

Helen Smith - U3A Nunawading

Get prepared for the new year

CLEAN UP YOUR COMPUTER!

Credits

- 10 Reasons Your Computer is Slow — And what to do about it!
<https://askleo.com/10-reasons/>
- Why Your Computer Might Be Slow - Ask Leo! <https://askleo.com/computer-might-be-slow/>
- Celebrate National 'Clean Up Your Computer' Month with These Six Easy Tips
<https://central.bitdefender.com/privacy/education/article/9U93YwhYh> (behind a login)
- How to Organize Files, Folders and Documents For Maximum Productivity
<https://www.asianefficiency.com/organization/organize-your-files-folders-documents/>

Additional References, including for Mac

- How to Clean Your Computer System
<https://www.wikihow.com/Clean-Your-Computer-System>
- How To Clean A Monitor Screen
<https://www.pcguide.com/monitor/how-to/clean-screen/>
- How to Clean a Dusty Computer
<https://www.wikihow.com/Clean-a-Dusty-Computer>
- 12 Surprisingly Quick Ways to Clean up Your Mac
<https://macpaw.com/how-to/clean-up-mac>
- Mac Running Slow? How to Clean Up a Mac in 2021
<https://resoundsound.com/clean-up-mac/>

What can you do?

1. *Backup your computer! Set up regular backups as well*
2. *Make sure no malicious software is running on your device*
3. *Update your software*
4. *Prevent unnecessary programs from automatically running*
5. *Clean up “leftovers”*
6. *Organise your documents and accounts*
 1. Review and update your filing system
 2. Remove unwanted apps and files – file the ones you want
 3. Clean the outside of your computer (Turn OFF first!)
 4. Give your digital accounts a thorough scrub too

Backup First!

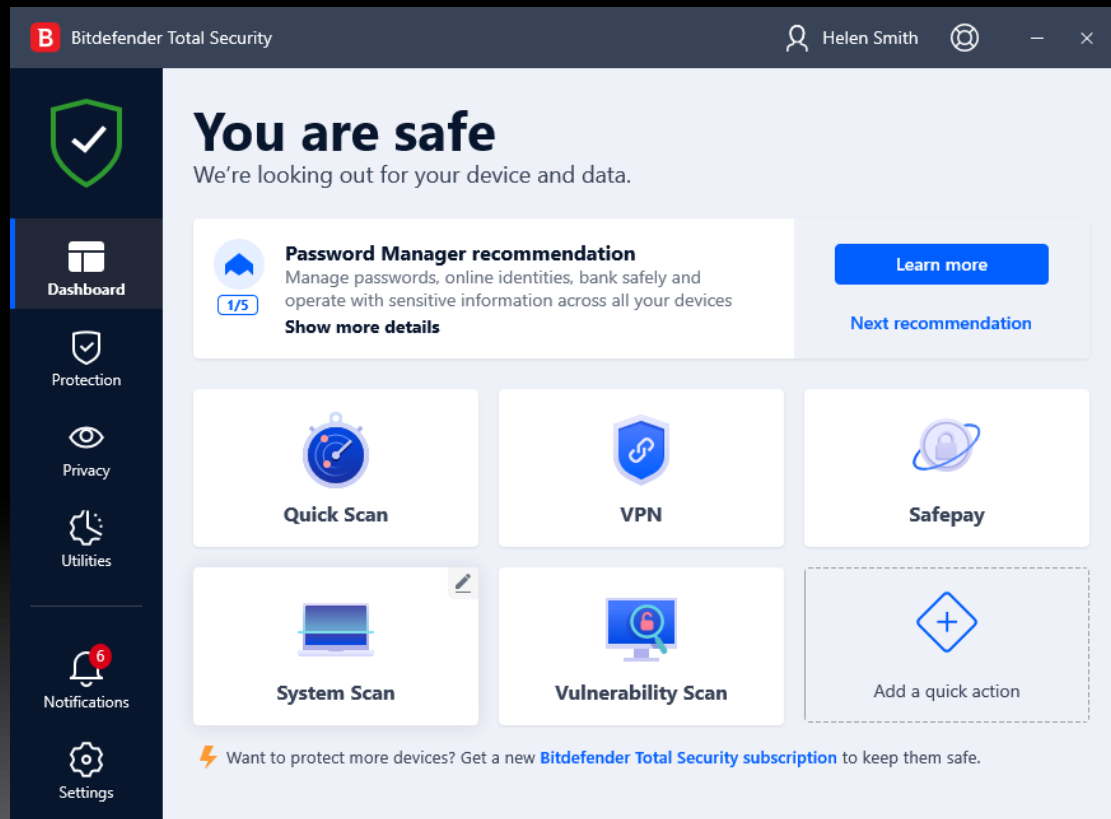
- If you make a mistake and delete something important a backup should help you get it back.

What to do next?

- Scan for malware!
- If you have malware on your device you need to clean that out first.

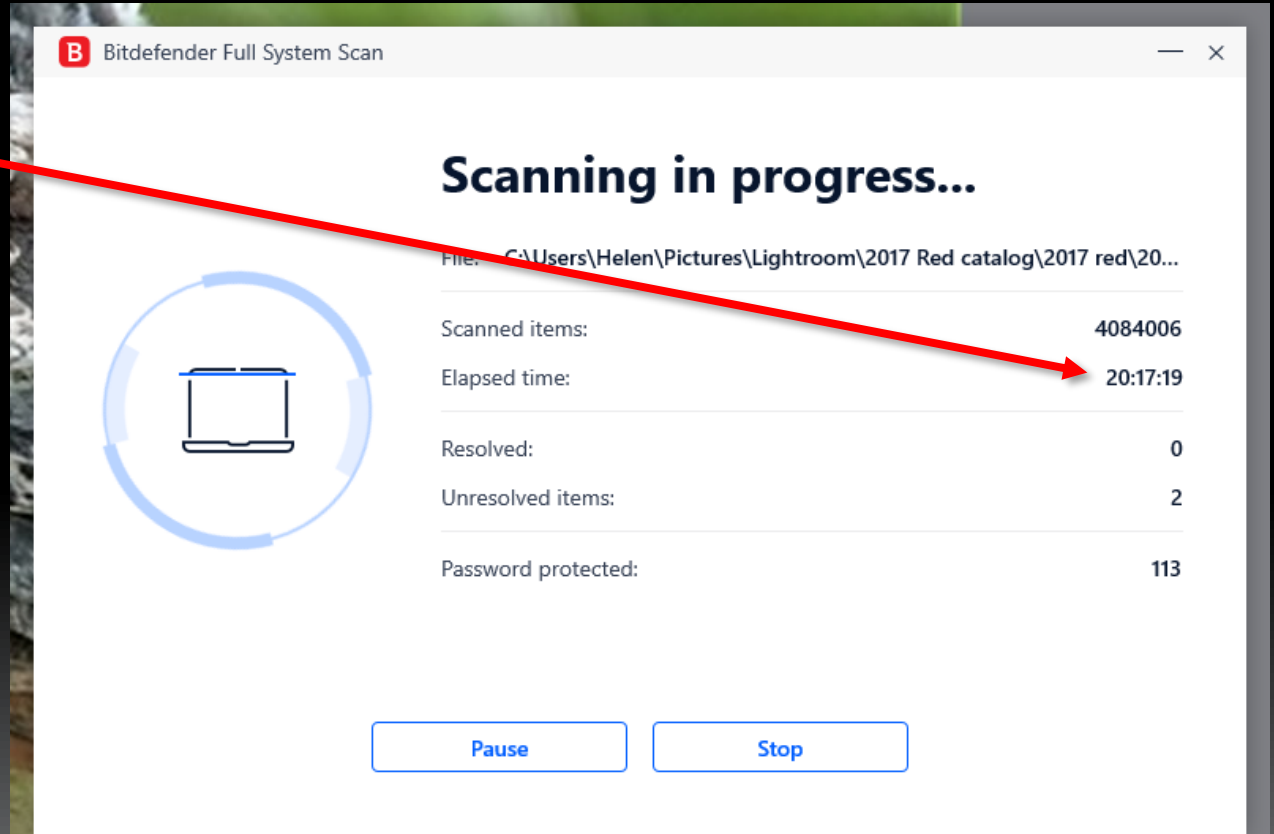
Scan with your anti-virus tool

- Quick scan – doesn't take long – 16 mins, “pretty good”
- System (full) scan – may take a couple of hours, scans external drives too



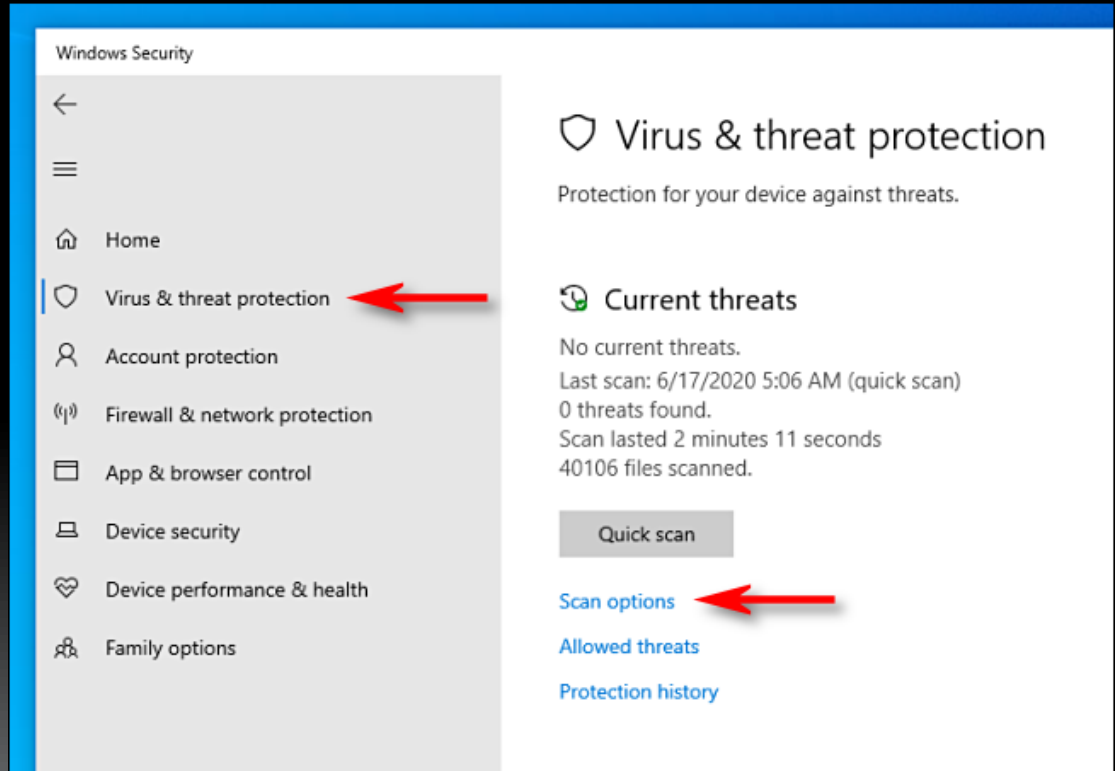
Full scan on my computer

- 20 HOURS!



Scan with Windows Defender

- Go to Settings
 - > Update & Security
 - > Windows Security
- Open Windows Security
- Click Quick scan here or go to Scan Options



Scan with Windows Defender

Scan options offers

- Full scan
- Custom scan
- Offline scan

☐ Quick scan

Checks folders in your system where threats are commonly found.

☒ Full scan

Checks all files and running programs on your hard disk. This scan could take longer than one hour.

☐ Custom scan

Choose which files and locations you want to check.

☐ Microsoft Defender Offline scan

Some malicious software can be particularly difficult to remove from your device. Microsoft Defender Offline can help find and remove them using up-to-date threat definitions. This will restart your device and will take about 15 minutes.

Scan now

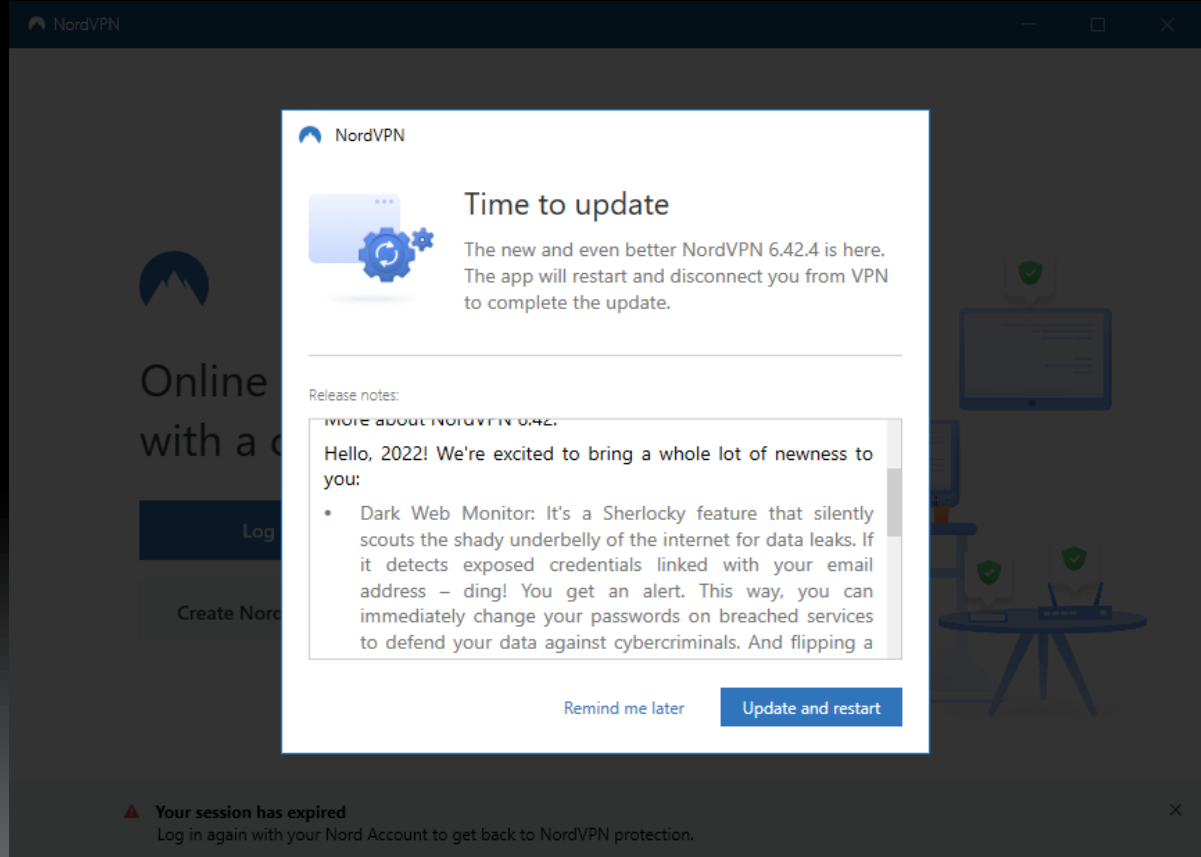
Update your software

- Try to set updates to happen automatically
- If you can't, pay attention to reminders
- If no reminders, check apps manually OR
- Use an updater software such as:
 - IObit Software Updater
 - Ucheck

(but make sure they cover software you have!)

Some will auto-update

- NORD VPN for example



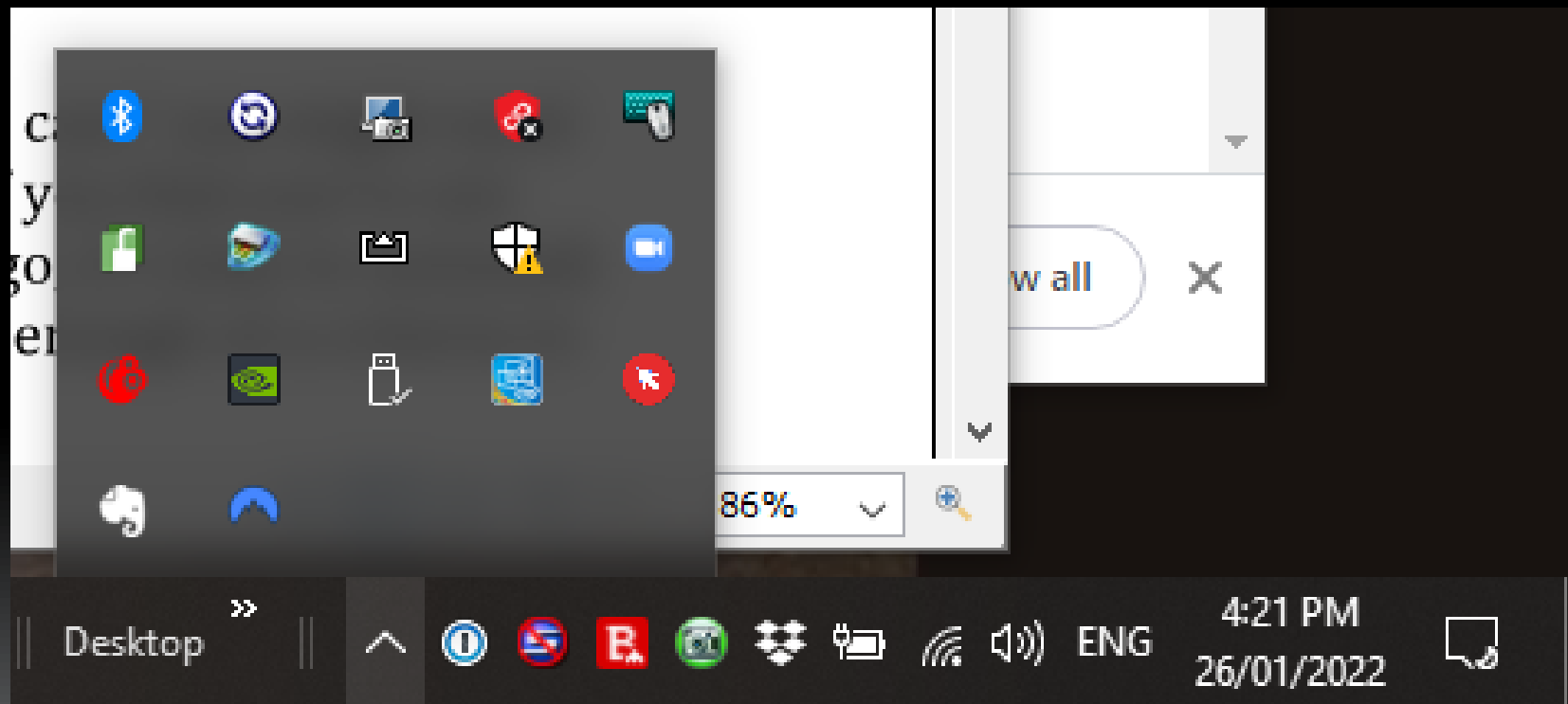


Prevent unnecessary software from running

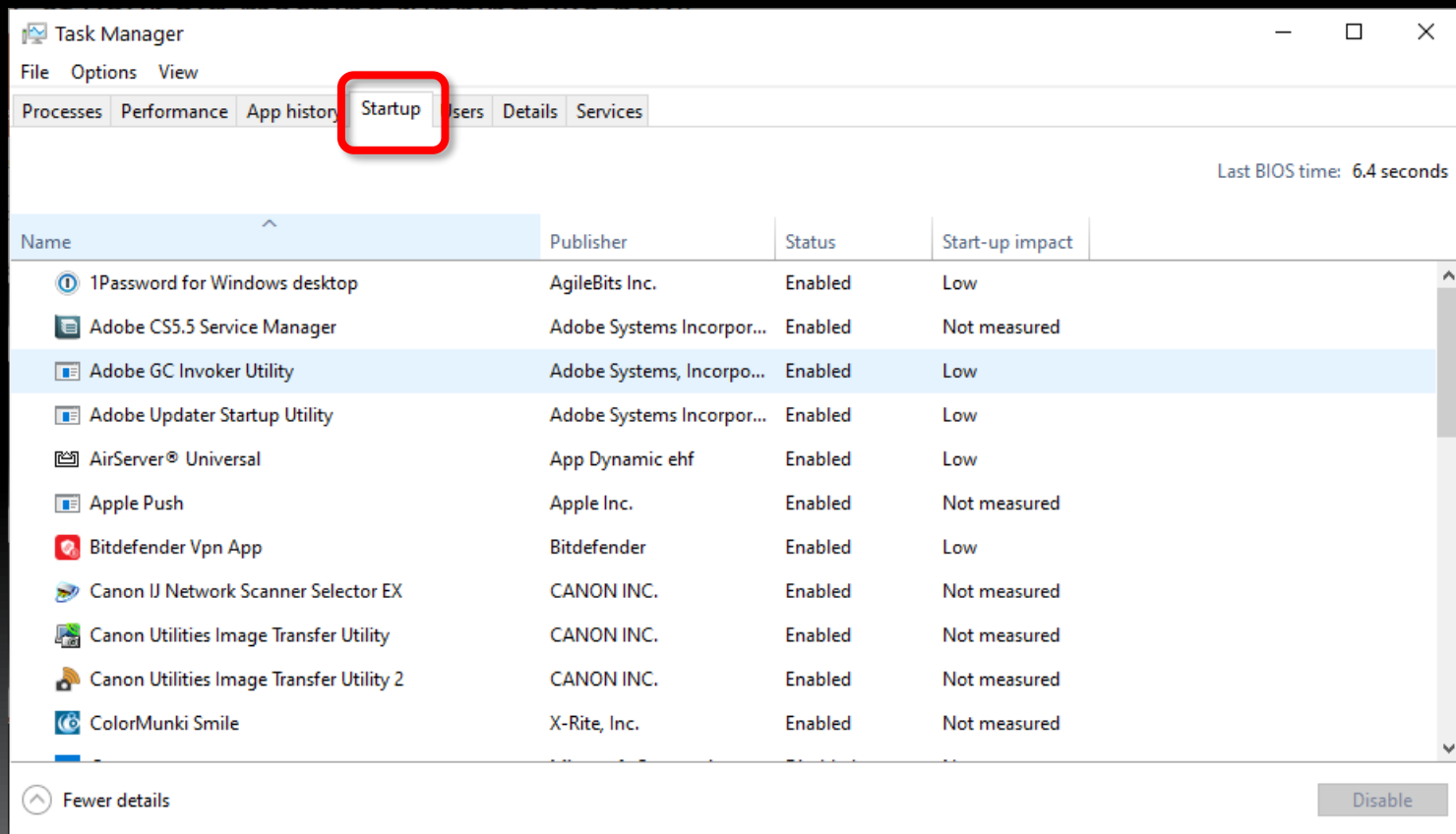
Start-up software

Browser extensions

Autorun software



Task Manager shows Startup programs



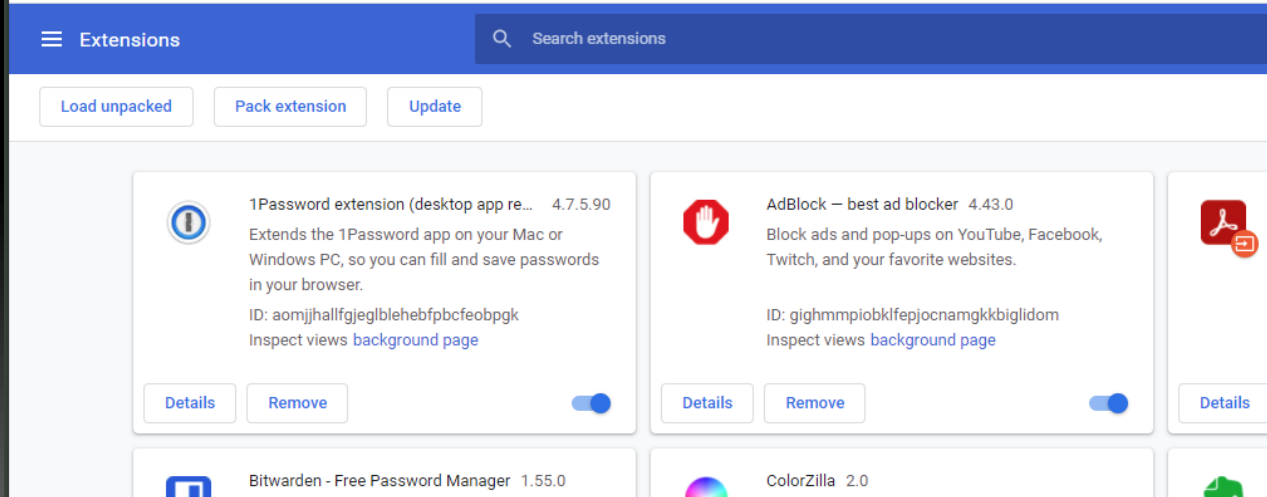
The screenshot shows the Windows Task Manager application with the 'Startup' tab selected. The 'Startup' tab is highlighted with a red rectangle. The table below lists the startup programs, their publishers, status, and start-up impact. The 'Adobe GC Invoker Utility' is currently selected.

Name	Publisher	Status	Start-up impact
1Password for Windows desktop	AgileBits Inc.	Enabled	Low
Adobe CS5.5 Service Manager	Adobe Systems Incorpor...	Enabled	Not measured
Adobe GC Invoker Utility	Adobe Systems, Incorpo...	Enabled	Low
Adobe Updater Startup Utility	Adobe Systems Incorpor...	Enabled	Low
AirServer® Universal	App Dynamic ehf	Enabled	Low
Apple Push	Apple Inc.	Enabled	Not measured
Bitdefender Vpn App	Bitdefender	Enabled	Low
Canon IJ Network Scanner Selector EX	CANON INC.	Enabled	Not measured
Canon Utilities Image Transfer Utility	CANON INC.	Enabled	Not measured
Canon Utilities Image Transfer Utility 2	CANON INC.	Enabled	Not measured
ColorMunki Smile	X-Rite, Inc.	Enabled	Not measured

At the bottom left, there is a 'Fewer details' button. At the bottom right, there is a 'Disable' button.

Clean up browser extensions

- Extensions add extra features but are potential risks for malware etc
- Disable and delete any you no longer need
- [three dots] > More tools > Extensions





Clean up “leftovers”

Downloads

Deleted files in Recycle bin

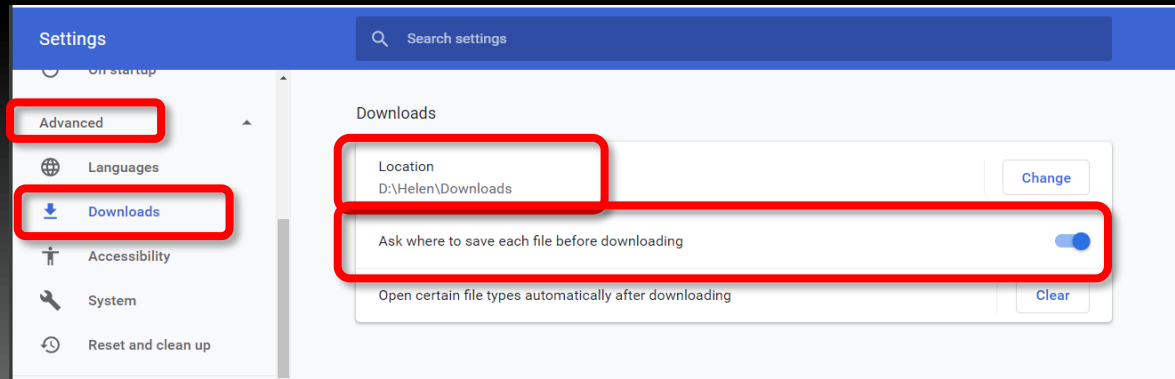
Browser cookies and history

Temporary files

Downloads

Your Downloads include:

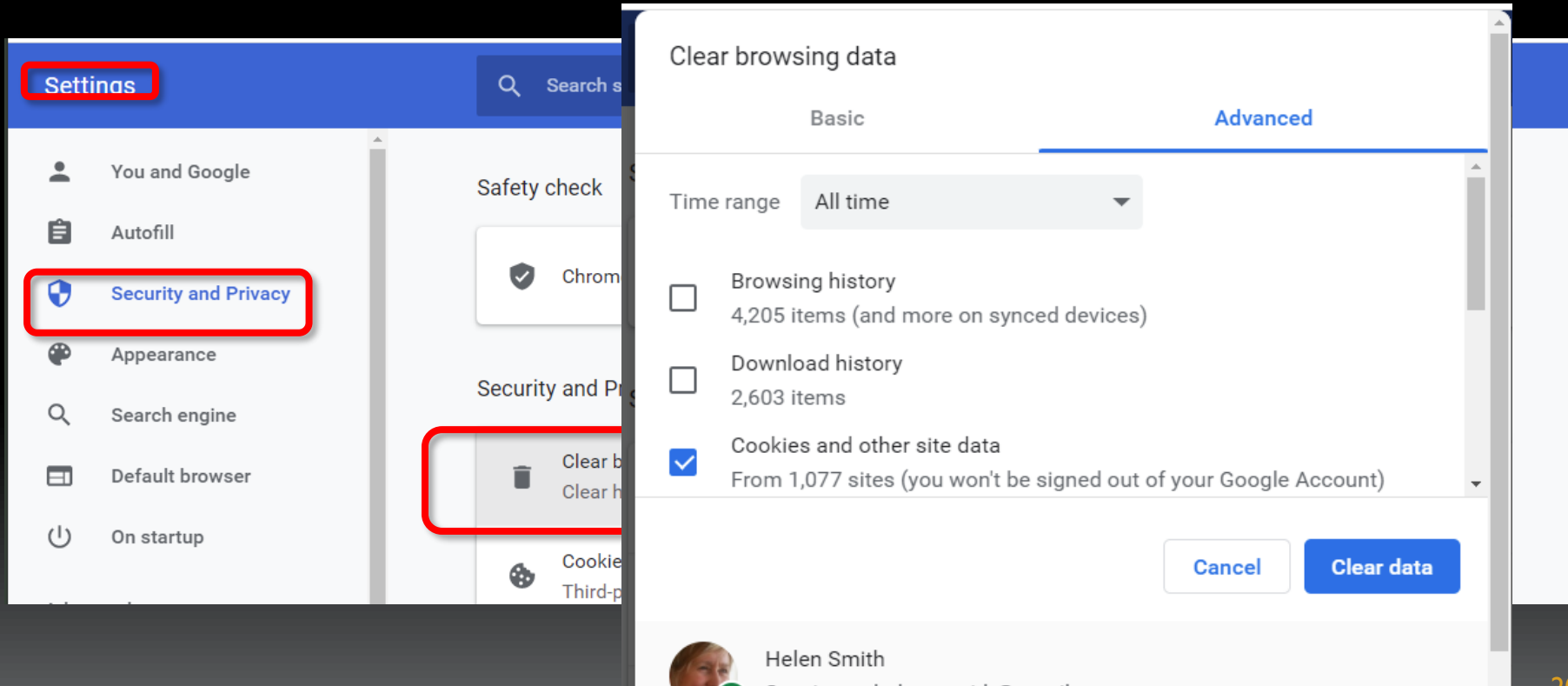
- Any software you have downloaded to install on your machine
- Some files that didn't get saved to your preferred location immediately
- You can control where they go, eg in Chrome:



Deleted files

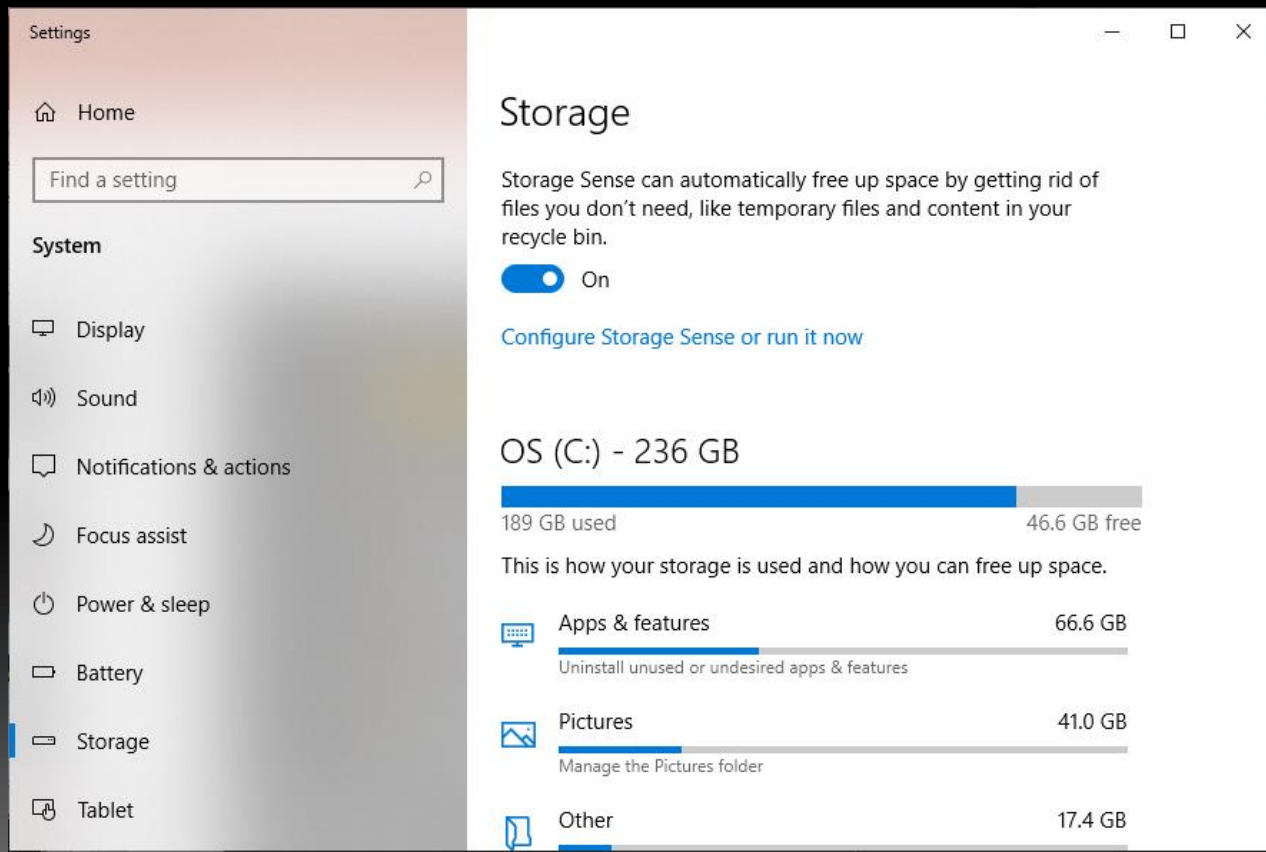
- Files in the Recycle Bin are not actually deleted
- Emptying the Recycle Bin may get you back a lot of space

Browser cookies and history



Windows can help a little with this

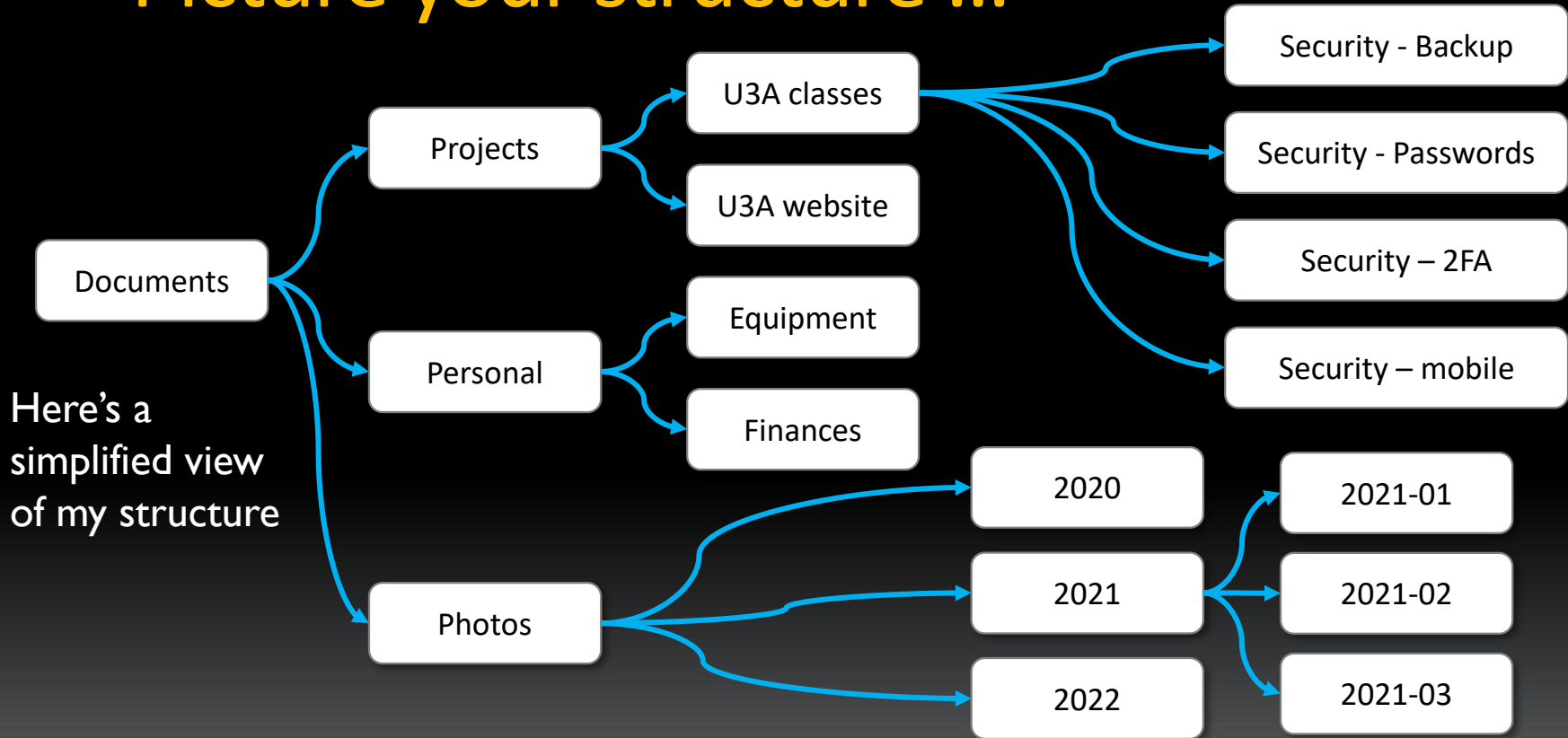
- Settings > System > Storage



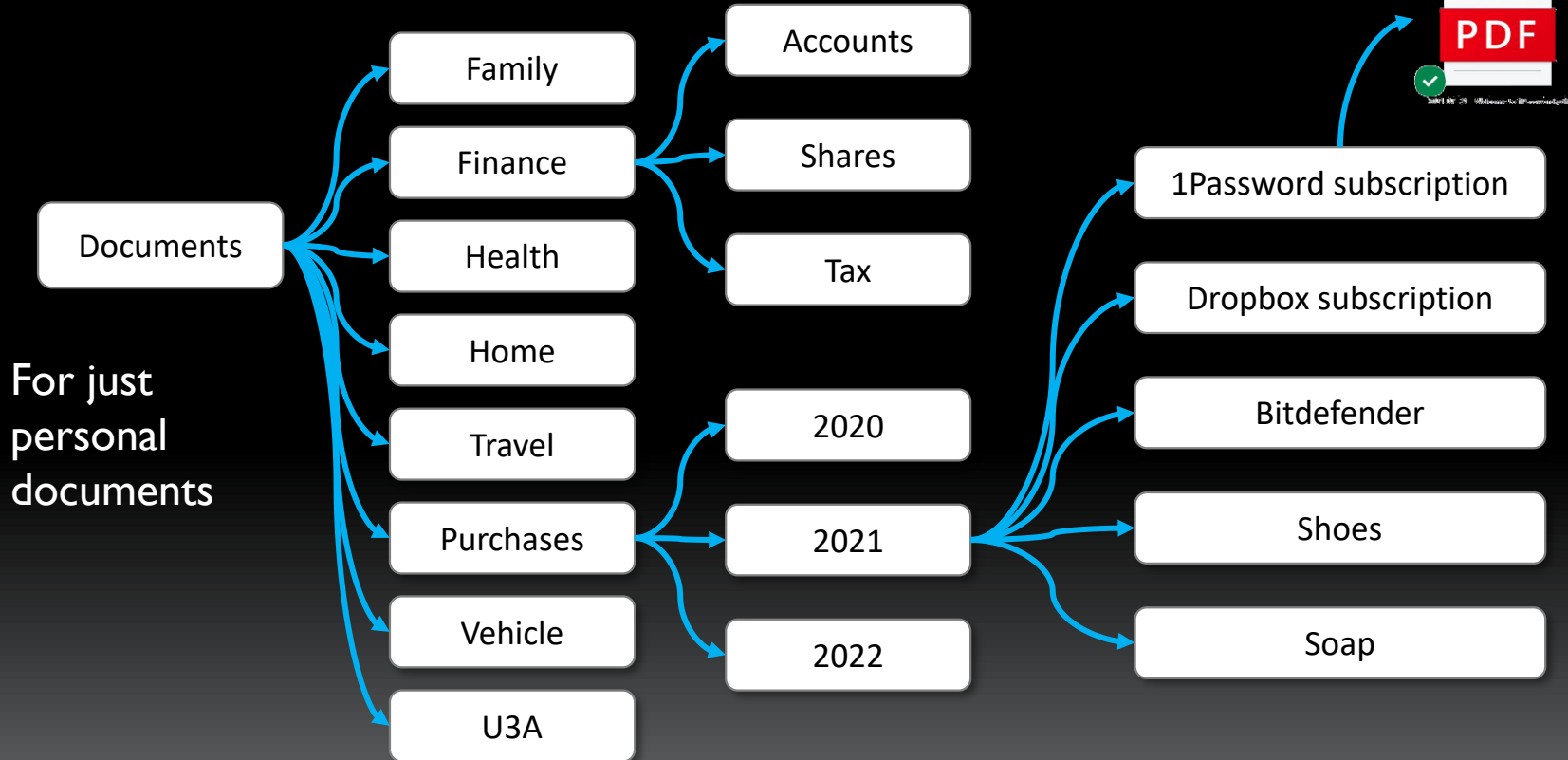
Organise your documents and folders

- Clean out your desktop – don't store documents here!
- Clean out your downloads folder – don't store documents here!
- Set up a file and folder structure that works for you

Picture your structure ...



Here's another approach





ANY QUESTIONS ?

*Thank you for attending this
U3A presentation / demonstration*