



Quick Tune-Up of a Windows Computer

by Mind's Eye Technology - mindseyetechnology.com

1. Remove unknown and unwanted applications

- a. Open Control Panel
 - i. Windows 7, 8 and 10 – Programs and Features
 1. Click on column heading “*Installed On*” to organize by date.
 2. Click on “*Publisher*” column to organize by developer
 - a. Don't remove well known – i.e. Microsoft, Apple, HP, Intel, etc. – unless you don't need it.
 - b. If no publisher is listed, software may be suspect. Investigate.
 3. Uninstall unknown and unwanted applications

2. Delete Internet browsing files

- a. In Control Panel
 - i. Internet Options
 1. Delete browsing history (Internet Explorer)
 - a. Check all boxes to remove everything
- b. Open Firefox, Chrome
 - i. Remove cache, history, and downloads from each

3. Remove temporary files

- a. Open File Explorer
 - i. Windows 8 and 10
 1. Choose View from the menu
 2. Choose Options
 - a. Choose View tab
 - i. Change the following settings
 1. Choose “Show hidden files ...”
 2. Uncheck “Hide protected operating...”
 - a. Click Yes on warning
 3. Click OK
 3. Navigate to Local Disk C: on the left
 - a. Open the C:\Windows folder

- b. Open the Temp folder
 - i. Type <Ctrl-A> to highlight all the contents
 - ii. Hold <Shift> and type key (CAUTION: Shift causes a permanent delete and bypasses Recycle Bin)
 - iii. Choose Yes to delete everything
 - 1. Check box and click Yes to delete system files
 - 2. If prompted about open files, check box and click Skip
- 4. Open the C:\Users folder
 - a. Open *yourname* folder
 - b. Open AppData folder
 - c. Open Local folder
 - i. Empty the contents of the Temp folder in the same way as above. NOTE: Do not remove the folder itself.
- 5. Choose View from the menu
- 6. Choose Options
 - a. Choose View tab
 - i. Change the following setting
 - 1. Check "Hide protected operating ..."
 - 2. Click OK
 - ii. Close File Explorer
- ii. Windows 7
 - 1. Choose Organize from the menu
 - a. Choose Folder and search options
 - 2. Choose View tab
 - i. Choose "Show hidden files..."
 - ii. Uncheck "Hide protected operating ..."
 - 1. Click Yes on warning
 - iii. Click OK
 - b. Navigate to Local Disk C:
 - c. Open the C:\Windows folder
 - i. Open the Temp folder
 - 1. Type <Ctrl-A> to highlight all the contents
 - 2. Hold <Shift> and type key (CAUTION: Shift causes a permanent delete and bypasses Recycle Bin)
 - 3. Choose Yes to delete everything

- a. Check box and click Yes to delete system files
 - b. Check box and click Skip if prompted
 - 3. Open the C:\Users folder
 - a. Open *yourname* folder
 - b. Open AppData folder
 - c. Open Local folder
 - i. Empty the contents of the Temp folder in the same way as above. NOTE: Do not remove the folder itself.
 - 4. Choose Organize from the menu
 - a. Choose Folder and search options
 - b. Choose View Tab
 - i. Check "Hide protected operating ..."
 - ii. Click OK
 - c. Close File Explorer

4. Check for and remove malware

- a. Open an Internet browser
 - i. Navigate to these (**and only these**) sites and download the **free** versions of their software, install them, run a full system scan using each program, and remove anything that is found.
 - 1. <http://www.superantispyware.com/>
 - 2. <https://www.malwarebytes.com/business/>
 - 3. <https://www.safer-networking.org/>
 - ii. These are reputable and effective tools. Go directly to these sites. Never GOOGLE OR BING search for malware removal or help to speed up your computer! Many of the resulting links will themselves, download and install malware on your computer!
 - iii. Uninstall the applications after completion

5. Windows Update

- a. Windows 7
 - i. Control Panel
 - 1. Windows Update
- b. Windows 8 and 10
 - i. Start Button
 - 1. Settings
 - 2. Update & Security

3. Windows Update

- c. Run, reboot if needed, repeat until all updates have been installed!

6. Disk Cleanup

- a. Windows 7, 8 and 10
 - i. Open File Explorer
 - ii. Right-click C: drive and choose Properties
 - iii. Click Disk Cleanup button
 - 1. Check all boxes and choose *"Clean up system files"*
 - 2. Click OK and Delete Files
 - iv. Windows 8 and 10
 - 1. Click Tools tab
 - 2. Click Optimize button
 - 3. Verify that Schedule is set at automatic (Drives are optimized automatically) and Close
 - v. Windows 7
 - 1. Click Tools tab
 - 2. Click *"Defragment Now"*
 - 3. Click Defragment Disk button to begin

7. You're done!

- a. Computer will run faster and more efficient
- b. Verify you have a current antivirus/anti-malware subscription, if not, call Gabe!

Mind's Eye Technology (Rev 2)

These instructions are as-is and may not be complete and offer no warranty or liability but are just good practices to keep!