

Free PC Tune-up Guide



This guide will help you quickly gain some more responsiveness from your PC and clean out unnecessary software that may be slowing it down.

There is a free and very useful tool that combines most of the clean-up steps into one utility. It's called **CCleaner** and while there are paid-for versions with handy automatic scheduling tools, that's not necessary for the task at hand.



Download **CCleaner** from www.ccleaner.com/ccleaner/download/standard and then run the installer.

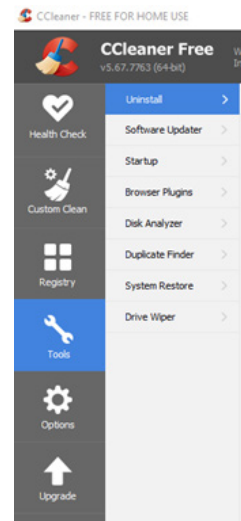
- **Decline** any additional proposed software through the setup process (as of this writing, AVG is an optional offer.)
- **Launch** CCleaner and decline the health check.

Step 1: Review Install Apps & Programs

Major software companies frequently allow piggy-back software to be installed through updates. Within CCleaner, click Tools on the left, then Uninstall.

This will provide you with a list of all the programs installed on your PC. A general rule of thumb is to leave the applications from house-hold names such as Adobe, Microsoft, Java alone and remove anything you don't recognize or haven't used in several months. It generally can be easily re-installed if you accidentally removed something you didn't mean to. Click on an app to highlight it, then click the "Uninstall" button on the top right to proceed.

Move through this list until you are comfortable with the remaining apps on the PC.



Step 2: Clean up Browser Extensions

If you use a non-Microsoft browsers such as Moxilla Firefox or Google Chrome, then chances are some extensions have slipped in and may be slowing down or interrupting your browsing experience. The most common ones we see are related to Maps, directions, coupons, and recipes. Feel free to remove them all. Again, if you feel like you're missing something after this process you can always add the extension back.

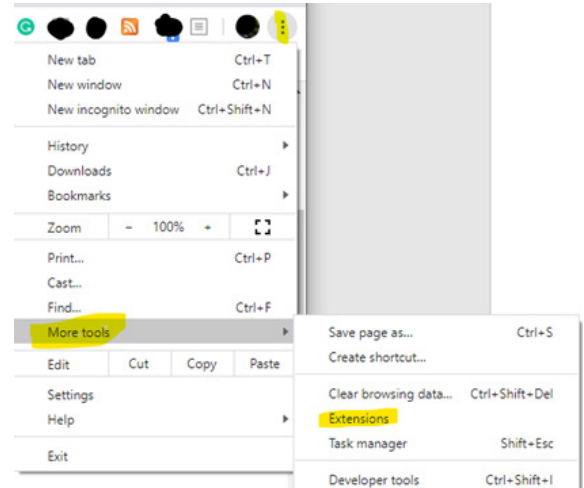
See next page for Chrome and Firefox specific instructions

In Chrome – Click the menu button at the top-right corner of the window, point to “More tools,” and select “Extensions.”

You can also click the menu button, select “Settings,” and select the “Extensions” option at the left side of the Settings page, or type chrome://extensions into the address bar.

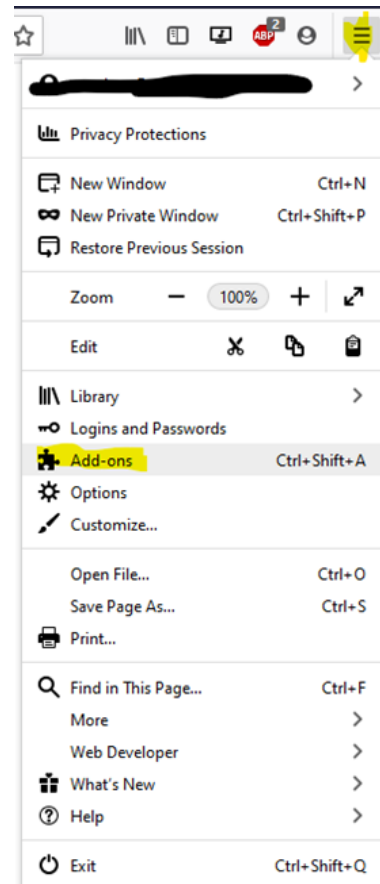
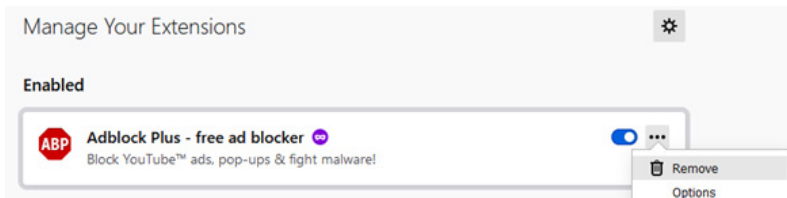
Chrome will display your list of installed extensions. Scroll through the list and click the trash can icon to the right of any extensions you want to uninstall. You can also just uncheck the “Enabled” box to temporarily disable an extension without uninstalling it. click the menu button at the top-right corner of the window (looks like three vertical dots), point to “More tools,” and select “Extensions.”

Chrome will display your list of installed extensions. Scroll through the list and click the trash can icon to the right of any extensions you want to uninstall. You can also just uncheck the “Enabled” box to temporarily disable an extension without uninstalling it.



In Firefox – Click the Menu button in the upper right corner (looks like three horizontal lines) then click “Extensions.”

To remove any unrecognized extensions, click the three horizontal dots next to the extension and click “Remove”



Step 3:

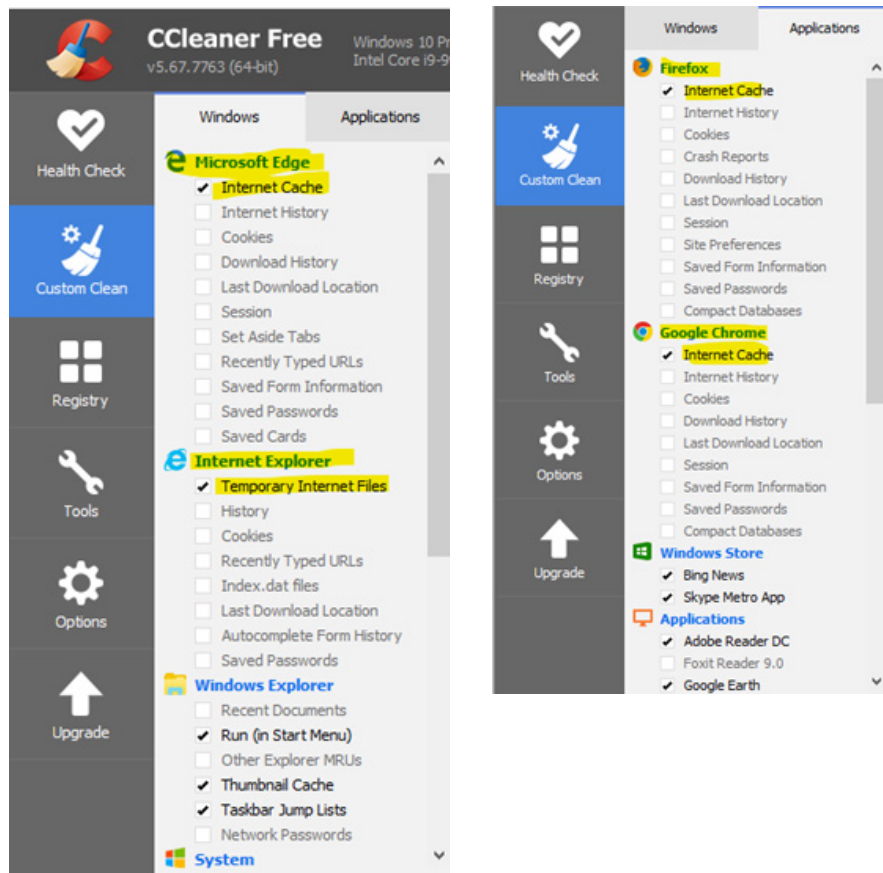
Now that our browser add-ins are cleaned up, let's use CCleaner again to remove any remaining junk left behind from those apps. Open CCleaner. Click Custom Clean on the left. On the "Windows" tab. Under the Microsoft Edge category uncheck everything but Internet Cache. Under Internet Explorer uncheck everything but Temporary Internet Files.

Next, go to the Applications tab. If you have Firefox or Google Chrome on the list, you'll want to uncheck everything but "Internet Cache."

CCleaner automatically assumes you want to remove all of your history and cookies. Most dislike having that information wiped as it is helpful to browsing the web. Cookies help keep you signed into social media websites, forums, shopping carts, etc. and are not usually malicious so it's safe to leave them.

Click the "Run Cleaner" program, accept the warning, and you are good to go!

It's not a bad idea to run through this cleaning routine every couple of months for a smoothly running system.



Additional tips are on the next page!



Software to Avoid:

There are plenty of snake oil software products advertised on the web. Some common categories of software that either do little to help your PC or sometimes do more harm than good are

- Registry Cleaners
- Free Anti-Virus
- VPN Software



Registry Cleaners:

The Windows Registry is a sacred place. It contains thousands of entries pertaining to every setting of your computer and applications installed. It is a powerful tool for IT people to manipulate and troubleshoot, but it does not need maintenance or cleaning on a regular basis. Accidentally modifying the registry inappropriately can lead to system instability. So, for the average user, it's best left alone



Free Anti-Virus:

Before Windows 10, running a third-party anti-virus was as necessary as putting gas in your car. Now, it's not so important. Windows 10 comes with a thorough anti-virus system baked-in called Windows Defender. This is a great tool for keeping your PC defended from common threats. If you have children (who are usually fearless with technology) use the PC then I recommend purchasing a paid-for Antivirus solution from a household name such as Norton, BitDefender, etc.



VPN Software:

A Virtual Private Network (VPN) does have its uses in certain cases. For most computer users out there, a VPN is just not necessary. VPN providers may guarantee "privacy" from your Internet Service Provider, but this usually cause more headaches than not. The internet uses your public IP address to help facilitate finding your location when shopping for a local store, restaurant, etc. It also helps guide your internet traffic to the closest data center for a faster web browsing or streaming experience. Routing all your traffic through another data center potentially on the other side of the country usually introduces more headaches than it helps you. It is best to leave your own internet traffic alone and save a few bucks by not participating in the VPN game if you don't absolutely need to.

Contact us for more information on Managed IT Services and VoIP Solutions!



We take the hassle of dealing with tech problems off your plate and keep your technology online and available 24/7 so you can focus on growing your business.

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