

Tips and Tricks #3

Speed up a Slow PC Windows XP

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Database & Software
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Use these tasks to improve PC performance. Close all applications before starting these tasks.

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|------------------------|---|
| Free up disk space | Click Start , click My Computer . Right-click drive C: and click Properties . On General Tab, click Disk Cleanup . Wait for scan to complete then click OK to delete the selected file types. |
| Repair disk errors | Click Start , click My Computer . Right-click drive C: and click Properties . On Tools Tab, click Check Now... Check all <input checked="" type="checkbox"/> options and click Start |
| Defragment hard disk | Click Start , click My Computer . Right-click drive C: and click Properties . On Tools Tab, click Defragment Now... click Defragment . |
| Delete temporary files | Click Start , click Run , type %TEMP% and click OK . On menu bar, click Tools and click Folder Options... On View tab, click <input checked="" type="checkbox"/> Show hidden files and folders . Click OK . Select and delete all files listed in the window. |
| Turn off file indexing | Click Start , click My Computer . Right-click drive C: and click Properties . On General Tab, uncheck <input type="checkbox"/> Allow indexing service to index... Click OK and click OK again. If error message appears, click Ignore All . |
| Disable visual effects | Click Start , right-click My Computer . Click Properties . On the Advanced tab click Performance Settings . Click <input checked="" type="checkbox"/> Adjust for best performance and click OK . |
| Remove spyware | Set your virus protection software to automatically scan your computer at least once a week. |

If these tasks do not improve performance contact your IT department or
Row Consulting for a **computer performance tune up**.