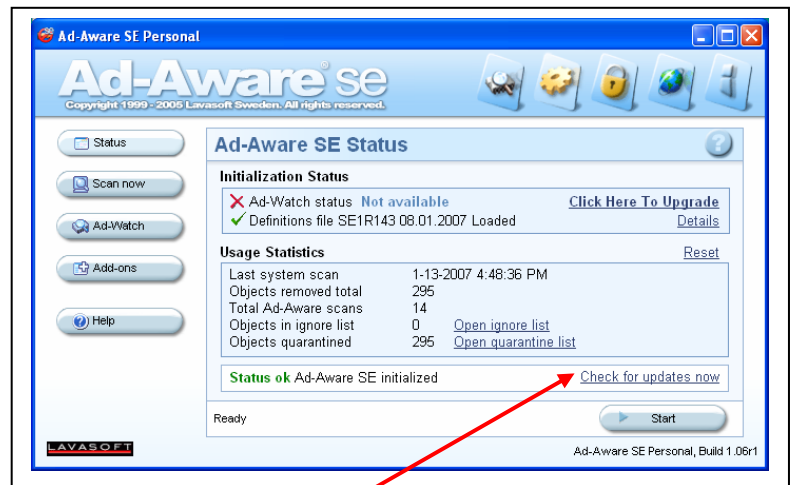
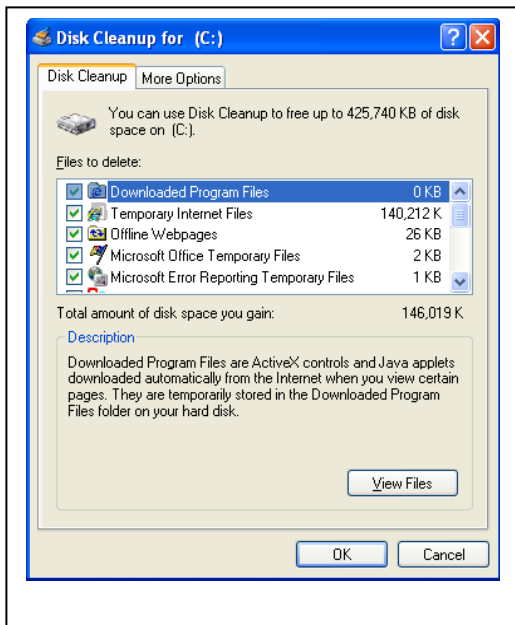


# Required Weekly Computer Maintenance

**(1) Disk Cleanup** (Start, Programs, Accessories, System Tools, Disk Cleanup. Then select drive C. Delete the following categories and click OK:

- Temporary Internet Files
- Recycle Bin
- Temporary Files (do not select compress files)



## **(2) Run AdAware as follows:**

- a) Doubleclick ad-aware Icon
- b) Click on Check for updates
- c) After updates download click FINISH
- d) with Perform Smart Scan Selected, Click on Start
- e) After AdAware has been completed, and some number of critical objects have been found, click NEXT.
- f) Click the the SCAN SUMMARY tab and then click the box for "TRACKING COOKIE" and Click NEXT and OK.
- g) exit the program

## **(3) Monthly – Run Disk Defragmenter**

- a) START, PROGRAMS, ACCESSORIES, SYSTEM TOOLS and DISK DEFRAGMENTER
- b) Click **Defragment** button CAUTION – do not exit the program until a dialogue box says DEFRAGMENTATION COMPLETE then click close and exit.