

Windows System Maintenance

This is a work in progress and some sections are not complete.

- Some general tips about Windows
 - A. Left mouse click selects things in a list or window, or activates buttons
 - B. Left double click activates links or opens things in a list or window
 - C. Right click presents a menu that is specific to the object that you right clicked
 - D. If you select an object in a list, move up or down the list and then hold the shift key down while clicking on another object in the list, all objects between the two selected (clicked) objects will be selected
 - E. If you select an object in a list, move to another object and hold the Ctrl key down while clicking on another object, both objects will be selected. You can repeat this to add multiple objects to the selection
 - F. If you select one object in a list, then press and hold the Ctrl key and then press the "a" key, all the objects in the list will be selected
 - G. Pressing and holding the Ctrl key, then pressing "c", will copy any selected objects to the clipboard
 - H. Pressing and holding the Ctrl key, then pressing "x", will remove any selected objects from the current list or window and copy them to the clipboard
 - I. Pressing and holding the Ctrl key, then pressing "v", will copy any objects from the clipboard into the current list or window
 - J. After selecting an object in a window, with the mouse pointer over the selected object, pressing the left mouse button and holding it down will cause the selected object to be dragged along with the mouse pointer. Releasing the mouse button with the pointer in a different window, drops the selected object into the other window. This is called drag and drop.
 - K. Selecting an object in a window or list, then pressing the Delete key will delete the object from the window or list. (Go figure;-)
 - L. Pressing and holding the Ctrl key, then pressing "z" will usually undo the last thing you did (like deleting an object)
- General appearance and functionality
 - A. You can adjust the resolution of the display on your monitor. This controls how large or small objects appear on the display. Raising the resolution to higher numbers makes objects appear smaller. If objects are smaller, you can fit more of them on your screen. If they get too small, it is difficult to see them clearly. It all comes down to personal preference. To adjust the resolution:
 - Place the mouse pointer in an empty area of the desktop
 - Right click
 - Select "Properties" from the menu
 - Click the "Settings" tab
 - Near the bottom of the window will be a slide control labeled "Screen area" or "Resolution". Under it will be some numbers (such as "1024 by 768", my favorite). Moving the slide to the right increases resolution, to the left decreases it. Increasing the resolution makes things on the screen look smaller but you can fit more into the screen. This is handy if you like to have more than one program open at a time. Decreasing the resolution makes things larger on the screen and easier to read. We "older" folks like that. Pick a setting and click the "Apply" button
 - You may get a message that saying the display will change to the new setting but revert back after 15 seconds, or something similar. If you like the setting click OK, if not click Cancel
 - Play with it, you can't break it.
 - B. There may be a series of "Schemes" installed with your copy of Windows. Choosing one of these changes the way Windows looks, mostly by changing the colors used for borders and to signify which window has the focus etc. Again play with it, you won't break it.

- File cleanup

There are several areas of the computer that sometimes require a little house keeping.

A. The Recycle Bin. This is a special folder that holds files that you have recently deleted. The thinking is that you might discover later that you should not have deleted them. You can basically do two things with the Recycle Bin.

1. Empty it:

- Right click the desktop icon or the link in the menu
- Select Empty Recycle Bin. The contents will be removed from the hard drive. You will not be able to retrieve (restore) them, see below.

2. Restore files

- Right click the desktop icon or the link in the menu
- Select Explore
- Locate the file(s) you want to restore and select it (them).
- Right click the selection
- Select Restore. The file(s) will be restored back to the original location(s) on the hard drive.

B. Temporary Internet Files. These are files that are stored in a special folder under the Windows folder on the hard drive. They are put there by your internet browser, Internet Explorer, Netscape, etc. The thinking is that you might return to a given web site soon so why not store the content on the hard drive so you don't have to wait for it to download again. It works very well and does indeed speed up web browsing. But sometimes it messes up and takes up too much space or stores a corrupt file that makes Windows crash or whatever. You might need to delete these stored files. It is always safe to delete these files and cookies

- Right click the Internet Explorer icon on the desktop or in the menu
- Select Properties. A new window appears
- Be sure the General tab is showing
- In the section marked Temporary Internet file, click the Delete files button
- You can also click the delete cookies button if you want
- To make sure the files are cleared out, (sometimes they are not) click the Setting button
- Click the View files button. A new window opens up. If you clicked both buttons, the window will be empty. If you only deleted files, there will be cookie files in the window.

C. Windows Temp folder. In a scheme similar to the Temporary Internet Files, Windows stores files and programs that you have recently used in a special folder called Temp. It is under the Windows folder on the hard drive. If you create a Word document for example and store it in "My Documents\Work files\critical tasks\urgent", Windows automatically creates a copy in the Temp folder. Then if you need to open that new file again, Windows only needs to go the temp folder rather than find that long path that you created. It does speed things up. But again, sometimes bad things happen. When Windows shuts down, it normally deletes everything in the Temp folder. If Windows crashes, which we all know happens, it does not get a chance to empty this folder. Eventually it can fill up with all kinds of files and folders. It can get very ugly!!! When this happens, every time you do ANYTHING in Windows, open a Word document for example, Windows first looks in the Temp folder and ALL the folders underneath it to see if the file or program you want is in there. Now because Windows must search through ALL that STUFF for EVERYTHING you do, EVERYTHING SLOOOOWWSS DDOOOOWWNN to a crawl. The solution is to empty this folder. BE VERY CAREFUL. BE SURE YOU ARE IN C:\WINDOWS\Temp. You can break things badly if you are not sure.

- The safe way is to run the Disk Cleanup Program. Click the Start button.
- Select Programs
- Select Accessories
- Select System Tools
- Select Disk Cleanup. A new box will open asking you which drive you want to clean up. By default it will suggest the C: drive. The C: will be followed by the drives label which is unique to each system.
- Click OK. A new window will open with four check boxes. You can empty the Temporary Internet files, Downloaded Programs, the Recycle Bin and Temporary files. The last one is

the Temp folder we are interested in here. Feel free to use this method for the other areas as well.

- Just click the box to put a check in the box for each area you want to clean up. You can view the files in each section if you like.
- Click OK and the files will be cleared out.
- Software maintenance
- Extras that may not be
- Fragmentation
- Power line protection
- Backups

Internet and all its glory?

1. Connection types

- Dial-up
- DSL
- Wireless
- Satellite
- Cable

2. Uses

- Email
- Chat
- Research
- Advertising
- Shopping
- Selling
- VPN

3. Threats

- Viruses
- Spam
- Adware
- Hackers

4. Networking

- Wiring
- Protocols/Standards
- Wireless
- Routers & Switches & Hubs (Oh my!)