

# COMPUTER HOUSEKEEPING INSTRUCTIONS

## 1. ORGANISING AND DELETING DOCUMENT FILES AND FOLDERS:



*Select Documents (or Pictures or Music.....)*

*Right click mouse, select New Folder from menu*

*Type name for new folder*

*Right click mouse when selecting your "new folder" and create subfolders, name your subfolders*

*Select folder, right click mouse and choose delete from menu*

## 2. E MAIL FOLDERS:

CREATING FOLDERS, DELETING FILES & FOLDERS



*Start Windows Mail*

*Select Local Folders*

*Right click and select New Folder*

*(You can carry on as for Desktop Files and Folders, deleted items go into the Deleted Items Folder which again needs emptying sometime)*

MESSAGE RULES

*In Windows Mail go to -*

*Tools*

*Message Rules*

*Mail*

*Click New*

*Fill in Boxes 1-4 to set up a rule*

## 3. TIDYING THE DESKTOP ICONS AND THE RECYCLE BIN

DESKTOP ICONS

*Unused (or rarely used) shortcut icons can be tidied into a Shortcuts folder and retrieved if needed by “dragging and dropping”*

*If you don't have a “Shortcuts Folder” you can create one as in Section 1*

#### RECYCLE BIN

*Double click the recycle bin to open it*

*Select “empty recycle bin” icon to **irreversibly** delete all the contents of the recycle bin or choose which individual items to **irreversibly** delete*

*(You can restore items from the recycle bin to where they were originally unless you have **irreversibly** deleted them)*

#### 4. UPDATES TO:

##### THE WINDOWS OPERATING SYSTEM AND PROGRAMS



*Control Panel*

*Windows Update*

*You can check for Windows updates, install updates or choose how to install updates via the “Change Settings” option*

*Updates to programs are often accessible online via the “Help” function in the program*

*Example – Google Earth, Help, Check for Updates Online*

##### VIRUS DEFINITIONS



*Your virus checking program will need its virus definitions updated regularly to deal with new viruses. This is normally done automatically via the internet. The example here is for the Bullguard program*

#### 5. DISK CLEANUP, DISK DEFRAGMENTER



*All programs*

*Accessories*

*System Tools*

*Disk Clean Up*

*Disk Clean Up calculates how much space you might save by “cleaning up” your files. It then gives you a choice of files to delete, a description of them and how much disc space you might save by deleting them. You tick the boxes for files you want to delete and then click OK to delete them*

*After clean up you can go the disk defragmenter (the next item down in the list after Disk Clean Up)*

*Your PC may be set to run a scheduled defragment or you may do it manually. Warning – it can take a long time!*

## 6. TIDYING THE WEB BROWSER, DELETING TEMPORARY FILES, HISTORY & COOKIES



*Tools*

*Internet Options: General, Browsing History, Delete*

*Choose what you want to delete: Temporary Internet Files, Cookies and Browsing History are a good bet*

## 7. UNINSTALLING PROGRAMS

*Control Panel*

*Programs*

*Uninstalling a Program*

*Select the program from the list*

*Click the Uninstall/Change button*

## 8. BACKING UP:

*First you need to decide what to back up, where and when*

FILES

*Control Panel*

*System and Maintenance*

*Back up your computer*

*Select “Change settings” and “Change Backup Settings” in the Dialog Box to set where, what and when*

*You can manually back up any time as well. You might want to practice Restore before you need to use it in anger!*

#### E MAIL, CONTACTS, CALENDAR

*E mail can be backed up via the process in 8 above but contacts and calendar have to be "exported" and "imported" to save the data remotely and re-load it back into the contacts and calendar programs if you lose it. You can use a similar process with e mail if you wish.*



*File*

*Export*

*Messages*

*Select "Microsoft Windows Mail" and Next*

*Decide where you want to export the .pst file to*

*You use import to load messages into the e mail program*

*Use File, Export, Windows Contacts to similarly export your Contacts as .csv or .vcf files*

*A similar process is used for exporting Calendar content as .ics files*

#### 9. SETTING A SYSTEM RESTORE POINT:

*This creates a backup copy of the current state of the system registry so that you can go back to it (the restore point) if things go wrong with new software, drivers etc.*

*As before go to -*

*Control Panel*

*System and Maintenance*

*Back up your computer*

*But then choose "Create a restore point....." from the Tasks sidebar*

*In the System Properties dialog box choose your settings and click "Create"*