



Increasing the Speed of Your Computer

There are several steps you can take to increase the speed of your computer. These steps are simple and should be performed monthly.

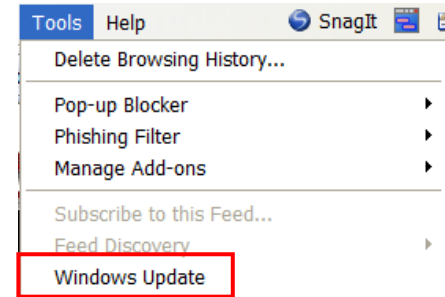
1. Keep your desktop clean by placing all of your files (i.e. Word documents, Excel spreadsheets, etc) in the My Documents folder.
2. Archive files that are old or no longer being used. These files can be archived to CDs, DVDs, or USB pen drives (To learn how to burn CDs or DVDs or copy files to a USB pen drive, refer to the How Do I web page at cas.ext.msstate.edu).

3. Run Windows Update.

Step 1: Double left-click the Internet Explorer icon on the desktop.

Step 2: Left-click Tools. Left-click Windows Update.

Step 3: Left-click Express. Install any necessary updates.



4. Delete Temporary Internet Files and Cookies.

Step 1: Double left-click the Internet Explorer icon on the desktop.

Step 2: Left-click Tools. Left-click Internet Options.

Step 3: Left-click Delete.

Step 4: Left-click Delete Files. Left-click Yes.

Step 5: Left-click Delete Cookies. Left-click Yes.

Step 6: Left-click Close.

Step 7: Left-click OK.



5. Verify your computer is free from viruses and spyware by running Symantec Antivirus and Spybot often. Symantec is scheduled to run a full scan every Friday at 12:15 PM. Because Spybot does not have a scheduled scan, you must manually run it.

6. Run Disk Defragmenter at least once a month.

Step 1: Double left-click the MSU-ES Utilities folder on the desktop.

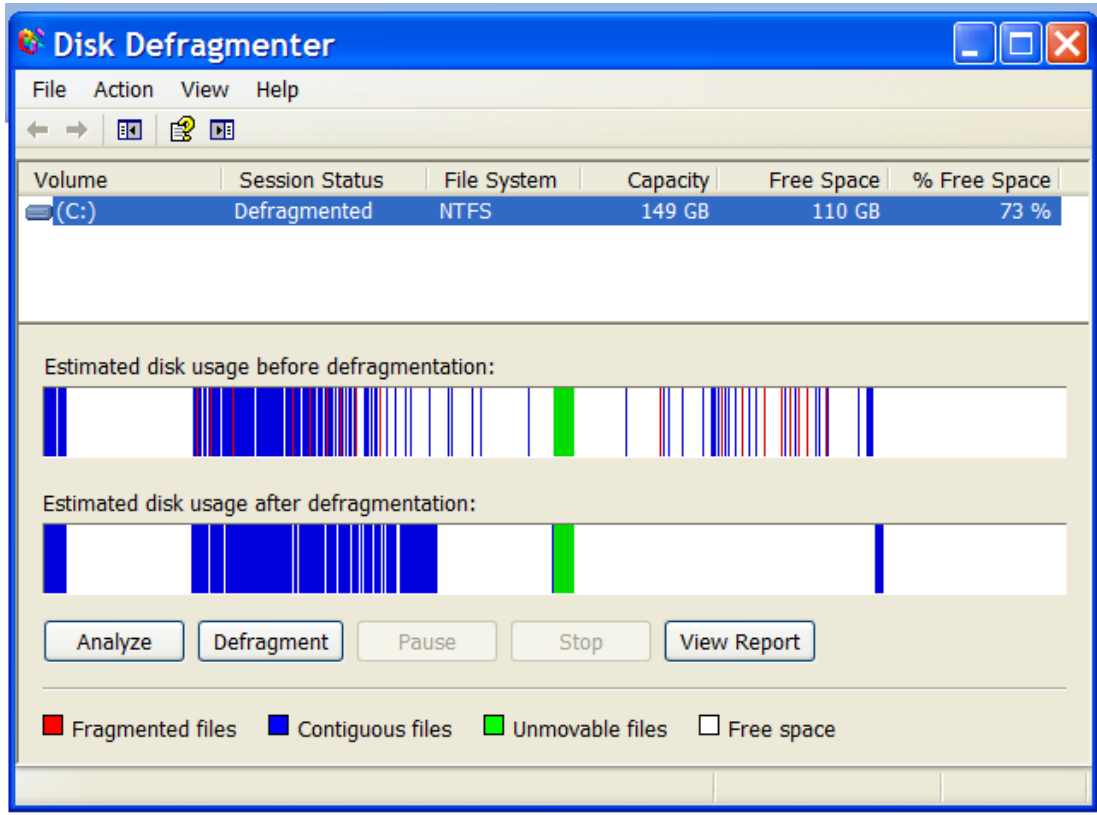
Step 2: Double left-click Disk Defragmenter.

Step 3: Left-click Drive C. Left-click Defragment.





Step 4: The disk defragmenter will now begin to analyze the C: drive for fragmented files. Depending on the size of your hard drive (C:), this process may take awhile. You can continue working on other projects.



Step 5: After the Disk Defragmenter has finished analyzing, it will begin the process of defragmenting the C: drive. Again, depending on the amount of files on your hard drive, this process may take awhile.

Step 6: Once the defragmentation is complete, you will be asked if you would like to view the report or close. **Left-click** Close.

Step 7: The disk defragmentation for C: drive is now complete. Close out of the Disk Defragmenter window.

Still can't fix it? Email the CAS Resource Center at fixit@ext.msstate.edu.

