

HUMANIZING TECHNOLOGY By Frank, *Your Computer Tutor*

Computers used to take up entire buildings, now they just take up our entire lives." - *Unknown*

KEEPING YOUR MACHINE RUNNING SMOOTH & SAFE

Here are some important steps to keep your machine clean. These functions take 5-20 minutes and should be executed every 2 weeks, or more frequently if you share a machine with children.

ERADICATING EXPLORE FOOTPRINTS (Cookies):

Open "**Internet Explorer** (blue E)". On the Menu Bar Choose >Tools>Options> A pop-up window will appear:
Choose>General Options Tab>Delete Cookies> Delete Files>Clear History.
An hour glass appears and runs until the task is completed. Close window by choosing OKAY when the task is finished.

REMOVING EXTRANEOUS FILES:

"**Disk Cleanup**" is a tool that removes unnecessary and temporary files. This is a Microsoft Windows accessory/janitorial function and requires no update. On the Desktop, Right-click on> My Computer>right-click on C-drive. A pop-up window will appear>Choose>Properties>Choose> Tools> Choose> "**Disk Cleanup**". The program will scan drive, then >Check All the Boxes>Choose>Okay. Close dialogue when complete.

RE-ALIGNING THE HARD DRIVE (DEFRAG):

"**Defrag**" is a Microsoft Windows accessory/janitorial function and requires no update. Desktop, Right-click on> My Computer>right-click on C-drive A pop-up window will appear>Choose>Properties>Choose> Tools> Choose> "**Defragment**". Choose>Okay. The program will scan drive, then > close dialogue when complete.
****Note**** *You must be disconnected from internet to run "Defrag".*

ANTIVIRUS & ANTI-SPYWARE UPDATES:

Antivirus & Anti-Spyware programs perform different functions and look for & specific bugs that can cause harm or track your key strokes to steal your ID.
- Check virus definitions – the virus definition date must be within one week of the current date – If not go online and run "update" > download and install – you might get a message that the system need shut down & reboot> click OKAY.
- Check full system scan – date must be within one week of current date –If not, run a full system scan.

Please, be patient when running the each of the aforementioned tasks – the more frequently you run them, the less stuff they have to remove, and take less time to work their functions.

In the next issue we'll discuss: Backing-Up Your Data!

Mentor Frank Hare, M.A., has Hundreds of Happy Clients and manages Colorado-based BeyondTech, LCC: Services offered: custom-built computers & IN-HOME SERVICES: repairs, networking, Spyware & virus removal, 24/7. Call 303-575-1774 frank@beyondtechnology.net