

Computer Notes

1 - Computer Cleaning & Defragging

If you think your computer/laptop is slow it is probably clogged up with unnecessary items (Temporary files) that you picked up during your search on various websites. The normal cleaning and defragmentation procedures that came with the computer do not always do the job properly. Fortunately there are relatively simple and free applications that we can use in order to keep our computer working well.

To keep your computer clean; you need to download and use ccleaner and defragger; both of these are small applications and are free. To download ccleaner, Google for www.filehippo.com/download_ccleaner , when the window opens you will see a small panel on the right hand side; on the top it says "download latest version". Click on this and follow the instructions to install the application, it does not take long and make sure you do not download anything else.

You should do the same as above in order to download and install defragger. Google for http://filehippo.com/download_defragger There will be an icon for each of the above applications on your desktop.

When you first start using the above applications it will take a long time to complete because there will be a thorough clean up and defragmentation of your computer.

A - Ccleaner;

A1 - Left double click the icon on the desk top to open the cleaner.

A2 - Click "Analyze " and wait until it tells you how many megabites are to be removed.

A3 - Click "Run Cleaner"

A4 - Click "OK" when the message "This process will permanently delete files....." appears.

A5 - When the process is complete close the application by clicking the "X" at the top right hand corner of the page.

B - Defragger;

B1 - Left double click the icon on the desktop to open the defragger.

B2 – Select the drive you want to defrag (usually this is drive C where the main Windows operating system is located).

B3 - Click "Analyse" and wait to see the % Fragmentation. This should be zero or 1-2 percent, if not:

B4 - Click "View Files"

B5 - Tick (Check) the little square at the top of the list with "Filename" beside it. This way you will select all the files that are fragmented.

B6 - Click "Defrag Checked" and wait for the process to finish (actually you can minimize it and continue with other work, it will do the job and will tell you when finished). Fragmentation should be zero or 1-2% when this process is completed.

B7- Close the program

Frequency of using the above programs depend on the amount of time you spend browsing, I suggest you do it every few days to start with until you get used to it. You can of course just go as far as the "analysis" and see if need to go further. **Remember that computers with SSD (Solid State Drive) should not be defragged.**

2 – Malwarebytes

Anti- virus programs installed on computers do not always provide 100% protection against malicious software. These include rogue security software, adware and spyware. There is a free program called Malwarebytes that can remove problem softwares. To download malwarebytes , Google for www.filehippo.com/download-malwarebytes and install the application. There will be an icon on your desktop. Do the following:

1 - Left double click on the icon on the desktop to open the application.

2 - Second item on the new window is "Database Version" and this needs to be updated before you use the application. Click on the "Update" in blue and wait until the moving blue line finishes. This process may be different at times; the main point is to ensure that the application is up to date before the start of scan.

3 - Click "Scan Now" at the bottom of the panel and wait until the application finishes its job (you will see a new panel opening and it will take some time to go through all the files and folders in your computer).

4 - After it has finished, it will show if there are any "Threats" and if so you should ask the program to deal with them. Then click on "Finish" to close the application.

3 - Downloads

Every Time you download pictures, files etc. from your email or from a website, they will go to the "Downloads" folder and even though you may access them again and put them into another folder (like documents, pictures etc.) the originals will stay in "downloads" which after a while will take a lot of room on your computer. You should every now and then visit the folder and delete the items in it. Left click the "Downloads" icon on the desk top and delete those items which are no longer needed.

4 - Anti Virus Applications

If you have a paid anti-virus application but wish to get a free one at the end of your paid anti-virus period, you can download a free application like Avast, Avg, or Avira.

To download your free anti-virus Google for www.filehippo.com/download_avast_antivirus

For Avg , replace avast in the above link.

To download Avira Google for;

[Download free Avira](#)

When downloading any of these anti-virus applications, you will be asked to buy one. Do not be put off by that, you can always download the free version.

5 - Useful Links

5.1 - To find an airline seating chart/spacing

www.seatguru.com

5.2 - To Find General Information about any country

Google for : [CIA Factbook](#)

5.3 - To find time and date as well as sunrise/sunset of any city

www.timeanddate.com/worldclock

5.4 - To find non-geographical alternative telephone numbers (Avoid high rates)

www.Saynoto0870.com

5.5 - To buy computer software at reduced price if you have studying child/grandchild

www.software4students.co.uk

5.6 - To download board games

Google for specific game such as "[Mahjong solitaire Epic2](#)"

5.7 - To see video of how to do things

Go to Youtube.com and type in the search box your question e.g. How to hang wall paper.

If you need help please call 01275810976 or email ahilton1312@gmail.com