

R-Squared Computing recommends that you run this procedure at the end of your business day. Some of these steps can take a long time to complete so maximize your productivity and run these steps before going home from work.

## Delete Those Temp Files

Windows seems to want to keep an impressive collection of old and useless files. Unfortunately, Windows has a habit of storing these files all over your computer, so manual removal can be very time consuming.

1. Open My Computer (the icon on your Desktop)
2. Right-click on your C:\ drive and select Properties.
3. Click the Disk Cleanup button and wait for it to analyze all your files.
4. Check the Recycle Bin and Temporary Files boxes.
5. Now click OK to delete those files.

Pretty simple, so far. Now, let's start optimizing your computer to run more efficiently.

## Adjust System Restore Settings (Windows XP)

Windows tracks major changes to your operating system and retains copies of old versions. This allows you to revert your computer to an older state, just in case you need to undo a major problem. However, the default settings are far too high.

1. Right click on My Computer
2. Select the System Restore tab
3. Under Disk Space Usage, move the slider to the left till it reads 1%.

This change will increase the available amount of hard drive space and reduce the total amount of old operating system settings stored. We do not recommend that you turn off this feature.

## Adjust Internet Settings

If you are using Microsoft Internet Explorer to browse the internet, you will want to make a few adjustments that will allow the computer to run better.

1. Right click on Internet Explorer and select Internet Properties (or you can select Internet Options from the Control Panel)
2. Under Browsing History, click Delete to clean up all old internet files
3. Click Browsing History > Settings.

4. Change Disk Space to Use to 80 from whatever it is at. This will limit the amount of internet junk your computer will store. Click OK.

If you do not use Internet Explorer, please review the online manuals for your web browser to determine the methods your software uses to achieve the same result. Keeping your internet browser cache small will improve your system performance.

## Malware Removal

The number one cause for PC slow downs is spyware and other forms of malware. The best method for the removal of these software pests is by downloading and installing two free software packages.

Visit <http://www.r2computing.com/resources/freeware/malware.htm> and download *Spybot - Search and Destroy* and *Ad-Aware 2007*. Install both programs, download all available updates, run the scans and let these programs do the work for you.

In some cases, spyware is so well embedded that professional assistance may be required. Please do not hesitate to contact us directly if you run into trouble. We are always available to help you.

## Optimize Your System

1. Close all open and running programs (except anti-virus software please!)
2. Open My Computer (the icon on your Desktop)
3. Right-click on your C:\ drive and select Properties.
4. Click the Tools tab
5. Now scan the drive by clicking the Check Now button in the Error-checking status area
6. Once that's done, click the Defragment Now button in the Properties box. Be patient because this can take a long time.

Chances are, you can probably go leave the following steps till tomorrow. If you like, you can wait out the entire defragmentation but this is about as interesting as watching paint dry.

R-Squared recommends that you run this procedure at least once per month. This will keep your computer running with minimal problems.

## Pass It Along

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