
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Volume 24, Number 2

This document describes maintenance procedures for Windows Vista. Before performing these steps please close all programs, including Outlook and Internet Explorer.

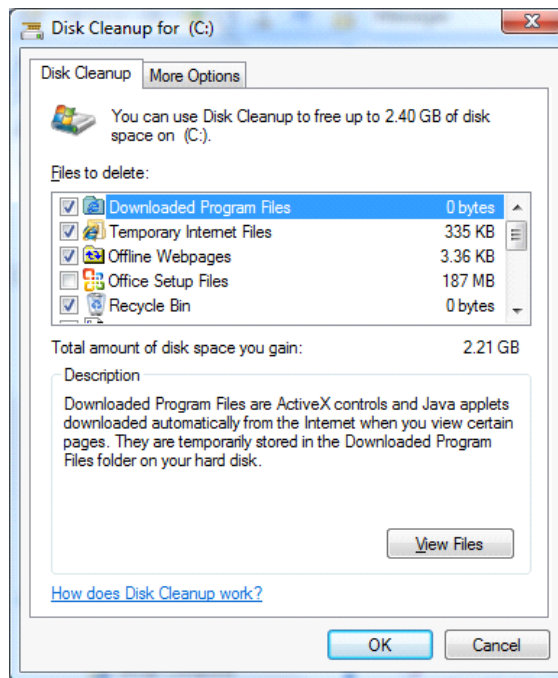
## DISK CLEANUP

1. (Click: **Start » All Programs » Accessories » System Tools**).
2. You'll be asked to choose which files to clean up – click: **Files from all users on this computer**.

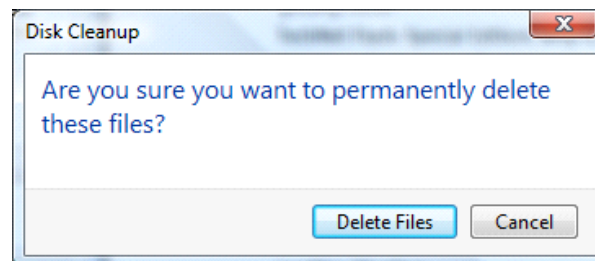


3. Click **Continue**.  
The computer will search the hard drive (for a couple of minutes sometimes) for files to be cleaned up then present disk cleanup options.

4. You can check all boxes EXCEPT **Office Setup Files** (these are needed for some Office Updates). Click **OK**.



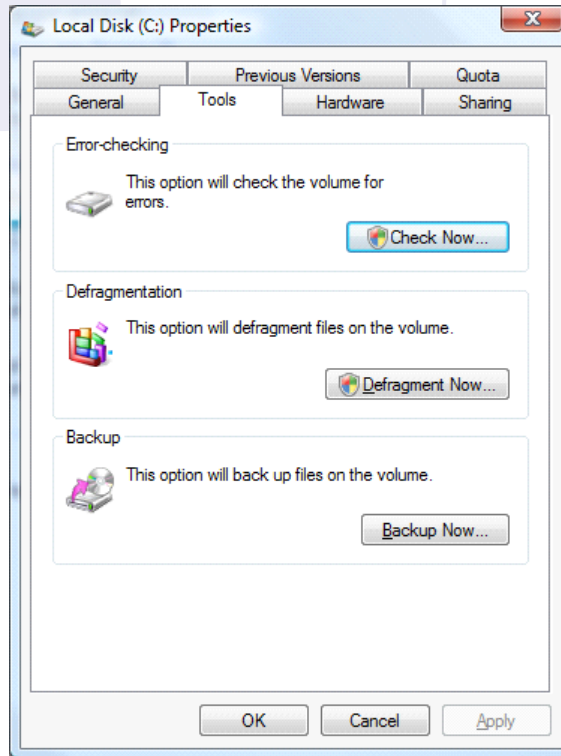
5. Click **Delete Files**
6. Files will be deleted and the window will close.
7. I would perform this task once a month or whenever you feel the computer is not behaving.



*“The computer will search the hard drive...for files to be cleaned up, then present disk cleanup options.”*

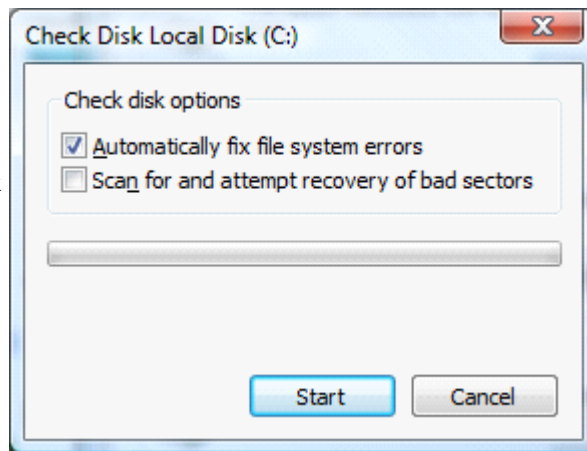
CHECK FOR DISK ERRORS

1. Double click the desktop **Com-puter** icon.
2. **Right click C:** and choose **Prop-erties**
3. Click the **Tools** tab
4. Under Error-checking click the **Check Now** button.
5. Click **Continue**

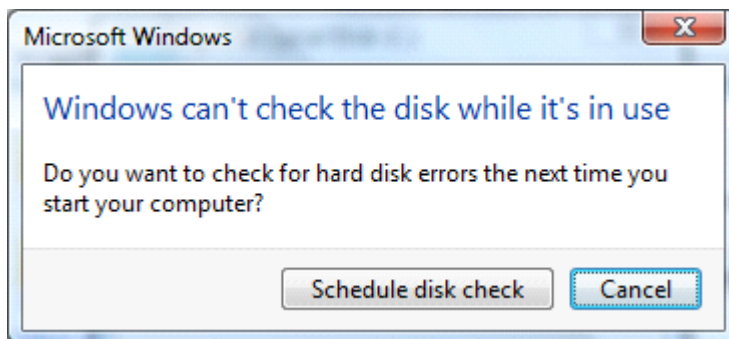


*“The disk check occurs the next time the computer reboots”*

6. Click the **Start** button to “Automatically fix file system errors”. If you have an older computer, or if you have the time for a more thorough check (takes up to 40 minutes), click the second box.
7. Click **Start**. Choosing the first option only takes about two minutes. The disk check occurs the next time the computer reboots.



8. Click **Schedule disk check**
9. Click **OK**, and close the Com-puter window.
10. **Restart the computer** at your convenience.



*"Google and/or  
Yahoo toolbars...  
embed themselves in  
Internet Explorer  
and slow things  
down..."*



