Declutter Your Digital Life

## The Villages Computer Club
June 11, 2019

Presented by Judy Taylour, Member
APCUG Speakers Bureau

What we covered

- Dust Bunnies
- Germs
- Cleaning Keyboards & Monitors
- Keeping Your Computer Healthy
- Create a Restore Point
- Uninstall Software
- Update Software

- Dick Cleanup
- Optimize Startup
- Organize Hard Drive
- Organize Desktop Icons
- Organize Files & Folders
- Organize Your E-mail
- Clean Up Your Web Browser

Do you have Dust Bunnies?
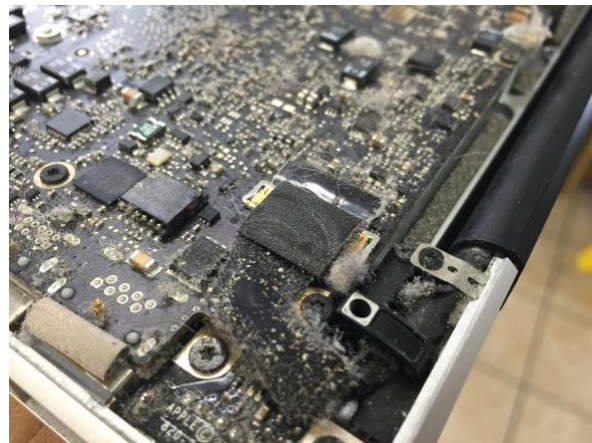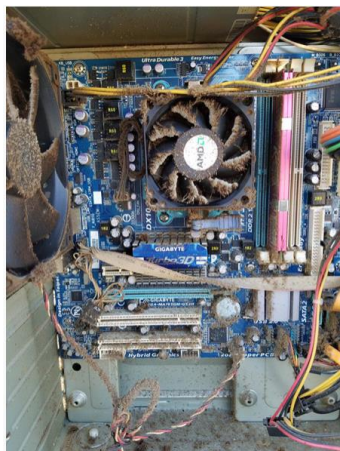
Towers need room to breathe

Is your Desktop on the carpet? Use a small stand on wheels – it expands to fit….

Laptops need room to breathe

- My laptop in on a printer stand; it also elevates the monitor so I don't need to bend my neck to see what's on the screen. I can move my eyes instead = 17" monitor since it's my main computer.

Laptop Lap Desk with
Dual USB Cooling Fans

- I use a wireless keyboard and mouse to help prevent disorders such as carpal tunnel syndrome and tendonitis. My favorite is a Logitech MK320 since I prefer where the Home/End/Delete/ PageUp/PageDown, etc. keys are located.

Ugh, Germs!!!

Several recent studies found that telephones are the most germ-infected objects in our lives, followed by desktops, water fountain handles, microwave door handles, keyboards and mice.

- Phone: 25,127 germs per square inch
- Desktop Surface: 20,961 germs per square inch
- Keyboard: 3,295 germs per square inch

- Mouse: 1,676 germs per square inch
- Toilet Seat: 49 germs per square inch
- Source: The University of Arizona

A Swiffer is your friend

Clean Your Keyboard

- Shut down and unplug your keyboard
- Dust with Swiffer
- Turn the keyboard upside down over a newspaper
- Tap lightly to empty debris from between the keys
- Use a can of compressed air to blow debris from in-between the keys
- Dampen a cotton swab (Q-tip) with computer cleaner - use it to clean in-between the keys
- Dampen a micro-fiber cloth with your computer cleaner
- Wipe down the rest of the keyboard with the cloth

Clean Your Monitor Screen

- Turn off computer and monitor or laptop
- Lightly dust with Swiffer
- Use LCD screen cleaner with a micro-fiber cloth to gently wipe the screen – in one direction
- DO NOT wipe in circles
- DO NOT spray cleaner directly on the monitor
- Gently dry screen with another micro-fiber cloth
- Note: I do the same steps with my flat screen TVs and tablet & smartphone screens

Keep Your Computer Healthy

- Restart your computer regularly
- At least once a week
- Computer needs chance to perform regular diagnostic checks and fix minor issues before they become a problem
- Updates need to be installed

Please do not power off or unplug your machine.
Installing update 1 of 1..

- We spend $$ to maintain our cars and home
- We don't need to spend money to maintain our computer(s), we can do it ourselves

- Clean hard drive
    - Use Windows processes OR automate with CCleaner

- Don't forget about your Smartphone & Tablet

- Does clicking on *Shut down* ensure Windows starts things from scratch?
- Or, should I click on *Restart*?
- *Restart* performs a full shut down before it restarts

Sleep
Shut down
Restart

Create a Restore Point

- *System Restore* helps you restore your computer's system files to an earlier point in time when your computer was working better.
- It's a way to undo changes to your computer without affecting your personal files such as documents, photos or videos.
- Create a *Restore Point* before you:
    - Download a program/app
    - Do preventive maintenance
    - Let a friend/relative use your computer
- Search Create Restore Point
- Click Create

- Give it a name, date......
- Click Create
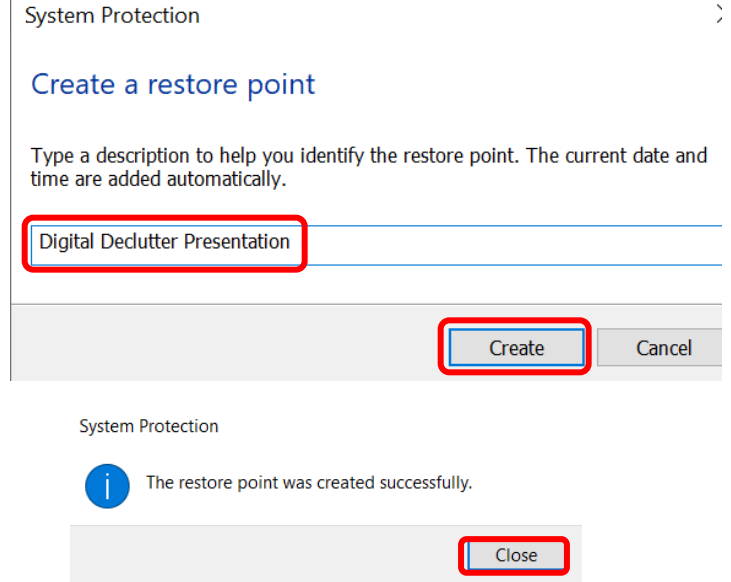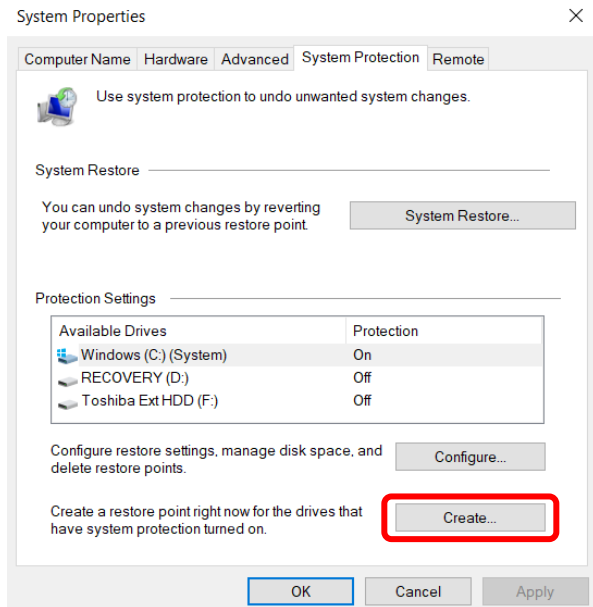
Uninstall Unnecessary Programs

- Windows 10
- Start > This PC > File tab OR type Uninstall in Search Box
- By name in alpha order

Apps & features

- By Installed On [Date]

Calculator	Microsoft Corporation	40.0 KB 6/14/2019
OneNote	Microsoft Corporation	16.0 KB 6/14/2019
Microsoft Edge Dev		6/12/2019
Microsoft Office 365 - en-us		684 MB 6/12/2019
Microsoft Office Home and Student 2016 - en...		684 MB 6/12/2019
Adobe Flash Player 32 NPAPI		20.3 MB 6/11/2019
CCleaner		22.3 MB 6/11/2019

WAS.... (Search Control Panel>Programs & Features)

Control Panel Home

View installed updates

Turn Windows features on or off

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Organize ▾

Name	Publisher	Installed On	Size	Version
Adobe Flash Player 29 NPAPI	Adobe Systems Incorporated	3/13/2018	5.92 MB	29.0.0.113
Avast Free Antivirus	AVAST Software	3/3/2018	888 MB	18.2.2328
Bonjour	Apple Inc.	10/14/2016	3.23 MB	3.0.0.10
CCleaner	Piriform	2/16/2018	22.3 MB	5.40
Cisco EAP-FAST Module	Cisco Systems, Inc.	3/26/2017	1.54 MB	2.2.14
Cisco LEAP Module	Cisco Systems, Inc.	3/26/2017	845 KB	1.0.19
Cisco PEAP Module	Cisco Systems, Inc.	3/26/2017	1.28 MB	1.1.6
Defraggler	Piriform	12/13/2017	12.6 MB	2.21
EaseUS Todo Backup Home 10.6	CHENGDU YIWO Tech Develop...	10/28/2017	463 MB	10.6

Download Folder

- Clean out your Download folder
- Type Download in Search Box
- Sort by date…
- Click on file to select
- Delete – Delete – Delete
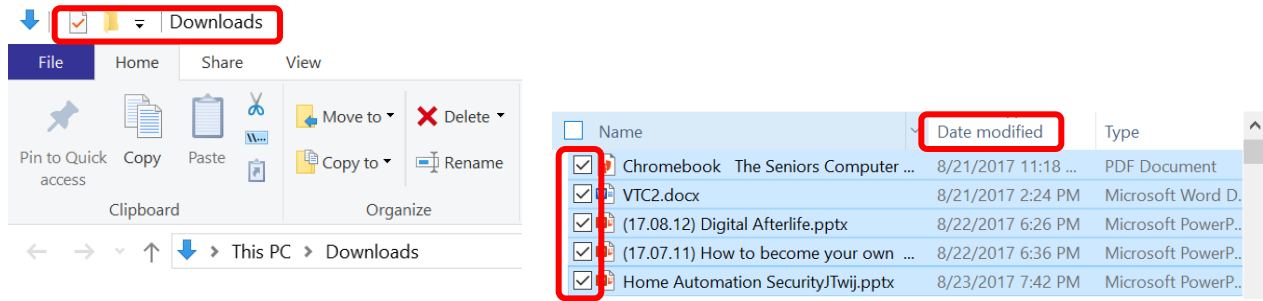
Update Your Operating System

- Microsoft updates – Patch Tuesday
- Settings>Privacy/Security

Windows Update

Updates available
Last checked: Yesterday, 12:42 PM
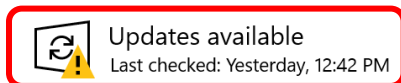
HP Inc. - HIDClass - 5/16/2019 12:00:00 AM - 2.1.10.1
Status: Pending install

We'll automatically install updates when you aren't using your device, or you can install them now if you want.

Install now
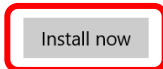
Set Active Hours
- Start
- Settings
- Update & Security
- Change Active Hours

Active hours

Set active hours to let us know when you typically use this device. We won't automatically restart it during active hours, and we won't restart without checking if you're using it.

Active hours

Set active hours to let us know when you typically use this device. We won't automatically restart it during active hours, and we won't restart without checking if you're using it.

Start time

| 8 | 00 | AM |

End time (max 18 hours)

| 2 | 00 | AM |

| Save | Cancel |

Uninstall updates

Recovery options

Update history
∨ Feature Updates (1)

Feature update to Windows 10, version 1809
Successfully installed on 12/21/2018
See what's new in this update

∨ Quality Updates (21)

2019-05 Cumulative Update for Windows 10 Version 1809 for x64-based Systems (KB4494441)
Successfully installed on 5/18/2019

Update Your Software

File Hippo
- The Update Checker will scan your computer for installed software, check the versions and then send this information to FileHippo.com to see if there are any newer releases.

Ninite
- Install and update all your programs at once
- You need to choose your programs

Patch My PC (the one I use)
- Patch My PC Home Updater is a free, easy-to-use, portable program that keeps over 300 common third-party applications up to date on your PC

- Search PatchMyPC – it is installed on your HD every time you use it

- It automatically finds the files that need to be updated
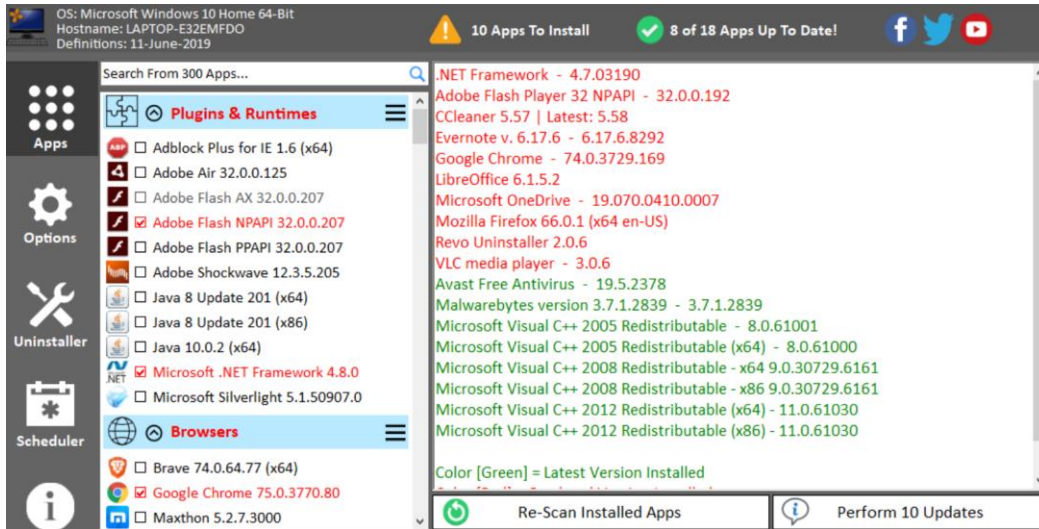
- All updated

-
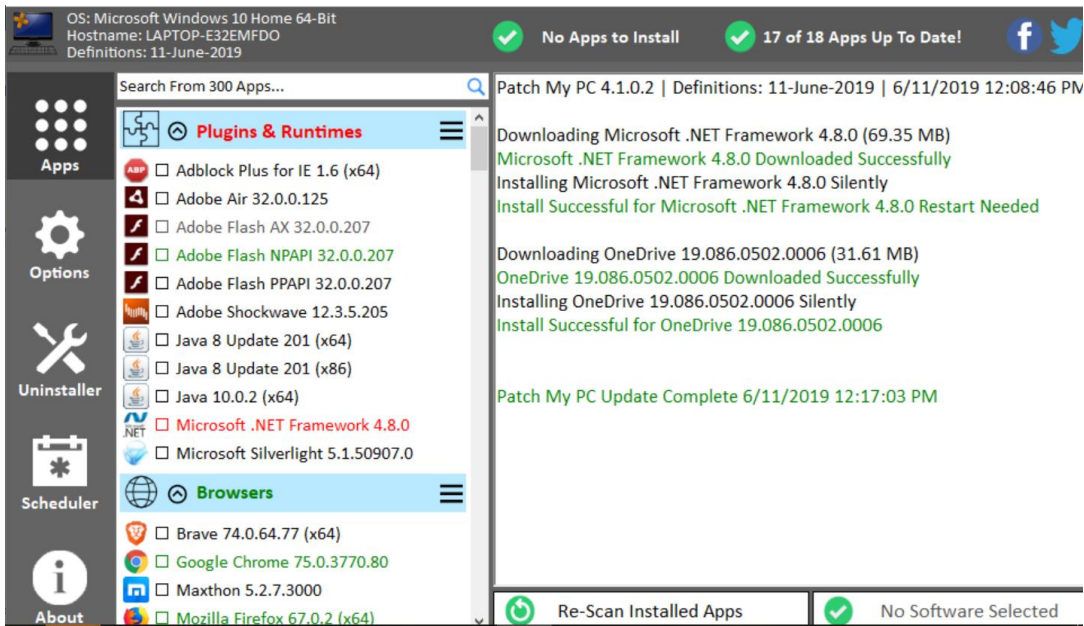
Disk Cleanup

- Utility searches and analyzes hard drive for files that are no longer of any use and are cluttering it up
- Start>This PC>Right click Windows (C:)
- Properties
- Disk cleanup

Windows (C:) Properties

Security	Previous Versions	Quota
General	Tools	Hardware	Sharing

Windows

Type:	Local Disk
File system:	NTFS

	Used space:	635,620,311,040 bytes	591 GB
	Free space:	349,277,761,536 bytes	325 GB
	Capacity:	984,898,072,576 bytes	917 GB

Drive C:

[Disk Cleanup]

☐ Compress this drive to save disk space
☑ Allow files on this drive to have contents indexed in addition to file properties

[OK] [Cancel] [Apply]

Disk Cleanup

Disk Cleanup is calculating how much space you will be able to free on Windows (C:). This may take a few minutes to complete.

Calculating...

[Cancel]

Scanning: DirectX Shader Cache

Disk Cleanup for Windows (C:)

Disk Cleanup

You can use Disk Cleanup to free up to 55.5 GB of disk space on Windows (C:).

Files to delete:

☑ Downloaded Program Files	0 bytes
☑ Temporary Internet Files	1.91 MB
☐ Offline webpages	5.18 KB
☐ System created Windows Error Reportin...	300 KB
☐ DirectX Shader Cache	133 KB
☐ Delivery Optimization Files	14.7 MB

Total amount of disk space you gain: 37.0 MB

Description

Downloaded Program Files are ActiveX controls and Java applets downloaded automatically from the Internet when you view certain pages. They are temporarily stored in the Downloaded Program Files folder on your hard disk.

[Clean up system files]   [View Files]

[OK]   [Cancel]

Check the boxes - If you are not sure what each item does, highlight it and read the description.

Click OK

If you want to keep what is in your Download folder, don't check that box.

Downloads   54.9 GB

Error Checking
- Click on Tools>Check
- This option will check your hard drive for any system errors
- A system error occurs when an operating system stops at the moment it reaches a condition where it can no longer operate safely
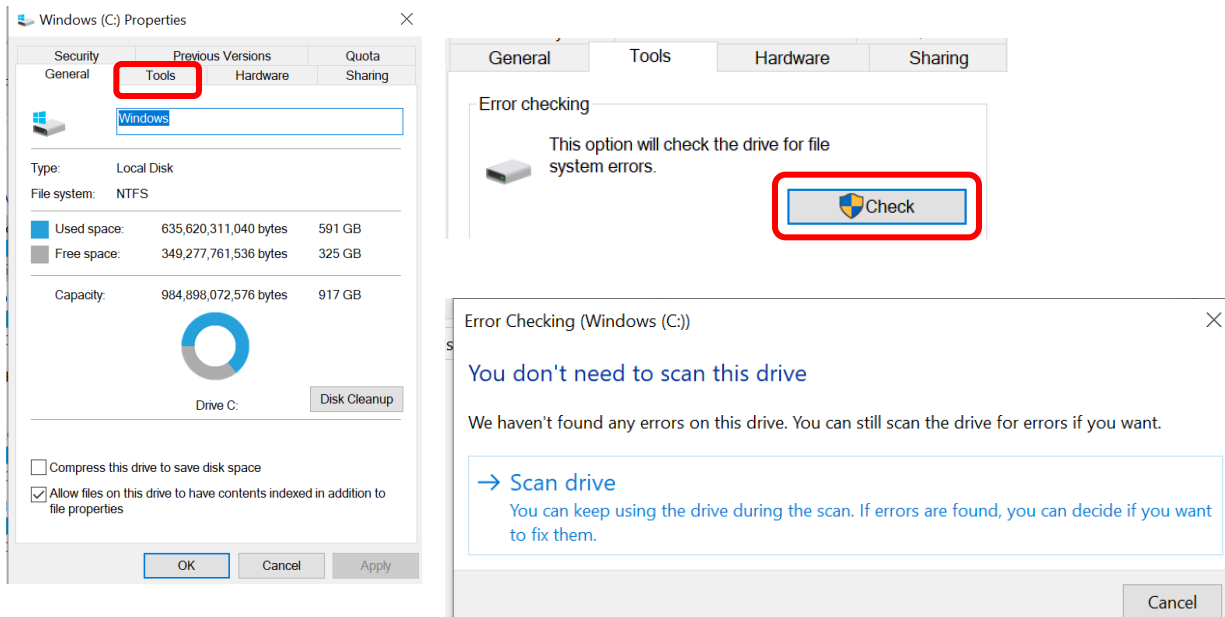
Optimize and Defrag Hard Drive

- Optimizing your computer's C: drive can help it run more efficiently
- Designed to increase access speed by rearranging files stored on a disk to occupy contiguous storage locations

- You only need to optimize your Windows (C:) drive
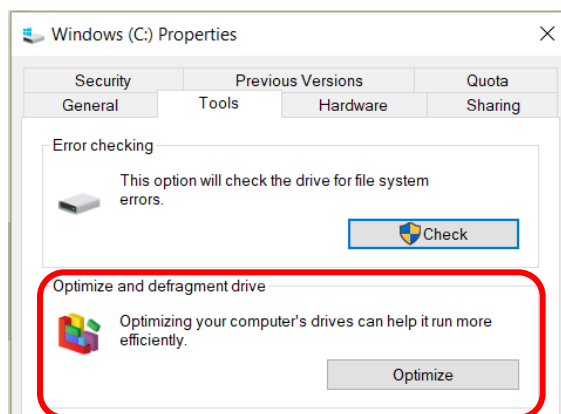
- Click Optimize
- Click on *Change settings*
- Click Run on a schedule (recommended)
- Decide on Frequency (Daily / Weekly / Monthly)
- Choose Drive

- After you set it up, it does the process in the background while you are working.

Windows 10's New "Free Up Space" tool to Clean Your Hard Drive
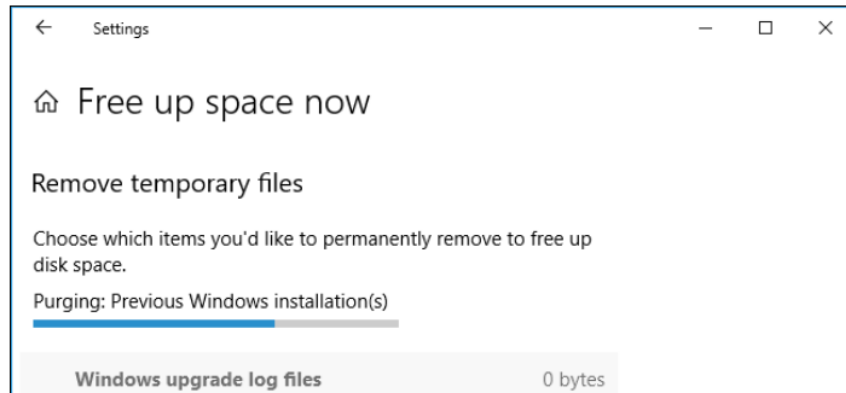
- Came with the April 2018 update
- A bit faster than Disk Cleanup
- Start>Settings>System>Storage>Click "Free Up Space Now" link under Storage Sense
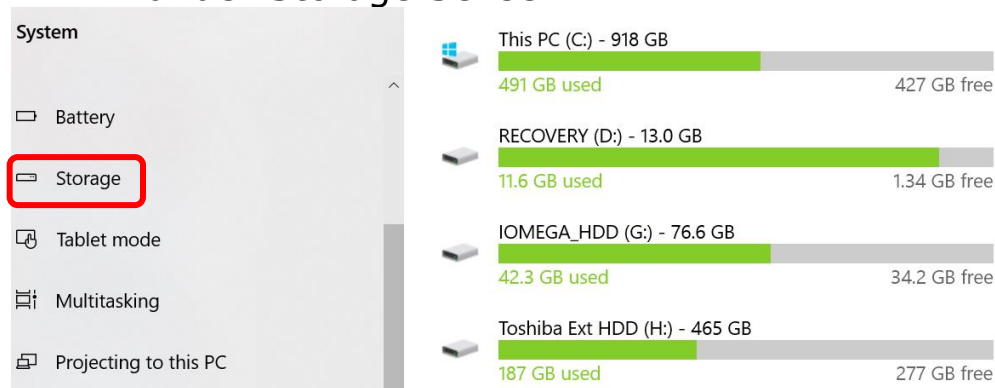
I like to decide what I want to remove so I have turned *automatically free up space off*

- Scroll through list
- Check types of data you want to remove
- Can delete everything listed as long as computer is functioning properly

Free up space now

Remove temporary files

Choose which items you'd like to permanently remove to free up disk space.

Remove files   Total selected: 3.73 GB

☐ **Downloads**   33.9 GB
Files in your Downloads folder.

☑ **Windows Update Cleanup**   3.32 GB
Windows keeps copies of all installed updates from Windows Update, even after installing newer versions of updates. Windows Update cleanup deletes or compresses older versions of updates that are no longer needed and taking up space. (You might need to restart your computer.)

☑ **Windows upgrade log files** 230 MB
Windows upgrade log files contain information that can help identify and troubleshoot problems that occur during Windows installation, upgrade, or servicing. Deleting these files can make it difficult to troubleshoot installation issues.

☑ **Temporary Internet Files**   151 MB
The Temporary Internet Files folder contains webpages stored on your hard disk for quick viewing. Your personalized settings for webpages will be left intact.

☑ **Thumbnails**   24.0 MB
Windows keeps a copy of all of your picture, video, and document thumbnails so they can be displayed quickly when you open a folder. If you delete these thumbnails, they will be automatically recreated as needed.

- After checking the boxes of what you want to delete, click on Remove files
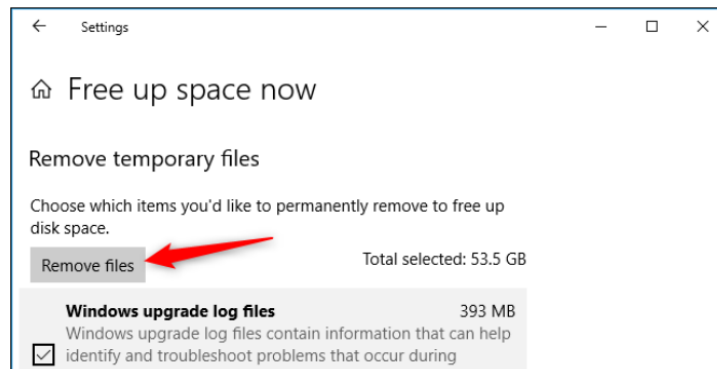
Optimize Startup

Computer slow to boot up?
- Many programs add themselves to start up during install
- Use *Task Manager* to disable selected programs that start up during boot process
- Computer will start up faster

Open Task Manager

- Ctrl + Alt + Del
- Select *Task Manager*

OR
- Right click on Task Bar>Select Task Manager

- OR
  Right click on Start>Select Task Manager

Taskbar   Start

Taskbar menu		Start menu
Toolbars	>	Apps and Features
Cortana	>	Mobility Center
✓ Show Task View button		Power Options
Show People on the taskbar		Event Viewer
Show Windows Ink Workspace button		System
Show touch keyboard button		Device Manager
Cascade windows		Network Connections
Show windows stacked		Disk Management
Show windows side by side		Computer Management
Show the desktop		Windows PowerShell
Task Manager		Windows PowerShell (Admin)
✓ Lock the taskbar		Task Manager
⚙ Taskbar settings		Settings
		File Explorer
		Search
		Run
		Shut down or sign out >
		Desktop

Task Manager

- Click *Startup* tab
- Select (click on) a program you don't want to start up when your computer turns on
  - Click on *Disable*
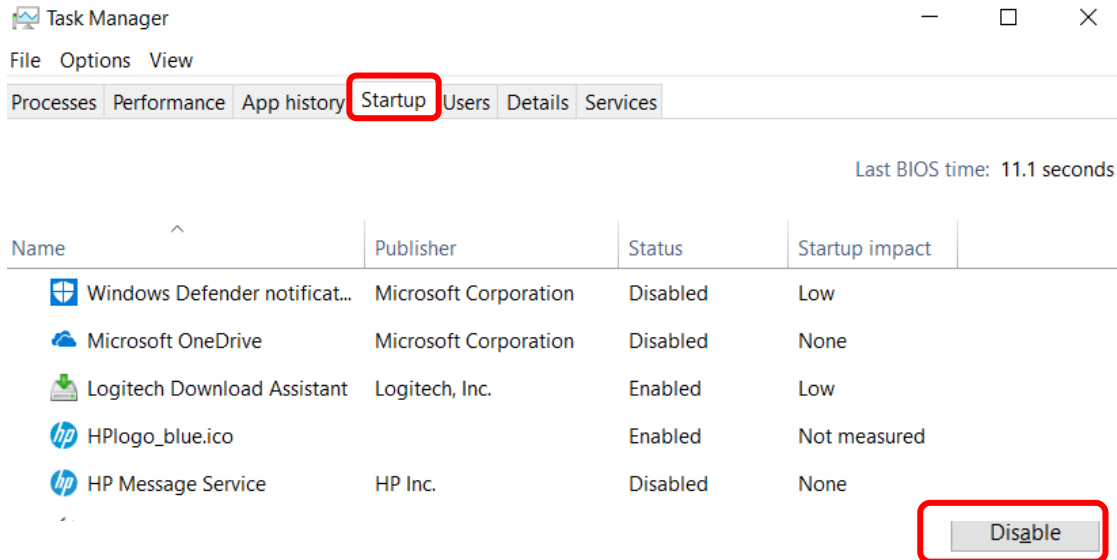
Optimize Startup

- Windows 10
- Start>Settings>Apps>Startup>Move slider from On to Off...

Optimize Startup

- Use CCleaner to disable programs

Organize Your Hard Drive

Your hard drive is your computer's file cabinet
- Folders – Categories / Subjects
    - Contain documents / Photos
- Sub-folders – Pertain to main Category
    - Contain documents / photos…

- Numbers rule – Folders I use the most often are at the top of the list

☐ Name

- 📁 1-GO
- 📁 1-WORKING ON
- 📁 2 - Articles2Go
- 📁 3 - PCG
- 📁 4 - APCUG
- 📁 5 - New Website
- 📁 6 - Calendar
- 📁 7 - Zoom
- 📁 8 - Presentations
- 📁 9 - FYI

- Sub-folders under 1 – GO

📁 Class Schedules	📁 New Class Ideas
📁 Cloud	📁 New folder
📁 Create a Website	📁 Photo Gallery
📁 Custom Guides	📁 PowerPoint Class
📁 Digital Photo Techniques	📁 PR
📁 Download	📁 Preventive Maintenance
📁 Fun with Photos	📁 Security
📁 GO Jazz	📁 Sign-in Sheets
📁 Goodwill	📁 Social Networking for Seniors
☑ 📁 Google	📁 Time Sheets
📁 Internet	📁 Windows 7
📁 Intro to Computers	📁 Windows 8
📁 Keyboarding	📁 Windows 8.1
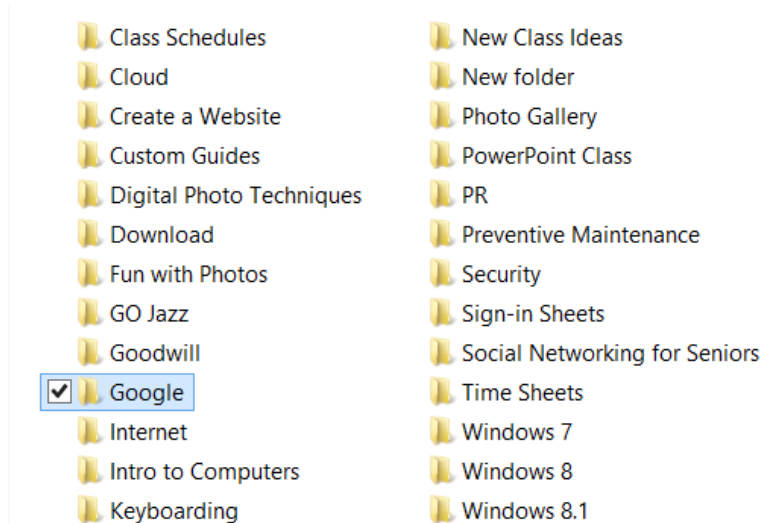
- Documents>Google>Organizing Your Life with Google

A possibly unwanted program	google forms cheat sheet
Beyond Google for Teachers	Google Forms
chrome cheat sheet	Google Hangouts
FUn Stuff	Google Map1
Goog -1	Google Maps
Google Calendar	Google Presentations
Google Circles	Google Search Tools for Teachers
google docs cheat sheet	google sheets cheat sheet
Google Docs	Google Sheets
Google Docs-1	google slides cheat sheet
Google Drive	Google Tips for Better Searching - Be
Google Earth for Teachers	Google Voice
Google for Teachers II	Labels - Google

Organize Your Hard Drive

- Pictures – organize by
- Folder Name – Year
- Folder Name – Subject

- Delete duplicate pictures
- Delete blurry pictures

February 20	October Mtg	Passwords	PCG 8-9-17
Pictures	Presenters	Saved Pictures	Screenshots

Organize Your Desktop Icons

- Delete folders and files on desktop
  - Make sure all files have been saved in appropriate folder in Documents / folder name
- Do you need that app shortcut?
- Do you use several programs for digital editing?
- Do you have several anti-malware programs?
- Do you have several icons for genealogy?
- Organize them into 1 folder

- Create a folder
- Right click on Desktop>Click New>Name Folder>Press Enter
- Drag & Drop Icons into new folder

View	>
Sort by	>
Refresh	
Paste	
Paste shortcut	
Undo Delete	Ctrl+Z
Next desktop background	
Intel® Graphics Settings	
New	>
Display settings	
Personalize	

| Folder |
| Shortcut |
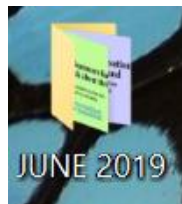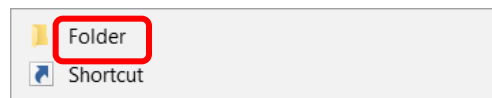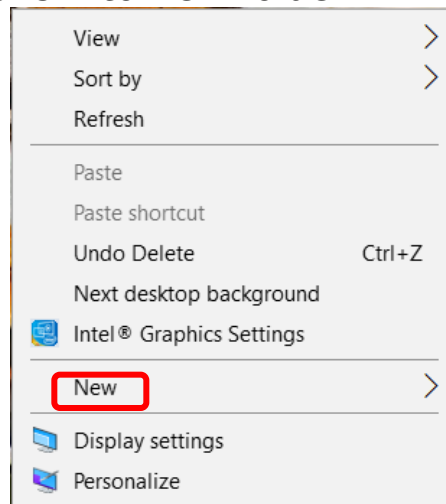
Funnies - What a World.pptx	6/10/2019 4:29 PM
How do sscammers know so much about m...	6/10/2019 4:37 PM
June FBI Stop Scams_LA Working Group me...	6/11/2019 9:24 AM
Tax Scams Year Round.pptx	6/10/2019 5:15 PM
Traveling with your devices.pptx	6/10/2019 4:26 PM

Download Folder

- Always use your *Download* folder to save
  - E-mail attachments – documents / pics
  - Programs / apps you download from the Internet
- Create a folder for program / app you are downloading
  - I copy & paste the info from the confirmation e-mail into a Word doc and save it in the appropriate *Download* sub-folder
  - Include registration information
  - Serial number
  - Contact info....

> Downloads

Name ^

📁 Brother
📁 EaseUS
📁 HD Sentinel
📁 Malwarebytes
📁 MovieMaker
📁 MovieMaker-1
📁 Patch My PC
📁 Piriform
📁 WinPatrol Ransomware
📁 WinPatrol Update

Sort by *Date modified* to delete downloaded docs / pics you no longer need

> Downloads   ⌄

| Name	Date modified
📊 Home Automation SecurityJTwij.pptx	8/23/2017 7:42 PM
📊 Home_Automation_Security_BillJames…	8/23/2017 7:43 PM
📄 Educational Fun Websites - Lewis - Jun…	8/24/2017 3:51 AM
📄 GNU Octave - Maybach (2017_06_04 2…	8/24/2017 3:52 AM
📄 Microsoft's Varied Word-Processing O…	8/24/2017 3:53 AM
📄 https__app.asapconnected.com_Class…	8/24/2017 11:03 PM
📄 Social Media Report Aug 2017.pdf	8/25/2017 5:12 PM
📊 The_Dark_Side_of_Technology_RodSch…	8/25/2017 11:12 PM
📄 PATACS VTC Watch Party writeup .doc	8/25/2017 11:48 PM

Organize Your E-mail

- Create folders same as hard drive
- Check your email program on how to create folders
- Click on email to move to appropriate folder
- Empty *Trash*
- Check *Spam* folder to make sure there aren't any emails in the folder that belong in your *Inbox*
- Move them to *Inbox* (Gmail-Not spam)
- Check the boxes
- Delete forever (Gmail)

Google
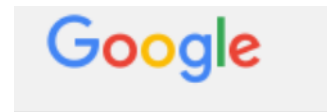
Mail ▾

COMPOSE

Inbox (1,311)
Starred
Sent Mail
Drafts (3)
2018 DP Contest
2018 Newsletter Cont…
2018 VOTY
2018 Website Contest
Membership Database
Speakers Bureau (1)
VOTY - 2018

🔍 in:spam   ✕ ▾   ⑦ ⠿

Search
☑ ▾   Delete forever   Not spam   ✉ 🕐   📁 🏷 ⋮   1–17 of 17   ‹ ›

Messages that have been in Spam more than 30 days will be automatically deleted.
Delete all spam messages now

☑ ☆ ⋗	AutoInsurance	$378.92 For 6 Moscvjudy of auto Insurance… - N	8:48 PM
☑ ☆ ⋗	William Scott	Looking forward to your quickest response - --…	8:15 PM
☑ ☆ ⋗	CONFIRM SCVJUDY	Client #980920942 To_STOP_Receiving Thes…	1:27 PM
☑ ☆ ⋗	Advanced Computer S.	Notice of cancellation - Here are your subscrip…	1:19 PM
☑ ☆ ⋗	Insider Offers	Is Your Cat Telling You Something? - Is your c…	Jun 15

Move to appropriate folder (Gmail)
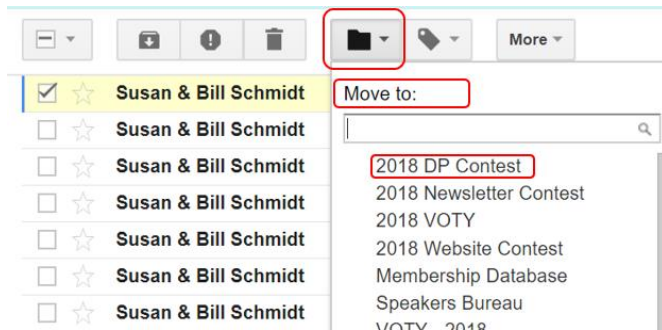
Delete Spam (Gmail)
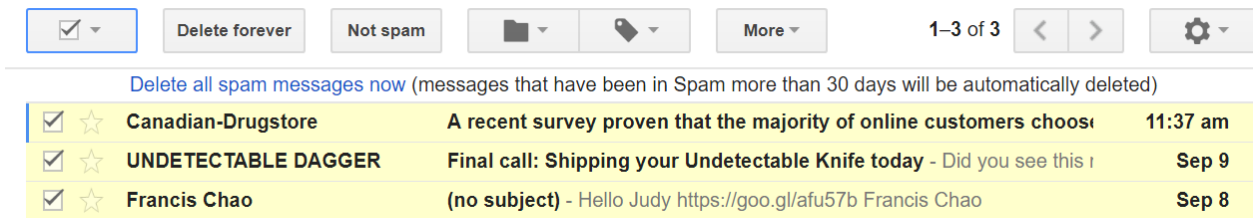
- Unsubscribe to e-mails you no longer read
  - Newsletters
  - Blogs
  - E-mail alerts

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.

- DO NOT unsubscribe to newsletters, blogs, etc. you did not opt to receive
- DO NOT reply to an e-mail from someone you don't know
- Phishers then know your address is correct
  - They get more money for a 'live' address

- Use *Spam* button to alert your email provider message is spam
- Delete message

Clean Up Your Web Browser

- Improve the speed of your browser
  - Clean up Bookmarks / Favorites
  - Do you still need all of them?
- Chrome
  - Menu (3 dots)>Bookmarks>Bookmark Manager
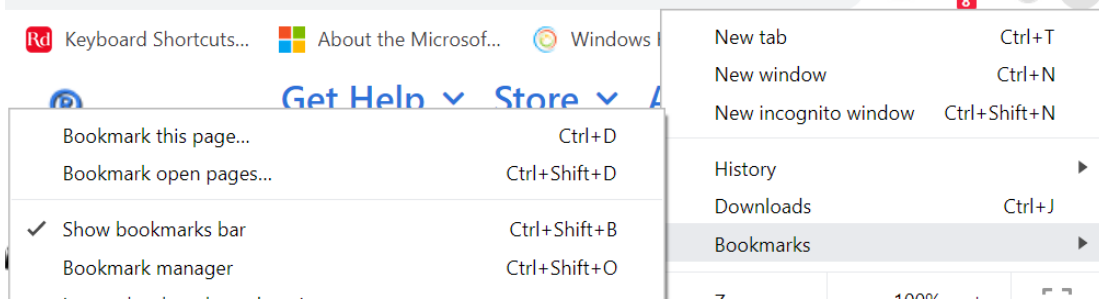
- Right click on 3 dots
- Click delete
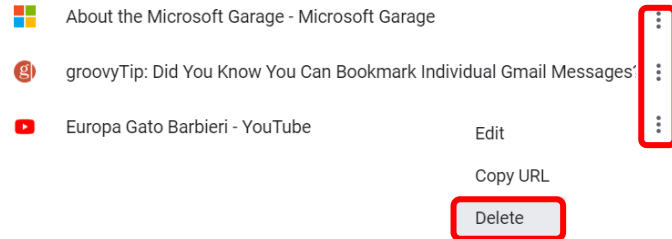
- Firefox Bookmarks
  - Click Bookmarks button
  - Right click on Bookmark to select>Click Delete
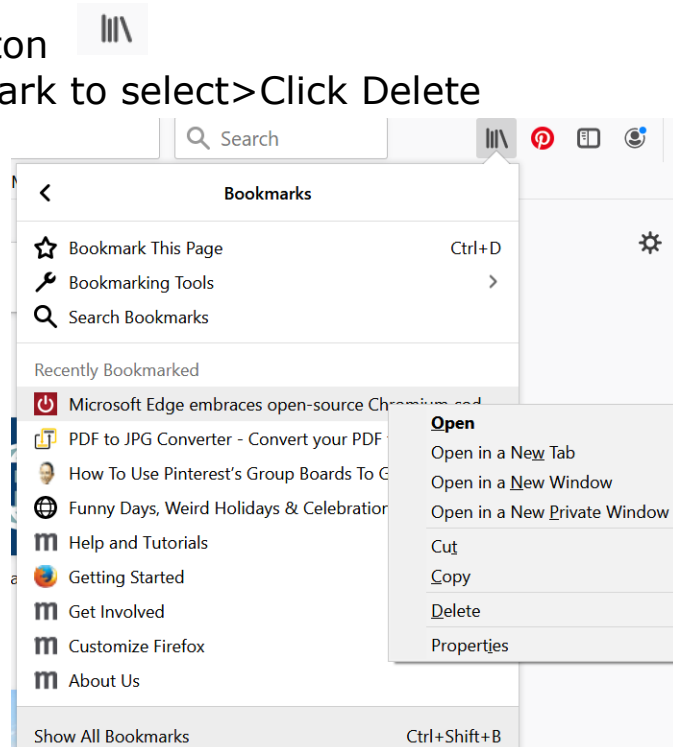
- Edge Favorites
  - Click Settings (3 dots)>Favorites>Manage Favorites>Click X to delete Favorite
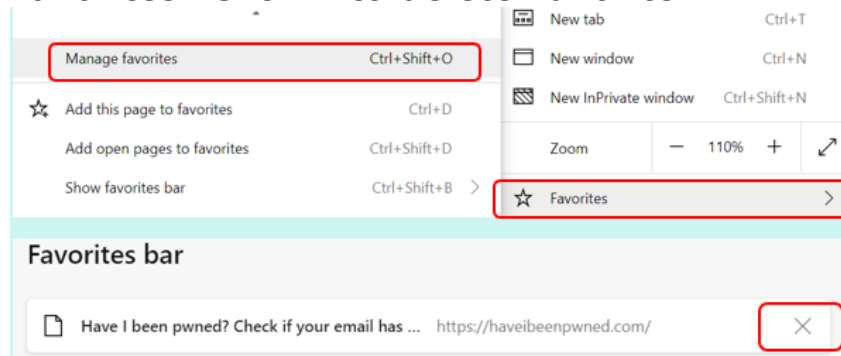
- Improve the speed of your browser
- Clear the history
- Delete cookies
- Clear the cache

  - This is a job for CCleaner!
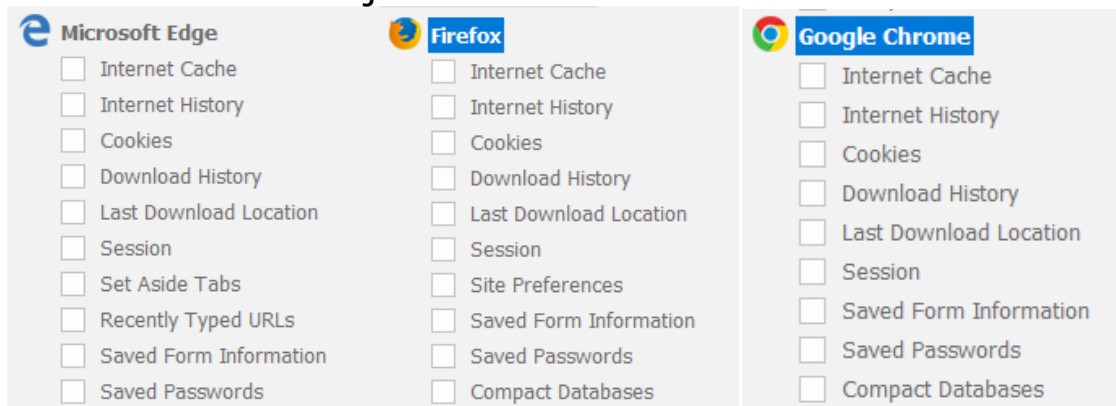
Select the items you want to delete (some are pre-selected; you can customize what you want to delete)

NOTE: *In my adult ed preventive maintenance class, we went through the above steps for cleaning computers (students brought their laptop so they could do hands-on with their own equipment—a few times they even brought their towers and connected them to the school's monitor, keyboard & mouse). After we finished going through all the steps, I showed them how to use CCleaner to do the same things a lot more quickly. Some people prefer not to use anything other than the Windows processes and some prefer to use CCleaner. You only need CCleaner's free program.www.ccleaner.com – it's owned by Avast.*

Clean Your Android Devices

- **Turn off** your device before cleaning
- **Screen** – Clean with a micro-fiber cloth and same cleaner you use for your LCD screens
- **Remember those germs** – 25,127 germs per square inch
- **Anti-bacterial wipe** – Use to clean rest of the device
  - If you use your phone all the time—including during meals—a daily cleaning with a disinfectant wipe is a good idea
  - At least clean weekly
  - Also wipe down your headphones / ear buds
- **Charging your phone** - Get in the habit of charging your phone every night when you go to bed
  - If you have trouble charging your device, try another cord/cable
  - Plug charger into another outlet
  - If your car doesn't have a phone charger, a cigarette lighter charger may be useful
- **Restart** your device to refresh it
- **Apps** you use most should be on the Home screen
- **Update apps**, as necessary
- **Settings** will show you exactly what is taking up storage on your device.
  - See the space used by different types of data with the Files Go app (Play Store) In the Play Store each app will tell you how much space it will require before you download. The "File" app on the Android is the equivalent of the File Explorer in Windows.
- **Delete apps** you haven't been using; you can always reinstall them.
- **Turn off the GPS** feature in the camera app, if you are concerned about photo locations.
- **Delete** old texts
- **Delete** old messages
- **History** – In Browser settings, clear history and cookies
- **More storage** - If your phone or tablet has a microSD card slot, purchase a microSD card for more storage
- **Back up** your photos
- The **Photo app** will store photos in the cloud
  - Using the Free Up Space feature in the Google Photos app

will only remove pictures from your phone if they've already been successfully backed up and uploaded to the cloud. (You will get popup warnings explaining exactly what will happen when you delete a picture.)
- All other pictures will remain untouched on your device. Nothing will be deleted from your Google Photos library.
- Deleting pics using the Google Photos app will cause them to also be deleted from your Google Photos library.

- **Clean up** contacts
  - Do you have a person's info more than once?
  - Do you have all the info you need for your contacts?
  - Do you need to add new contacts or complete their info?
- Optimize your Android device with CCleaner – it's free

Android Resources

- How-To Geek - The Complete Guide to Improving Android Battery Life
  - http://bit.ly/2QqFc4n
- Five Ways to Free Up Space on Android
  - http://bit.ly/2DtXwn2
- Lifewire - 10 Tips to Improve Your Android's Performance
  - http://bit.ly/2p0Ww39
- Appuals - How to Optimize Your Android Device Performance
  - http://bit.ly/2oXw6zn

Clean Your iDevices
Can change with new iOS

- **Turn off** your device before cleaning
- **Screen –** Clean with a micro-fiber cloth and same cleaner you use for your LCD screens (or use eye glass cleaner sparingly sprayed on cloth)
  - Remember those germs – 25,127 germs per square inch
- **Anti-bacterial wipe** – Use to clean rest of the device (damp, not wet)
  - If you use your phone all the time—including during meals—a daily cleaning with a disinfectant wipe is a good idea
  - At least clean weekly
  - Also wipe down your headphones / ear buds

- **Charging your phone** - Plug the phone in (or place on the wireless charger) when you go to sleep; if you wake up sometime in the night, unplug it/move it to prevent constant trickle-charging. If you don't wake much, plug your phone into a smart plug that's on a schedule so it turns off.
  - If your car doesn't have a phone charger, a cigarette lighter charger may be useful
- **Restart** your device (as the first step in trouble shooting a problem)
- **Use** Apple's apps
- **Delete apps** you aren't using
- **Delete large apps** that take up a lot of space
- **Close apps** running in the background
- **Clean up** iOS junk files
  - Cache (in Safari)
  - Settings > Safari > Clear History and Website Data > Clear History and Data
    Cookies
- **Turn off** automatic app downloads
- **Turn Off or select apps** to be auto refreshed)
  - (Settings > General > Background App Refresh > Off or Wi-Fi or Wi-Fi & Cellular Data)
- **Disable** Siri suggestions
- **Delete** old texts and messages
- **Back up** your photos / music / videos
  - iCloud storage or iTunes
  - Be brave, delete old photos – they are in the Cloud or on your computer
- **Clean up contacts**
  - Do you have a person's info more than once?
  - Do you have all the info you need for your contacts?
  - Do you need to add new contacts or complete their info?

iDevice Resources

- Simple tips to speed up your iPhone
  - https://zd.net/2KlMfv5
- How to Speed Up Your iPad and Improve the Performance
  - http://bit.ly/2wUInbP
- How to Declutter and Speed Up Your Phone
  - https://nyti.ms/2WOFqE1