

# 1. SLOW COMPUTER ?





## **TIPS TO KEEP YOUR WINDOWS LAPTOP/PC RUNNING SMOOTHLY**

01 October 2017

Your Windows 10 Laptop system and its applications comprise some 250,000 files and modules that the Windows system must keep track of. The more unnecessary files that accumulate the slower the system runs. Why do these temp/superfluous files appear, because a few years ago the legal system in the USA ruled Microsoft had to open up its operating system to third parties. Hence MS no longer incorporates comprehensive and rigorous good housekeeping routines in their operating system.

From experience the following procedures are recommended to keep the laptop running smoothly and as fast as possible. In some cases, it is necessary to run two or more procedures to clean-up and tune the system and applications, as one alone is not always sufficient

Where well tried tips and hints become known the club will bring them to your attention. Accordingly, this booklet is in a loose binder form so that when updates are published appropriate existing pages can be removed and replaced.

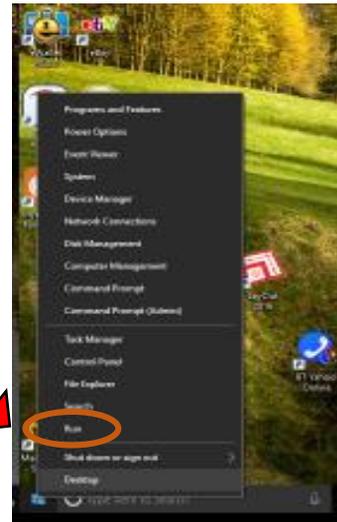


# 1.1- REMOVE UNNECESSARY TEMPORARY LEFT OVER FILES – WEEKLY

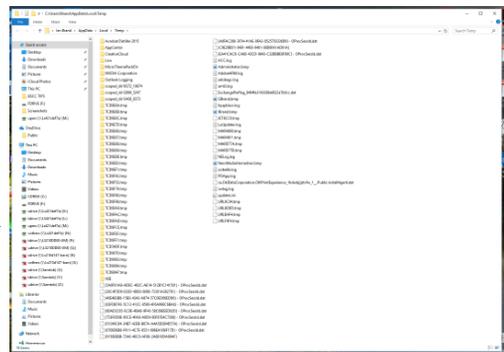
1. Right click windows icon bottom left



2. Left click the Run Command

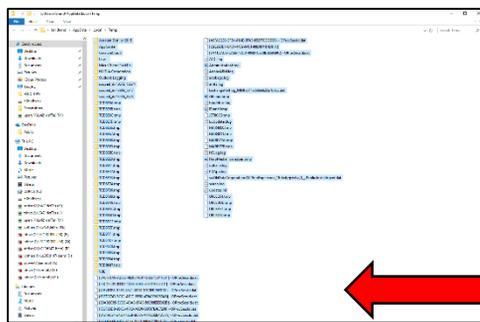


3. Type %temp% and hit OK

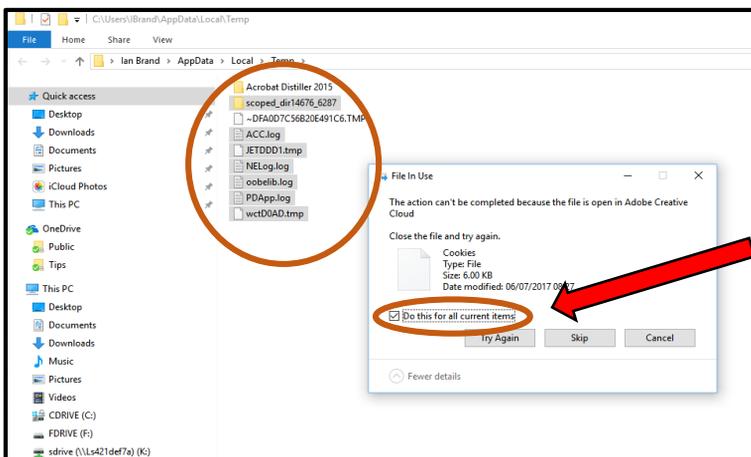


4. A list of temporary and total unnecessary files will appear as above

5. Highlight the list and enter SHIFT-DELETE command to permanently delete them



6. A few files and folders may be left, as they are still in use, and the option on the left will be offered. Tick the box **Do this for all current items**. Then click **Skip** and the procedure will complete leaving these few folders/files behind. You can now close the screen.





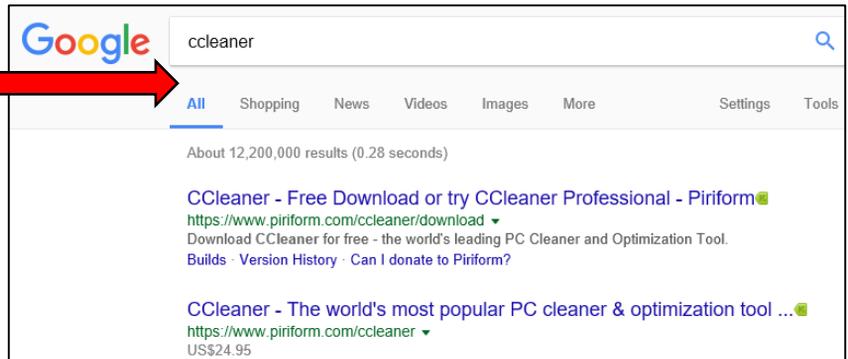


# 1.2- CCLEANER.EXE - USING THE FREE VERSION - WEEKLY

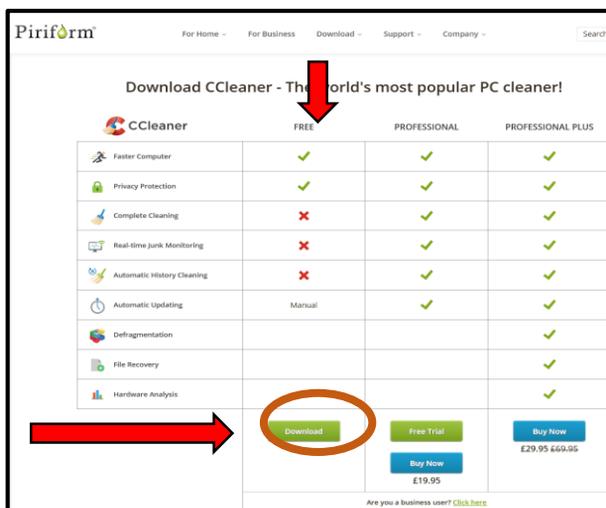
Unfortunately there is no one procedure fits all and to ensure all temporary internet explorer browsing files and erroneous Registry entries are removed this free version of the application ticks the boxes

1. Google 'CCleaner' to find and **INSTALL** the application

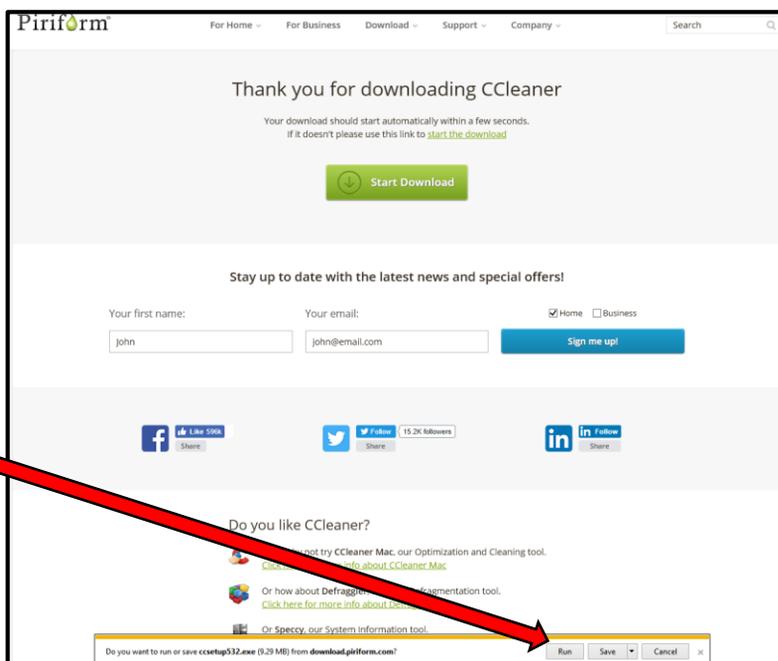
2. Select Free Download or Try CCleaner - Piriform'



3. Select Download from the FREE Version column'



4. Select 'Run' from the screen right.



5. AFTER INSTALLATION CLOSE THE APPLICATION

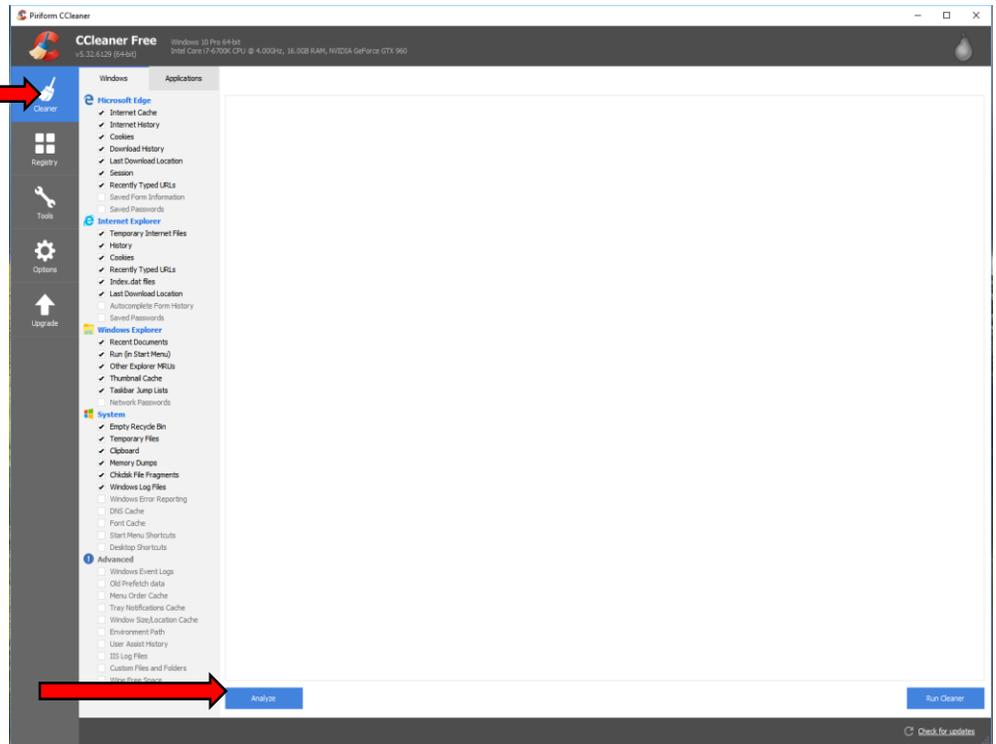


The desktop and task bar should now have an icon as on the left – **USING THE APPLICATION IS A TWO STEP PROCESS**

## STEP ONE - REMOVE TEMPORARY LEFT OVER FILES

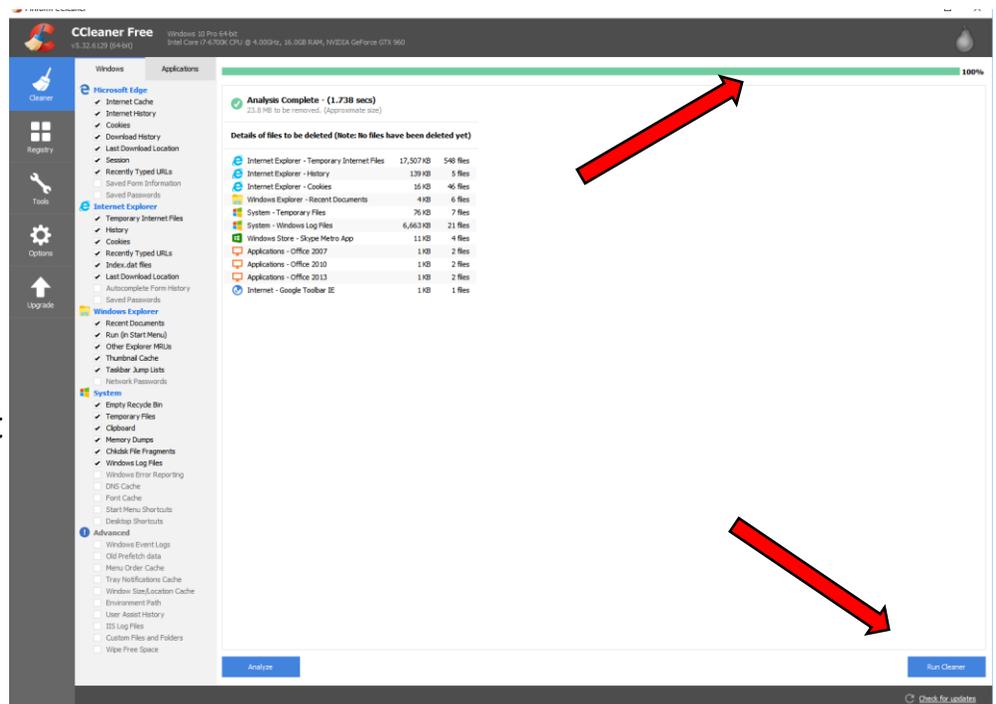
6. To **Run** the application left click the desk top or taskbar icon

7. The top Left Cleaner Icon will be highlighted in blue by default



8. Click the Analyse tab

9. When the progress bar has finished the list of unnecessary files to be removed is shown – Left Click the righthand Run Cleaner Tab to remove the files



## STEP TWO – CORRECT ANY REGISTRY ERRORS

10. Now Highlight the second Icon down - **Registry**

11. (a.) Click the lefthand 'Scan for Issues' Tab and then wait for the progress bar to finish.

(b.) a list of errors to be corrected will appear. **N.B. BY DEFAULT ALL ARE SELECTED**

(c.) Click the right hand blue box 'Fix selected issues'

12. A message box in the centre of the screen will appear. Left Click centre 'NO'

13. A new box will appear in the centre of the screen – Just left click the Fix all Selected issues – The list will be removed and you can close the application by left clicking the top right hand cross 'X' as per any windows application

