

## Instructions to clean up a slowed Windows XP, Windows Vista or Windows 7 Computer:

First: Clean out "TEMP" Files: Note: (For Win 7 you must first go to Start menu icon and right click on it to select Properties, then click the Customize tab, now scroll to the Run option and check it, click apply and close.)

a. Go to "Start", then Run, click on the "Run" tab and in the small window type in the word "**temp**" (without the quotations), and then click ok. In the temp, delete all files and folders except "Cookies", "History" and "Temporary Internet Files". If some files will not delete, just skip them and go on until all possible are deleted. Close this when done.

b. Now, go back to "Start", "Run" and in the small window type in "**%temp%**" (without the quotations), and click ok. In this temp folder, delete all files and folders all except the 3 mentioned above if they are there. If some files will not delete, just skip them and go on until all possible are deleted. Close this when done.

Next: Clean out "Temporary Internet Files":

c. Go to Control Panel, click on Internet Options, now look in "Browsing History" section for "Delete". Next, click the "Delete" tab and then click "Delete Files", then "Delete Cookies", then "Delete History", and if prompted by a "delete all off line content", check the box for ok. Next click OK to close this.

Last steps: Disk Cleanup and Defrag:

d. Run Disk Cleanup: Go to Start, Program files, Accessories, System Tools, and find "Disk Cleanup". Click on disk cleanup and if prompted, select C drive, (this may take a couple of minutes to load), then at the next screen, check all files offered (small boxes) BUT uncheck "Downloaded Program Files", and also uncheck "Compress Old Files". Now look at top tabs for "More Options" and click on it, then look lower for "Delete all system restore points except last good one", (*shadow copies for Vista*), and click to delete. **For Windows 7, click on "Clean up System Files"**. Wait a minute for it refresh and click **Delete** the restores on XP or shadow copies on Vista. (**For Windows 7**, check the extra boxes it added for deletion, then click OK. (It may take a couple of minutes so wait for it to finish deleting, then click OK again, then click Yes to confirm, when it finishes, it will close automatically.

e. Defrag the Hard Drive: Lastly, Go to start, Programs, Accessories, System Tools, select "Disk Defragmenter". (Or right click on drive C and select Tools tab, then Defragment). When it opens, be sure Drive C is highlighted, and then click "Defragment", or for Vista and win7 click "Defragment Disk". Let it run until it shows complete, then close it. Depending on how long since this was done, it could take 45 minutes or more to run. On Vista and win7 it could take several hours, so you may prefer to do this just before bed time and leave it running all night. For Win 7 and Vista, defrag does not pop up a "Completed" message, instead it just goes back to the "Defragment Disk" but does show as idle.

f. When all is done, re-boot the computer and then see if it is any better.