



Speeding up your computer

BEFORE STARTING ANY WORK ON YOUR COMPUTER, MAKE SURE YOU HAVE AN UP TO DATE BACKUP OF ALL YOUR DATA. MAKE SURE YOU ARE HAPPY DOING THESE TECHNIQUES. IF NOT CALL AN EXPERT.

Things that computer engineers can do

- 1) **Add more memory** – Most computers don't have enough memory to run, and spend more time swapping programmes in and out of memory than actually processing your requests. The minimum amount of memory for any computer is 8 GB, and ideally 16GB. Adding more memory will have the most significant impact on a computer. Costs very little, most upgrades are under £40.00
- 2) **Wipe PC and reinstall it** – If you have been installing lots of programmes, caught viruses, or have had your PC for a couple of years, a wipe and reinstall to its original state will clear all the clutter and restore it to its original speed and glory.
- 3) **Internal Cleaning** – Over time, the internal fans get clogged with dust and dirt, causing the PC to overheat. When it gets hot, the PC slows down.

Things that users can carry out.

- 1) **Defragmentation of disk** – Move all parts of files together on the disk instead of having bits of files scattered across the disk. This is not required on modern SSD (solid state drives).
 - Type defrag into the search bar on the taskbar and select “defragment and optimise drives”. Select the drive to optimise, and press the “optimise” button.
- 2) **Error Checking disk** – Makes sure there are no errors on your disk
 - Double click on “This PC”
 - Right click on the disk, and then select properties from drop down menu.
 - Click on the Tools tab, select “Error Checking”, and follow the prompts to scan your drive.
- 3) **Disk Clean up** – Remove all unwanted junk and files from your computer
 - Type “Disk Clean” into the search bar on the taskbar and select “Disk Clean-up”
 - Select the items to clean up and remove from your PC
 - This can be done a second time, selecting the “Clean up system Files” button

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4) Remove unused software – Many programs use resources even when not in use, so removing any you will not need or use again will help speed up your computer.

- Type “Control panel” into the taskbar search box, or press Windows key + R, then type “Control”
- Click “Programs and Features” or “uninstall a program” under Programs. Only uninstall programs you recognise, as some items are required for your system to run.

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- 5) **Removal of temp internet files** – Internet Explorer saves all allsorts of info
 - From within Internet Explorer click on tools menu
 - From the dropdown select “Internet Options”
 - From the “general tab” press the delete button in the section “Browser history”
 - Then Select the options to delete or select the delete all button

- 6) **Scan disk for virus, spyware, adware** – Make sure you system is free from nasty’s, by making sure your anti virus software is up to date, and running correctly

- 7) **Don’t run multiple virus scan/spyware programmes** – Running multiple anti virus programmes from different suppliers just wastes resources, and causes more problem then it fixes, have one good multi function suite “Internet security package”

- 8) **Avoid loading extra tools and gadgets, such as Google desktop, or index** – Again these use lots of resources and most users don’t really use them, so don’t load them, watch they don’t get loaded with other programmes, IE uptick the box to install them

- 9) **Don’t install unnecessary software from magazines to try stuff, unless you really want to use it** – If you don’t want it don’t load it, every time you load a new piece of software your system will get slower.

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