**Keeping Your Computer Fine Tuned**

Do the following in this order:

1. Run CC Cleaner (Free: [click here for download](http://download.cnet.com/ccleaner/)) http://download.cnet.com/ccleaner/ (OPTIONAL)
2. Run Disk Cleanup

*When disposing of your computer along with its hard drive, in addition to* ***deleting personal******files*** *you should also run* ***disk cleanup*** *and* ***disk defragment***

1. Run Error Checking
2. Run Disk Defragment

**How often should Disk Cleanup be used?** once a week ***Computer> right click on Properties***

**\***To make it difficult for someone to review the Internet Web sites you've visited, you should clear temporary Internet files and the history file.

**How often should Error Checking be used?** twice a month ***Computer> right click Properties>Tools***

To automatically repair problems with files and folders that the scan detects, select **Automatically** fix file system errors. Otherwise, the disk check will report problems but not fix them.
 To perform a thorough check, select **Scan for and attempt recovery of bad sectors**. This scan attempts to find and repair physical errors on the drive itself, and it can take much longer to complete.
To check for both file errors and physical errors, select both Automatically fix file system errors and Scan for and attempt recovery of bad sectors.

**How often should Disk Defragmenter be used?** once a month ***Computer> right click Properties>Tools***

* Disk Defragmenter performs all of the following functions
	1. regrouping related sections of files together.
	2. providing more efficient access to files and folders.
	3. consolidating free space.

**Other Notes:**

When you restore files that you sent to the Recycle Bin, they are returned to their original location, since they are not actually deleted. The space they take on the hard drive is marked as available. When you defrag, the files are actually deleted.

The **Task Scheduler** enables you to create a maintenance schedule for your computer