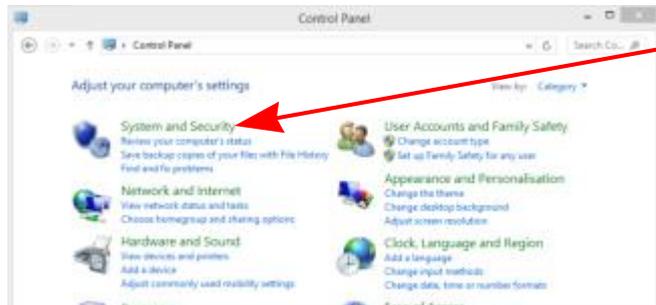


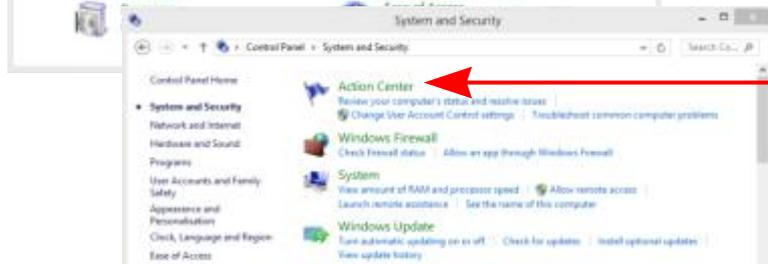
General Maintenance Tasks

First access the **Control Panel** to locate the applications listed below (*gain access by swiping against the top right of Windows 8 screen then choosing Settings or via the Start Button on Windows 7 computers*)



Windows Updates

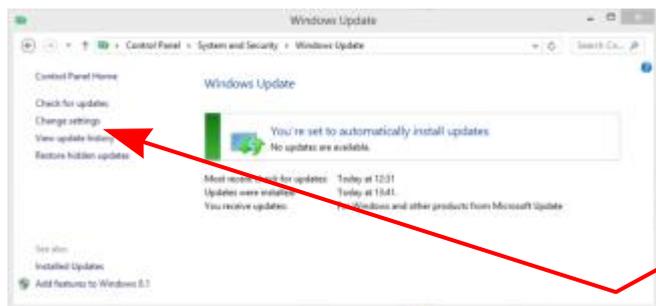
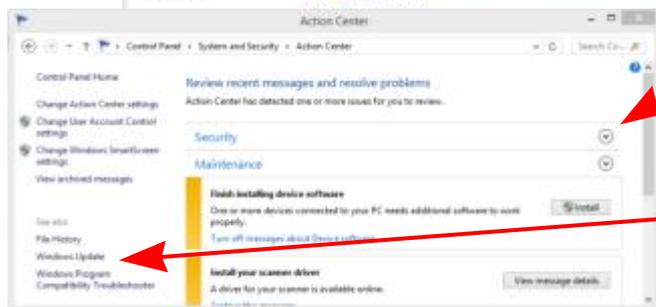
Choose the **Systems and Security** link followed by the **Action Centre** link to reveal the Action Centre window as shown.



Here you can check the computer security settings via the **Security** drop-down list - e.g.:

- is the Firewall switched on?
- is Windows updated regularly?
- do you have virus protection?

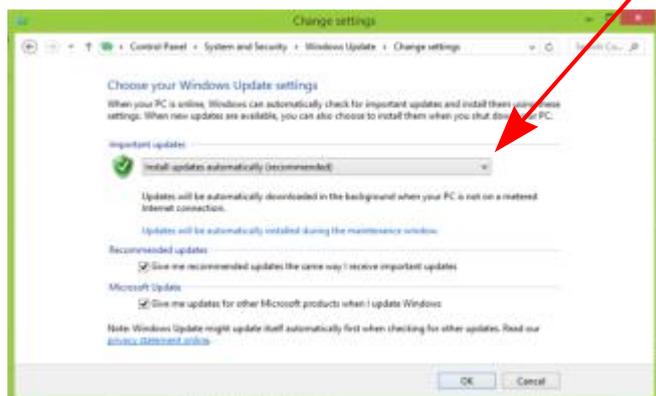
(the answer to each should be 'yes')



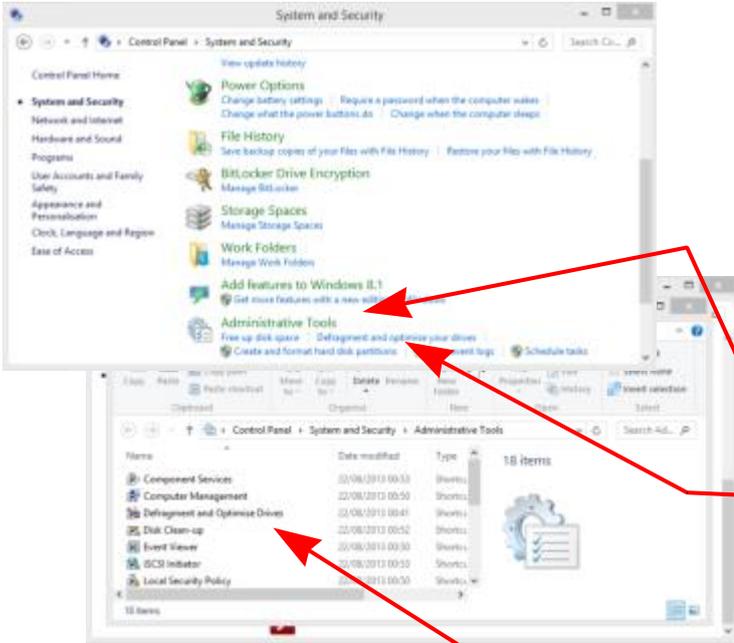
Click on the **Windows Update** link followed by **Change settings** to check the update schedule.

Use the drop-down list options to set Windows to:

Install updates automatically



Updating will incur some slowing down of the computer but a daily update is recommended unless this poses a real problem - it can always be adjusted later.

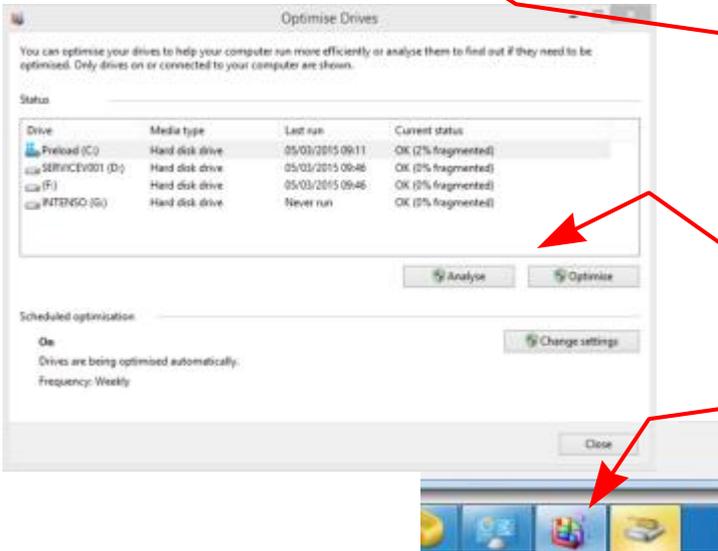


Disc Defragmenting

In normal use, bits of information become scattered about the hard drives as files are saved, changed, or deleted and it takes time for applications to reassemble them when needed. **Defragmentation** reunites fragmented data so the computer can run more efficiently.

Choose the **Systems and Security** and scroll down to reveal the **Administrative Tools** link.

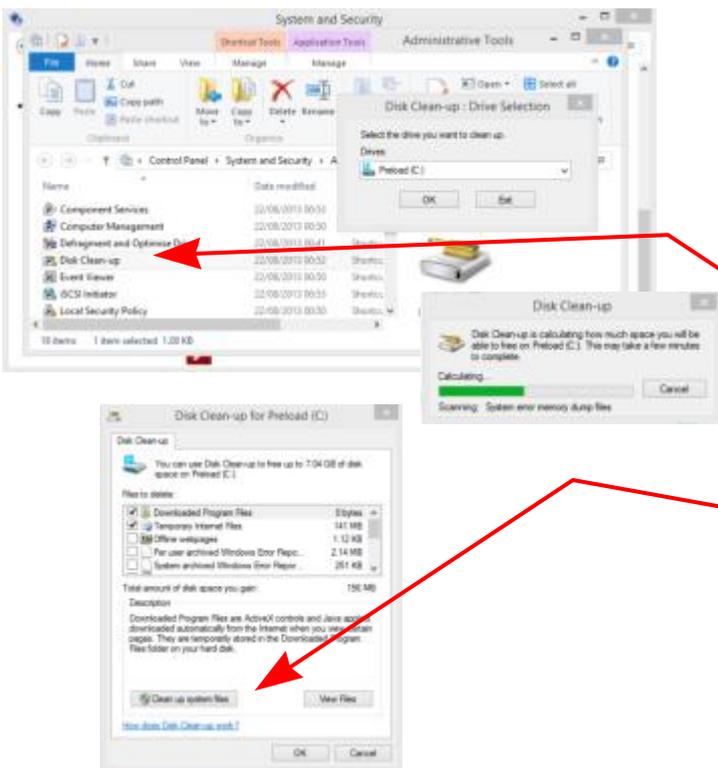
The application link to **Defragment and Optimize Drives** (or, in Windows 7, *Defragment your hard drive*) is shown under the Administrative Tools heading.



(In Windows 8, the application to Defragment and Optimize Drives is also listed if you open the Administrative Tools window as shown)

Whether accessed directly or via the Administrative Tools menu in Windows 8, the same dialogue box is revealed with options to Analyse and Defragment (or Optimise) disc drives *(in Windows 7 the dialogue box is opened by clicking on the icon which appears on the Task Bar)*

Note that Defragmenting a disc can take quite a while and so is best left running when the computer is not being used for another purpose.



Disc Clean-up

Over time, computers gather temporary files, for example, and other unused data which can be removed to save disc space and generally improve computer efficiency.

The **Disc Clean-up** utility can be accessed in the same way as for the Disc Defragmenter.

Once it has been run, Disc Clean-up will offer a range of files which may safely be deleted by clicking on **OK**

The option to **Clean up system files** allows the deletion also of previous Windows installations, Windows Defender files and Windows upgrade log files which may no longer be needed.