

Keeping Your PC Running at Optimum Speed

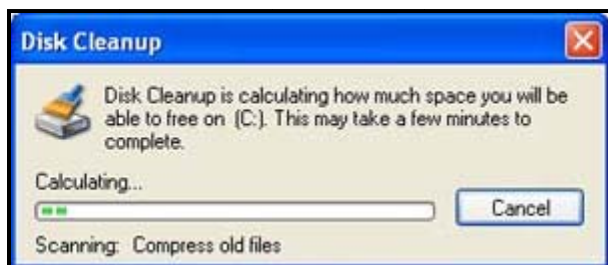
Free up Some Disk Space

As you create, delete, download, and work with files, your computer may begin to start slowing down. Below is a list of things you can do to help free up some disk space on your computer.

Run Disk Cleanup:

It is recommended to do this once a month when you feel browsing experience is slow.

1. Click on **Start, All Programs, Accessories, System Tools, and then Disk Cleanup.**
2. Scroll through the **list of things** that can be deleted.
3. Remove the **check mark** from any item that you do not wish to delete.
4. Click **Yes** when you are asked to confirm the deletions. The process will complete and those files will be removed.



Run Important Updates

Run Windows Updates

Do not wait to do Windows Updates. Windows Updates will slow your computer down drastically depending how many updates you need to install. If you see a Yellow Shield down in the right hand side of your task bar, then you have updates or updates need to be downloaded. (Do not confuse the Windows shield with the Norton Anti-virus shield.)

The Windows Update shield looks like this:



Norton Anti-virus shield looks like this:



Procedure for running Windows Update ...on next page

Procedure for Running Windows Updates:

1. *Open Internet Explorer.*
2. *Click on the **Tools** menu and then **Windows Update**.*
3. *You will then be brought to the **Windows Update website**.*
4. *Choose the **Express update** option to **install all critical updates**.*

You can also set your computer up to do Windows updates automatically. They can be set up to auto download and install or just to download and then you pick when to install them.

Configuring Windows to Update Automatically:

1. *Click on **Start**.*
2. *Click **Control Panel**.*
3. *Click on either **System** or **Performance and Maintenance** and then **System**.*
4. *Click the **Automatic Updates** tab and choose how you wish for your computer to handle Windows Updates.*

Keep Current on Norton Anti-virus Updates and Perform Periodic Scans of Your System

Updating Norton Anti-virus and Performing Routine Scans:

1. Double-Click the Norton Shield at the lower right corner of the task bar.
2. Click on the Live Update button.
3. Click Next.
4. Click Finish when Norton has finished updating.

You should now have the most current anti-virus definitions.



Download, Install, and Run an Anti-spyware Program

Procedure to Download, Install and Run the Ad-Aware Anti-spyware program:

It is recommended that you run Ad-Aware at least once a month to remove any threats.

1. Go to www.lavasoft.com.
2. Click on the **Ad-aware Free** button on the right side of the page.
3. Click on the **Download** button.
4. You will be redirected to the Download.com page where you should *click **Download Now***.
5. You may get a security warning or a pop which you will then need to *click on the **yellow bar*** below your browsers toolbars and then *click **Download File***.
6. *Click **Run*** on the File Download screen.
7. Once the program has been downloaded then *click **Run*** again to install it. You may be asked to pick the install language of the program. The default is English.
8. Accept the License Agreement and then enter your Name in the next screen.
9. Choose the Standard Install option.
10. Click Next and then Next again.
11. Choose the Use Free option.
12. Click Finish. Ad-Aware will open upon clicking Finish.

Once Ad-Aware is installed, make sure to run the Update and then do a scan.

