

Weekly/Bi-weekly

Clean out Temporary Internet Files

Right Mouse CLICK (RMC) on the START button

Select EXPLORER using the Left Mouse CLICK (LMC)

Select LOCAL SETTINGS Folder - LMC

Select TEMPORARY INTERNET FILES - LMC

Use EDIT at the top and SELECT ALL - LMC

Move mouse pointer into selected BLUE area and RMC - LMC on DELETE

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Right Mouse CLICK (RMC) on the START button

Select EXPLORER using the Left Mouse CLICK (LMC)

Select LOCAL SETTINGS Folder - LMC

Select TEMP - LMC

Use EDIT at the top and SELECT ALL - LMC

Move mouse pointer into selected BLUE area and RMC - LMC on DELETE

Clean out EVENT Logs

LMC on Start

LMC on CONTROL PANEL

Double LMC on ADMINISTRATIVE TOOLS

Double LMC on EVENT VIEWER

RMC on APPLICATIONS in Event Log

LMC on CLEAR ALL EVENTS - Answer NO

Do the above steps on SECURITY and SYSTEM

CLOSE

