

Computer Cleaning

1. Glary Utilities: This is a program that will clean or repair various issues on your computer that accumulate on all computers in the background. Go to the following site: <https://www.glarysoft.com/glary-utilities/download/> to obtain the free program. Download by scrolling down the column Glary Utilities Free. Click on the green Download button at the bottom and the program will begin to download (downloading works differently depending on whether you use Chrome, Firefox or some other browser. Once the program is downloaded, click on it to install as follows: Click Yes, then Next, then I Agree, then Next, then Install. Lastly click Finish and Glary will begin to run. Then click Scan for Issues and it will automatically begin cleaning out unnecessary leftover files and repair some minor issues which might be present.

In addition, while the program is running, a red number will appear inside a box with a blue arrow at the bottom of the program. This is the number of programs on your computer that need updating. Click on the blue box and a web page will open up with a list of programs to update. Click on the green arrow next to each one and the program will begin downloading the update.

2. Ccleaner: Another tool/app that cleans leftover material on your computer making the computer run a little faster and more efficiently. Doing so will also free up some space on your computer hard drive.

<https://www.ccleaner.com/> Once you are at the site, scroll down the page about half way and click on the button "Download" (Note: Don't choose the "Free Download" button at the top). On the next page click on the green "Download" button under the "Free" column and follow the instructions to "Save File" and "Install" however your particular browser has you do it. Each time you run the

program, click "Check for Updates" in the lower right corner to download any new information from the website. Once that's completed just click on "Run Cleaner." At that point a window is likely to pop up which tells you that files will be deleted from your computer. Just click the box that says "Do not show me this message again" and click "Continue." The program will complete everything else so just close it when it finishes. Running this program once a month or so would be sufficient.

3. Disk Cleanup: Disk Cleanup is a program provided by Windows to remove Temporary Files which are always downloaded each time you access the internet. To get to it click on the Start Button which is the button in the bottom left of your screen that looks like a window. Next type Disk Cleanup and it will appear at the top of a column which pops up. Right Click (for those who aren't aware of how to do this, use your middle finger while holding your mouse instead of your pointer finger) the mouse while hovering over the item at the top of the column that has popped up. When you do this, several options will appear. Click on the one that says Pin to taskbar and the program will appear at the bottom of the screen for you to choose. Once you click on that icon a pop up screen will appear. Just click "OK." The computer will ask "Are you sure you want to permanently delete these files." Click on "Delete Files" and the program will take care of everything else. Don't worry. Only old, unneeded junk files will be deleted.