ROUTINE CLEANUP

- ➢ All of the information you create should be stored in My Documents (XP) or your personal folder (Vista & 7)
- ➢ Windows XP – My Documents
  - ➢ My Music
  - ➢ My Pictures
  - ➢ My Videos
- ➢ Windows Vista & 7 – your personal folder
  - ➢ Documents   My Documents
  - ➢ Music   My Music
  - ➢ Pictures   My Pictures
  - ➢ Videos   My Videos

ROUTINE CLEANUP

➢ Do you need to leave the information you've created on the hard drive forever
  ➢ If you say "no", then delete
    ➢ The information that's out of date
    ➢ The information that's no longer of any value
    ➢ The information that you've transferred to a CD or DVD
  ➢ Click the file or folder to highlight
    ➢ Tap the Delete key on the keyboard
    ➢ Click "Yes" and send the information to the Recycle Bin

ROUTINE CLEANUP

- If you say "yes"
  - Have you copied the information to a CD or DVD
  - Do you need to frequently access that information
  - If you don't use the information on a regular basis, why not remove it from the hard drive

ROUTINE CLEANUP

➤ What about all of the programs that are installed on the hard drive

➤ Do you recognize and use all the programs that are listed on the Add or Remove Programs (XP) or the Uninstall a program (Vista & 7) lists

➤ If there are programs on the list you never use, uninstall

➤ If there are programs on the list you don't recognize, Google the name

ROUTINE CLEANUP

- ➢ Cleanup Internet Explorer (IE)
  - ➢ Start Internet Explorer
  - ➢ On the menu bar, click Tools and select Internet Options
    - ➢ For IE 7, click the Delete… button in the Browsing history section
      - ➢ Click the Delete all … button
      - ➢ Place a check mark in the check box for, Also delete files and settings stored by add-ons.
      - ➢ Click the Yes button
      - ➢ Click the OK button after all the areas have been cleaned

ROUTINE CLEANUP

- For IE 8, click the Delete… button in the Browsing history section
  - Check mark the areas you want to clean
  - Click the Delete button
  - Click the OK button after all of the areas have been cleaned
- Cleanup your e-mail program
  - The procedure is the same for Outlook Express (XP), Windows Mail (Vista), and Windows Live Mail (7)
  - Start the e-mail program and delete the old e-mail messages that are located in the Inbox and Sent Items folders
  - Empty the Deleted Items folder

ROUTINE CLEANUP

- ➢ Run Disk Cleanup
  - ➢ Click the Start button, move to All Programs, click Accessories, click System Tools, and select Disk Cleanup
    - ➢ Choose to clean your files or all user's files
    - ➢ Make sure you select the C: drive
    - ➢ For Windows XP, check the areas you want to clean except, Compress old files
      - ➢ Never compress old files
    - ➢ For Windows Vista and 7, check the areas you want to clean
    - ➢ Click the OK button

CLEANUP BEFORE RECYCLE

- If you are going to recycle the computer
  - Remove the hard drive and physically destroy it
  - Format the hard drive
    - Can not format the C: drive from the C: drive
    - Must boot from a CD/DVD and format
    - Can not do a quick format
    - Information might still be retrievable
  - Use a free file shredding utility to overwrite all of the information on the hard drive
    - Must be able to boot and run from an external source

CLEANUP BEFORE DONATION

- Don't give someone a dead computer
  - Don't remove the hard drive
  - Don't remove the operating system
  - Recipient won't know if it's worth spending the money to get it running
- Remove your personal information without destroying the operating system
  - Delete all of the e-mail in your e-mail program
  - Delete all of the entries in your address book or contacts folder
  - Delete all of the entries in your favorites folder
  - Delete any information that might be stored in the AutoComplete section of Internet Explorer

CLEANUP BEFORE DONATION

- Look outside the normal storage locations for folders you created or information you have saved
- If the information you are deleting is not sensitive, just send it to the recycle bin
- If the information you want to delete is sensitive, use a file shredder
  - There are free ones on the Internet
  - There is a file shredder in Spybot
    - Start Spybot
    - On the menu bar, click Mode and select Advanced mode
    - Click the Yes button

CLEANUP BEFORE DONATION

> ➢ In the left panel, click Tools and select Secure Shredder
> ➢ Find the file(s) you want to shred and add then to the list, then click the Chop it away! Button

➢ After you've deleted all of your personal information

> ➢ Run Disk Cleanup and Disk Defragmenter

➢ Caution – there could be personal information located in the free space on the hard drive

> ➢ To eliminate this possibility you need to wash the free space

CLEANUP SIMPLIFIED

- Download and install the free trial version of Webroot Window Washer (www.webroot.com)
  - Fully functional for thirty days
- If you're going to recycle the computer
  - Go to the System Eraser section of the program to create a bootable CD
  - Use the CD to start the computer and overwrite all the information on the hard drive
- If you're going to donate the computer
  - Delete all of your personal information
  - Run Disk Cleanup and Disk Defragmenter
  - Use Window Washer to wash the free space and slack space

CLEANUP A FLASH DRIVE

- ➢ Plug the flash drive in to a USB port
- ➢ Cancel the AutoPlay box
- ➢ Double-click the Computer icon on the desktop
- ➢ Double-click the icon for the flash drive
- ➢ Locate the folder or file you want to delete, then click it to highlight
- ➢ Tap the Delete key on the keyboard
- ➢ Click the Yes button to permanently delete whatever you highlighted
- ➢ The deleted information does not go to the recycle bin

CLEANUP A CD OR DVD

- If you are using Windows XP and the burning program that come with the operating system
- You can not delete information from a CD-R or DVD±R disc
- If you want to dispose of a disc that contains personal information
  - Take the disc outside
  - Fold it in half
  - Use a hammer to pound it flat
  - Throw it in the garbage
- You can not delete individual folders or files from a rewritable disc (CD-RW or DVD±RW)

CLEANUP A CD OR DVD

- ➢ Windows Vista or 7 and the burning program that came with the operating system gives you the option of burning discs using
  - ➢ Live File System
  - ➢ Mastered
- ➢ If you use the Live File System
  - ➢ You can copy information to any type disc the same way you copy information to the hard drive or a flash drive
  - ➢ If you use a rewritable disc you can delete individual folders or files and reclaim the disc space