



Procedures for cleaning your PC

- We will be running two processes – Disk Cleanup and a Disk Defragmentation

STEP 1: (DISK CLEANUP)

- 1.) Click on **START** in the lower left corner
- 2.) Go to **PROGRAMS, ACCESSORIES, SYSTEM TOOLS** and Click on **DISK CLEANUP**
 - a. A scan of your machine is running to locate the files to clean up
- 3.) Place a “**check mark**” in every box that has any number next to it except the “**O**”
- 4.) Click **OK**
- 5.) Click **YES**

Note: This may take a awhile to run but it will complete and go back to your desktop when finished

STEP 2: (DISK DEFRAGMENTATION)

- 1.) Click on **START** in the lower left corner
- 2.) Go to **PROGRAMS, ACCESSORIES, SYSTEM TOOLS** and Click on **DISK DEFRAGMENTER**
- 3.) Click on the **ANALYZE** button in the lower left corner
 - a. This will analyze your PC and let you know if it needs to be run or not.
NOTE: If there is a considerable amount of **RED** after the analyzing, **RUN DEFRAGMENTER.**
- 4.) If a defragmentation is to be run, Click on the **DEFRAGMENT** button
- 5.) The screen will show you results when completed and you will have to close the screen

You should notice a performance difference upon rebooting your system. This process is recommended to be run every other week on newer machines and every week on older ones. Your computer needs to be cleaned as you would your car or home to stay running efficiently.