

Declutter Your Digital Life

Deerfield Beach Computer Club
March 19, 2021



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Declutter Your Digital Life

- Digital clutter is inevitable
- How many devices do you have?
- Have you taken the time to 'clean up' your devices?
- More often we just buy more storage devices.
- Has your device slowed down due to too much 'stuff' stored on it?
- Does it take forever for your computer to start up?

Declutter Your Digital Life

- We need to take ownership of our digital footprint!
- Clear the clutter
- Better organization means efficiency
- Knowing where your data is allows you to make more of your time – online and offline
- Digital decluttering = digital happiness ;-)

Keep Your Computer Healthy

- Restart your computer regularly
- At least once a week
- Computer needs chance to perform regular diagnostic checks and fix minor issues before they become a problem
- Updates need to be installed

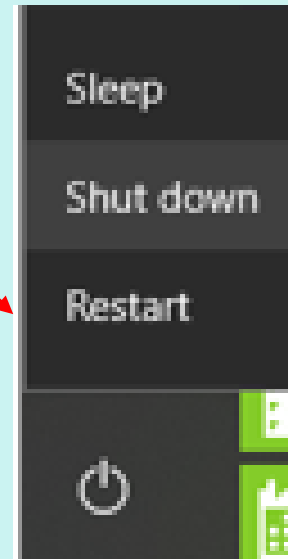
Please do not power off or unplug your machine.
Installing update 1 of 1..

Keep Your Computer Healthy

- Spend \$\$
 - Maintain our cars & homes
- Clean closets
- Clean HD
 - Use Windows processes OR
 - Automate with CCleaner
- Don't forget about your Smartphone & Tablet

Keep Your Computer Healthy

- Does clicking on *Shut down* ensure Windows starts things from scratch?
- Or should we click on *Restart*?



Keep Your Computer Healthy

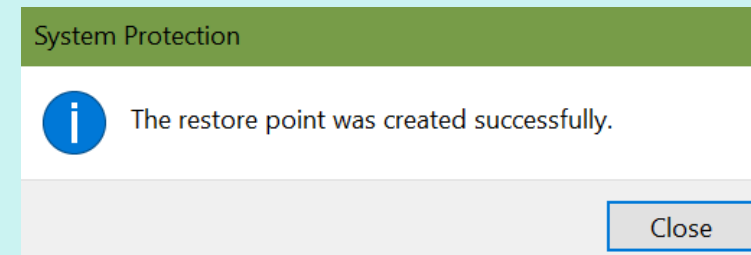
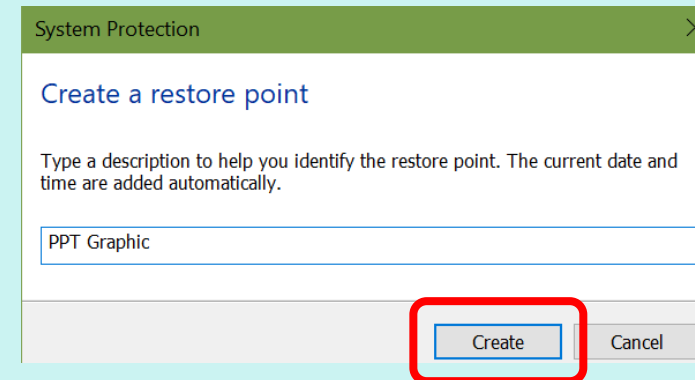
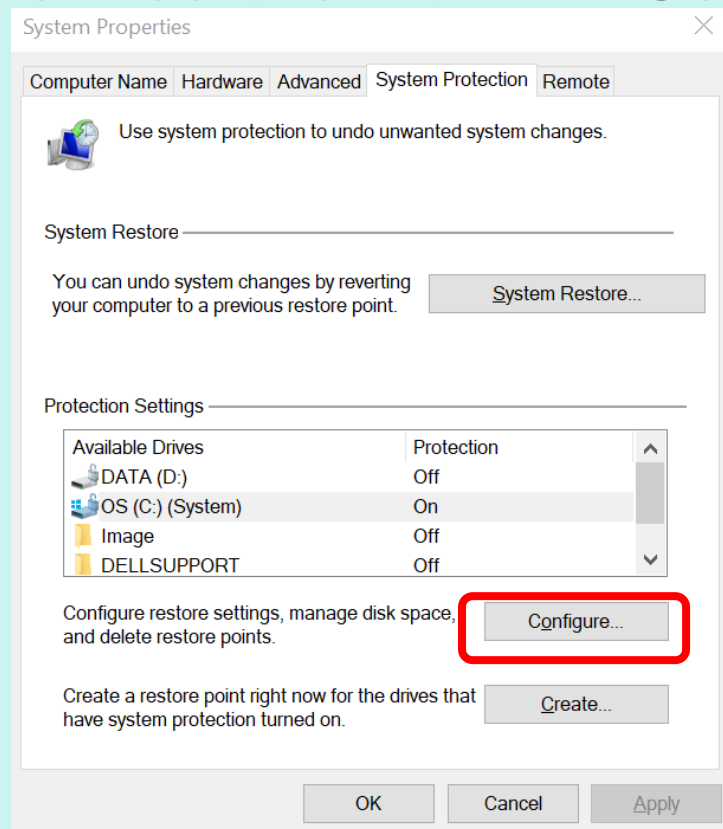
- When you are using your computer, you open and close programs, install and uninstall apps plus lots of other behind-the-scenes things start and stop.
- Leave behind an electronic footprint in background processes you really don't need – they hog your resources
- *Restart* performs a full shut down before it restarts
- Usually have a faster and better working computer

Create a Restore Point

- *System Restore* helps you restore your computer's system files to an earlier point in time when your computer was working better.
- It's a way to undo changes to your computer without affecting your personal files such as documents, photos or videos.
- Create a *Restore Point* before you:
 - Download a program/app
 - Do preventive maintenance
 - Let a friend/relative use your computer

Create a Restore Point

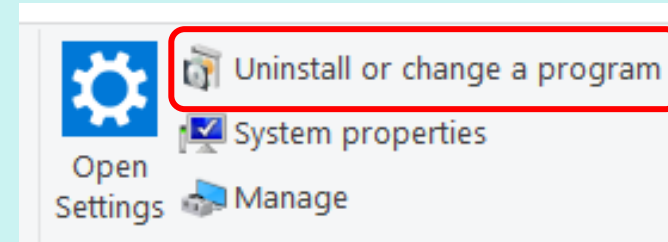
- System **Restore automatically** creates a **restore point** once per week and also before major events like an app or driver installation
- Type Restore Point in Search box



Uninstall Unnecessary Programs

➤ Start > This PC > File tab

➤ By name in alpha order



Control Panel Home

Uninstall or change a program

View installed updates

Turn Windows features on or off

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Organize ▾

Name

Name	Publisher	Installed On	Size	Version
AMD Software	Advanced Micro Devices, Inc.	7/21/2020	75.0 MB	17.12
Avast Secure Browser	AVAST Software	9/21/2020	562 MB	85.0.5815.103
Bing Wallpaper	Microsoft Corporation	9/8/2020	13.0 MB	1.0.7.6
Cisco Webex Meetings	Cisco Webex LLC	8/6/2020	296 MB	40.7.6
Dell Digital Delivery Services	Dell Inc.	7/21/2020	96.0 MB	4.0.52.0
Dell Power Manager Service	Dell Inc.	4/14/2019	3.47 MB	3.2.0
Dell Update - SupportAssist Update Plugin	Dell Inc.	7/21/2020	11.5 MB	4.1.0.6830
Dell Update for Windows 10	Dell, Inc.	9/2/2020	16.7 MB	3.1.3
Evernote v. 6.25.1	Evernote Corp.	7/22/2020	314 MB	6.25.1.9091
FCC 3.1.7160.1001 (current user)	FreeConferenceCall LLC	9/8/2020	26.9 MB	3.1.7160.1001
Google Chrome	Google LLC	9/22/2020		85.0.4183.121
Grammarly for Microsoft® Office Suite	Grammarly	9/9/2020	39.3 MB	6.8.232

Uninstall Unnecessary Programs

➤ By Installed On [Date]

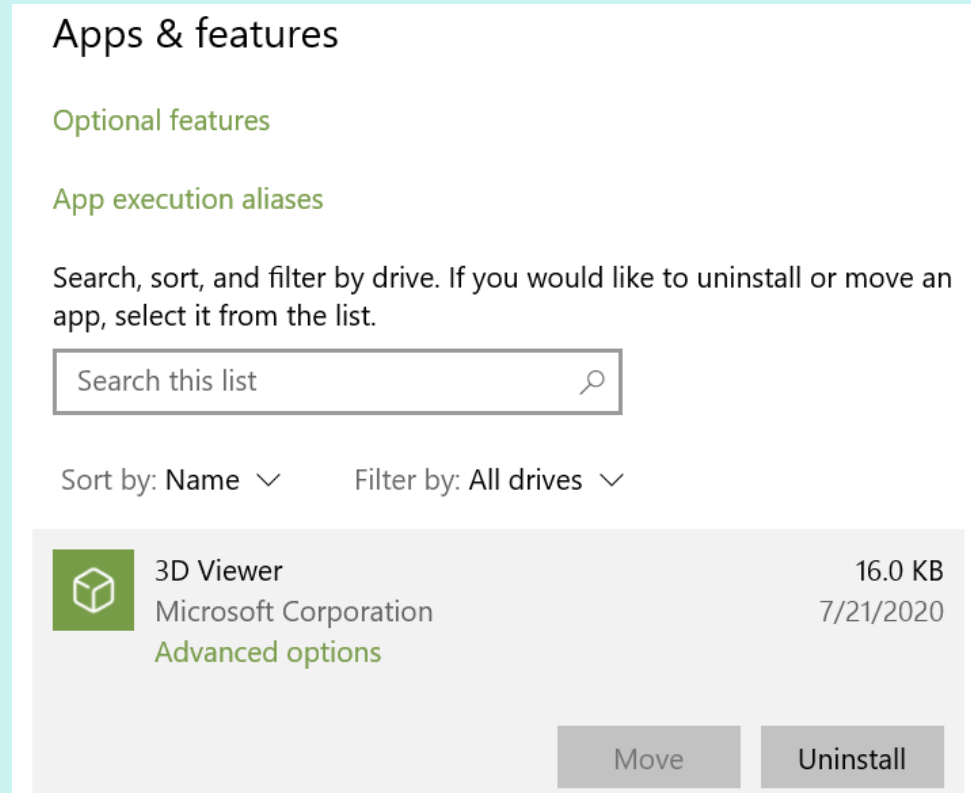
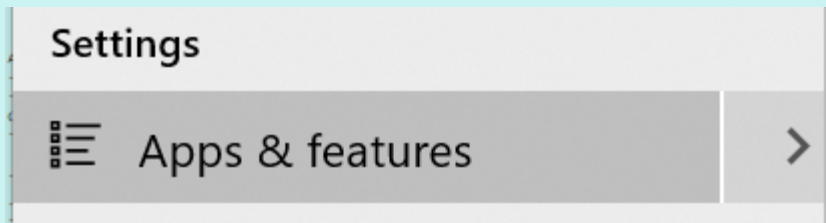
Organize ▾

Name	Publisher	Installed On	Size	Version
 Microsoft OneDrive	Microsoft Corporation	10/1/2020	147 MB	20.169.0823.0006
 Microsoft Update Health Tools	Microsoft Corporation	9/30/2020	1.18 MB	2.68.0.0
 Microsoft Visual C++ 2015 Redistributable (x86) - 14.0.242...	Microsoft Corporation	9/29/2020	19.5 MB	14.0.24215.1
 Wondershare PDFelement(Build 7.6.7)	Wondershare Software Co.,Ltd.	9/29/2020	184 MB	7.6.7.5012
 Wondershare Helper Compact 2.5.2	Wondershare	9/29/2020	6.61 MB	2.5.2
 Zoom	Zoom Video Communications, Inc.	9/28/2020	9.76 MB	5.3.0 (52670.0921)
 Malwarebytes version 4.2.1.89	Malwarebytes	9/28/2020		4.2.1.89
 Microsoft Visual C++ 2008 Redistributable - x64 9.0.30729....	Microsoft Corporation	9/25/2020	13.2 MB	9.0.30729.6161
 Microsoft Edge	Microsoft Corporation	9/25/2020		85.0.564.63
 Microsoft Visual C++ 2008 Redistributable - x64 9.0.30729....	Microsoft Corporation	9/23/2020	13.1 MB	9.0.30729
 IDrive version 6.7.3.22	Pro Softnet Corp	9/23/2020	110 MB	6.7.3.22
 Google Chrome	Google LLC	9/22/2020		85.0.4183.121

Uninstall Unnecessary Programs

➤ OR.....

➤ Type Uninstall in Search box



Download Folder

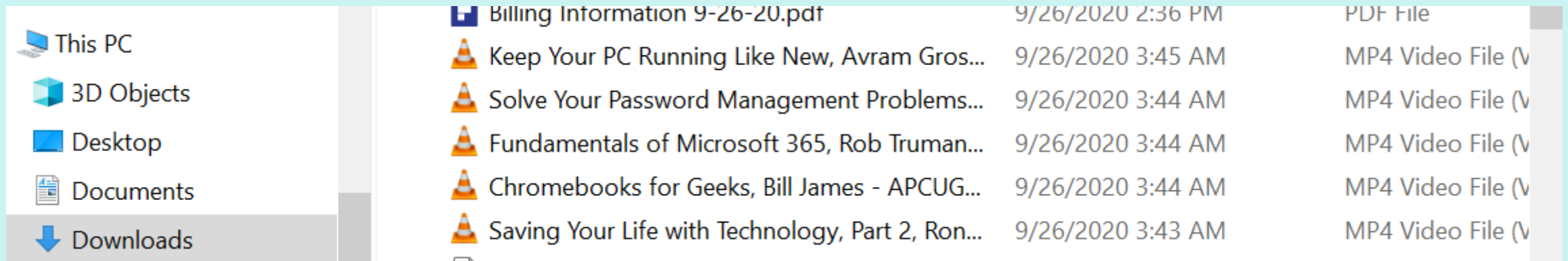
- Always use your *Download* folder to save
 - E-mail attachments – documents / pics
 - Programs / apps you download from the Internet
- Create a folder for program / app you are downloading
 - Copy & paste info from the confirmation e-mail into a doc and save it in the appropriate *Download* sub-folder
 - Include registration information
 - Serial number
 - Contact info....

Downloads > Ccleaner			Search Ccleaner
<input type="checkbox"/> Name	Date modified	Type	
7-3-20 Cancel Cleveridge subscription.docx	7/3/2020 11:11 PM	Microsoft Word Document	
ccsetup567_pro.exe	6/11/2020 8:48 AM	Application	
Reg Info.docx	6/11/2020 3:02 PM	Microsoft Word Document	

Download Folder

Clean out your Download folder

- Type Download in Search Box
- Sort by date...
- Click on file to select
- Delete – Delete - Delete



Update Your Operating System

- Microsoft updates
- Start > Settings > Update & Security
- Quality Updates – Patch Tuesday
 - Mandatory updates your computer downloads and installs automatically every month.
- Feature Updates
 - New versions of the OS, which are available twice a year, during spring and fall time frame.

Windows Update



You're up to date

Last checked: Today, 4:21 PM

Check for updates

View optional updates



Pause updates for 7 days

Visit Advanced options to change the pause period



Change active hours

Currently 8:00 AM to 1:00 AM



View update history

See updates installed on your device



Advanced options

Additional update controls and settings

Update Your Operating System

- New names for Feature Updates
- First half (H1) and second half (H2)
 - 20H2 = fall 2020 update released December 8
 - 21H1 = spring 2021 update

Update Your Operating System

- Set Active Hours
 - Settings
 - Update & Security
 - Change Active Hours

Active hours

Set active hours to let us know when you typically use this device. We won't automatically restart it during active hours, and we won't restart without checking if you're using it.

Start time

8	00	AM
---	----	----

End time (max 18 hours)

2	00	AM
---	----	----

Save

Cancel

Update Your Operating System

 View update history

[Uninstall updates](#)

[Recovery options](#)

Update history

✓ Feature Updates (2)

Feature update to Windows 10, version 20H2

Successfully installed on 12/14/2020

[See what's new in this update](#)

Feature update to Windows 10, version 2004

Successfully installed on 11/3/2020

Update Your Software

- File Hippo
- Ninite
- Patch My PC



Update Your Software

➤ File Hippo

- The Update Checker will scan your computer for installed software, check the versions and then send this information to FileHippo.com to see if there are any newer releases.

➤ Ninite

- Install and update all your programs at once
- You need to choose your programs

➤ Patch My PC (the one I use)

- Patch My PC Home Updater is a free, easy-to-use, portable program that keeps over 300 common third-party applications up-to-date on your PC

Update Your Software

Patch My PC Updater 4.2.0.1

Microsoft Windows 10 Home 64-Bit
JJT
Definitions: 10-Jan-2021

2 Apps To Install

8/10 Apps Up To Date!

Search From ~300 Apps...

Apps

Options

Uninstaller

Plugins & Runtimes

- ☐ Adblock Plus for IE 1.6 (x64)
- ☐ Adobe Air 32.0.0.125
- ☐ Adobe Flash AX 32.0.0.465
- ☐ Adobe Flash NPAPI 32.0.0.465
- ☐ Adobe Flash PPAPI 32.0.0.465
- ☐ Adobe Shockwave 12.3.5.205
- ☐ Java 8 Update 271 (x64)
- ☐ Java 8 Update 271 (x86)
- ☒ Microsoft .NET Framework 4.8.0
- ☐ Microsoft Silverlight 5.1.50918.0

LibreOffice 7.0.3.1

TeamViewer - 15.8.3

.NET Framework 4.8.04084

Evernote v. 6.25.1 - 6.25.1.9091

Google Chrome - 87.0.4280.141

Malwarebytes version 4.3.0.98 - 4.3.0.98

Microsoft Visual C++ 2008 Redistributable - x64 9.0.30729.6161

Microsoft Visual C++ 2008 Redistributable - x86 9.0.30729.6161

Microsoft Visual C++ 2010 x86 Redistributable - 10.0.40219

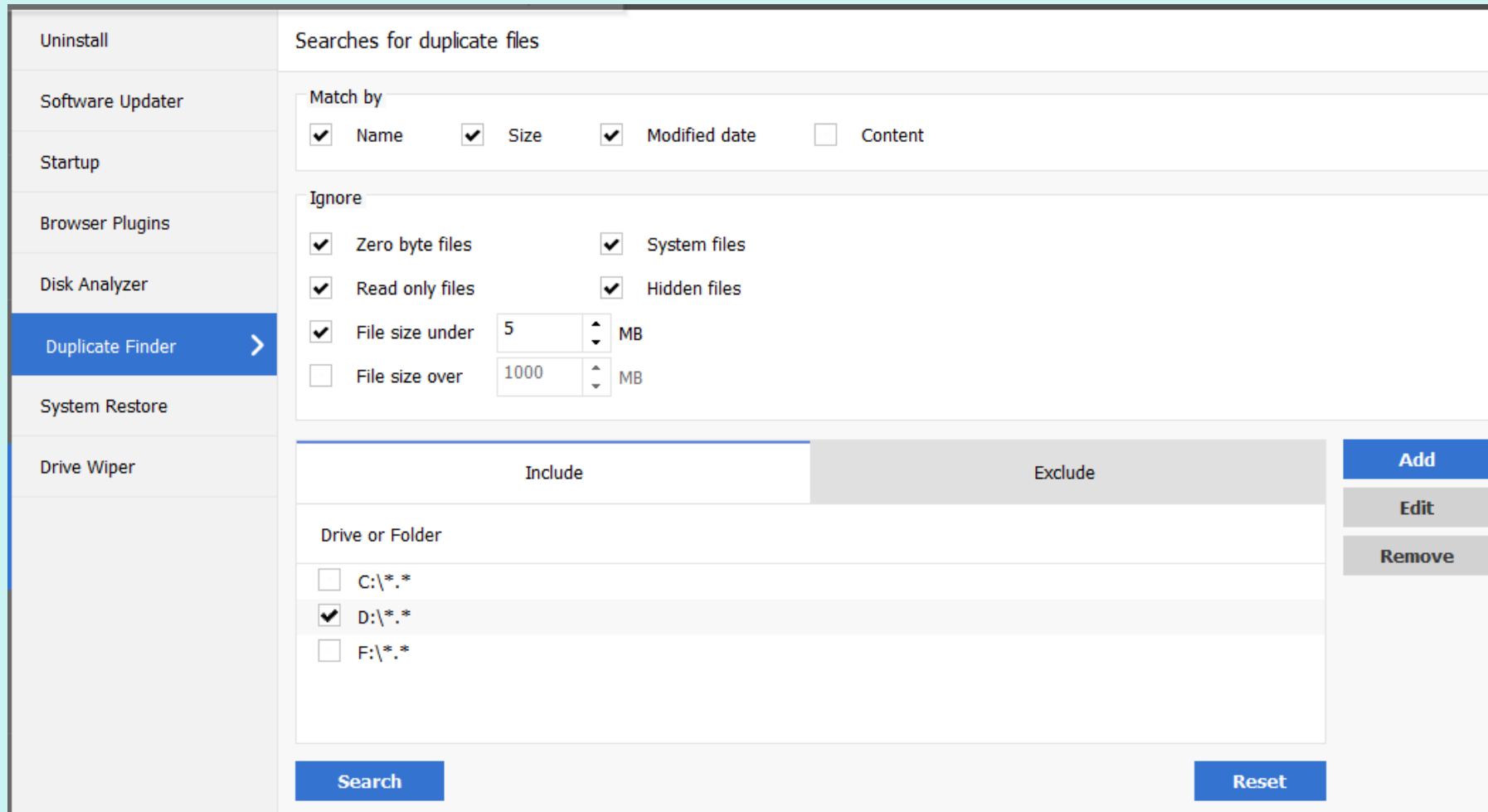
TeamViewer - 15.8.3

VLC media player - 3.0.11

Color [Green] = Latest Version Installed
Color [Red] = Outdated Version Installed
Color [Black] = Not Currently Installed

Delete Duplicate Files

➤ CCleaner > Tools > Duplicate Finder



The screenshot shows the CCleaner Duplicate Finder interface. On the left is a sidebar with navigation options: Uninstall, Software Updater, Startup, Browser Plugins, Disk Analyzer, Duplicate Finder (highlighted with a blue bar and a right arrow), System Restore, and Drive Wiper. The main area is titled 'Searches for duplicate files'. It contains two sections: 'Match by' and 'Ignore'. The 'Match by' section has four checkboxes: 'Name' (checked), 'Size' (checked), 'Modified date' (checked), and 'Content' (unchecked). The 'Ignore' section has four checkboxes: 'Zero byte files' (checked), 'System files' (checked), 'Read only files' (checked), and 'Hidden files' (checked). Below these are two file size filters: 'File size under' with a value of 5 MB (checked) and 'File size over' with a value of 1000 MB (unchecked). At the bottom, there is a table with two columns: 'Include' and 'Exclude'. Under the 'Include' column, there is a section titled 'Drive or Folder' with three entries: 'C:*. *' (unchecked), 'D:*. *' (checked), and 'F:*. *' (unchecked). To the right of the table are three buttons: 'Add' (blue), 'Edit' (gray), and 'Remove' (gray). At the bottom of the main area are two buttons: 'Search' (blue) and 'Reset' (blue).

Uninstall

Software Updater

Startup

Browser Plugins

Disk Analyzer

Duplicate Finder

System Restore

Drive Wiper

Searches for duplicate files

Match by

☒ Name ☒ Size ☒ Modified date ☐ Content

Ignore

☒ Zero byte files ☒ System files

☒ Read only files ☒ Hidden files

☒ File size under 5 MB

☐ File size over 1000 MB

Include	Exclude
Drive or Folder	
<input type="checkbox"/> C:*. *	
<input checked="" type="checkbox"/> D:*. *	
<input type="checkbox"/> F:*. *	

Search

Reset

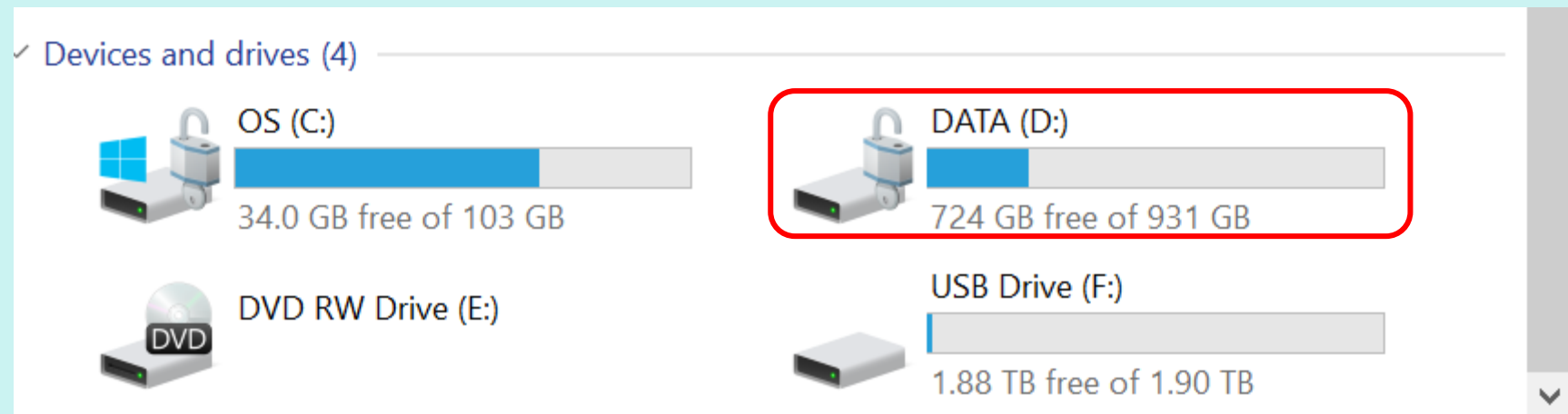
Add

Edit

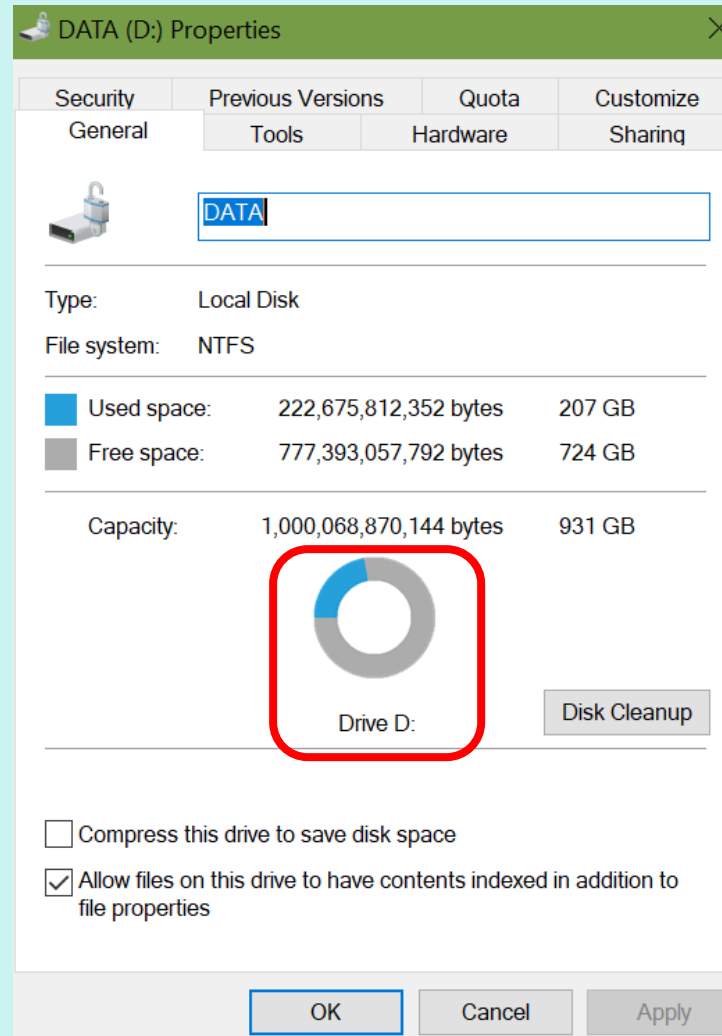
Remove

Disk Cleanup

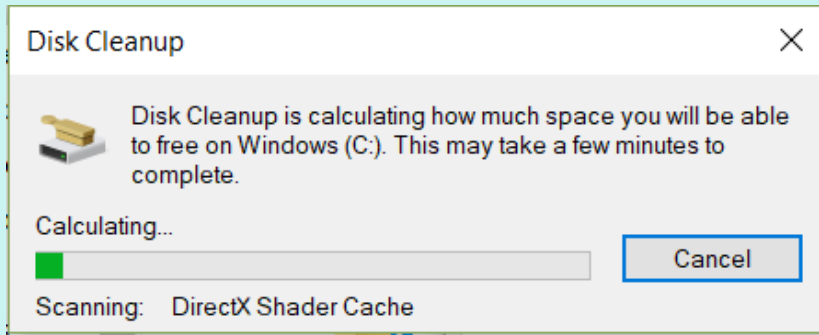
- Utility searches and analyzes hard drive for files that are no longer of any use and are cluttering it up
- Start
 - This PC
 - Right Click Windows (C:)--mine is DATA (D:)
 - Properties
 - Disk Cleanup



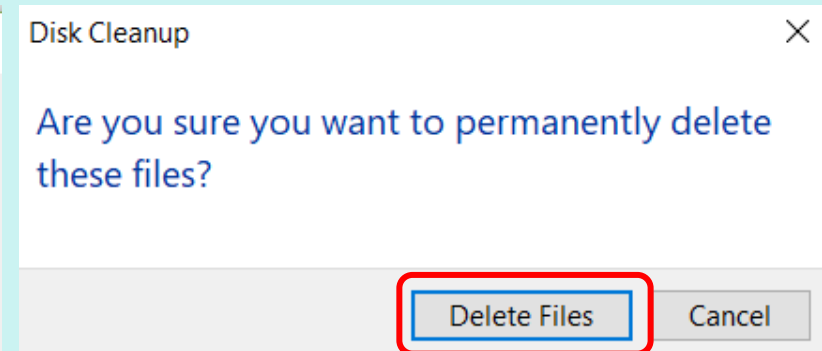
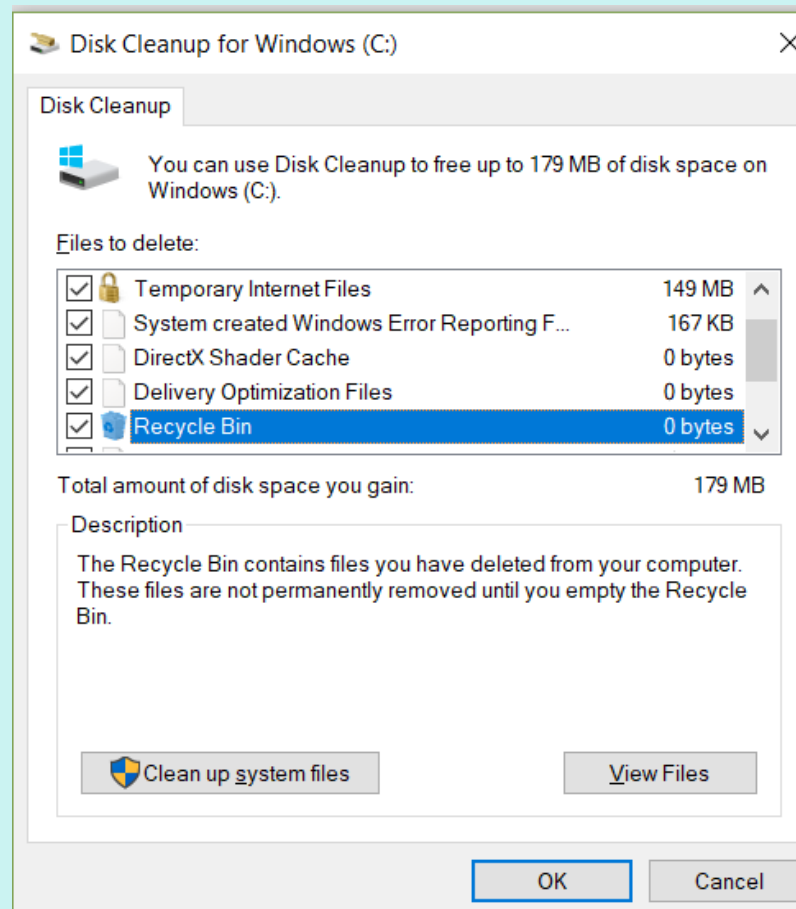
Disk Cleanup



Disk Cleanup



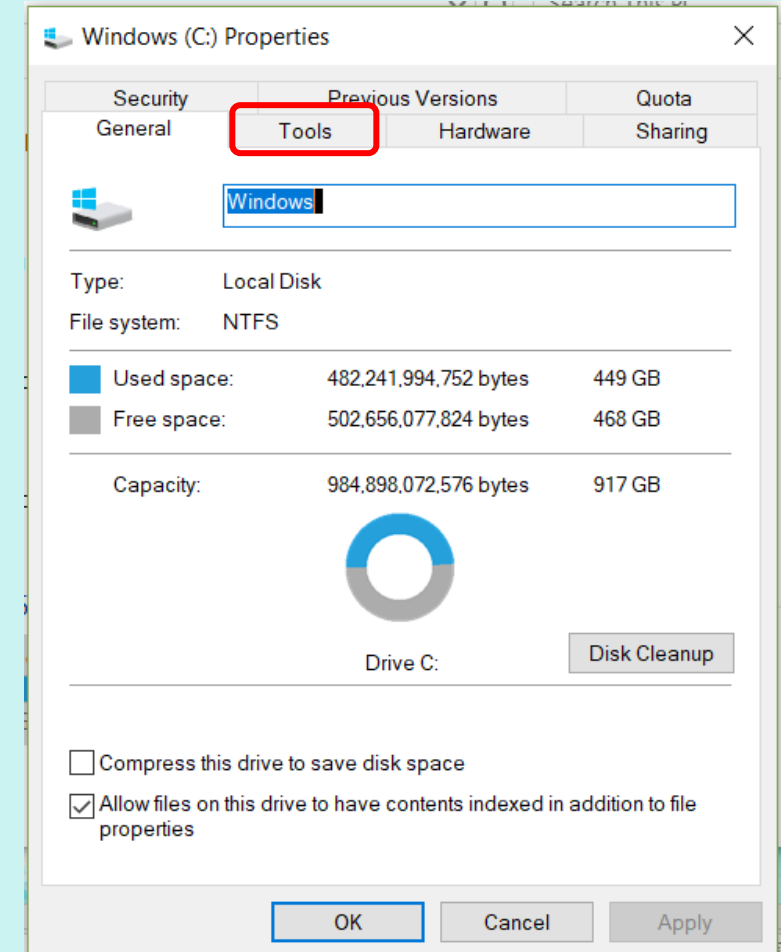
Check all the boxes**
If you are not sure
what each item does,
highlight and read the
description



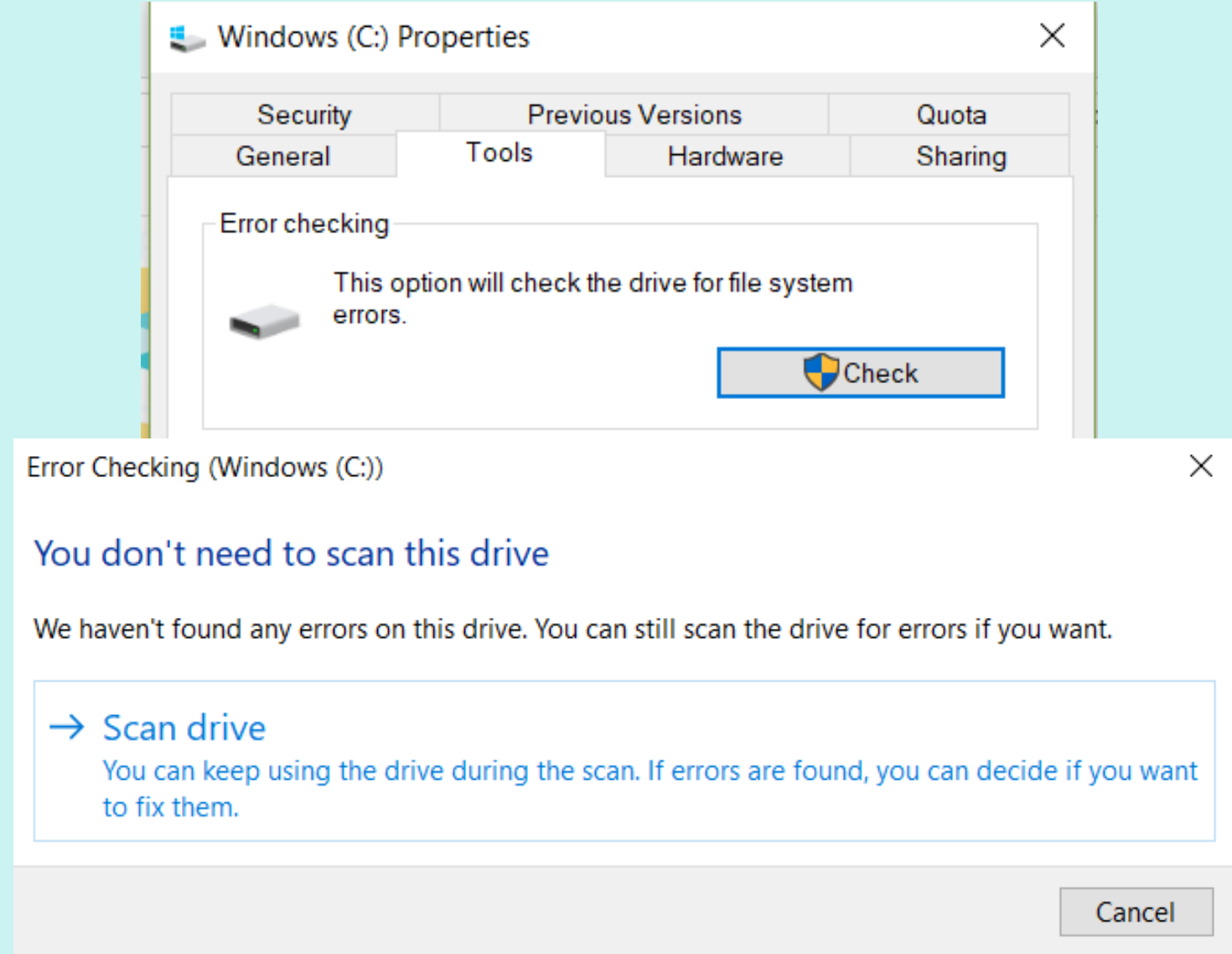
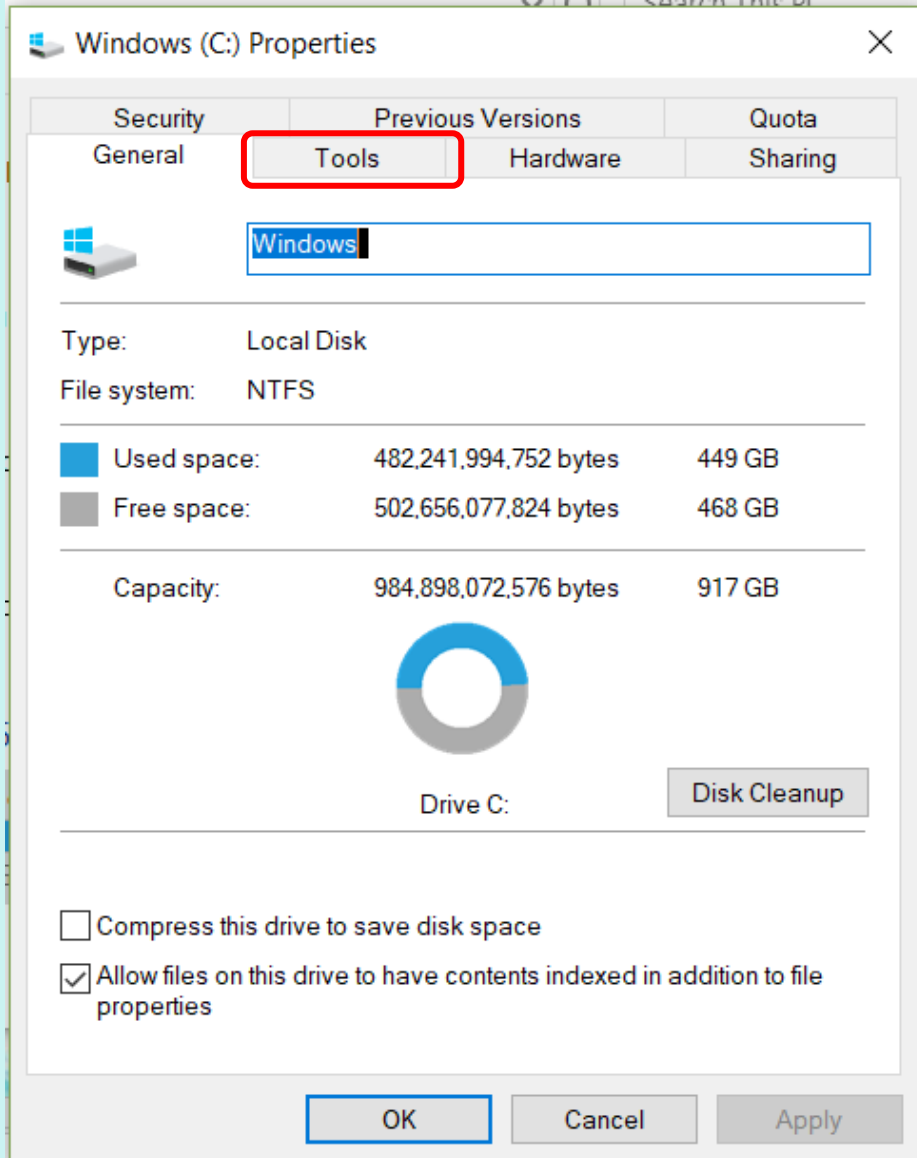
**If you have Windows
ESD installation files,
DO NOT delete them.
ESD Files are used for
"resetting your PC" to
its factory settings.

Check for Errors

- Click on Tools
- This option will check your hard drive for any system errors
- A system error occurs when an operating system stops at the moment it reaches a condition where it can no longer operate safely

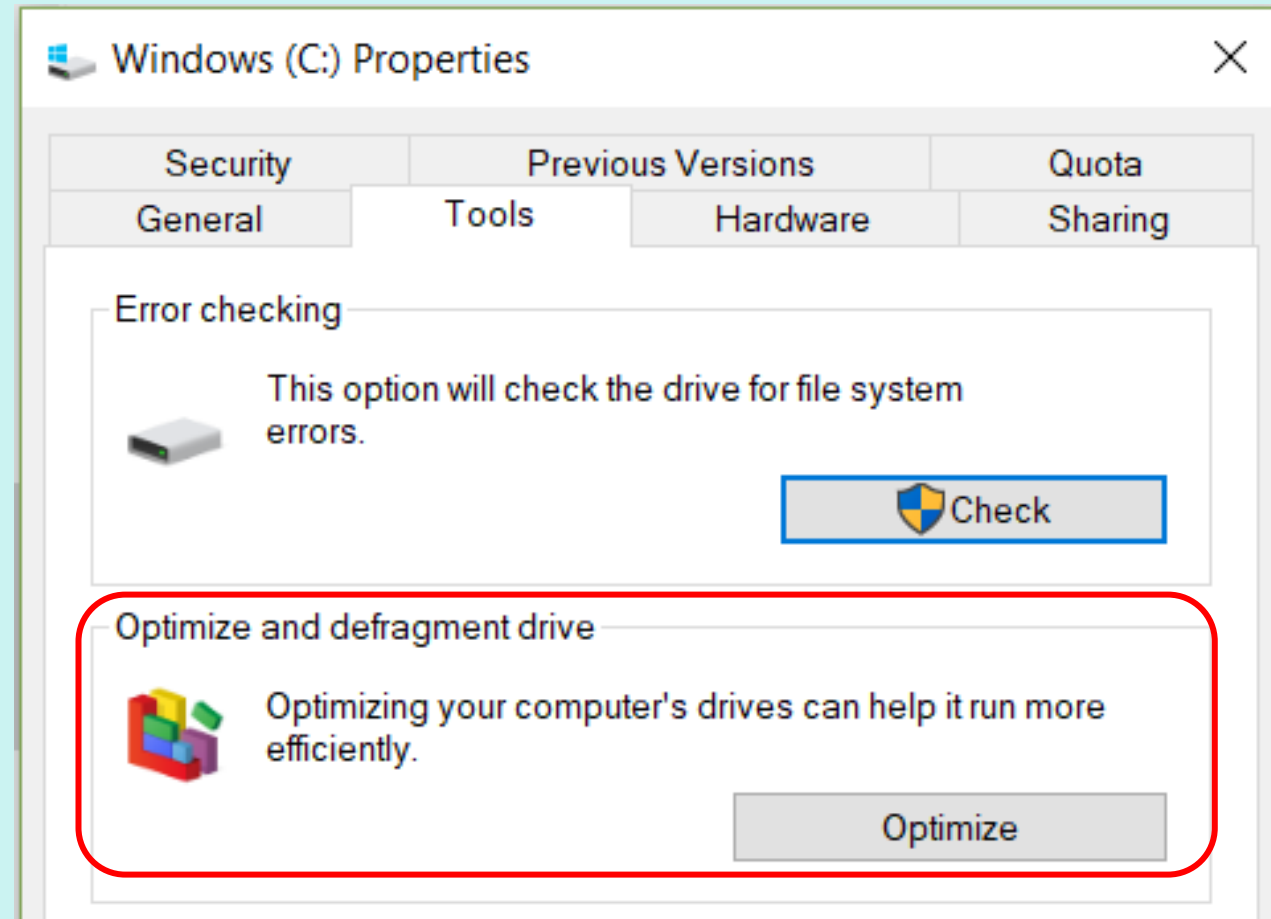


Check for Errors



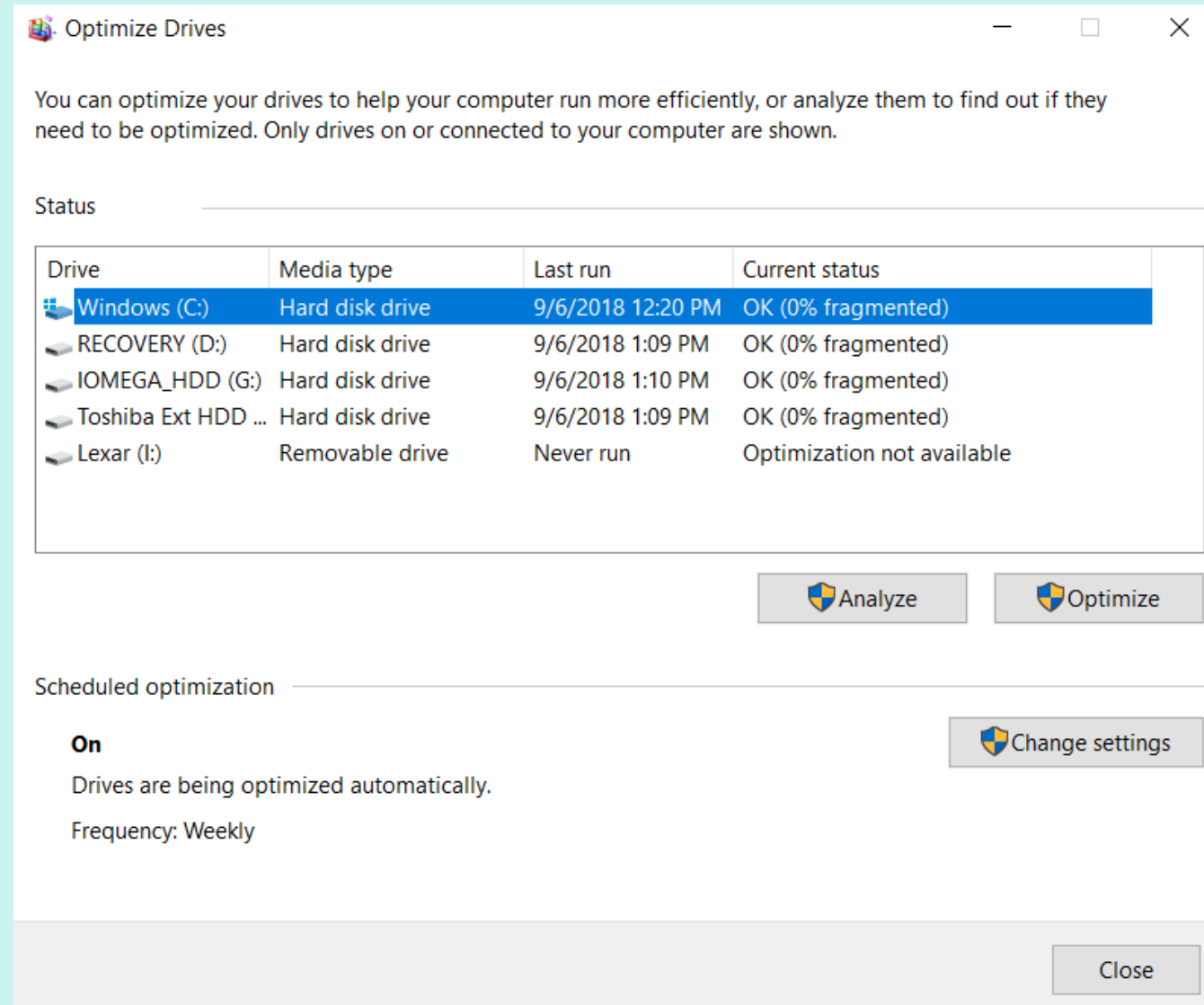
Optimize and Defrag Hard Drive

- Optimizing your computer's C: drive can help it run more efficiently
- Designed to increase access speed by rearranging files stored on a disk to occupy contiguous storage locations



Optimize and Defrag Hard Drive

- You only need to optimize your Windows (C:) drive



The screenshot shows the 'Optimize Drives' window in Windows. It features a title bar with the text 'Optimize Drives' and standard window controls. Below the title bar is a descriptive paragraph: 'You can optimize your drives to help your computer run more efficiently, or analyze them to find out if they need to be optimized. Only drives on or connected to your computer are shown.' A 'Status' section is followed by a table listing drives. The table has four columns: 'Drive', 'Media type', 'Last run', and 'Current status'. The first row, 'Windows (C:)', is highlighted in blue. Below the table are two buttons: 'Analyze' and 'Optimize'. A 'Scheduled optimization' section shows a toggle switch set to 'On', with the text 'Drives are being optimized automatically.' and 'Frequency: Weekly'. A 'Change settings' button is located to the right of this section. At the bottom right corner is a 'Close' button.

Drive	Media type	Last run	Current status
Windows (C:)	Hard disk drive	9/6/2018 12:20 PM	OK (0% fragmented)
RECOVERY (D:)	Hard disk drive	9/6/2018 1:09 PM	OK (0% fragmented)
IOMEGA_HDD (G:)	Hard disk drive	9/6/2018 1:10 PM	OK (0% fragmented)
Toshiba Ext HDD ...	Hard disk drive	9/6/2018 1:09 PM	OK (0% fragmented)
Lexar (I:)	Removable drive	Never run	Optimization not available

Scheduled optimization

On

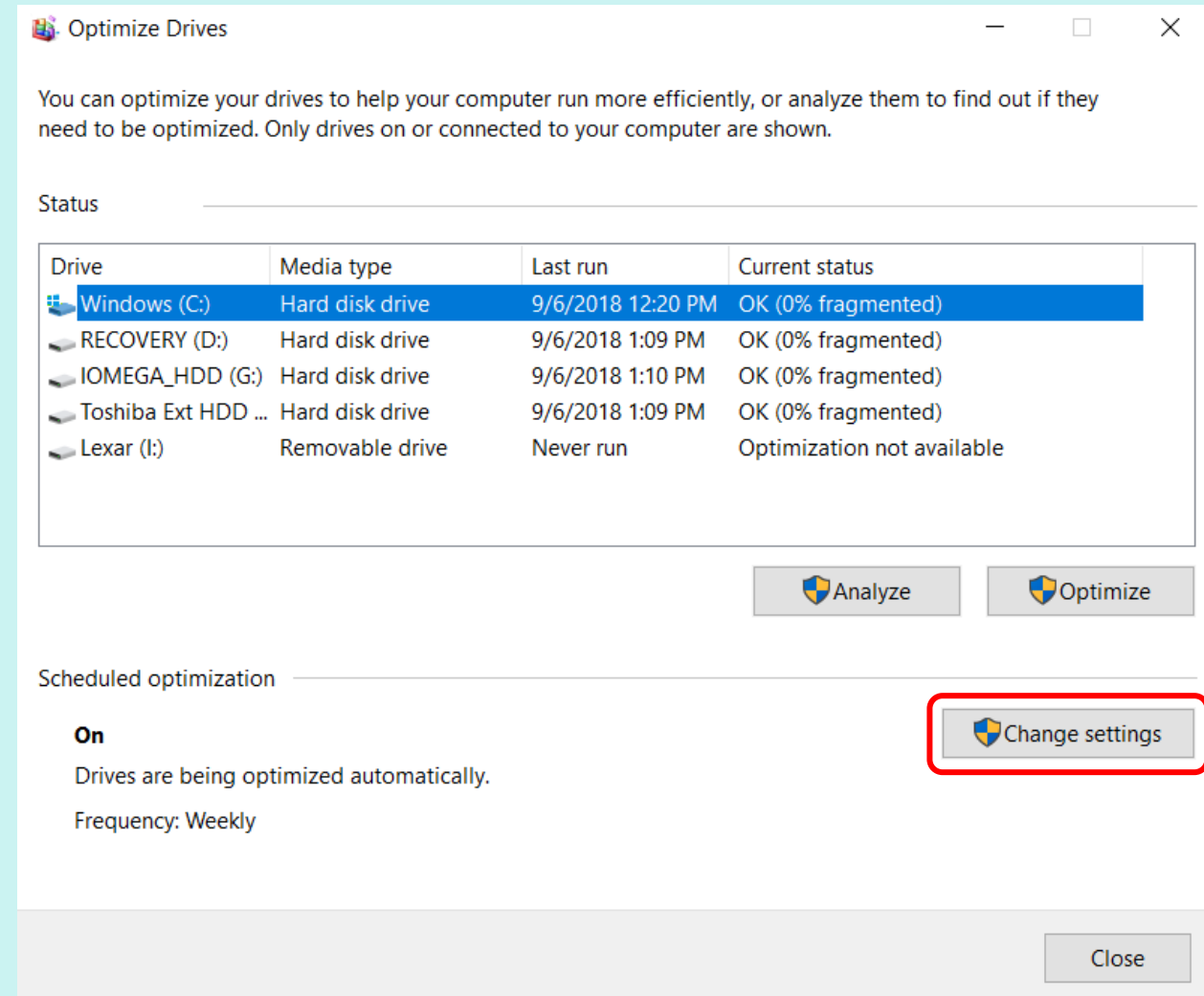
Drives are being optimized automatically.

Frequency: Weekly

Close

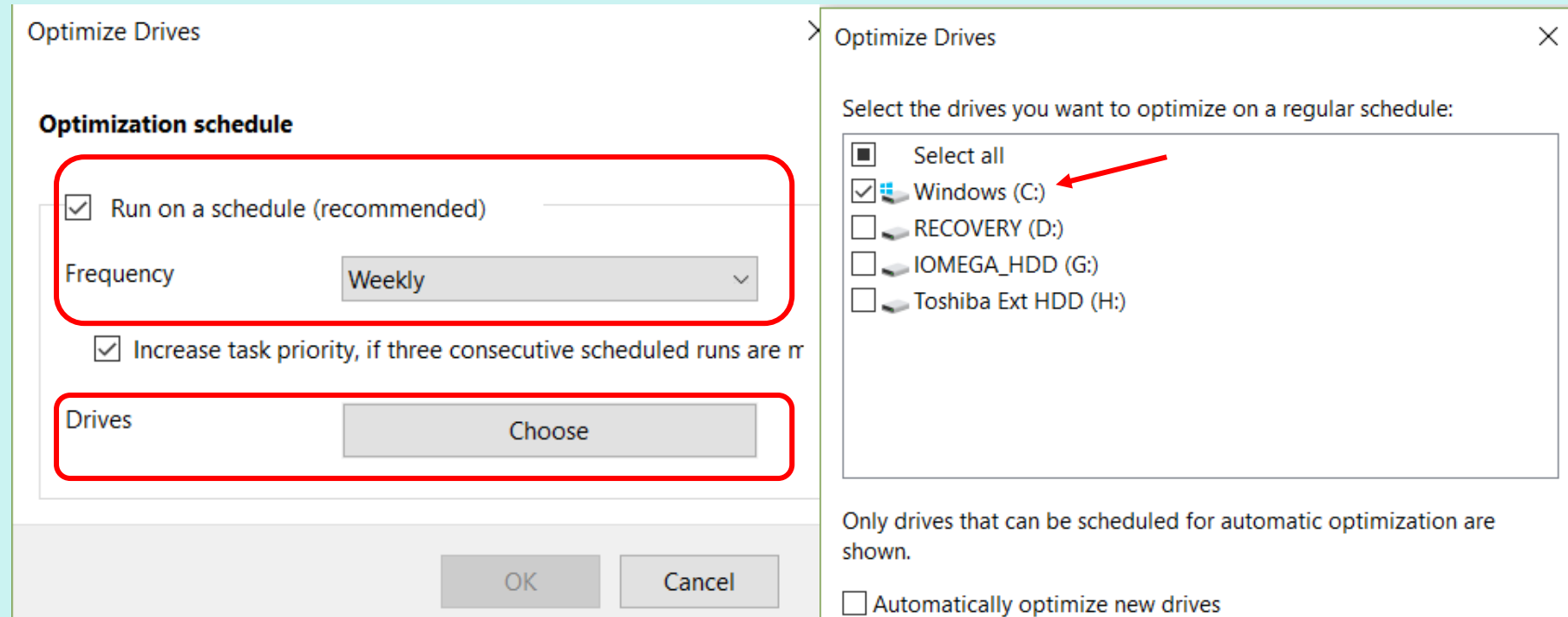
Optimize and Defrag Hard Drive

- Set up this feature by:
- Clicking on *Change settings*

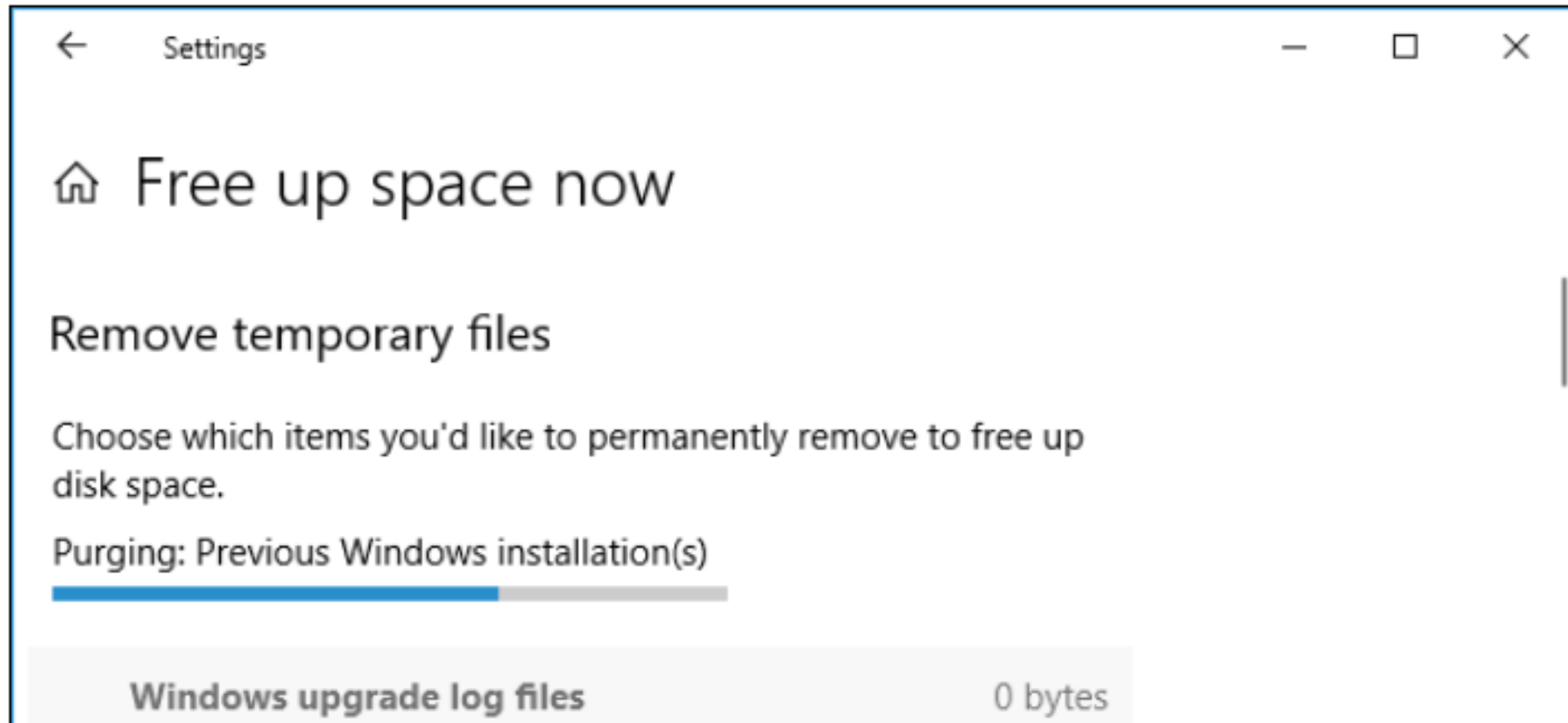


Optimize and Defrag Hard Drive

- Click Run on a schedule (recommended)
- Decide on Frequency (Daily / Weekly / Monthly)
- Choose Drive



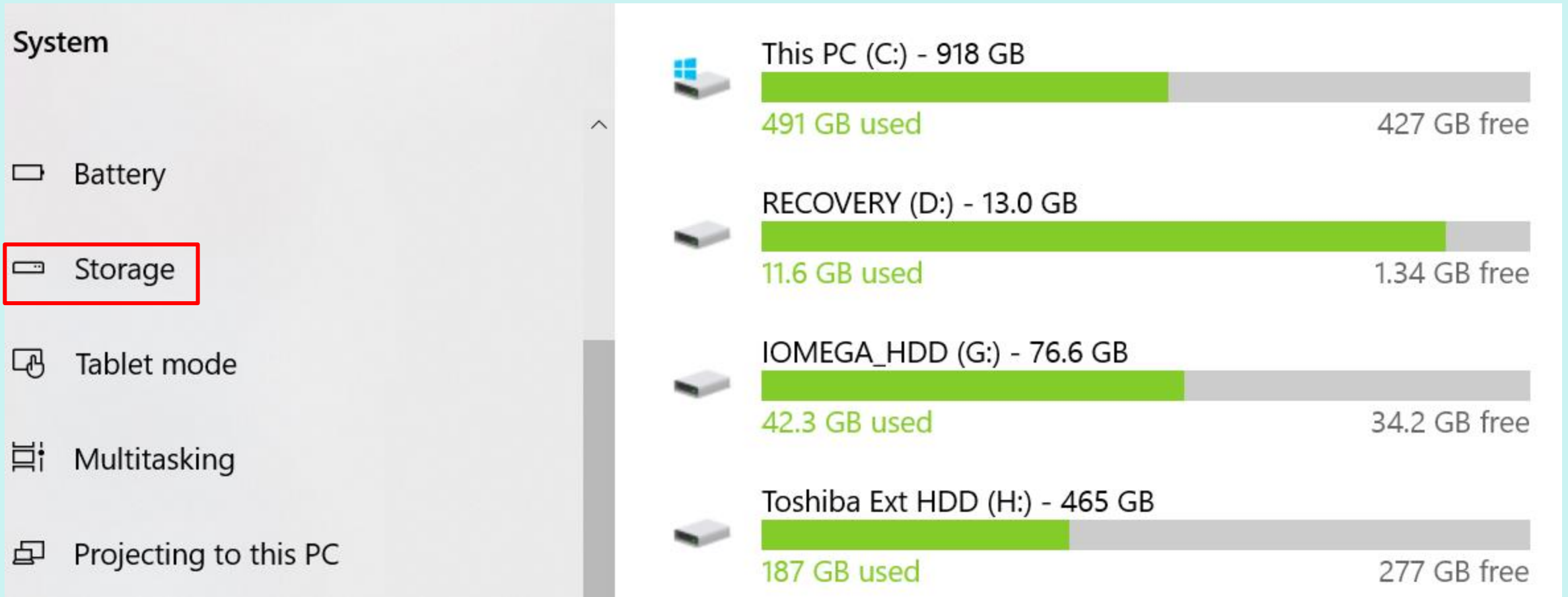
Windows 10's "Free Up Space" tool to Clean Your Hard Drive



Free Up Space Tool

- Settings
- System
- Storage
- Click “Free Up Space Now” link under Storage Sense

Free Up Space Tool



Free Up Space Tool

I like to decide what I want to remove so I have turned *automatically free up space* off

Storage

Windows can automatically free up space by getting rid of files you don't need, like temporary files and content in your recycle bin



off

[Change how we free up space automatically](#)

[Free up space now](#)

Free Up Space Tool

- Scroll through list
- Check types of data you want to remove
- Can delete everything listed if computer is working properly
- Example:
 - Windows upgrade log files / System created Windows Error Reporting Files
 - Only helpful if your PC is experiencing problems
- Working fine? Feel free to delete them

Free Up Space Tool

Free up space now

Remove temporary files

Choose which items you'd like to permanently remove to free up disk space.

Remove files

Total selected: 3.73 GB



Downloads

Files in your Downloads folder.

33.9 GB

Windows Update Cleanup

Windows keeps copies of all installed updates from Windows Update, even after installing newer versions of updates. Windows Update cleanup deletes or compresses older versions of updates that are no longer needed and taking up space. (You might need to restart your computer.)



3.32 GB

This is where you decide what you want to delete

Free Up Space Tool

Windows upgrade log files

230 MB



Windows upgrade log files contain information that can help identify and troubleshoot problems that occur during Windows installation, upgrade, or servicing. Deleting these files can make it difficult to troubleshoot installation issues.

Temporary Internet Files

151 MB



The Temporary Internet Files folder contains webpages stored on your hard disk for quick viewing. Your personalized settings for webpages will be left intact.

Thumbnails

24.0 MB



Windows keeps a copy of all of your picture, video, and document thumbnails so they can be displayed quickly when you open a folder. If you delete these thumbnails, they will be automatically recreated as needed.

Free Up Space Tool

Recycle Bin

17.4 MB



The Recycle Bin contains files you have deleted from your computer. These files are not permanently removed until you empty the Recycle Bin.

Delivery Optimization Files

16.0 MB



Delivery Optimization files are files that were previously downloaded to your computer and can be deleted if currently unused by the Delivery Optimization service.

Temporary files

3.96 MB



Apps can store temporary information in specific folders. These can be cleaned up manually if the app does not do it automatically.

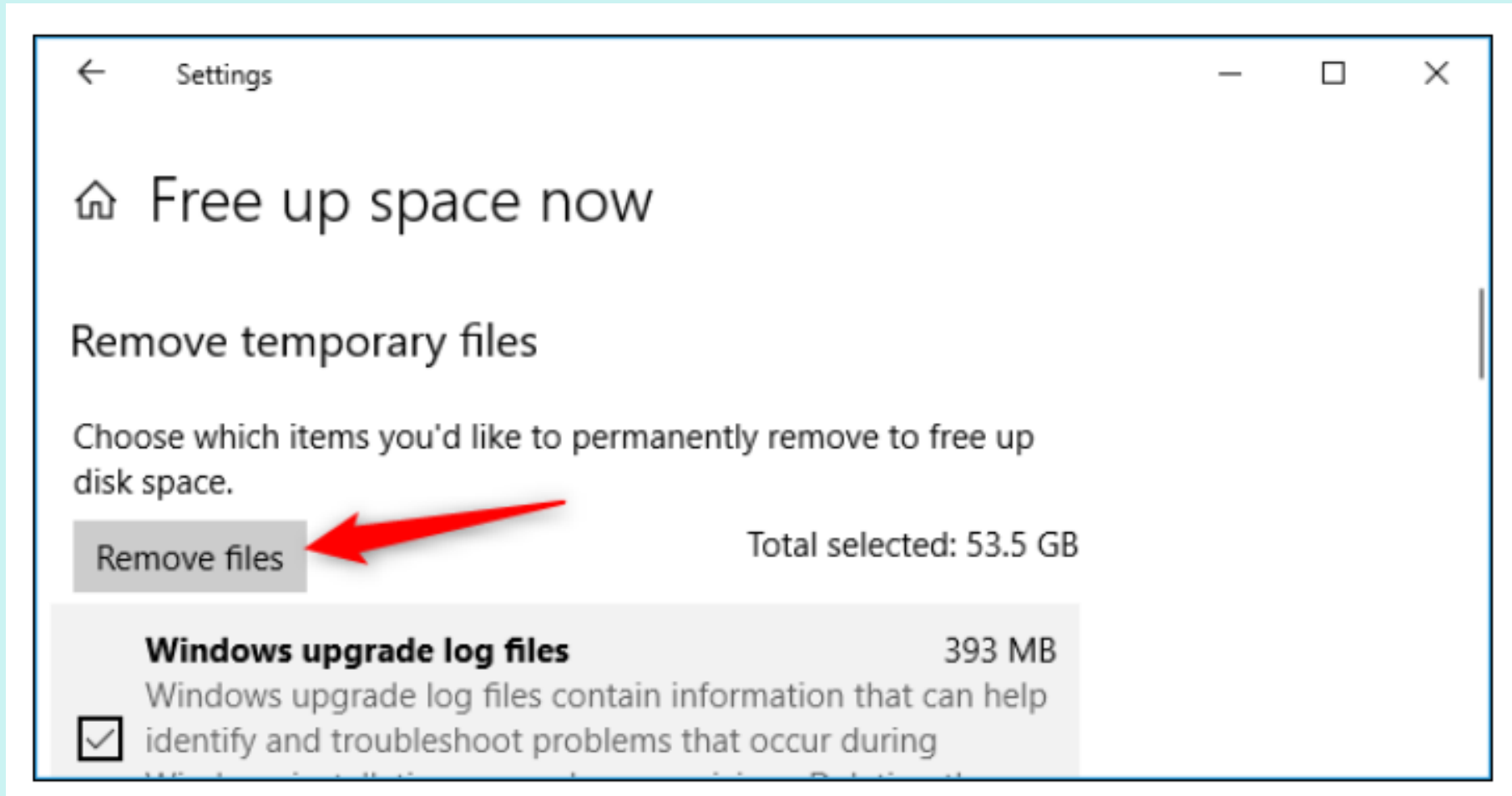
Free Up Space Tool

☐ **System created Windows Error Reporting Files** 359 KB
Files used for error reporting and solution checking.

☒ **DirectX Shader Cache** 66.8 KB
Clean up files created by the graphics system which can speed up application load time and improve responsiveness. They will be re-generated as needed.

☐ **Offline webpages** 5.24 KB
Offline pages are webpages that are stored on your computer so you can view them without being connected to the Internet. If you delete these pages now, you can still view your favorites offline later by synchronizing them. Your personalized settings for webpages will be left intact.

Free Up Space Tool



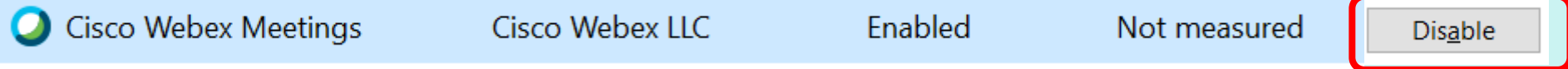
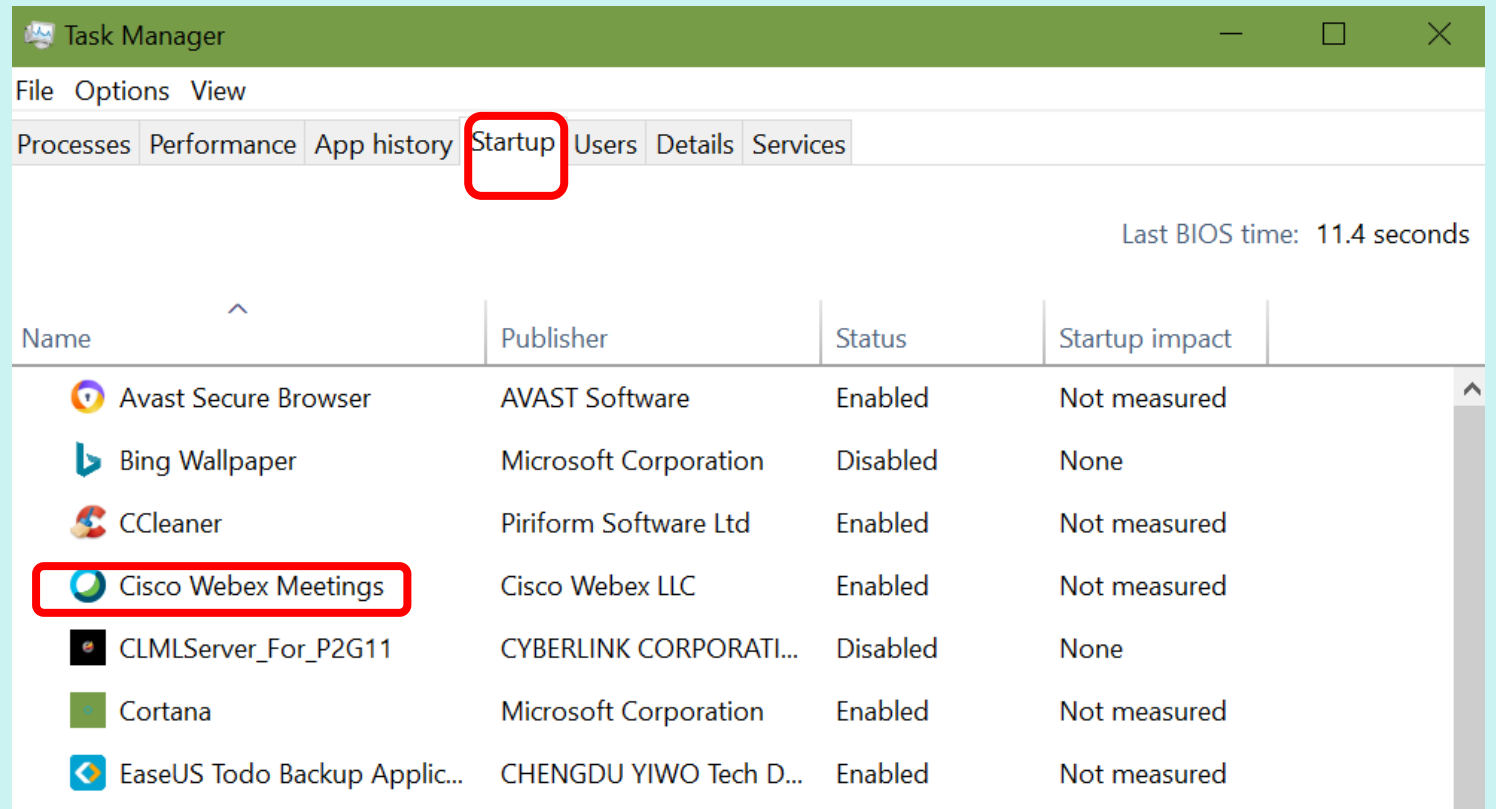
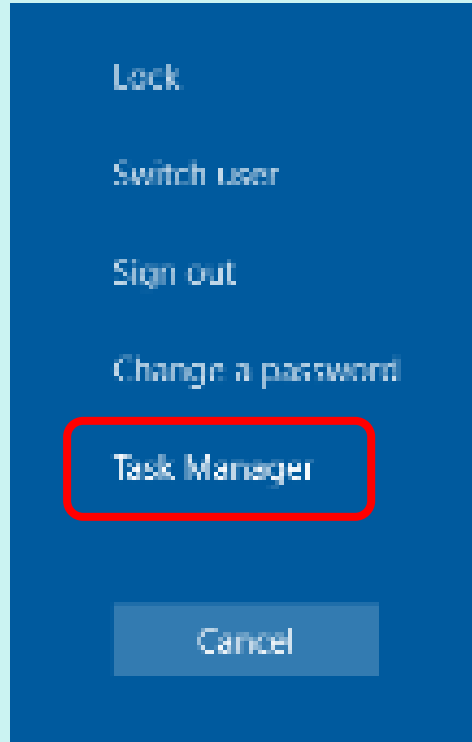
Optimize Startup

Computer slow to boot up?

- Many programs add themselves to start up during install
- Use *Task Manager* to disable selected programs that start up during boot process
- Computer will start up faster

Optimize Startup

- Ctrl + Alt + Del
- Select *Task Manager*

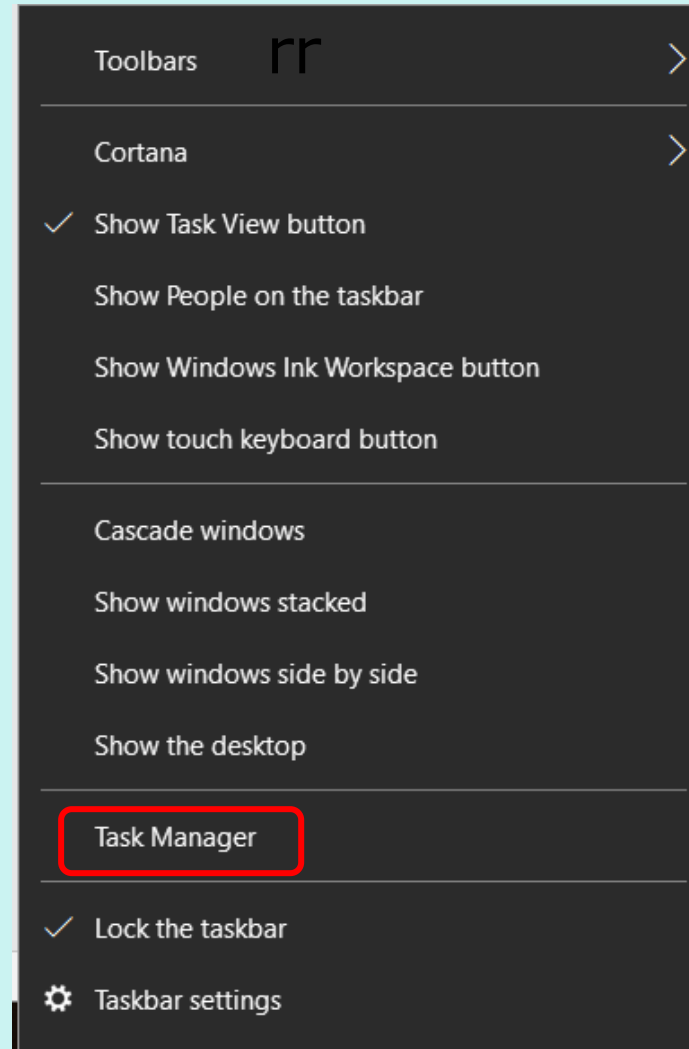


Optimize Startup

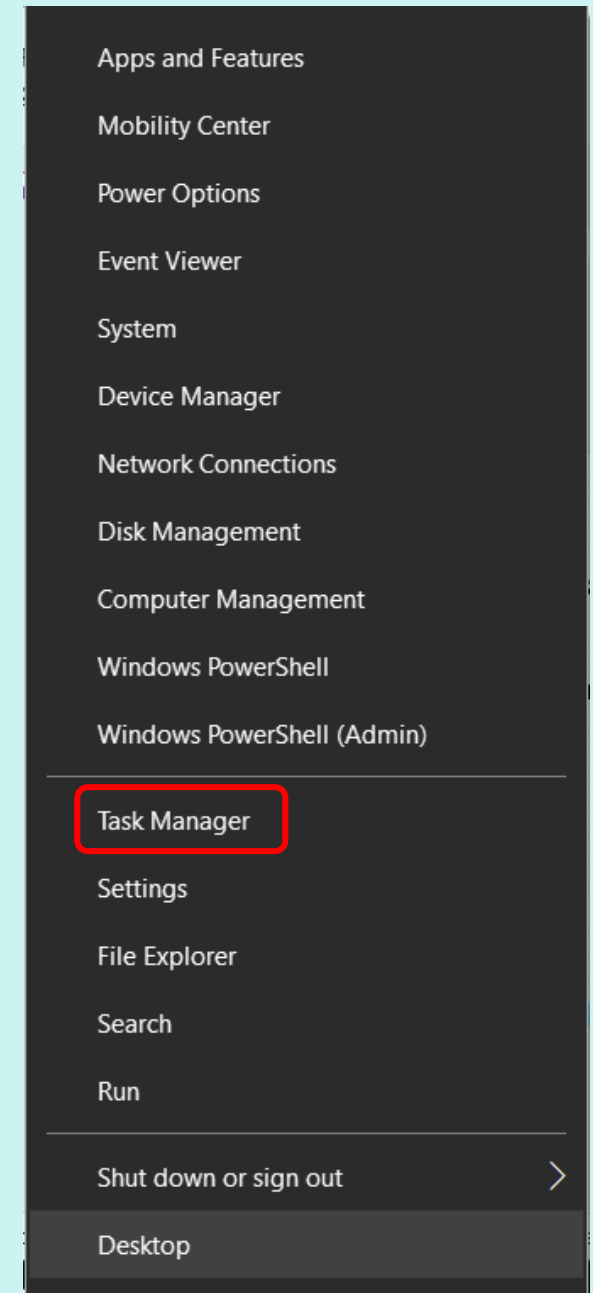
OR

- Right click on *Taskbar*
 - Select *Task Manager*
- Right click on *Start*
 - Select *Task Manager*

Taskbar



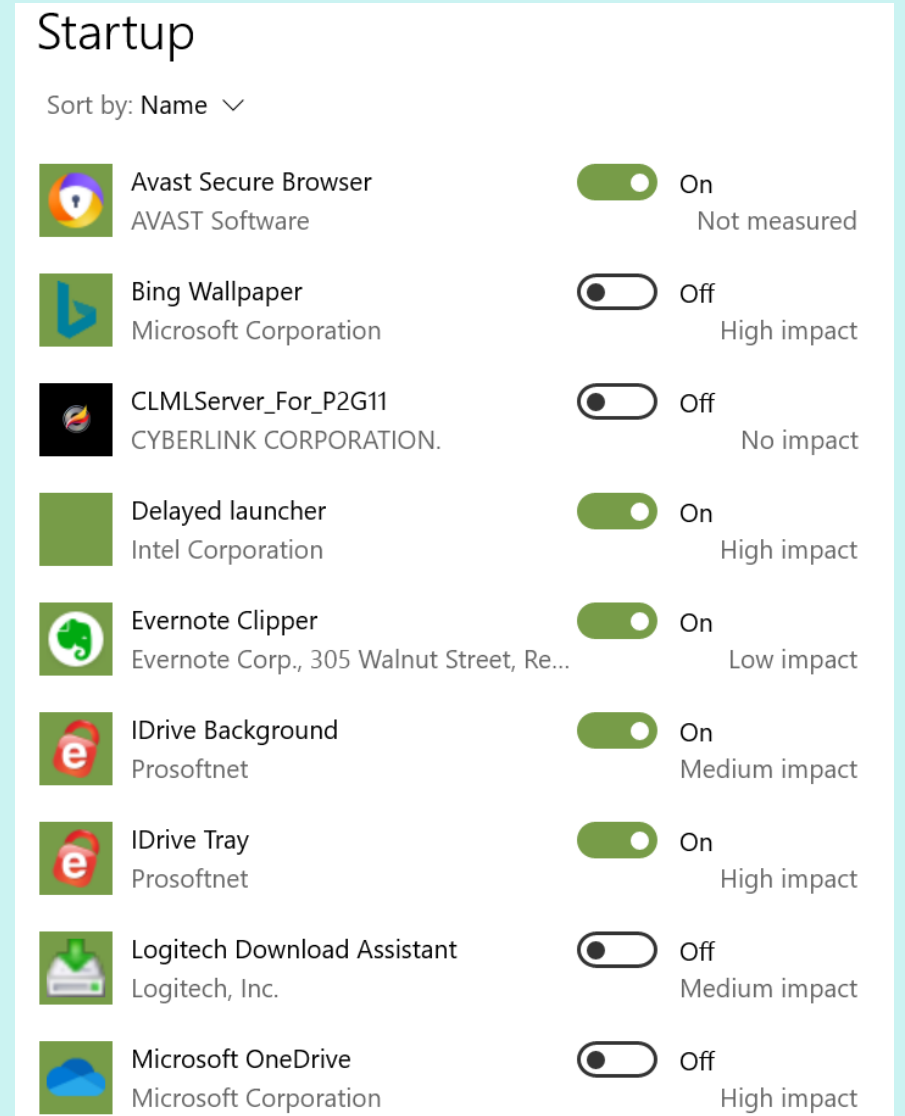
Start



Optimize Startup

➤ Windows 10


- Start
- Settings
- Apps
- Startup
- Move slider bar from On to Off....



Optimize Startup

➤ Use CCleaner to disable programs

➤ Tools / Startup

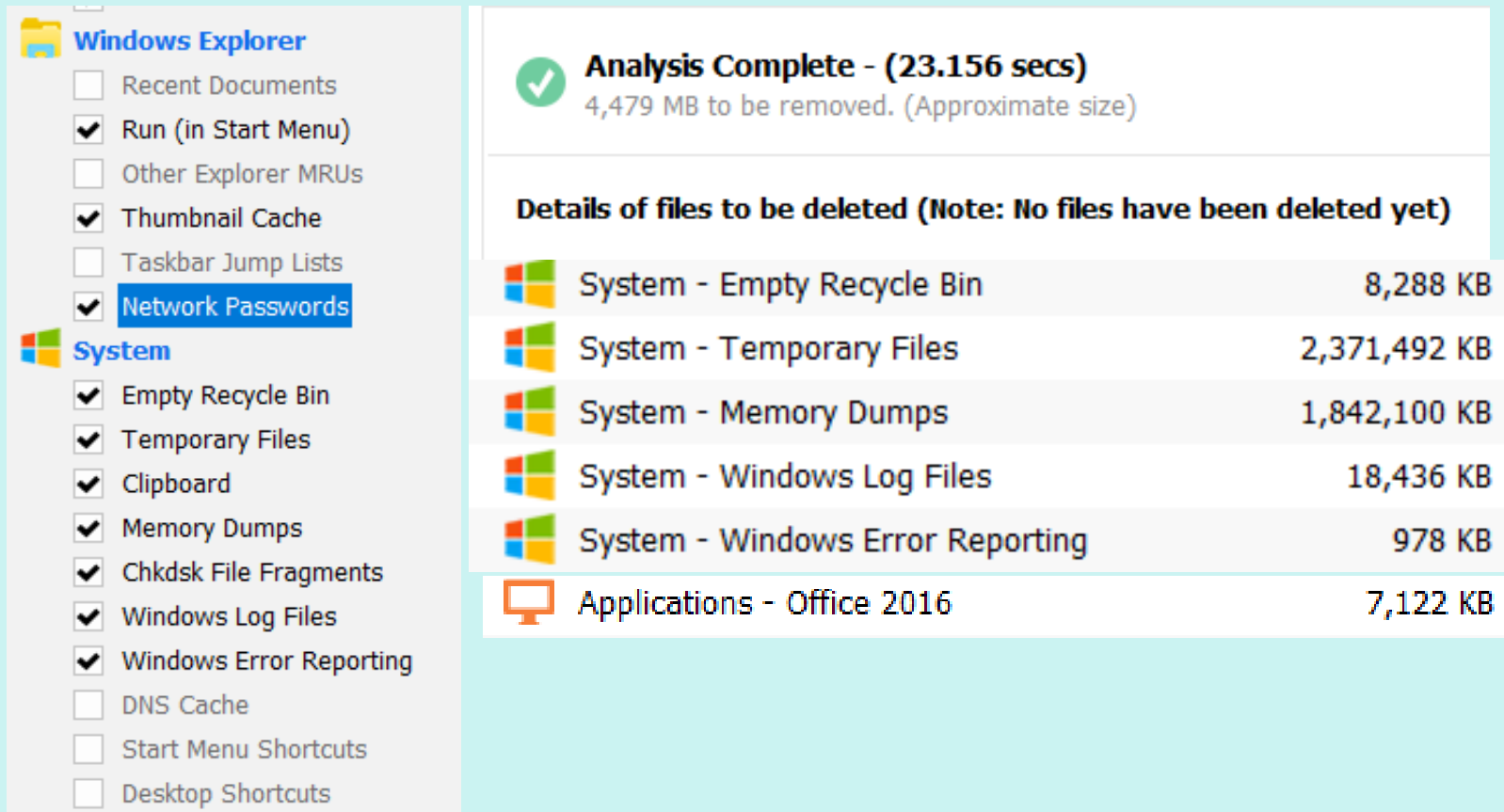
 These programs are set to run when your computer starts

Windows		Scheduled Tasks		Context Menu		Enable
Enabled	Key	Program	Publisher	User	File	Disable
Yes	HKCU:Run	CCleaner Monitoring	Piriform Ltd	JJT	"C:\Program Files\CCleaner\CCleaner64.ex	
No	HKCU:Run	OneDrive	Microsoft Corporation	JJT	"C:\Users\JJT\AppData\Local\Microsoft\One	
Yes	HKLM:Run	AvastUI.exe	AVAST Software	All users	"C:\Program Files\AVAST Software\Avast\	
Yes	HKLM:Run	EEventManager	SEIKO EPSON CORPORATION	All users	"C:\Program Files (x86)\Epson Software\Ev	
Yes	HKLM:Run	HPMessageService	HP Inc.	All users	C:\Program Files (x86)\HP\HP System Even	
Yes	HKLM:Run	HPRadioMgr		All users	C:\Program Files (x86)\HP\HP Wireless But	
Yes	HKLM:Run	Logitech Download Assistant	Microsoft Corporation	All users	C:\Windows\system32\rundll32.exe C:\Win	
Yes	HKLM:Run	RtHDTVg_Session	Realtek Semiconductor	All users	"C:\Program Files\Realtek\Audio\HDA\RAVE	
Yes	HKLM:Run	RTHDVCPL	Realtek Semiconductor	All users	"C:\Program Files\Realtek\Audio\HDA\RtkN	
Yes	HKLM:Run	SecurityHealth	Microsoft Corporation	All users	%ProgramFiles%\Windows Defender\MSAS	
Yes	Startup Common	HP JumpStart Launch.Ink		All users	c:\windows\Installer\{B90CB0DE-2E60-41C	
Yes	Startup User	EvernoteClipper.Ink	Evernote Corp., 305 Walnut Street, Redwood City, CA 94063	JJT	C:\Program Files (x86)\Evernote\Evernote\	

Disk Cleanup

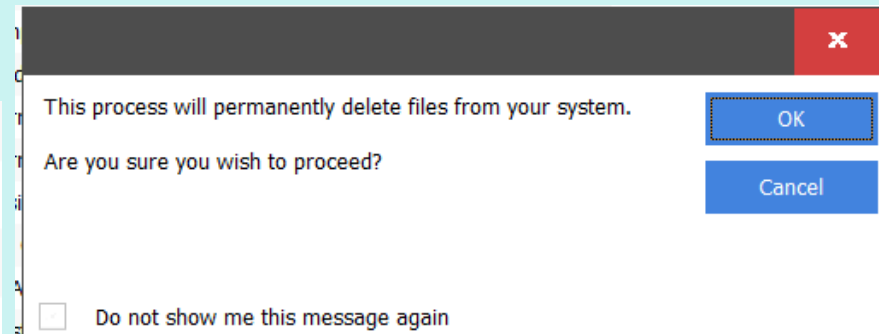
CCleaner

➤ Customize / Analyze / Run Cleaner



The screenshot displays the CCleaner application interface. On the left, there are two main sections: 'Windows Explorer' and 'System'. Under 'Windows Explorer', the following items are listed with checkboxes: 'Recent Documents' (unchecked), 'Run (in Start Menu)' (checked), 'Other Explorer MRUs' (unchecked), 'Thumbnail Cache' (checked), 'Taskbar Jump Lists' (unchecked), and 'Network Passwords' (checked). Under 'System', the following items are listed with checkboxes: 'Empty Recycle Bin' (checked), 'Temporary Files' (checked), 'Clipboard' (checked), 'Memory Dumps' (checked), 'Chkdsk File Fragments' (checked), 'Windows Log Files' (checked), 'Windows Error Reporting' (checked), 'DNS Cache' (unchecked), 'Start Menu Shortcuts' (unchecked), and 'Desktop Shortcuts' (unchecked). The main area on the right shows the results of an analysis. At the top, a green checkmark icon is followed by the text 'Analysis Complete - (23.156 secs)' and '4,479 MB to be removed. (Approximate size)'. Below this, a section titled 'Details of files to be deleted (Note: No files have been deleted yet)' contains a list of file categories and their sizes:

Category	Size
System - Empty Recycle Bin	8,288 KB
System - Temporary Files	2,371,492 KB
System - Memory Dumps	1,842,100 KB
System - Windows Log Files	18,436 KB
System - Windows Error Reporting	978 KB
Applications - Office 2016	7,122 KB




Clean Your Registry, or Not


CCleaner


Registry Backup


7/7/2020 11:58 AM


File folder



Health Check



Custom Clean


Registry


Tools


Options


Upgrade



Registry Cleaner

☒ Missing Shared DLLs

☒ Unused File Extensions

☒ ActiveX and Class Issues

☒ Type Libraries

☒ Applications

☒ Fonts

☒ Application Paths

☒ Help Files

☒ Installer

☒ Obsolete Software

☒ Run At Startup

☒ Start Menu Ordering

☒ MUI Cache

☒ Sound Events

☒ Windows Services

100%

Registry Scan Complete. Number of issues found: 169

<input checked="" type="checkbox"/>	Problem	Data	Registry Key
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\wmnet_utils.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\vsavb7rt.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\system.enterpriseservices.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\system.data.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\system.configuration.install.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\mscorlib.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\mscorlibc.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\mscorlibb.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\microsoft.vsa.vb.codedomprocessor.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\microsoft.jscript.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\iehost.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\diasymreader.dll	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\Microsoft.JScript.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\mscorlibc.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\mscorlibb.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\System.Drawing.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\System.EnterpriseServices.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\System.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.0.3705\System.Windows.Forms.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.1.4322\Microsoft.JScript.tlb	HKLM\SOFTW
<input checked="" type="checkbox"/>	Missing Shared DLL	C:\Windows\Microsoft.NET\Framework\v1.1.4322\mscorlibc.tlb	HKLM\SOFTW

Scan for Issues

Fix selected Issues...

Hooray!

- Restart your computer
- Take a big breath and enjoy your clean computer



Mon Feb 8th, 2021

**Clean Out Your
Computer Day**

Organize Your Hard Drive

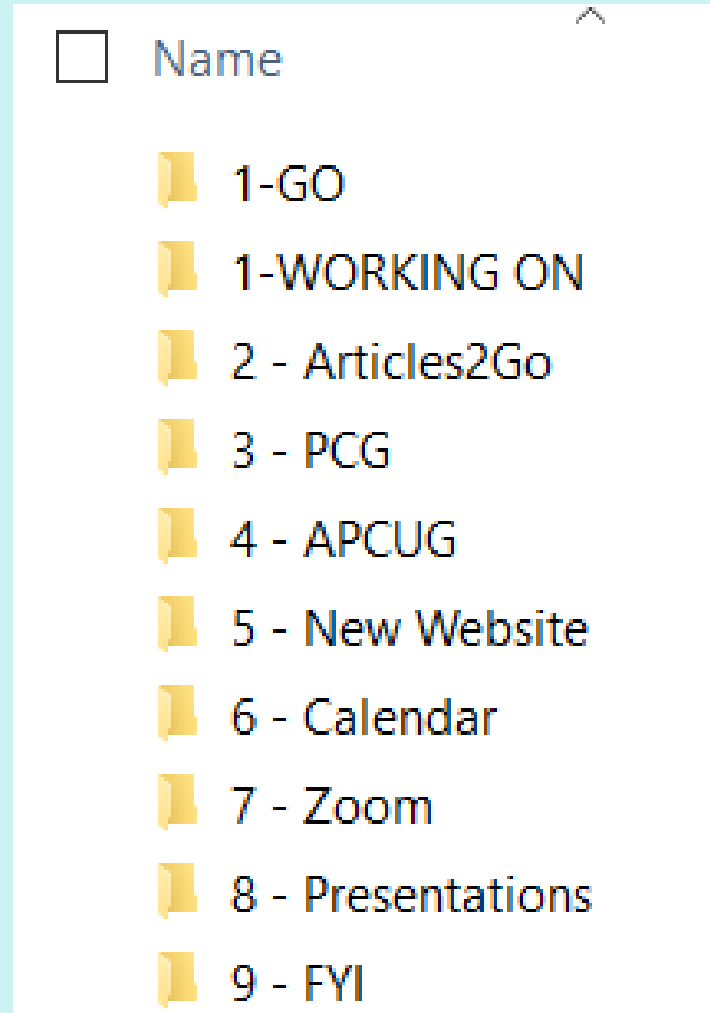
Your hard drive is your computer's file cabinet

- Folders – Categories / Subjects
 - Contain documents / photos...
- Sub-folders – Pertain to main Category
 - Contain documents / photos...



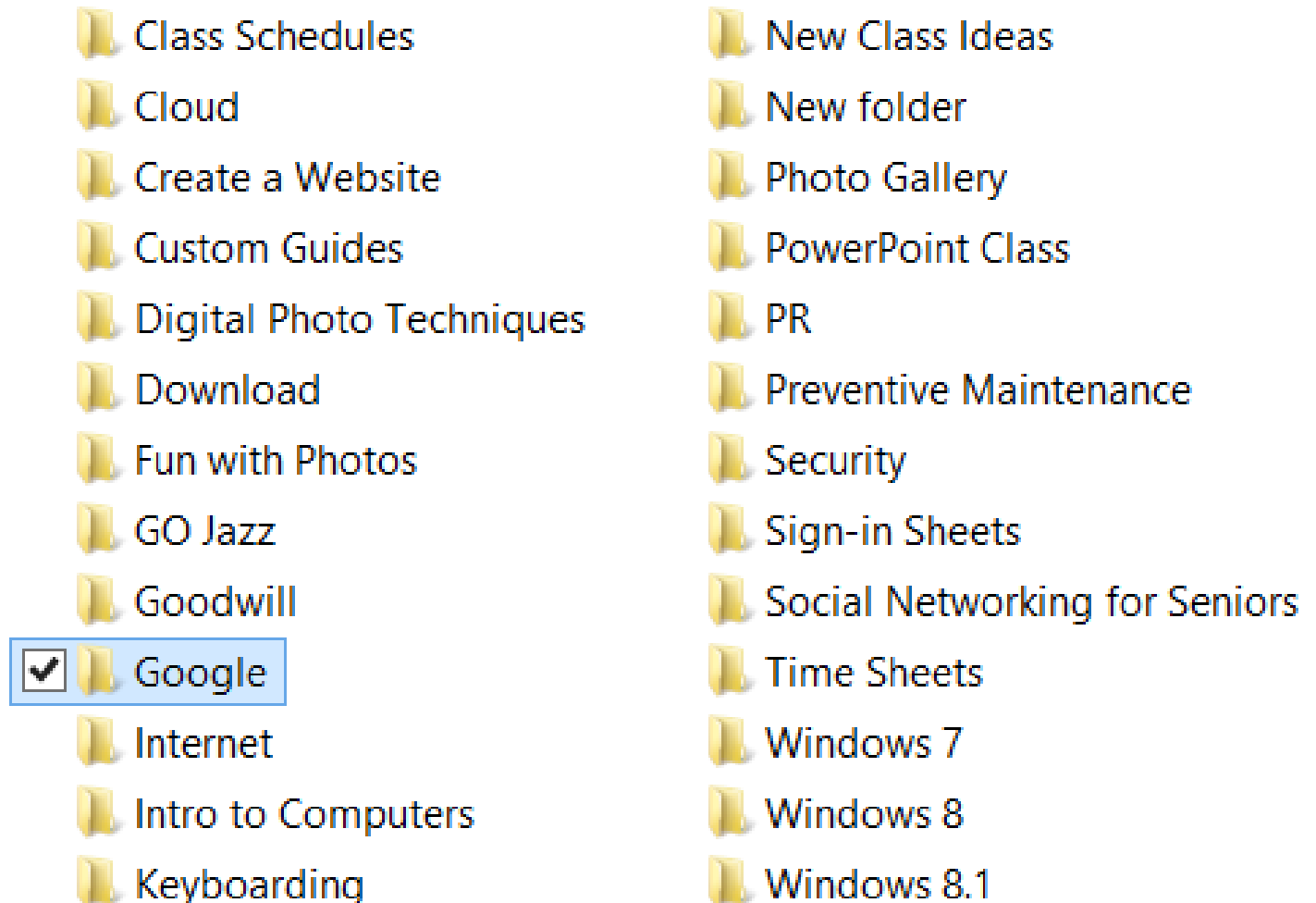
Organize Your Hard Drive

- Numbers rule – Folders I use the most often are at the top of the list



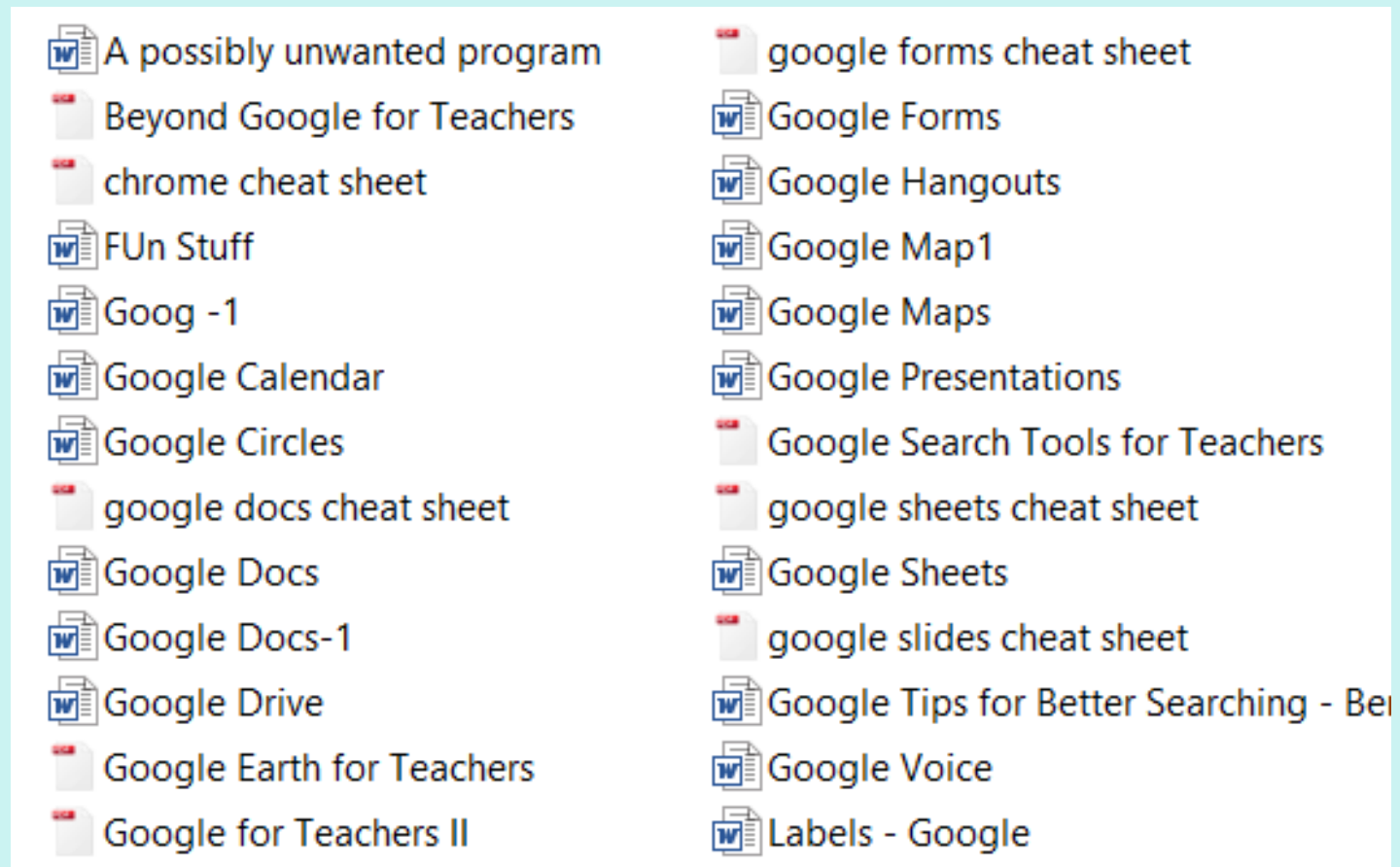
Organize Your Hard Drive

➤ Sub-folders under 1 - GO



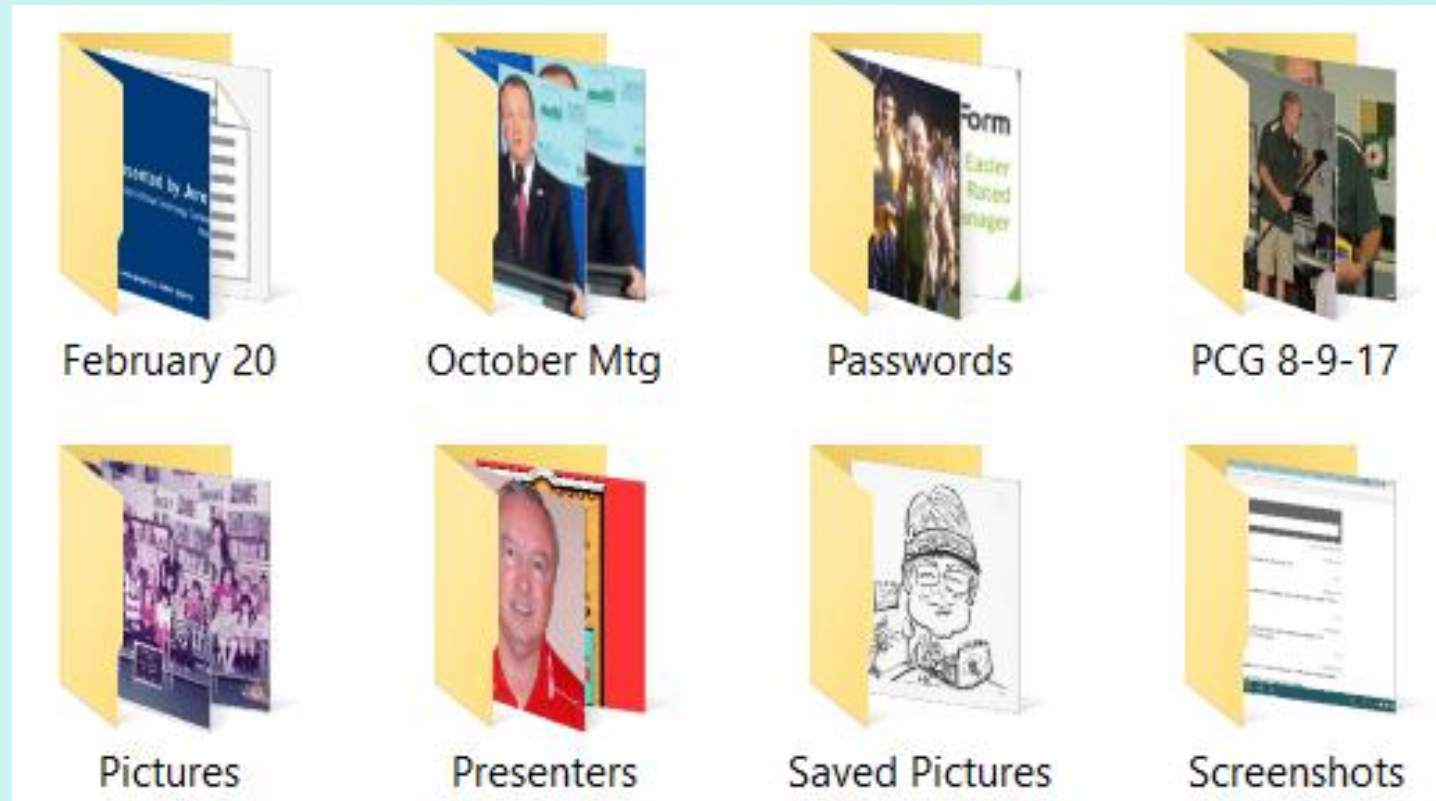
Organize Your Hard Drive

- Documents – Google
- *Organizing Your Life with Google*



Organize Your Hard Drive

- Pictures
- Folder Name – Year
- Folder Name – Subject
- Delete duplicate pictures
- Delete blurry pictures

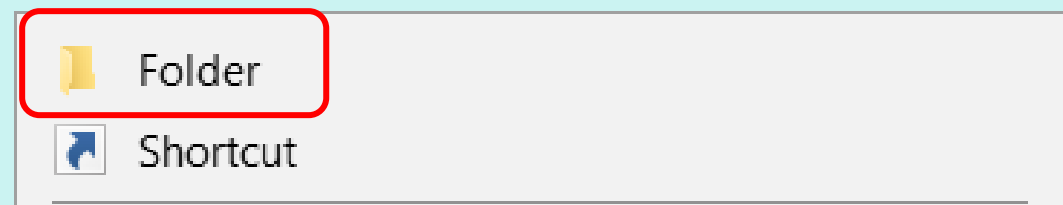
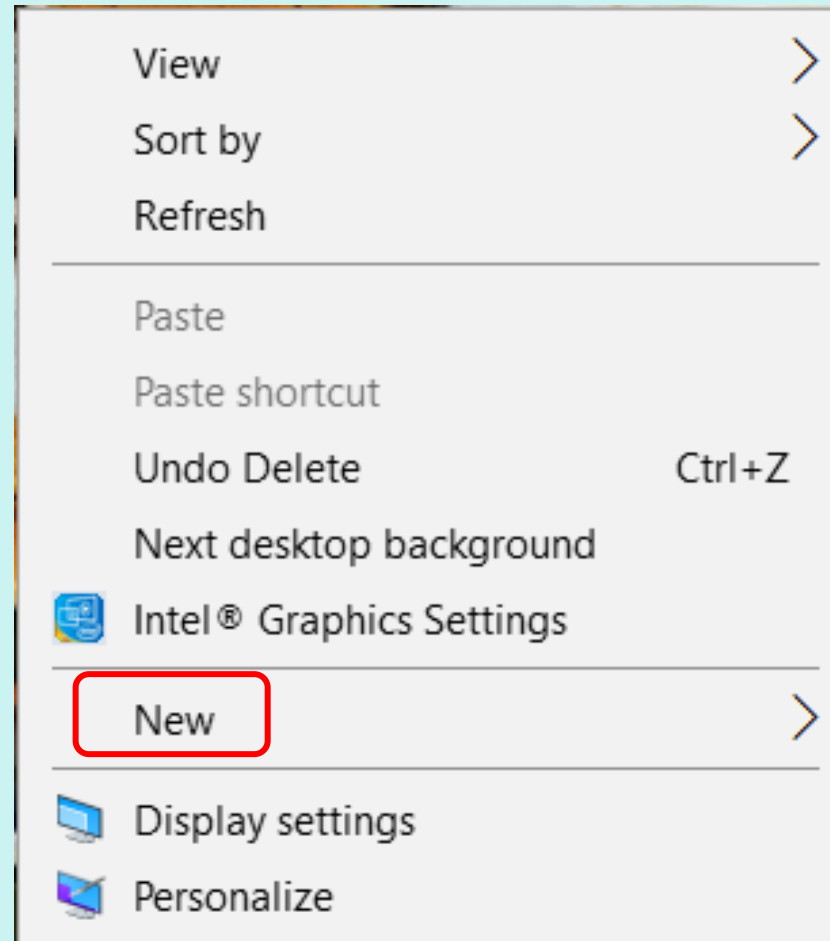


Organize Your Desktop Icons

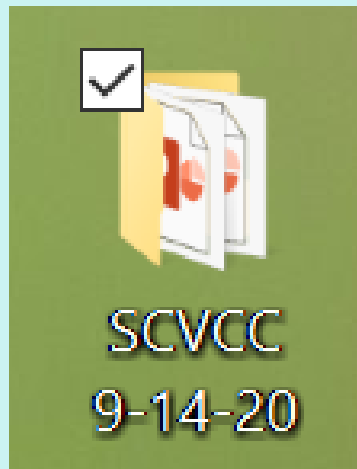
- Delete folders and files on desktop
 - Make sure all files have been saved in appropriate folder in Documents / folder name
- Do you need that app shortcut?
- Do you use several programs for digital editing?
- Do you have several anti-malware programs?
- Do you have several icons for genealogy?
- Organize them into 1 folder




Organize Your Desktop Icons

- Create a folder
- Right click on *Desktop*
- *Click New*
- Name Folder
- Press Enter
- Drag & Drop *Icons* into new folder



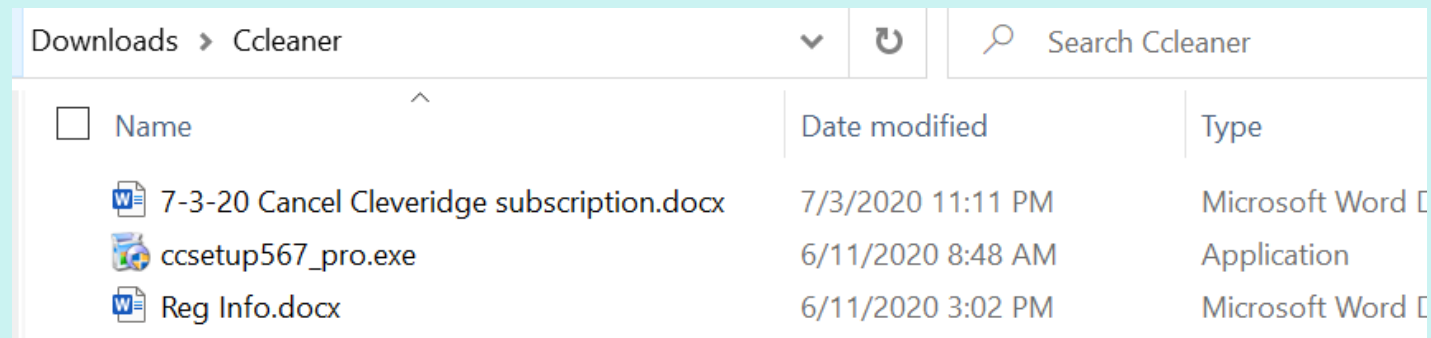
Organize Your Desktop Icons






<input type="checkbox"/> Name	Date modified	Type
 Disaster Planning 9-20.pptx	9/14/2020 9:05 PM	Microsoft PowerPoint
 September Funnies.pptx	9/14/2020 5:57 PM	Microsoft PowerPoint
 This 'n That.pptx	9/14/2020 5:57 PM	Microsoft PowerPoint

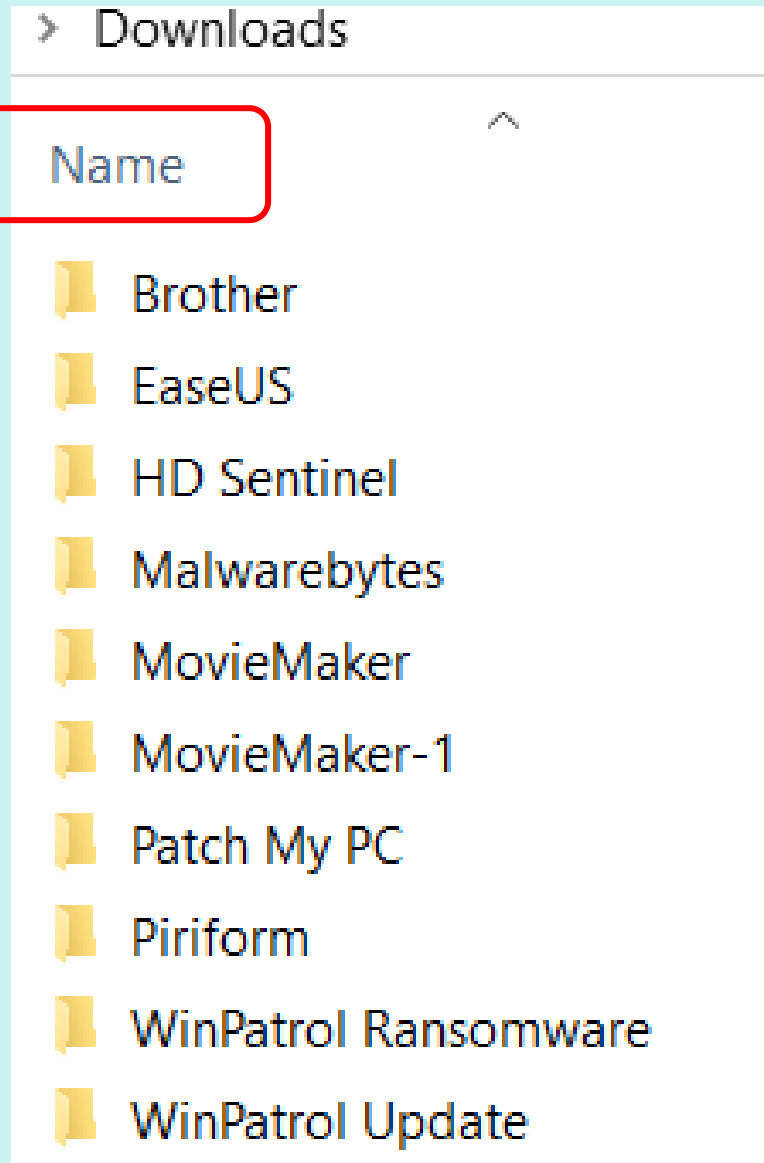
Download Folder

- Always use your *Download* folder to save
 - E-mail attachments – documents / pics
 - Programs / apps you download from the Internet
- Create a folder for program / app you are downloading
 - I copy & paste the info from the confirmation e-mail into a Word doc and save it in the appropriate *Download* sub-folder
 - Include registration information
 - Serial number
 - Contact info....



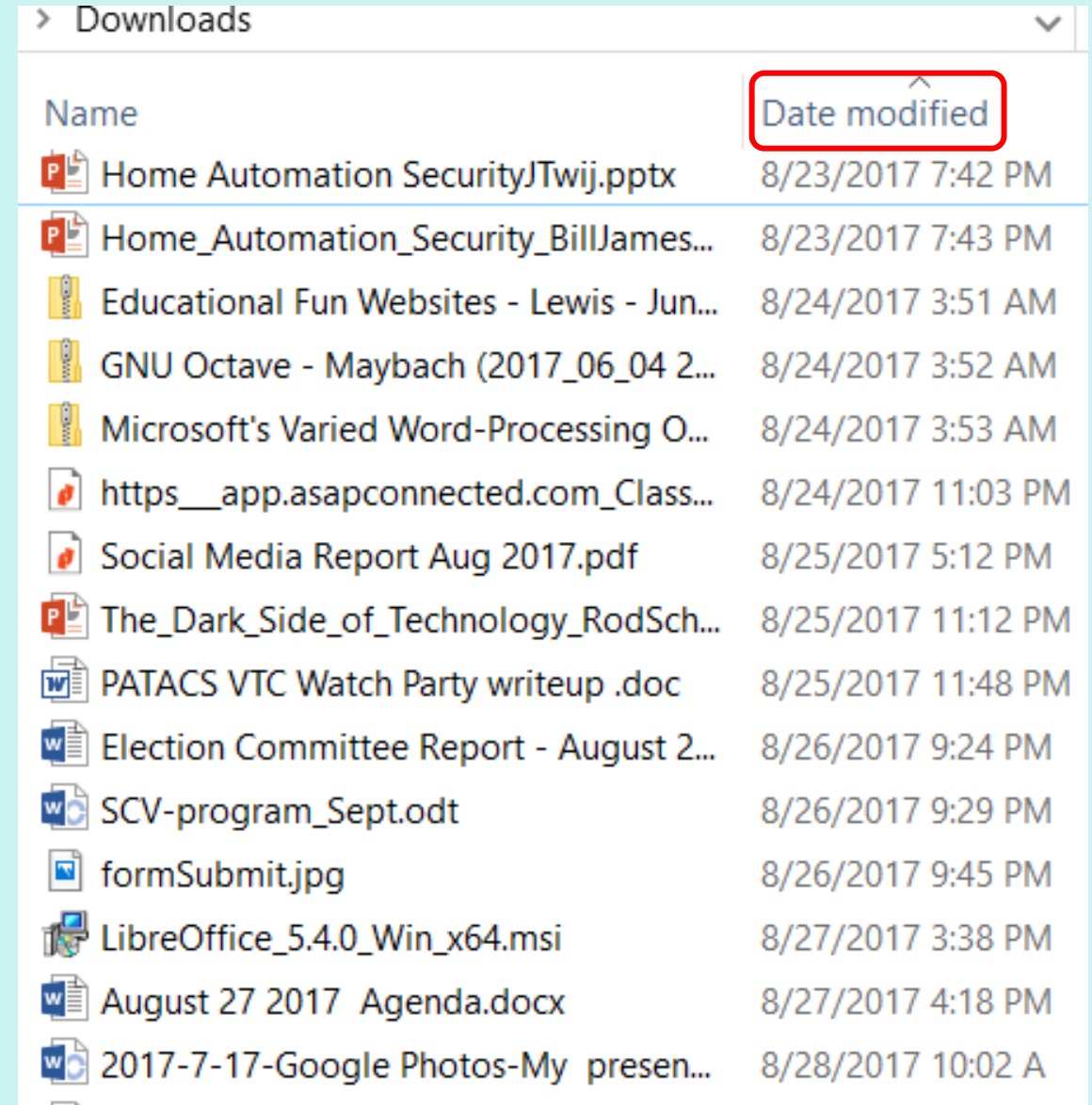
Downloads > Ccleaner			Search Ccleaner
<input type="checkbox"/> Name	Date modified	Type	
 7-3-20 Cancel Cleveridge subscription.docx	7/3/2020 11:11 PM	Microsoft Word Document	
 ccsetup567_pro.exe	6/11/2020 8:48 AM	Application	
 Reg Info.docx	6/11/2020 3:02 PM	Microsoft Word Document	
















Download Folder



Download Folder

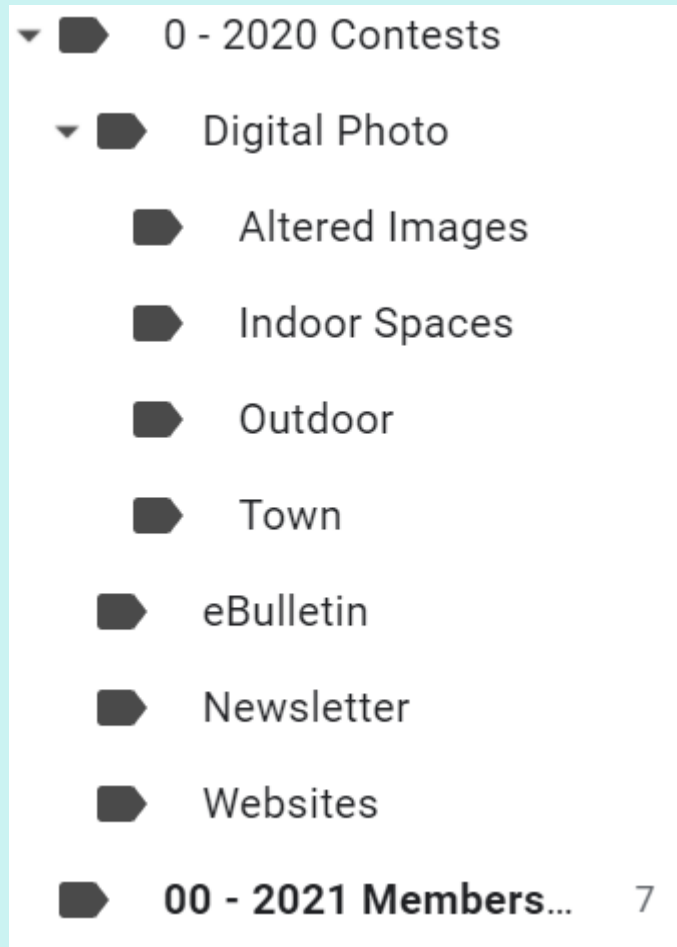
- Sort by *Date modified* to delete downloaded docs / pics you no longer need

A screenshot of a Windows File Explorer window showing the 'Downloads' folder. The window title is '> Downloads'. The file list is sorted by 'Date modified', which is highlighted with a red rectangle and an upward arrow icon. The files are listed in descending order of modification date, starting from 8/23/2017 and ending with 8/28/2017. Various file types are represented by icons, including PowerPoint presentations, PDFs, Word documents, and image files.

Name	Date modified
 Home Automation SecurityJTwij.pptx	8/23/2017 7:42 PM
 Home_Automation_Security_BillJames...	8/23/2017 7:43 PM
 Educational Fun Websites - Lewis - Jun...	8/24/2017 3:51 AM
 GNU Octave - Maybach (2017_06_04 2...	8/24/2017 3:52 AM
 Microsoft's Varied Word-Processing O...	8/24/2017 3:53 AM
 https__app.asapconnected.com_Class...	8/24/2017 11:03 PM
 Social Media Report Aug 2017.pdf	8/25/2017 5:12 PM
 The_Dark_Side_of_Technology_RodSch...	8/25/2017 11:12 PM
 PATACS VTC Watch Party writeup .doc	8/25/2017 11:48 PM
 Election Committee Report - August 2...	8/26/2017 9:24 PM
 SCV-program_Sept.odt	8/26/2017 9:29 PM
 formSubmit.jpg	8/26/2017 9:45 PM
 LibreOffice_5.4.0_Win_x64.msi	8/27/2017 3:38 PM
 August 27 2017 Agenda.docx	8/27/2017 4:18 PM
 2017-7-17-Google Photos-My presen...	8/28/2017 10:02 A

Organize Your E-mail

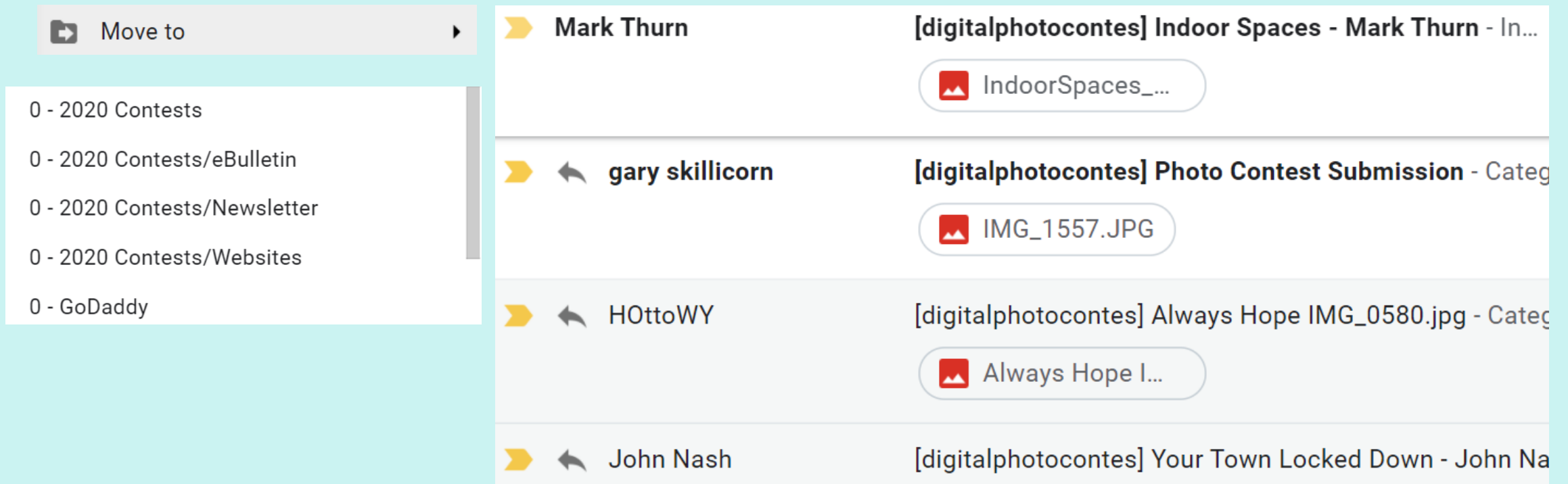
➤ Create folders same as hard drive



-Speakers Bureau

Organize Your E-mail

➤ Right-click on e-mail to move to appropriate folder



The screenshot illustrates the process of organizing emails. On the left, a 'Move to' context menu is open, displaying a list of folders: '0 - 2020 Contests', '0 - 2020 Contests/eBulletin', '0 - 2020 Contests/Newsletter', '0 - 2020 Contests/Websites', and '0 - GoDaddy'. On the right, a list of emails is shown, each with a yellow arrow icon indicating it can be moved. The emails are from Mark Thurn, gary skillicorn, HOttoWY, and John Nash, all related to the 'digitalphotocontes' photo contest. Each email entry includes a thumbnail of the attached image.

Sender	Subject	Attachment
Mark Thurn	[digitalphotocontes] Indoor Spaces - Mark Thurn - In...	IndoorSpaces_...
gary skillicorn	[digitalphotocontes] Photo Contest Submission - Categ	IMG_1557.JPG
HOttoWY	[digitalphotocontes] Always Hope IMG_0580.jpg - Categ	Always Hope I...
John Nash	[digitalphotocontes] Your Town Locked Down - John Na	

Organize Your E-mail

- Check *Spam* folder to make sure there aren't any emails in the folder that belong in your *Inbox*
- Move them to *Inbox*
- Check the boxes
- Delete Forever

☒

Delete forever

Not spam

More

1-3 of 3

<

>

Delete all spam messages now (messages that have been in Spam more than 30 days will be automatically deleted)

<input checked="" type="checkbox"/>		Canadian-Drugstore	A recent survey proven that the majority of online customers choos	11:37 am
<input checked="" type="checkbox"/>		UNDETECTABLE DAGGER	Final call: Shipping your Undetectable Knife today - Did you see this i	Sep 9
<input checked="" type="checkbox"/>		Francis Chao	(no subject) - Hello Judy https://goo.gl/afu57b Francis Chao	Sep 8

Organize Your E-mail

➤ Unsubscribe to e-mails you no longer read

– Newsletters

– Blogs

– E-mail alerts

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

➤ DO NOT unsubscribe to newsletters, blogs, etc. you did not opt to receive

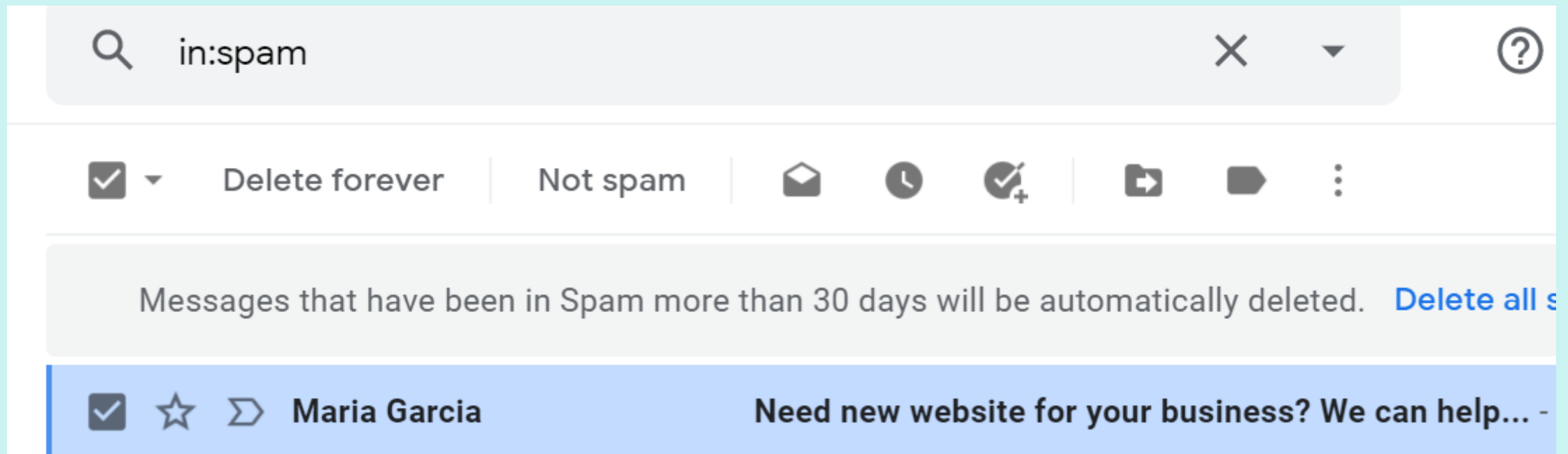
➤ DO NOT reply to an e-mail from someone you don't know

➤ Phishers then know your address is correct

– They get more money for a 'live' address

Organize Your E-mail

- Use *Spam* button to alert your e-mail provider e-mail is spam
- Delete messages



Clean Up Your Email

- Unsubscribe to email newsletters, blogs, etc.
 - Do you really want it?
 - Are you still interested in the topic?
 - Do you read every issue?
 - Can you get the information elsewhere?
 - Is the frequency right for you?
 - Is each email full of information?

Clean Up Your Email

- Delete emails with large attachments
- Delete categories
 - Social
 - Updates
 - Promotions....
 - Delete by sender
 - Delete by date
 - Delete by content

Clean Up Your Email

- Delete emails with large attachments
- Delete categories
 - Social
 - Updates
 - Promotions....
 - Delete by sender
 - Delete by date
 - Delete by content

Clean Up Your Email

General **Labels** Inbox Accounts Fil

Chat and Meet Advanced Offline Th

Inbox type: Default ▾

Categories: [Learn more](#)

- ☒ **Primary**
- ☐ **Social**
- ☐ **Promotions**
- ☐ **Updates**
- ☐ **Forums**

subject:meeting

search

From

To

Subject meeting

Has the words

Doesn't have

Size greater than MB

Date within 1 month

Search All Mail

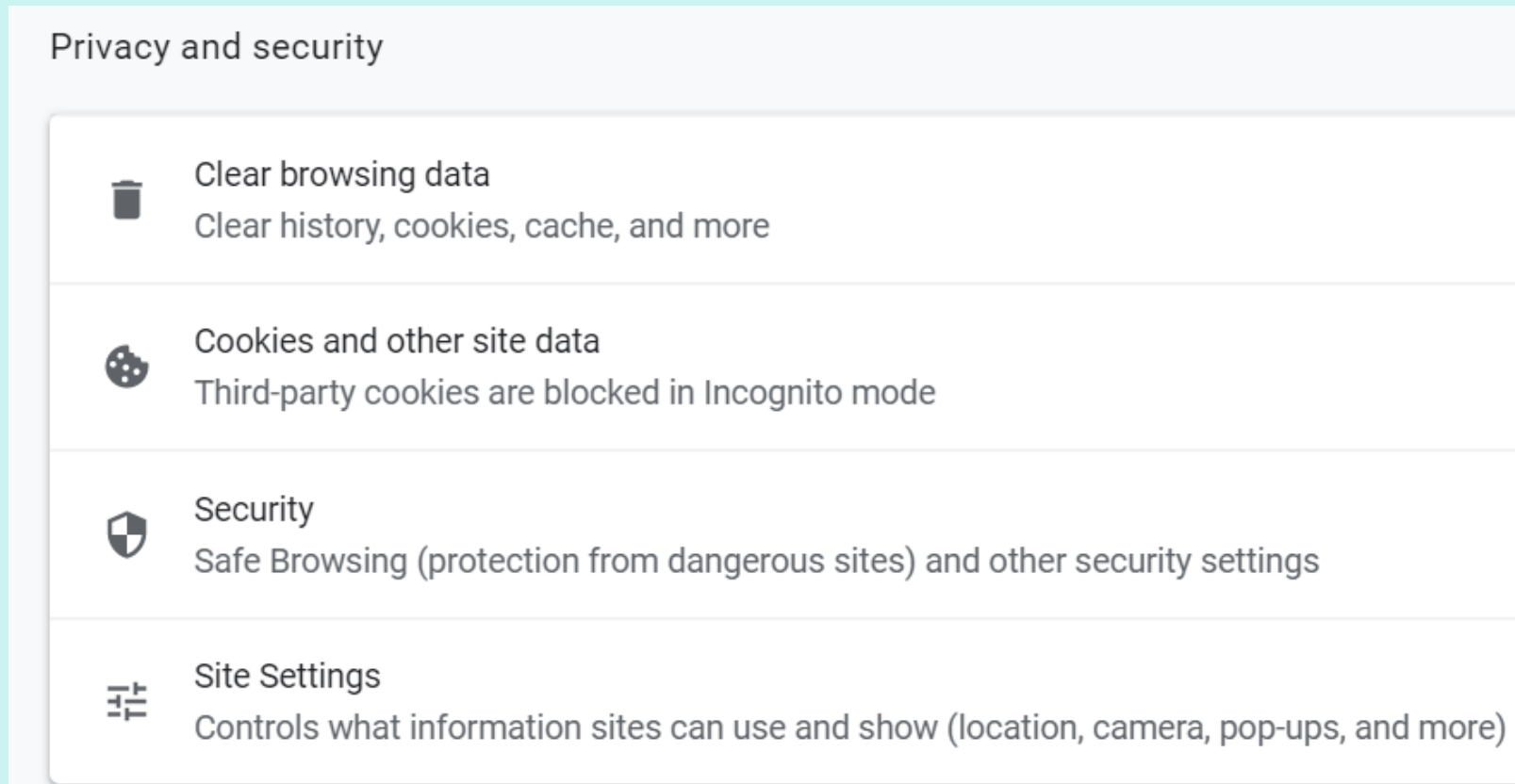
☐ Has attachment ☐ Don't include chats

Create filter Search

me	Fwd: SCVCC - July 13 Meeting - Here's what I sent to the ...	7/14/20
me	SCVCC - July 13 Meeting - Bill, I've attached BillJ's prese...	7/14/20
me	Inbox SCVCC - July 13 Meeting - Clipboard Windows ke...	7/14/20
Judy Taylour	Inbox APCUG - Member Groups Sharing Meetings - I've ...	7/13/20
me	Fwd: SCVCC Meeting - July 13, 2020 - SCV Computer Glu...	7/10/20
me	Inbox SCVCC Meeting - July 13, 2020 - SCV Computer Cl...	7/10/20
Judy Taylour	Inbox Re: APCUG - Member Groups Open Meetings to ...	7/1/20

Clean Up Your Web Browser

- Improve the speed of your browser - Chrome
- 3-dot menu > Privacy and security



Clean Up Your Web Browser

- Improve the speed of your browser - Edge
- 3-dot menu > Settings > Privacy, Security, and services

Clear browsing data

This includes history, passwords, cookies, and more. Only data from this profile will be deleted. [Manage your data](#)

Clear browsing data now

Choose what to clear

Choose what to clear every time you close the browser



➤ Cookies

Clear on exit

To clear all cookies and site data when you close Microsoft Edge, go to [Clear browsing data on close](#).

Add

Clean Up Your Web Browser

- Improve the speed of your browser
 - Clear the history
 - Delete cookies
 - Clear the cache
 - This is a job for CCleaner!
- Delete favorites/bookmarks no longer needed

Clean Up Your Web Browser



Microsoft Edge

- ☐ Internet Cache
- ☐ Internet History
- ☐ Cookies
- ☐ Download History
- ☐ Last Download Location
- ☐ Session
- ☐ Set Aside Tabs
- ☐ Recently Typed URLs
- ☐ Saved Form Information
- ☐ Saved Passwords



Firefox

- ☐ Internet Cache
- ☐ Internet History
- ☐ Cookies
- ☐ Download History
- ☐ Last Download Location
- ☐ Session
- ☐ Site Preferences
- ☐ Saved Form Information
- ☐ Saved Passwords
- ☐ Compact Databases



Google Chrome

- ☐ Internet Cache
- ☐ Internet History
- ☐ Cookies
- ☐ Download History
- ☐ Last Download Location
- ☐ Session
- ☐ Saved Form Information
- ☐ Saved Passwords
- ☐ Compact Databases

=== Friday Funny ===

A clean
house is a
sign of a
broken
computer.



Weekly Cleaning List



Monday
turn keyboard
over and
shake out
crumbs.

Tuesday
wet finger
and wipe
smudges off
moniter

Wednesday
arrange tubes
in
alphabetical
order.

Thursday
clean up
cookies and
temporary
files.

Friday
Do disc scan
and defrag.

Saturday
time to shake
out the
keyboard
again

Sunday
Day to play
on computer
you worked
hard all
week.

Clean Your Smartphone

- Turn off your device before cleaning
- **Screen** – Clean with a micro-fiber cloth and same cleaner you use for your LCD screens
- Remember those germs – 25,127 germs per square inch
- **Anti-bacterial wipe** – Use to clean rest of the device
- If you use your phone all the time—including during meals—a daily cleaning with a disinfectant wipe is a good idea
- At a minimum, clean weekly
- Also wipe down your headphones / ear buds

Clean Your Smartphone

- As of March 2020, Apple says it is OK to clean your device with disinfectant wipes.
- Change came about since people are keeping their hands and phones free of germs due to COVID-19.
- Using a 70% isopropyl alcohol wipe or Clorox disinfecting wipe, gently wipe the hard nonporous surfaces of your Apple product.
- Don't use bleach
- Don't use on fabric or leather surfaces
- Google still says to use a micro-fiber cloth with the appropriate product

Optimize Your Smartphone

- Your phone is a portable computer
- By decluttering it, you're freeing up space, which can help you keep your Android OS/iOS and apps updated.
- **Back up your files**
 - Use a USB cable to back up data to your computer
- **Restart** your device
- Decluttering your smartphone can be a lengthy process, based on how messy your phone is.
- Do one thing at a time.

Optimize Your Smartphone

- **Uninstall** apps you haven't been using; you can always reinstall them
- See how much you have accessed an app
 - **Android** – Digital Wellbeing section
 - **iPhone** – Screen Time settings
- **Android** - For a list view of all apps, Settings > Apps
- **Uninstall** - Tap and hold any app then tap Uninstall.

Optimize Your Smartphone

- **Delete** application cache, clipboard content, old call logs, old texts and messages, history and cookies
- **Delete** unwanted media files
- **Clean up contacts**
 - Do you have a person's info more than once?
 - Do you have all the info you need for your contacts?
 - Do you need to add new contacts?

Optimize Your Smartphone

- **Turn off** location services and app updates
 - Update apps when you choose
 - Enable locations only when needed
- **Optimize** your Android device with CCleaner – it's free

Optimize Your Smartphone

➤ **Create folders**

- Based on usage
- Move app icons into folders by holding and dragging them

➤ **Organize apps by task**

- Health and fitness apps
- Communication apps
- Social media apps.....

Optimize Your Smartphone

- Organize apps in alphabetical order
- Apps on various screens
- **Photos**
 - Delete duplicates
 - Only keep 'good' photos

Optimize Your Smartphone

➤ **Use Cloud storage**

- Back up to Google Drive / iCloud
- Back up to your computer
- Be brave, delete old photos on your device – they are in the Cloud or on your computer

Questions?

Judy Taylour, Member
APCUG Speakers Bureau
jtaylour (at) apcug.org

