Using Disk Cleanup

1. Double click on Disk Cleanup Icon
2. That brings up a window Click on OK
3. The next window shows a green bar moving on the screen,
4. The next window shows several boxes unchecked.
5. Place the mouse on each and click putting a check in the box. Don't forget the slide bar look for more boxes.
6. Then click on OK
7. The next window to appear reads Are you sure you want to permanently delete these files.
8. Click on Delete Files.
9. It will now take a few minutes for the program to finish and the window will go away.
10. Run this program monthly.

Using Super Anti Spyware

11. Double click on the Super Anti Spyware Icon which is the red circle with the line through the middle.
12. When it opens in the lower right corner of the screen you may see a box that reads there is an update to the program. Click on OK to allow the program to do an update. Then continue.
13. In the lower right corner there is a line that reads **Click Here to check for updates**. Click on that line and let the program update its database.
14. When complete click on OK
15. Click on Scan This Computer. Then click on **Quick Scan.**
16. The program will check to see if there are any unwanted programs and will ask you to uninstall them. Click on the empty box which puts an X in the box. Then you must delete or skip these programs before it will start to scan.
17. Once scan is complete, click on continue. The next screen lists the items found. Most of the time it will be cookies which are ok and will return the next time you go to the internet.   Click Continue Again the program will remove all the files found. Click Continue again.   And you will be returned to the main screen. Close the program with upper right red X.
18. Note: If you get a message in the lower right corner that reads **UPDATE IS AVALIABLE** click on ok and allow to install.

19. **Run Super Anti Spyware weekly for best results.**

Using Glary

Glary Utilities is a comprehensive system cleaner and performance booster for your PC that includes an excellent suite of tools. You can take advantage of 1-Click Maintenance, or pick and choose the operations you'd like the app to perform.

1. Open Glary by double clicking the Icon on the desktop.
2. When the program opens there are three boxes across the top.

Click on the **Overview**. On the right side, click on **Check for Updates.**   **Click** on OK.
3. Click on **1- Click Maintenance** to open Utility programs.
4. In the lower center of the screen is a green box that reads **Scan for Issues**. Clicking on that button will start the program to scan your computer.   Allow it to complete the scan. Now the box reads **Repair Problems**. **Click** on that box and allow Glary to remove the problems. After problems are removed the box returns to Scan for Issues.
5. Click on the **Advanced Tools**. On the far right of the window are 2 circles one is blue. Verify that the upper circle is blue. If not **click** on the upper circle and it will become blue.
6. Choose **Optimize and Improve** in the left hand column.   From the list on the right, click on **Disk Defrag.**
7. The next window to open is the Defrag Screen. Click on **Defrag** near the middle of the screen.
8. When complete, you can exit the defrag program by clicking on the **X** in the upper right corner.
9. **Click** on the **X** in upper right corner to close the Glary program.