ROUTINE COMPUTER MAINTENANCE

Close ALL programmes,
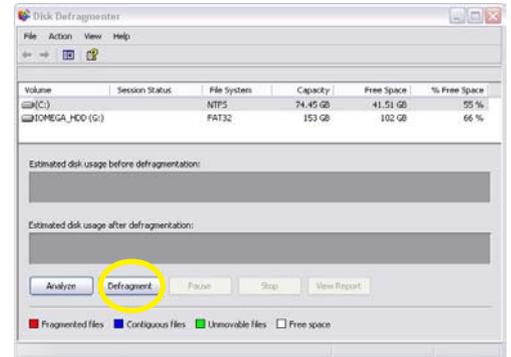Some options can take a long time, so may be best done at 'end of day' and allowed to run overnight.

DISK DEFRAGMENTER
Start, All Programs, Accessories, System Tools, Disk Defragmenter.
When screen appears, highlight '**C**' drive by clicking on it and click on '**DEFRAGMENT**' button.
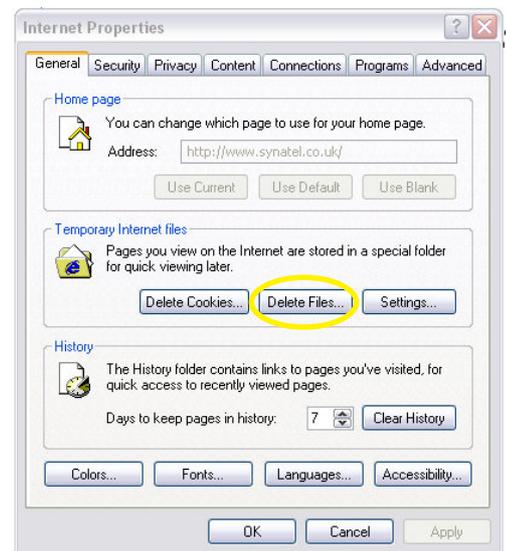Exit when programme indicates it has completed.

INTERNET EXPLORER CACHE FILES
When a website is viewed, internet explorer copies the images to your hard-drive, which allows for quicker page opening if you go back to the same site at a later date. However, over time, the amount of images/files saved can be quite large and so it is useful to delete these files periodically.
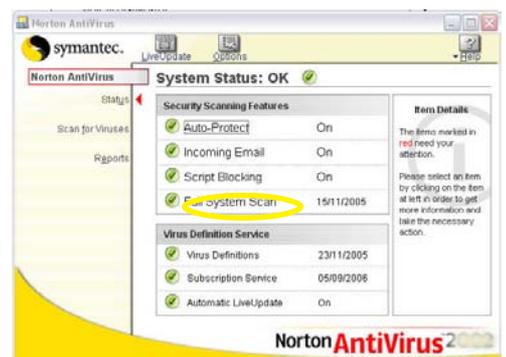**Start, Control Panel, Internet Options, Delete Files - OK**.

ANTIVIRUS SCAN OF HARD-DRIVE
(this section based on Norton A/V, other antivirus programmes will be similar).
Double click on '**Norton AntiVirus**' icon in lower right-hand section of task bar.
First, to ensure latest antivirus profile is loaded, click on '**Live Update**' & follow on screen prompts.
Then click on **'Full System Scan'**, click on '**Scan Now**'.

EMPTY RECYCLE BIN
Double click '**Recycle Bin', File, Empty Recycle Bin**