



denvertechforall.org is committed to optimized computer performance, please use the following to help you with your computer.

Computer Monthly Maintenance

Do these four steps in this order once per month
RC=right click LC=left click

Version for Internet Explorer 7

Step #1

Cookie - Temporary Files Clean up

Go To Internet Explorer

- LC Tools
- LC Internet Options
- LC Delete
- LC Delete All (Everything!)

OR be selective

- LC Delete – Files, Cookies, History

ANSWER YES to all add ons

Close all open windows

Step #2

Disk Clean Up

- LC Start
- LC My Computer
- or

Double LC My Computer Icon on Desktop

- RC Hard Drive(C)
- LC Properties
- LC Disk Clean Up

...wait...

new window will appear

put checks - ✓ - in all boxes
scroll down if necessary

- LC OK
- YES you are sure!

...wait...

This may take some time especially if it has never been done

When finished you will see the same window as when you clicked properties

Step #3

Scan Disk or Error Checking

- LC Start
- LC My Computer
- or
- Double LC My Computer Icon on Desktop

- RC Hard Drive(C)
- LC Properties
- LC Tools (tab at top)
- In section called error checking
- LC Check Now
- put checks - ✓ - in each box
- LC Start

- With **XP** you will be instructed to restart the computer. Answer YES ... restart the computer and leave alone. This may take 2-3 hours.
- With earlier versions of Windows close all running programs and start the scan. At some point in time you will receive a window saying that the process has restarted 10 times and asks if you want to continue to receive the warning ... answer **NO** and walk away, the computer will finish in its own time.

Step #4

Defragmenting

- LC Start
- LC My Computer
- or
- Double LC My Computer Icon on Desktop

- RC Hard Drive(C)
- LC Properties
- LC Tools (tab at top)

In section called Defragmentation

- LC Defragment Now
- LC Defragment

This may take a very long time, leave the computer alone you cannot make it work faster



MISSION

Tech For All makes available to individuals in the community the means to become skilled and competent in computer use; we do this by gathering donations, collecting and reconditioning used equipment, identifying qualified recipients and placing the appropriate equipment with them solely for their use and at no charge.

HOURS

Friday 9am – 3pm
Saturday 8am – 12 noon

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