

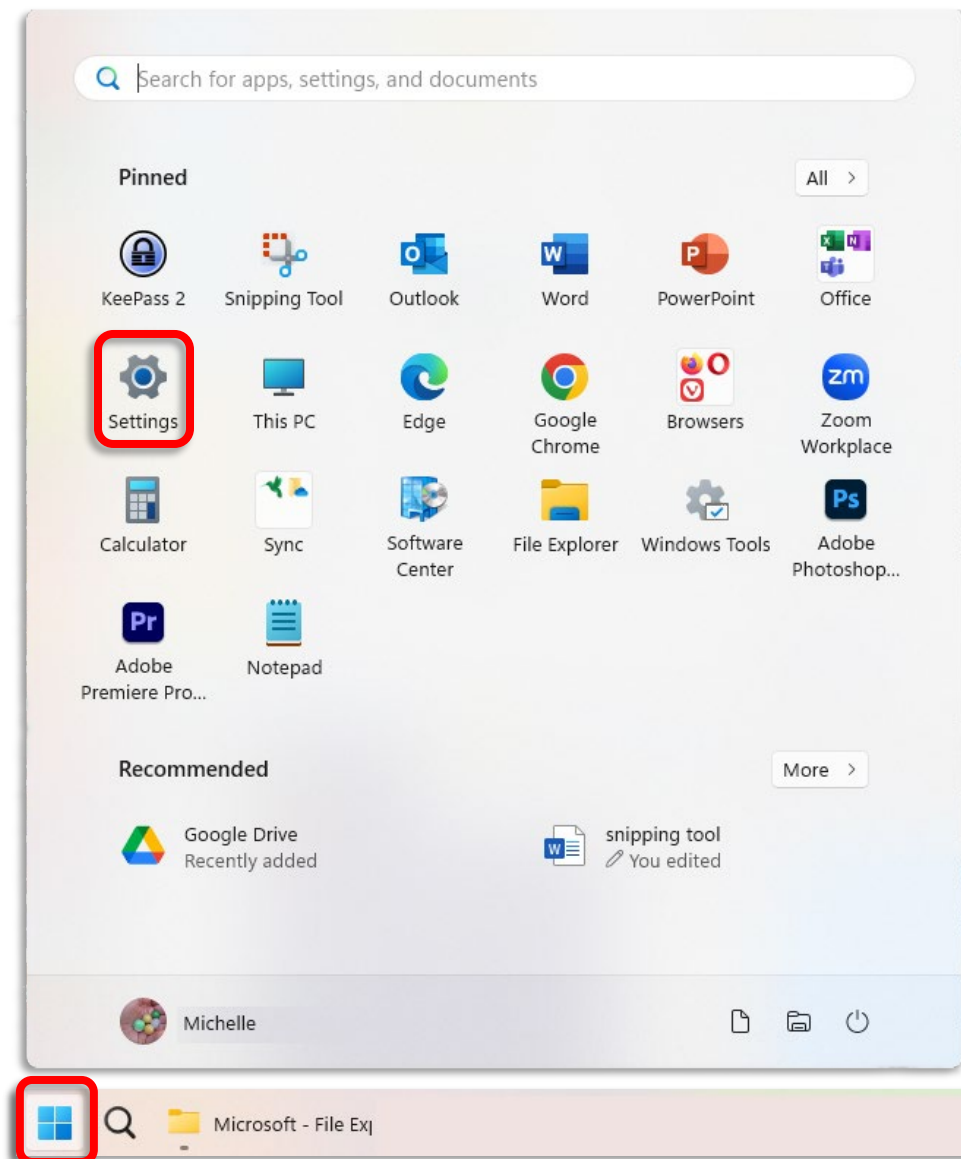
Cleaning Up Windows 11 Systems

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.

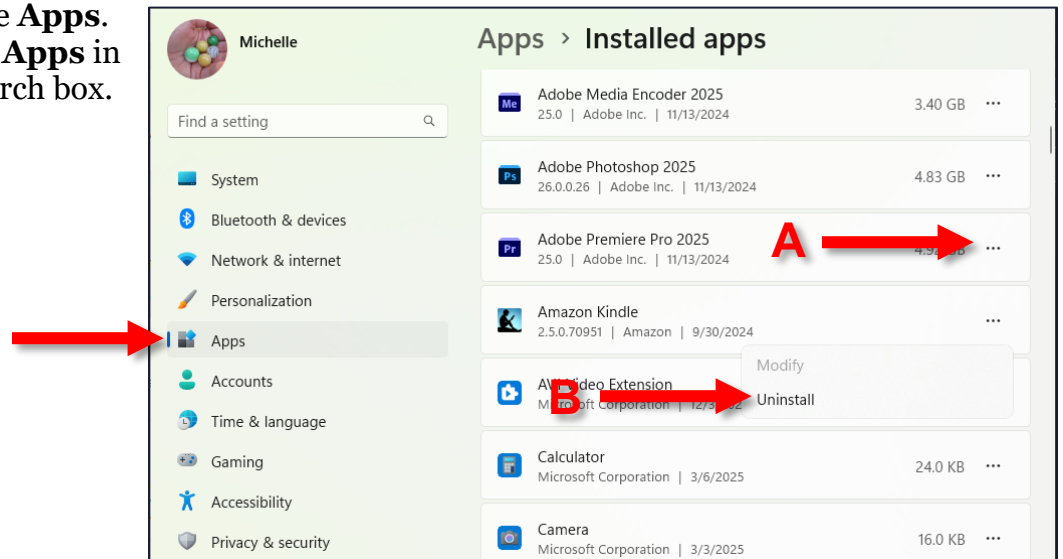
If your computer is extremely old, this probably won't help much, but it certainly won't hurt to try!

Cleaning Up Unused Programs

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



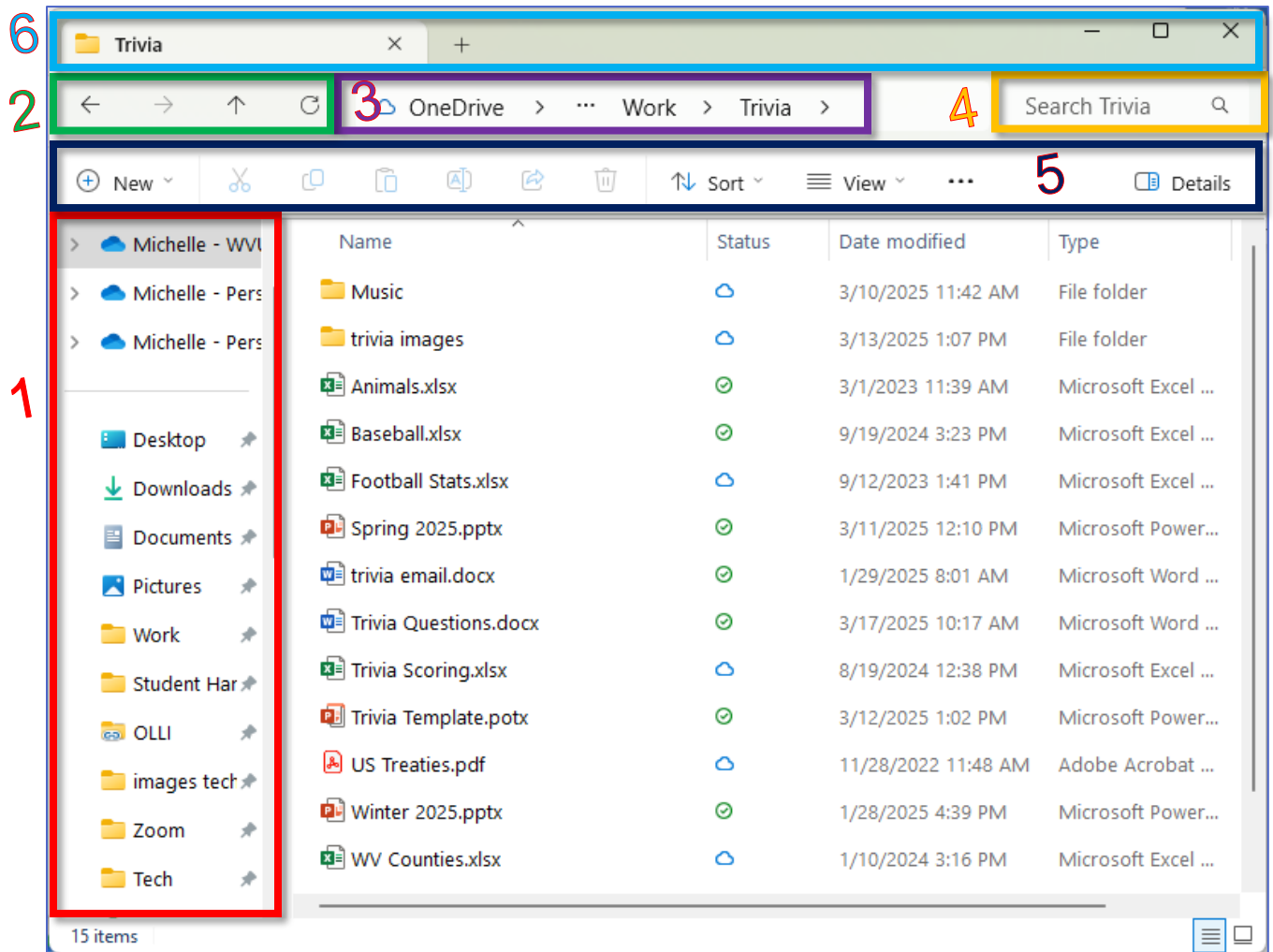
2. In the left pane click the **Apps**. You can also search for **Apps** in the **Find a setting** search box.



3. 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, ellipse to the right of the program name. (A)
5. Click **Uninstall**. (B)
6. Different programs will have different options for uninstalling. Some will just go away, others will make you answer questions to complete the uninstall.
7. Go through the list and delete programs you no longer use or never used.

File Explorer

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



- 1 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.
- 3 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.
- 4 Search Box** – Type into this box 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** – 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.
- 6 Tabs** – You can now have multiple tabs open in File Explorer at one time; this works like tabs in a web browser.

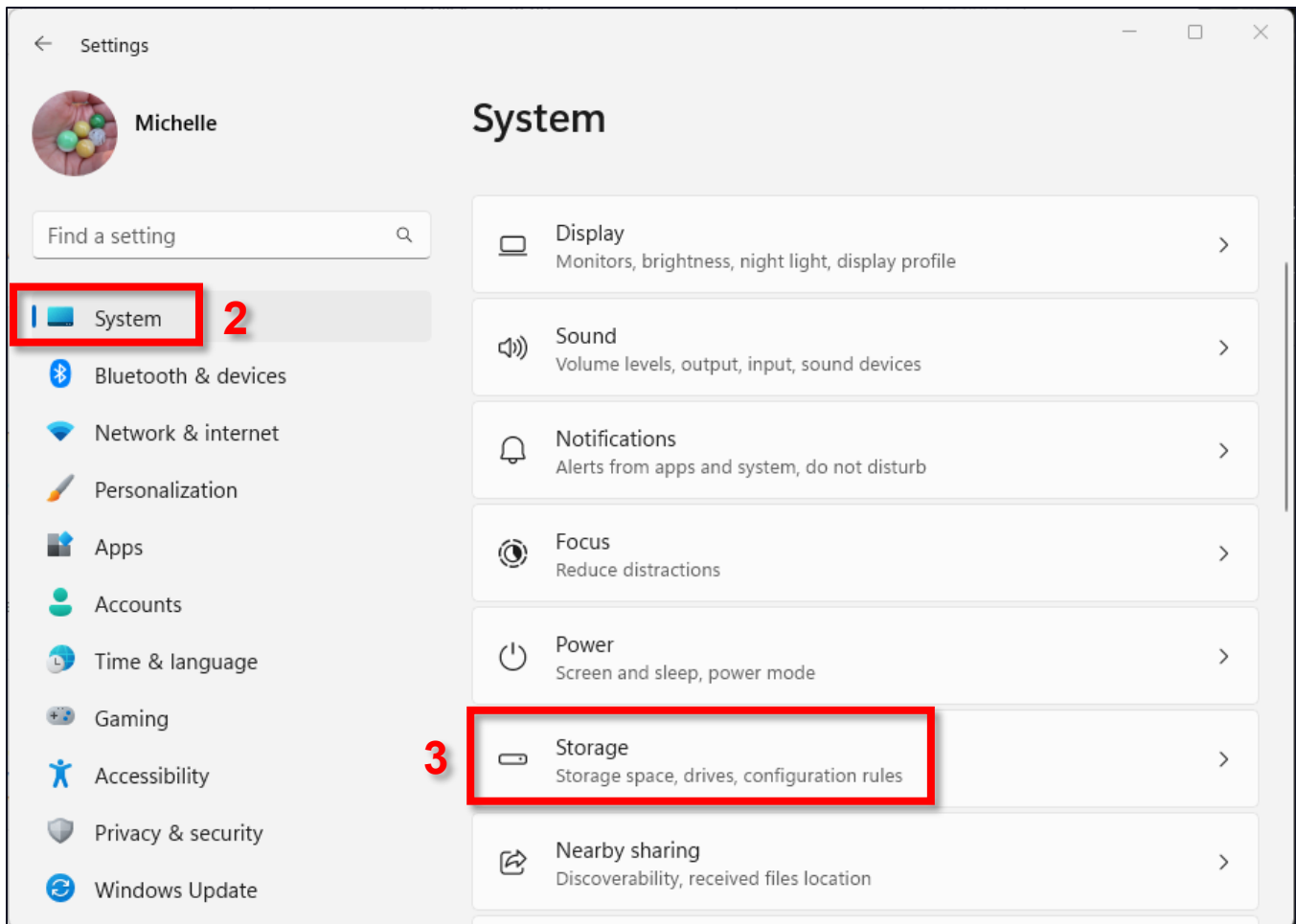
Disk Clean Up

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.

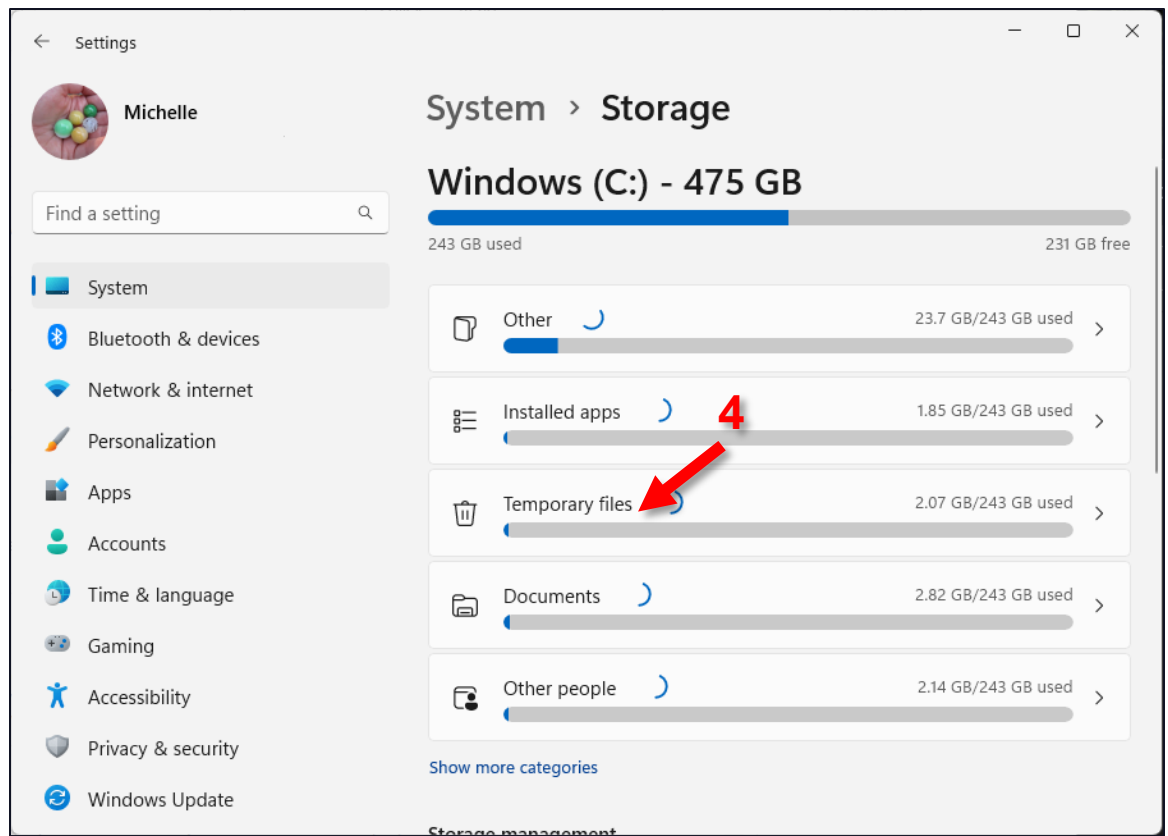
Disk Cleanup

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

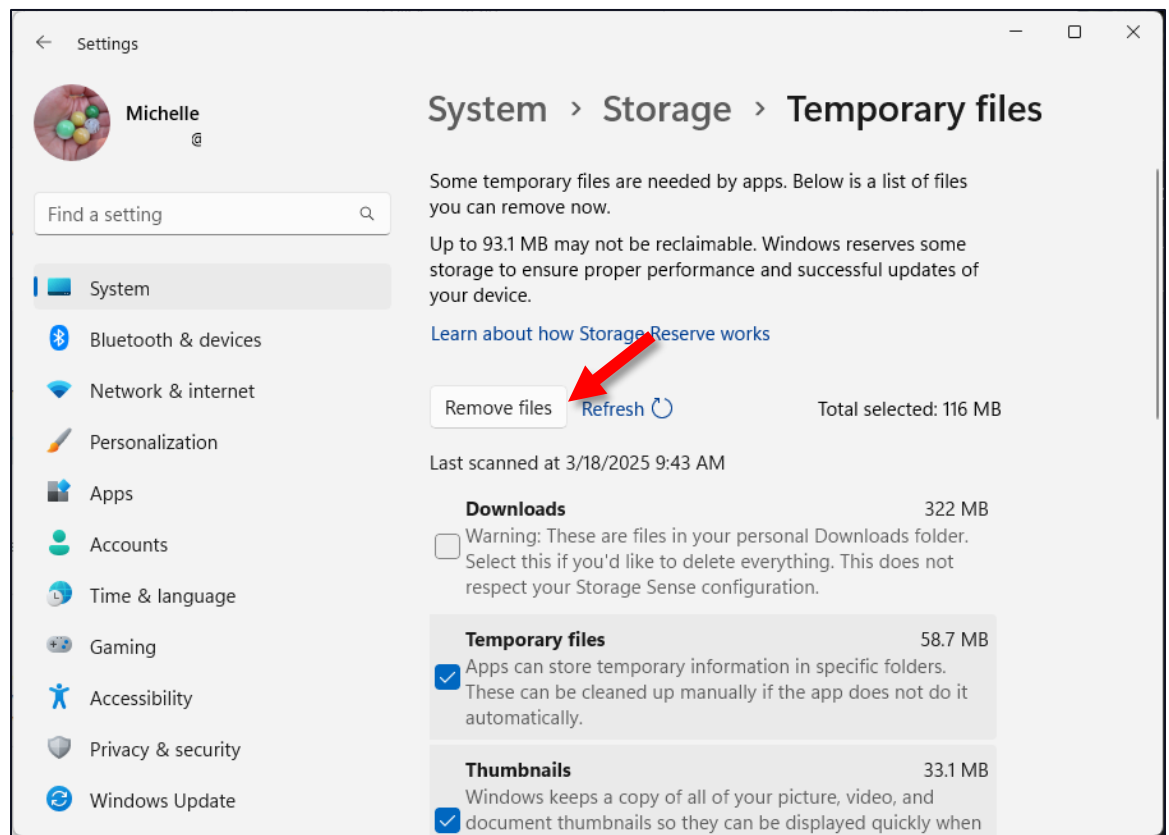


2. In the left pane select **System**.
3. In the right pane select **Storage**.

4. Select **Temporary files**.



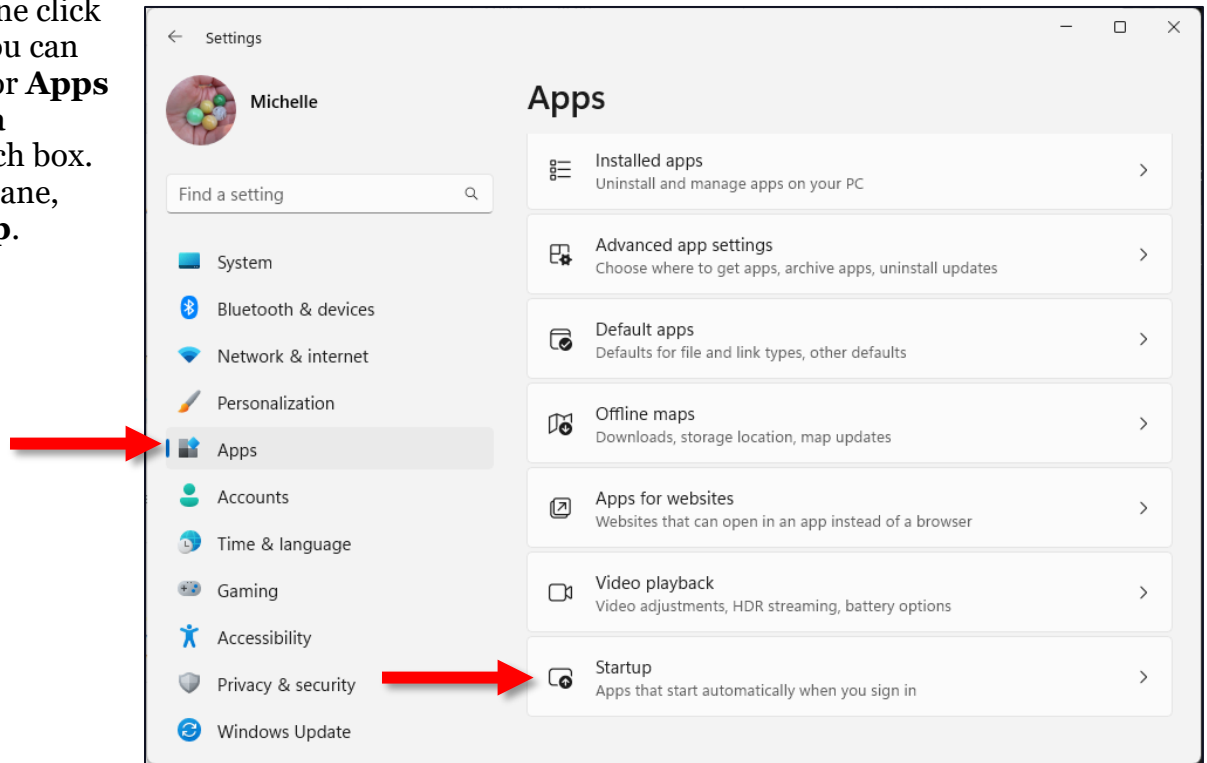
5. Place a check beside the types of files you would like to remove.
6. Click **Remove files**.



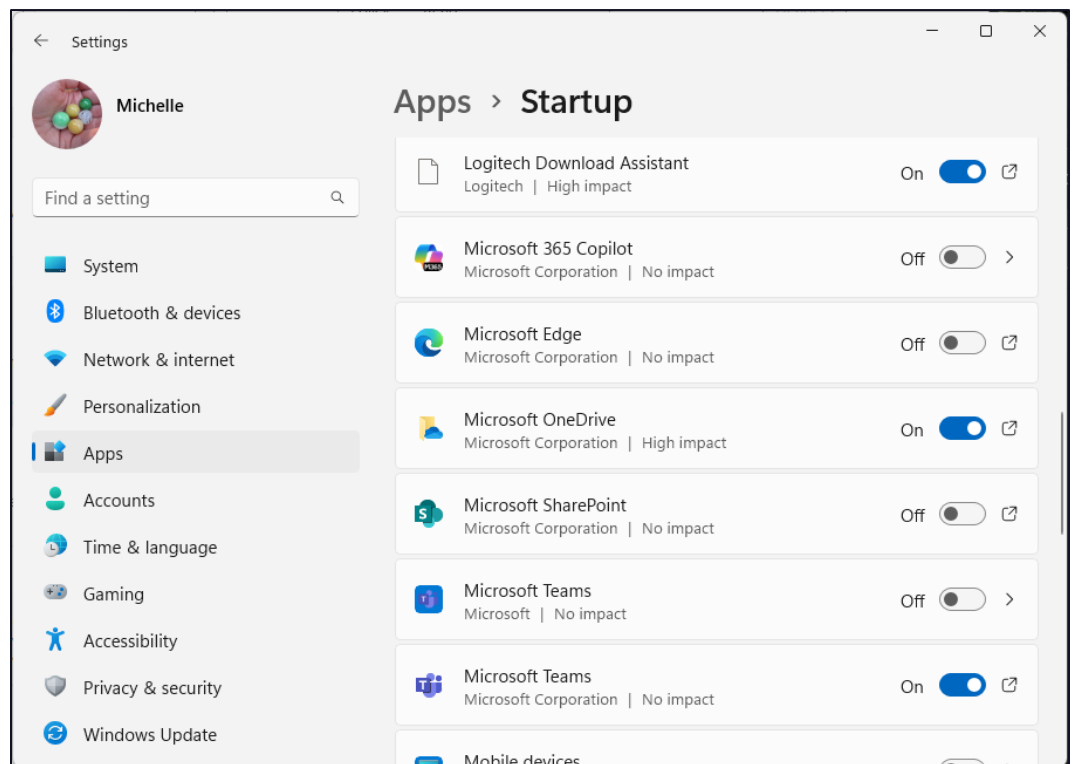
Start Up Items

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

1. Click on the Start / Windows button then click **Settings** icon (gear).
2. In the left pane click the **Apps**. You can also search for **Apps** in the **Find a setting** search box.
3. In the right pane, click **Startup**.



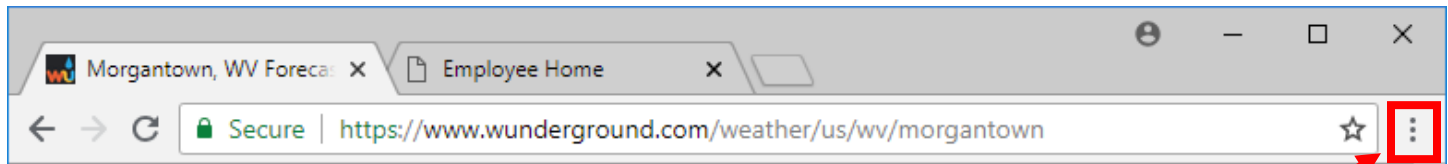
4. Go through the list of programs and toggle off the programs you don't need to start on their own, such as web browsers. If you aren't sure what a program is, go to google and type in "what is" and the name of the program.
5. Close the window.



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



To Access Your Browser Settings

Options

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

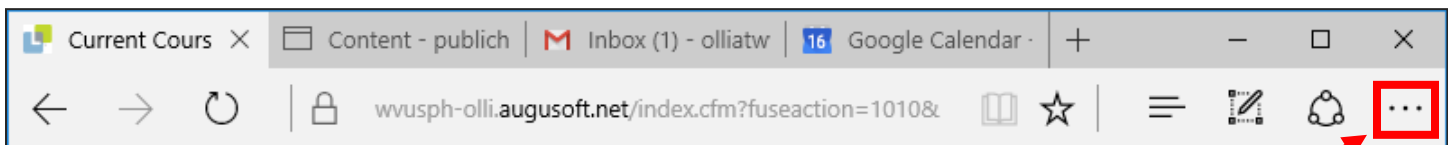
To Clear Cache

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

Options

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

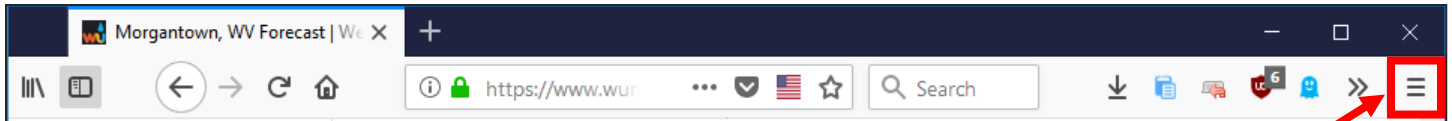
To Clear Cache

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



Options

To Access Your Browser Settings

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

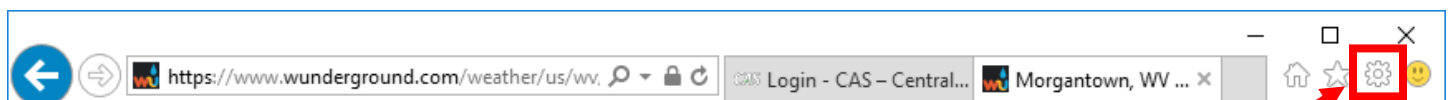
To Clear Cache

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

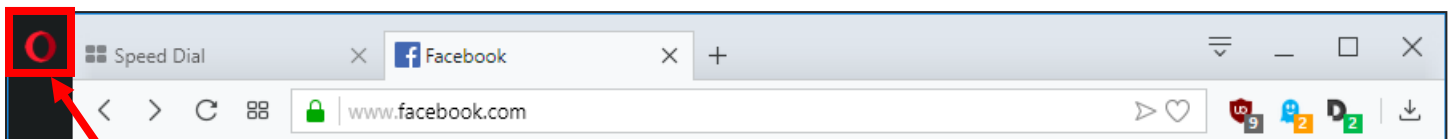
To Access Your Browser Settings

1. Click the **Options** button in the right corner.
2. From the menu select **Internet Options**.
3. Along the top select the **Security** tab or the **Privacy** tab.

To Clear Your Cache and Delete Saved Passwords

1. Click the **Options** button in the right corner.
2. From the menu select **Internet Options**.
3. In the Browsing history section, click **Delete**.
4. Select the options to remove and click the **Delete** button.

Opera



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.