

# Happy Computer 1.1 (XP)

Things to keep computer running properly

## 1. Have an anti virus running and up-to-date

Norton (<http://www.norton.com>) and McAfee (<http://www.mcafee.com/us/>) are the top two but you pay. A free one is found at AVG (<http://free.grisoft.com/freeweb.php>)

\*Update weekly or set to auto update \*

2. Remove extra system tray programs - These can be found by the clock. Generally, these are programs that are loaded up when windows boots up. The idea behind these was so that when you click on, say RealPlayer, it will load faster, and check for updates. This uses up system resources and slows your computer down. Most can be eliminated by double clicking on the icon to open the program and search through the menus (usually under Options) and deselecting "show on system tray" or "start when windows boots up". You should be able to right click the icon and select close, but it will reappear the next time you boot up. Also under Start>All Programs>Startup anything in this folder will run at startup. I keep it empty, but if I want to run it I'll just find it and run it.

3. Use a Spy ware eliminator – A good, free program is Ad-Aware which can be found at (<http://www.lavasoftusa.com/software/adaware/>). Websites like to put files on your computer to track and dig for data. Ad-aware will help find these and eliminate them.

\*Update weekly\*

4. Clean out Internet Explorer (IE) – You can get too many cookies (which are usually good files placed on your computer by website). If you have a lot, IE will search through them all to find if you have one pertaining to the website you are on. The more you have the longer it takes. To empty them in IE go to Tools>Internet Options>click Delete Cookies. You can do the same with Delete File right next to the Delete Cookies button. Anything deleted when you click these buttons will come back the next time you visit that website. \*Do monthly\*

5. Clean and Defrag Windows – You can do a Disk Cleanup by clicking Start>All Programs>Accessories>System Tools>Disk Cleanup. This will empty out files that windows does not need any more. Also under System Tools you can click Disk Defragmenter. If you think of your hard drive as your house and program as a puzzle, over

time and use, the pieces of the puzzle get spread all over the house; in turn making it take longer to access these pieces. The defragmenter finds all the pieces and creates/puts the puzzle in one location (on your hard drive) for quick easy access. \*Do monthly\*

6. Install Windows updates – The updates (also called patches or fixes) are to correct errors or to remove vulnerabilities on your computer. On Microsoft's webpage you can check for updates:

(<http://v4.windowsupdate.microsoft.com/en/default.asp>). You can also go to Start>All Programs>click Windows Update. To verify if your PC is checking for updates go to Start>Control Panel>System>click Automatic Updates and see what your settings are at.

Hot Keys to make life easier ("+" hit at same time, "," release previous key(s) and hit next key)

Ctrl+C	Copy	F1	Help in almost anything
Ctrl+X	Cut	Alt+Prnt Scrn	– this will capture a picture of the active window but you need to paste it in Paint.
Ctrl+V	Paste		
Ctrl+S	Save		
Alt+F4	Closes Active window (good for closing popups)		
Windows + Pause	Opens System Properties		
Windows + E	Open Windows Explorer		
Windows + U, U	Shut down Windows		
Windows + U, R	Restarts Windows		
Windows + U, S	Puts Windows in Standby (Retain what is running but shut down to minimal energy usage state)		

