Cleaning Up Windows 10 Systems

If your computer has slowed down or has been behaving badly, sometimes cleaning things up can give it a little more pep. This is something you can do yourself and don't need an IT Pro for. There are three different things we are looking at here: Uninstalling programs and apps, cleaning your browser cache and cookies, disk cleanup, and removing start up items.

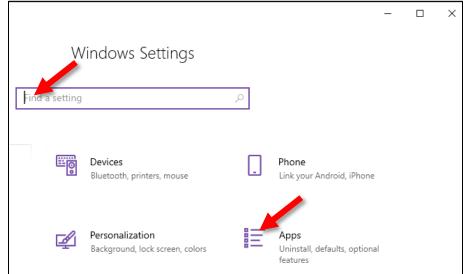
If your computer is extremely old, this probably won't help much, but it certainly won't hurt to try!

Cleaning Up Unused Programs

1. Click on the Start / Windows button and click **Settings** icon (gear).



 In the Windows Settings window click the Apps button. You can also search for Apps in the Find a setting search box.



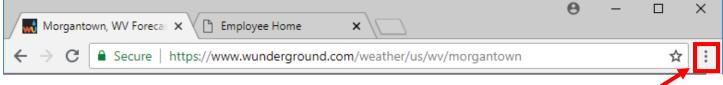
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Search, sort, and filter by drive. If you app, select it from the list.	would like to uninstall or move an
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	Modify Uninstall
Adobe Acrobat DC	2.50 GB 10/22/2019
Adobe Acrobat Reader DC	661 MB
	4/12/2022
Br Adobe Bridge 2022	1.58 GB 1/13/2022
Adobe Creative Cloud	647 MB 2/3/2022
	Search, sort, and filter by drive. If you app, select it from the list. Search this list Sort by: Name ∨ Filter by: All d 75 apps found 77 apps found 77 apps found 77 apps found 77 apps found 77 apps found 77 apps found 76 apps found 76 apps found 77 apps found 77 apps found 76 apps found 77 apps found 78 apps found 78 apps found 78 apps found 79 apps found 79 apps found 70 ap

- 3. In the the left pane select Apps & Features and scroll through the programs. If you're not sure about a program, google it. The results should tell you what the program is to help you decide if you want to remove it.)
- 4. Once you have found a program you want to remove, click on the program in the list. (A)
- 5. Click the **Uninstall** button. (**B**)
- 6. In the warning dialog that appears, click **Uninstall**. (**C**)
- 7. Different programs will have different options for uninstalling. Some will just go away, others will make you answer questions to complete the uninstall.
- 8. Go through the list and one at a time delete all the programs you no longer user or never used.

Cleaning Up Browser Cache and Cookies

- 1. If a web browser is slow or behaving weirdly, you can clean up cache and cookies. **NOTE**! This will delete all your saved logins, so make sure you know all your user names and passwords!!
- 2. Open the web browser.
- 3. Open browser settings. (See below)
- 4. Clear your browsing data following the instructions for whatever browser you use. (See below)

Chrome



Options

Options

To Access Your Browser Settings

1. Click the **Options** and from the menu, select **Settings**.

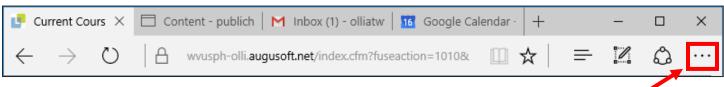
To Clear Cache

- 1. In the left pane of your browser settings, select **Privacy & Security**
- 2. Click **Clear browsing data** and in the pop-up window, set the Time Range as desired, select the items to be deleted, and click **Clear data**.

To Clear Saved Passwords

- 1. In the left pane of the browser settings, select Autofill.
- 2. In the main section select Passwords.
- 3. Click Check Passwords to clear any saved passwords.

Microsoft Edge



To Access Your Browser Settings

- 1. Click the **Options** (More) button in the right corner of the window.
- 2. From the drop down menu select **Settings**.

To Clear Cache

- 1. In the left pane of your Browser Settings, select Privacy, search, and services.
- 2. Select **Clear browsing data**.
- 3. Click Choose what to clear.
- 4. Remove some or all of the data.

To Clear Saved Passwords

- 1. In the left pane, select **Profiles**.
- 2. Select Passwords.
- 3. Toggle off **Offer to save passwords**.
- 4. View Saved passwords to remove existing passwords.

Mozilla Firefox



To Access Your Browser Settings

- 1. Click the **Options** (Open menu) button in the right corner.
- 2. From the drop down menu select **Settings**.

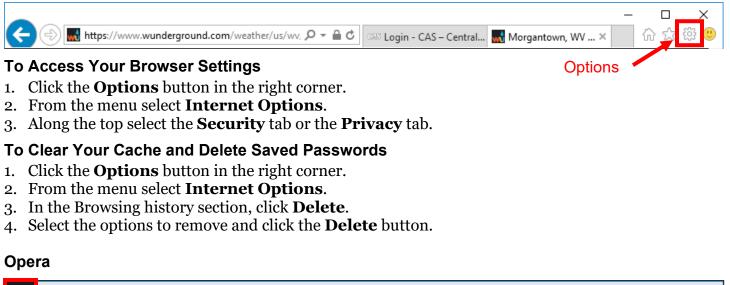
To Clear Cache

- 1. In the left pane select **Privacy & Security**.
- 2. In the Cookies and Site Data section, click the Clear Data button.
- 3. Check both options and click Clear.

To Clear Saved Passwords

- 1. In the left pane select **Privacy & Security**.
- 2. In the Forms & Passwords section, uncheck Ask to save logins and passwords for websites.
- 3. Click the Saved Logins button to delete existing saved data.

Internet Explorer





Options

To Access Your Browser Settings

- 1. In the top left corner, click the red **O**.
- 2. From the drop down menu select **Settings**.
- 3. Click Advanced to see additional options.

To Clear Cache

- 1. Select Privacy and security, then select Clear browsing data.
- 2. Select the desired options, then click the **Clear browsing data** button.

File Explorer

File Explorer (also called Windows Explorer) is the window that opens to show you places and folders on your computer.



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📃 Desktop 🖈	Adobe		4/20/2021 3:45 PM	File folder		
DD images	Custom Office Templates		4/28/2021 1:40 PM	File folder		
Digital Declutter	Excel		6/1/2021 12:06 AM	File folder		
Tech Security	- Michelle		6/17/2021 7:16 AM	File folder		
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o Creative Cloud Fil	OneNote Notebooks		12/13/2020 11:24	File folder		
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15 items 1 item selected						> == =

- **Navigation Pane** Allows you to view the folder structure of your computer, and quickly access files and folders. You can "pin" frequently used folders to the **Quick Access** area of the navigation pane.
- 2 **Navigation Buttons** These are the same as your **Back** and **Forward** buttons on your web browser. Additionally, if you have a "back" button on your mouse that you use for web browsing, this button also works in File Explorer.
- **Address / Location Bar** This answers the question, "where am I?" If you've clicked around so much you no longer have any idea where you are, this bar will tell you.
- **Search Box** Type into this book to search for a file by name, type, date created, etc. Search is akin to yelling to someone in your house, "Have you see / do you remember where X is?" Except a lot faster, and quieter as well.
- **5 Ribbon / View Tab of the Ribbon** This is where you find your "menu" options. The View tab of the File Explorer window allows you to change how files are displayed, as well as to change sorting, grouping, and display columns.

Disk Clean Up

The older your computer, the more junk files you accumulate. Sometimes this doesn't matter, but with an older computer—especially one with a smaller hard drive—it can sometimes slow down the device. Once or twice a year you might want to run Disk Clean up, which is a built in program that looks for orphan and useless files and gets rid of them.

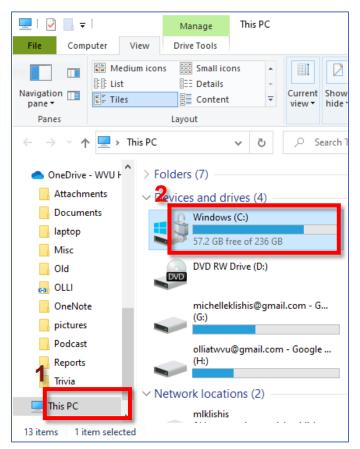
Additionally, this is where you can check and see if your hard drive is filling up. A full hard drive can also sometimes cause problems and slow down your computer. If your hard drive does not have a lot of empty space, you might want to consider looking for files and pictures to delete.

Disk Cleanup

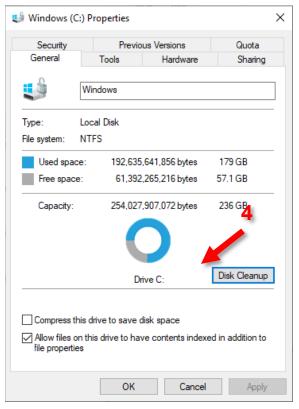
- 1. Open Windows Explorer, In the Navigation Pane, select **This PC**.
- 2. In the main window, you should see (under Devices and Drives) Windows (C:) which is your hard drive.
- 3. Right click on **Windows C** and from the pop up menu select **Properties**.

OR

Select **Windows C** in the main window (**2**). Select the **Drive Tools** tab of the ribbon. Select **Cleanup**.



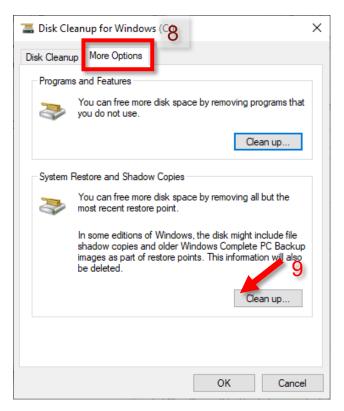
- 4. The Windows Properties Dialog box opens. Under the **General** tab, click the **Disk Cleanup** button.
- 5. **Wait patiently**. (This can take a bit. Feel free to find a magazine to read.)



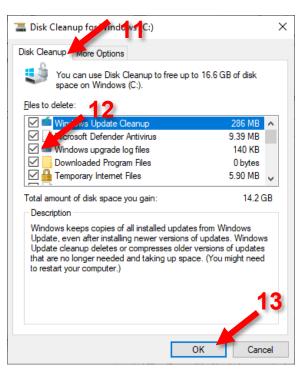
- 6. Click the **Clean up system files** button.
- 7. **Wait patiently**. (Maybe pick one of the longer articles to peruse.)

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Disk Cleanup		
You can use Disk Cleanup to free up to 13.5 space on Windows (C:).) GB of disk	
<u>F</u> iles to delete:		
Downloaded Program Files	0 bytes	~
Temporary Internet Files	5.90 MB	
Windows error reports and feedback di	25.9 KB	
DirectX Shader Cache	2.70 MB	
Delivery Optimization Files	16.0 MB	~
Total amount of disk space you gain:	13.90	GΒ
Description		
Downloaded Program Files are ActiveX controls an downloaded automatically from the Internet when y pages. They are temporarily stored in the Download Files folder on your har files.	ou view certai led Program	
Clean up system files	<u>Vi</u> ew Files Can	cel

- 8. When the dialog box opens again, you have a NEW TAB: **More options**. Open that tab.
- 9. In the lower part of the dialog box, under System Restore and Shadow Copies, click **Clean Up**,



- 10. Ignore the scare language and click **Delete**.
- 11. Click the D**isk Cleanup** tab, to go back to basic options.
- 12. Check all the boxes.
- 13. Click OK.



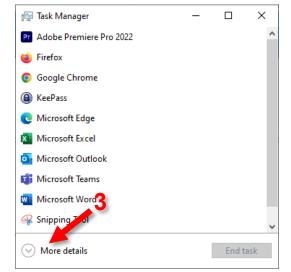
- 14. In the window that opens, click **Delete Files**.
- 15. **Wait patiently**. (This might be a good time to make yourself a cup of tea and grab a book to read.)
- 16. Reboot your computer.

Disk Cleanup	×
Are you sure you want to permanently delete these files?	
Delete Files Cancel	

Start Up Items

There are a LOT of programs that start up automatically and run in the background. Sometimes removing these from auto startup can speed things up a little.

- 1. Press the key combination **Ctrl** + **Alt** + **Del**.
- 2. The screen changes to give you a list of commands, select **Task Manager**.
- 3. A small window opens to display a list of currently running programs. In the lower left corner click **More details**.



4. The window expands and you now have multiple tabs. Select the tab for **Startup**.

Processes Performance App histor	y Startup Users Details	Services		
			Last BIOS tir	me: 9.0 secor
lame	Publisher	Status	Startup impact	
 Cortana 	Microsoft Corporation	Enabled	Not measured	
💿 Creative Cloud Desktop	Adobe Inc.	Enabled	High	
Program		Enabled	Not measured	
CCXProcess.exe		Enabled	Low	
🚺 AcroTray	Adobe Systems Inc.	Enabled	Low	
Microsoft SharePoint	Microsoft Corporation	Enabled	Not measured	
ii Microsoft Teams	Microsoft Corporation	Enabled	High	
💧 Google Drive	Google, Inc.	Enabled	High	
😑 Zoom Meetings	Zoom Video Communic	Enabled	High	
🔫 SugarSync	KeepltSafe, Inc.	Enabled	High	
licrosoft OneDrive	Microsoft Corporation	Enabled	High	
CCXProcess	Adobe Systems Incorpor	Enabled	Low	
5 Sophos Endpoint Agent	Sophos Limited	Enabled	High	
Adobe GC Invoker Utility	Adobe Systems, Incorpo	Enabled	Medium	

e Options View rocesses Performance App history	Startup Users Details S	Services		
			Last BIOS time: 11.9	secon
ame	Publisher	Status	Startup impact	
licrosoft OneDrive	Microsoft Corporation	Enabled	High	
CCXProcess	Adobe Inc.	Enabled	High	
写 Sophos Endpoint Agent	Sophos Limited	Enabled	High	
📧 Adobe GC Invoker Utility	Adobe Systems, Incorpo	Enabled	Medium	
📧 Adobe Updater Startup Utility	Adobe Systems Incorpor	Enabled	High	
₩ Waves MaxxAudio Service A	Waves Audio Ltd.	Enabled	Low	
📧 Realtek HD Audio Universal	Realtek Semiconductor	Enabled	Low	
Windows Security notificati	Microsoft Corporation	Enabled	Low	
Cortana	Microsoft Corporation	Disabled	None	
🎯 Citrix FTA, URL Redirector	Citrix Systems, Inc.	Disabled	None	
Citrix Connection Center	Citrix Systems, Inc.	Disabled	None	
🜔 Opera Browser Assistant	Opera Software	Disabled	None	
Microsoft SharePoint	Microsoft Corporation	Disabled	None	
A KooDace	Dominik Poichl	Disabled	None	

- 5. You can go through the list of programs that start without you doing anything, and disable ones you don't need to start on their own, such as web browsers. If you aren't sure what a program is, go to google and type in "what is" and the name of the program.
- 6. Right click on a program you do not want to auto start, and select **Disable** or select the program and click **Disable** in the lower right corner.
- 7. Unless you enjoy a life of danger, Do **NOT** do anything with any of the other tabs.
- 8. Close the window.