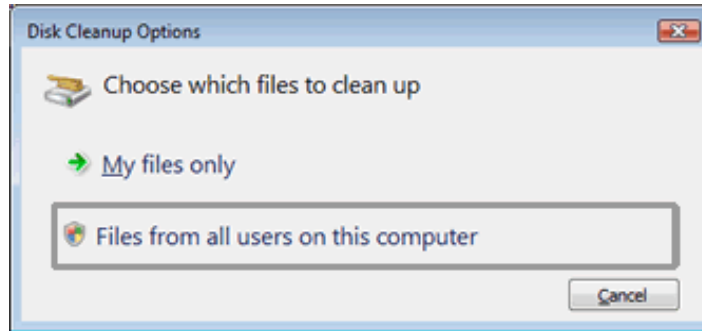


This document describes maintenance procedures for Windows Vista. Before performing these steps please close all programs, including Outlook and Internet Explorer.

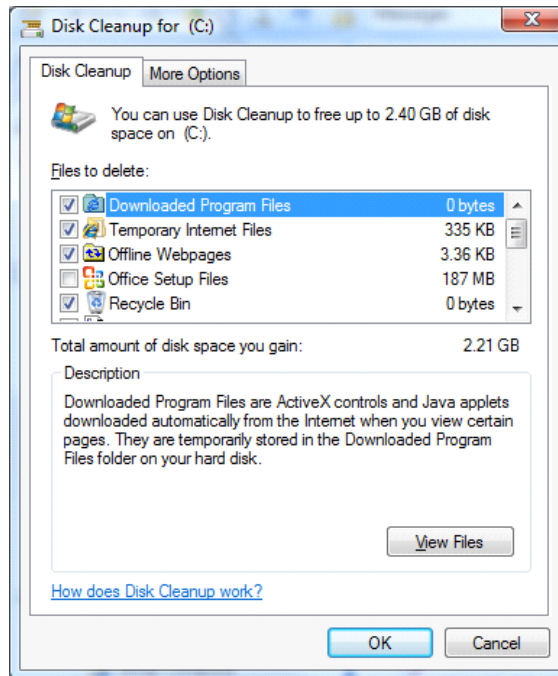
DISK CLEANUP

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**.

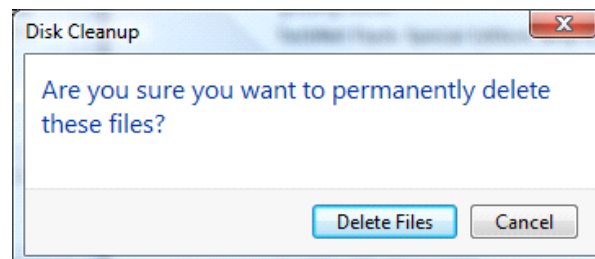


3. Click **Continue**.
The computer will search the hard drive (for a couple of minutes sometimes) for files to be cleaned up then present disk cleanup options.

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



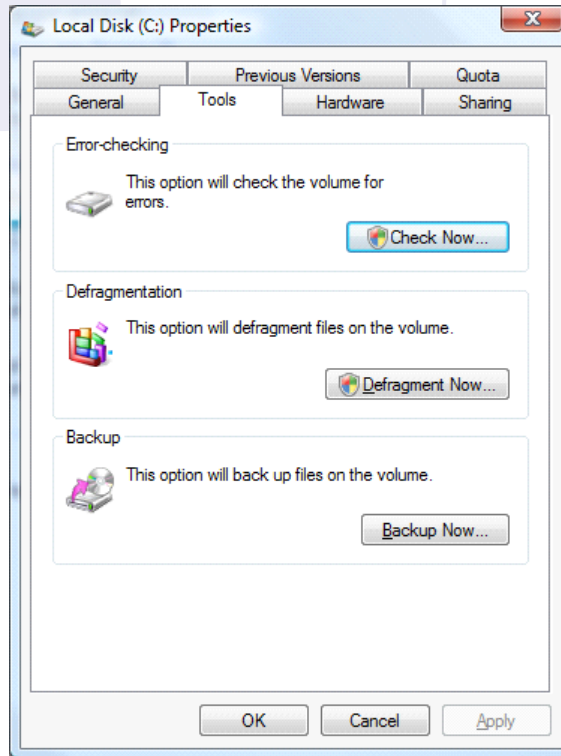
5. Click **Delete Files**
6. Files will be deleted and the window will close.
7. I would perform this task once a month or whenever you feel the computer is not behaving.



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

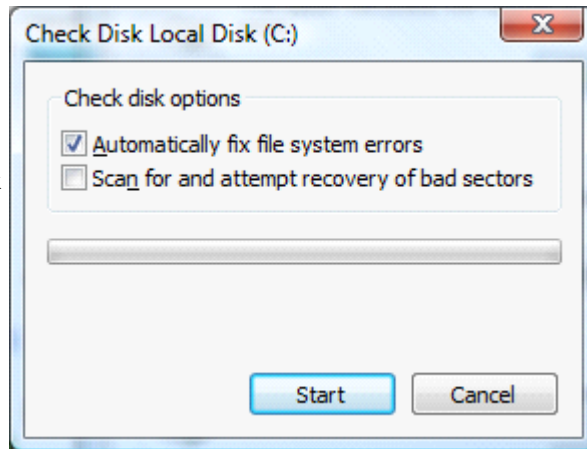
CHECK FOR DISK ERRORS

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

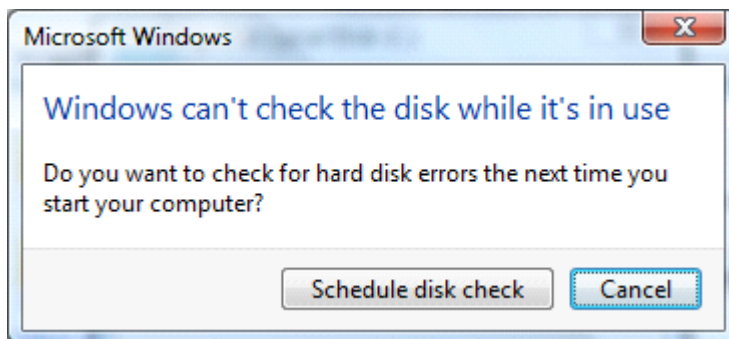


“The disk check occurs the next time the computer reboots”

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 Computer window.
10. **Restart the computer** at your convenience.



The third procedure that will help speed up things on your computer is to **uninstall the Google and/or Yahoo toolbars**. They embed themselves in Internet Explorer and slow things down, send usage information to third parties, and take up IE window real estate.

Whenever Adobe Reader, Java and many other programs install updates they try to automatically install one or the other toolbar – if you don't uncheck the box to install, it gets installed automatically. Most people don't even notice that it's there.

UNINSTALL 3RD. PARTY TOOLBARS

1. Close all open Internet Explorer windows.
2. Click **Start, Control Panel**.
3. Double click **Programs and Features**.
4. Look for **Google and/or Yahoo Toolbar**.
5. **Right click** and choose **Uninstall**.

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

Disk Defragmenter is now scheduled to occur automatically, at night, if you leave the computer on. Otherwise, see information on next page on how to schedule defragmentation at a specified time.

Defragment the C: drive

What is disk defragmentation?

Disk defragmentation is the process of consolidating fragmented files on your computer's hard disk. Fragmentation happens to a hard disk over time as you save, change, or delete files. The changes that you save to a file are often stored at a location on the hard disk that's different from the original file. Over time, both the file and the hard disk itself become fragmented, and your computer slows down as it has to look in many different places to open a file.

Disk Defragmenter is a tool that rearranges the data on your hard disk and reunites fragmented files so your computer can run more efficiently.



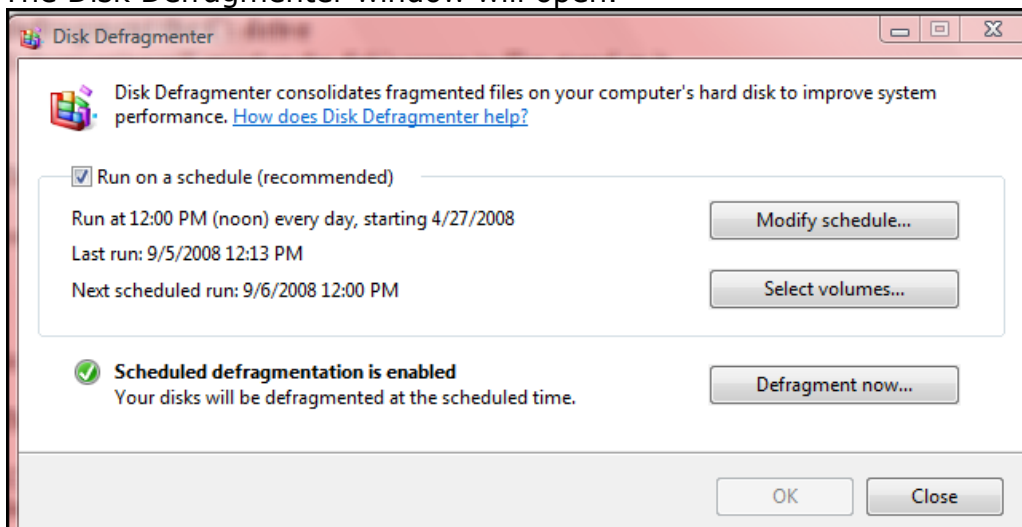
There's a shortcut on the Quick Launch bar (or Task bar) for **Disk Defragmenter**,

-OR-



it can be found in **Start**, **All Programs, Accessories, System Tools, Defragmenter**.

The Disk Defragmenter window will open.



Under **Select volumes**, **C:** should be selected.

Select **Defragment Now button** to begin defragmentation immediately,


-OR-

Select the **Modify Schedule button** to schedule the defragmentation at a specified time.

The length of time the process takes depends on how fragmented the drive is. The more often you defragment, the more quickly it will occur. When complete, close all open windows.

Run AntiVirus Software

Check your antivirus software to see if there are any viruses in quarantine, to make sure the program is up to date, and to make sure virus definitions are being automatically updated.

- 1) **Open Symantec Antivirus** by double clicking the gold shield  in the System Tray on the bottom right of your screen,
-OR-
click **Start, Programs, Symantec Client Security, Symantec Antivirus**.
- 2) On the right side of the window under General Information, look at the status of **Quarantine**. If there are "0 Items", no viruses are in quarantine – proceed to the next step. If there are items in quarantine, click **View** on the toolbar, and **Quarantine**. There, highlight each item with a left click, then click the red X on the toolbar to delete. Click **Start Delete**. When all risks have been deleted, see section c to make sure virus definition files are up to date, then run a **full scan** on your system (section d).
- 3) Toward the middle right of the Symantec AntiVirus window, under Program Versions, the version next to "Program:" should be version 10.1 or above. To upgrade, see S:\MUCampus\ETCS\AntiVirus\WindowsXP for instructions on upgrading your version, or if you're in a county office, see Q:\AntiVirus. If your program version is up to date, proceed to the next step.
- 4) In the bottom right corner of the antivirus window, under **Virus Definition File**, is the **date of the definition files** on the computer. This date should be recent. To check for current updates, click the LiveUpdate button and follow instructions. If LiveUpdate does not function contact ETCS.
- 5) If the virus definitions are significantly out of date, or if you had viruses in quarantine, run a full scan on your system. **To run a scan** click **Scan** on the toolbar of the antivirus window, **Full Scan**, and then **Scan** on the bottom right corner. You can do other work on your computer while the scan is running, though things will be a bit slow. The scan takes roughly 40 minutes on a 40GB hard drive.
- 6) If you have no viruses in quarantine, your program is up to date, and your definition files are up to date, close the Symantec Antivirus window.