

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/>

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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

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Backup First!

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

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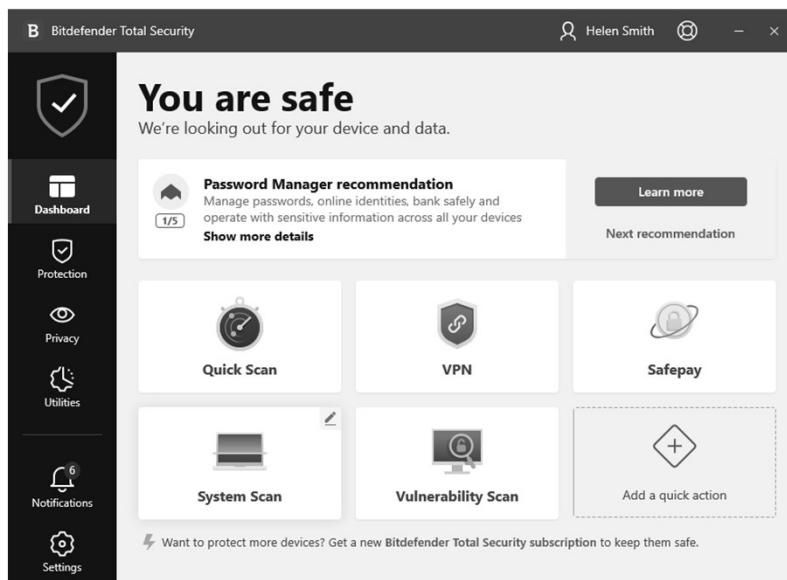
What to do next?

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

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Scan with your anti-virus tool

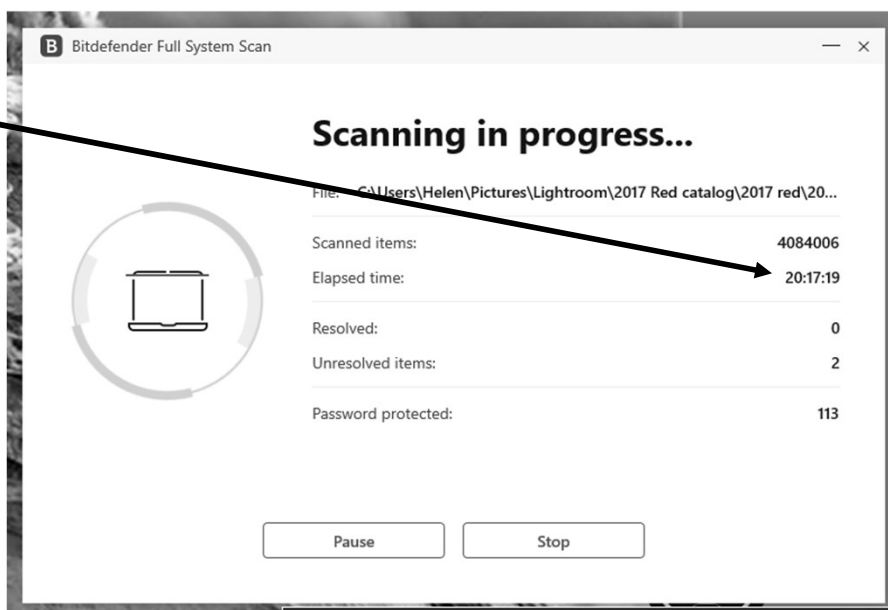
- Quick scan – doesn't take long – 16 mins, "pretty good"
- System (full) scan – may take a couple of hours, scans external drives too



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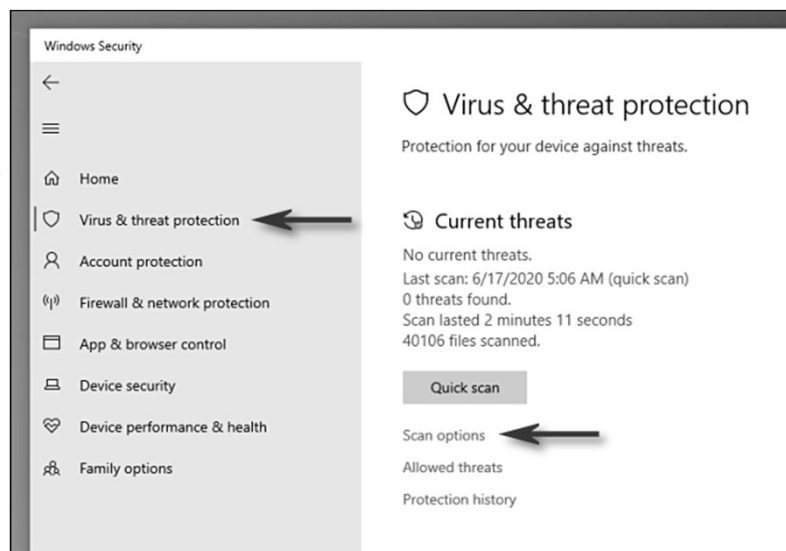
Full scan on my computer

- 20 HOURS!



Scan with Windows Defender

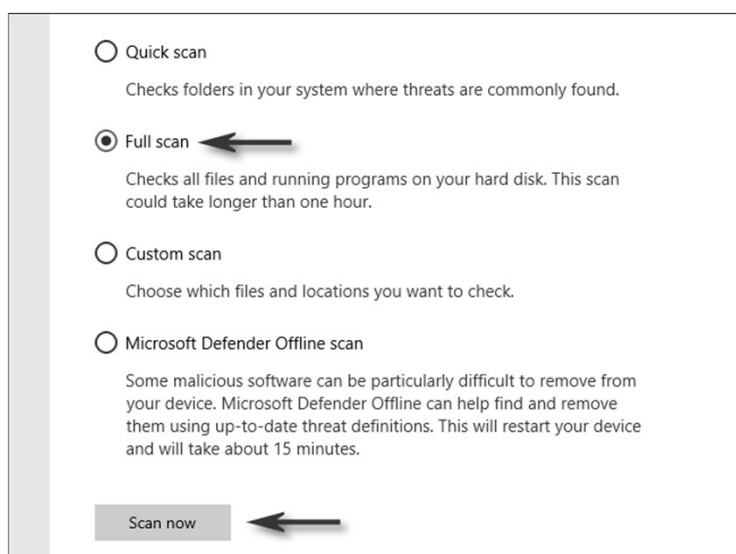
- Go to Settings
 - > Update & Security
 - > Windows Security
- Open Windows Security
- Click Quick scan here or go to Scan Options



Scan with Windows Defender

Scan options offers

- Full scan
- Custom scan
- Offline scan



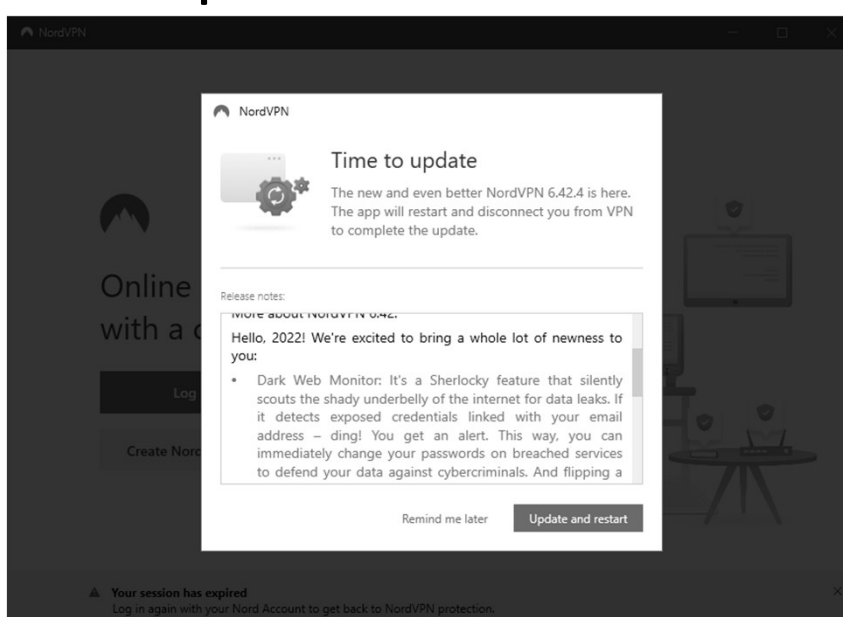
Update your software

- 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!)

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Some will auto-update

- NORD VPN for example



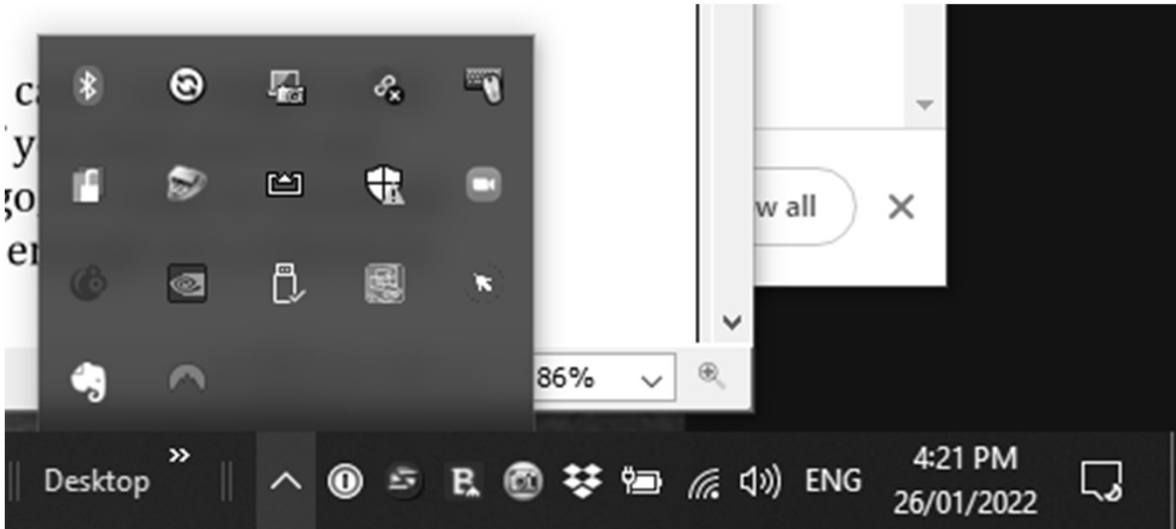
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Prevent unnecessary software from running

- Start-up software
- Browser extensions

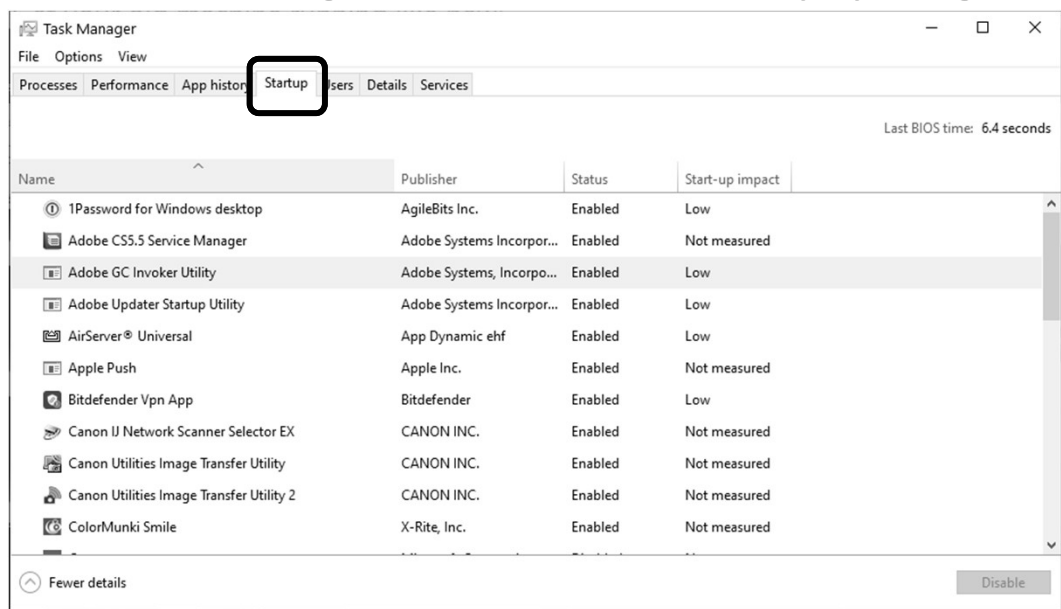
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Autorun software



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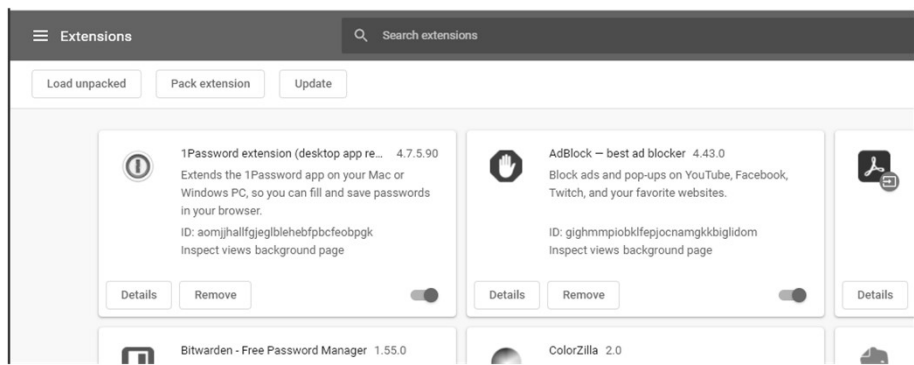
Task Manager shows Startup programs



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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



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Clean up “leftovers”

Downloads

Deleted files in Recycle bin

Browser cookies and history

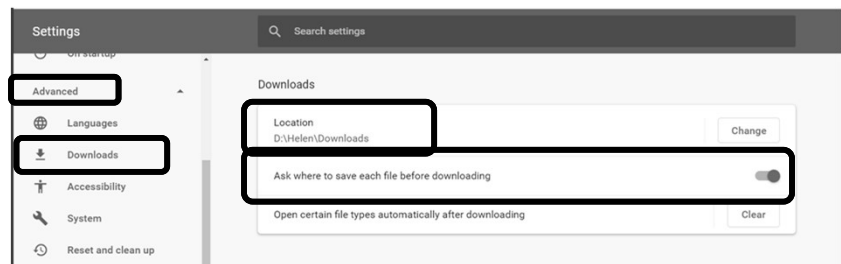
Temporary files

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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:



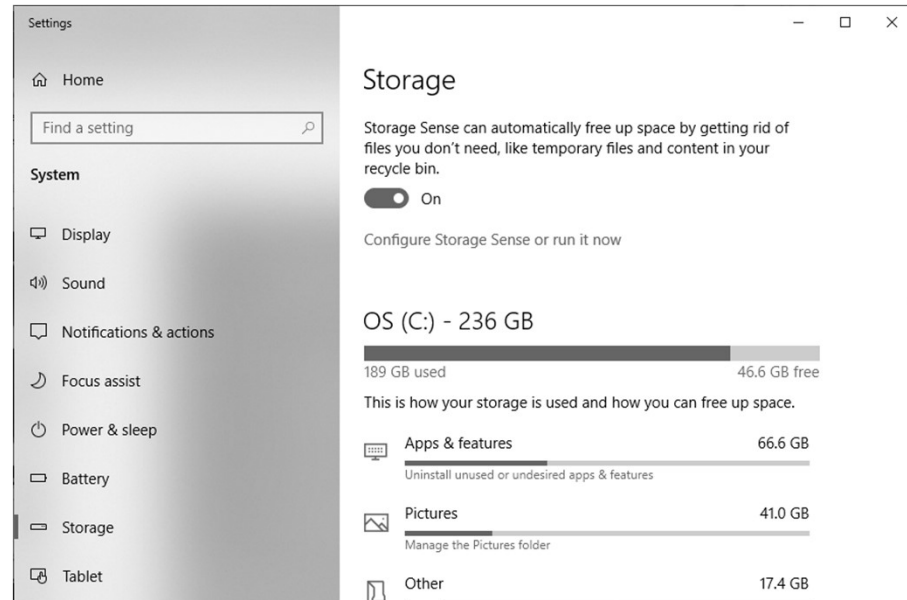
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Windows can help a little with this

- Settings > System > Storage



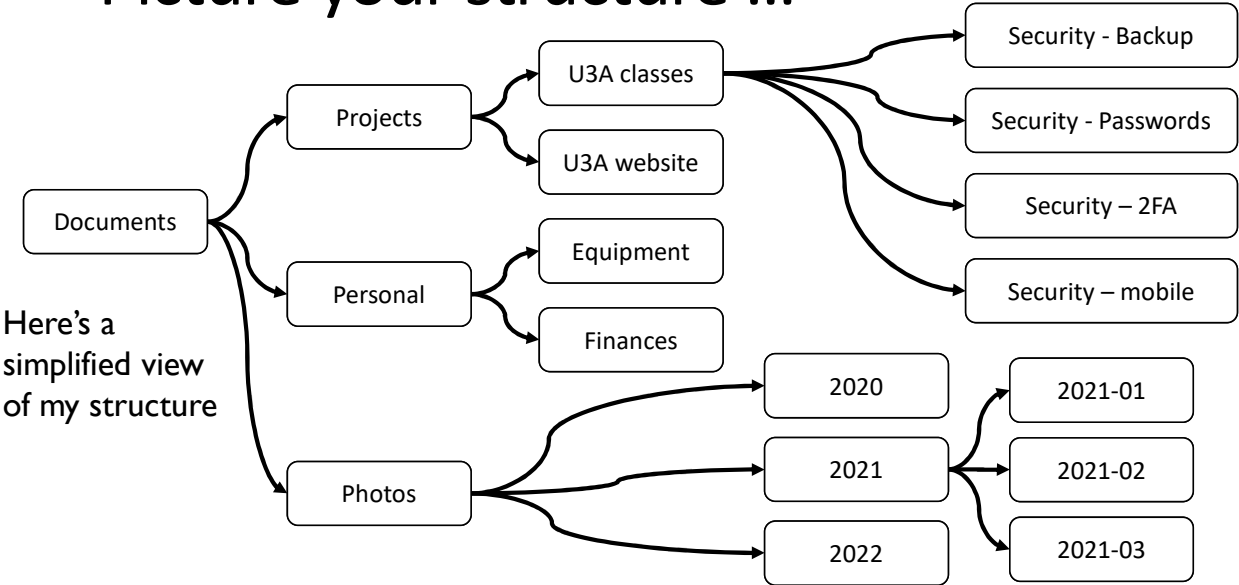
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Organise your documents and folders

- 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

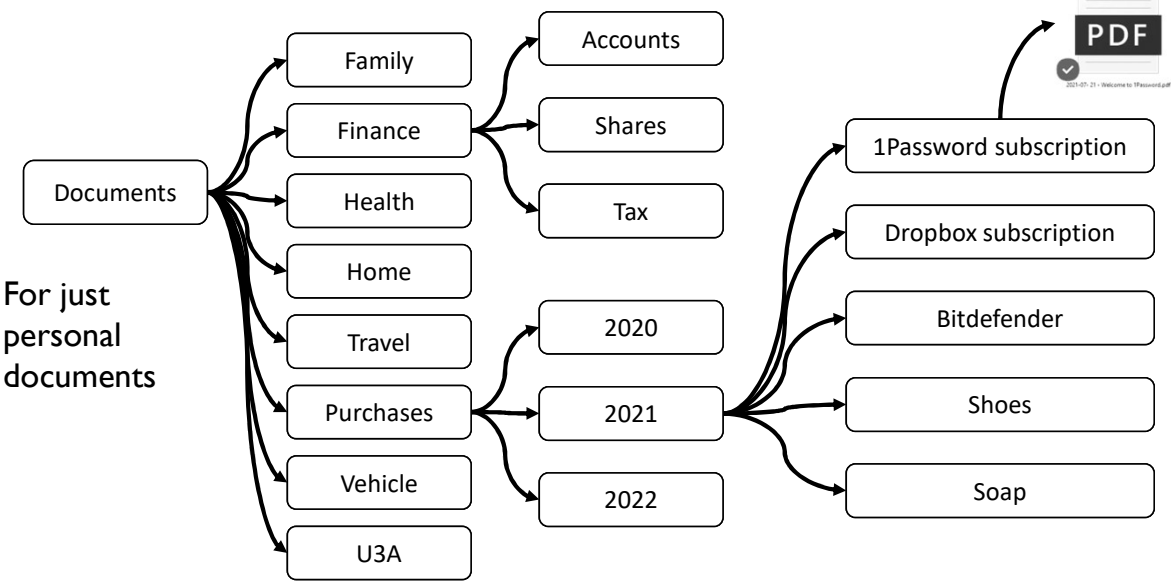
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Picture your structure ...



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Here's another approach



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ANY QUESTIONS ?

*Thank you for attending this
U3A presentation / demonstration*

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