C1AI Computing Tips

1. A good way to clean up your computer and get rid of unwanted files is by clearing your browsing history. This is easily accomplished in Internet Explorer (IE) by clicking "Tools" in the IE menu bar and then by clicking "Internet Options" within the Tools drop-down menu (If you are running Windows Vista or Windows 7, your menu bar might be hidden. To access the menu bar, press the "Alt" button). When the Internet Options window appears, click "Delete" under the "Browsing History" section of the tab labeled "General" to open a list of items that you can delete. Although in some versions of IE there is an option in the Browsing History menu to "Delete All", choosing this option will get rid of any passwords that you might have purposefully asked Internet Explorer to save. If you haven't stored any passwords in Internet Explorer, then clicking "Delete All" is the quickest and best option for clearing your browser history. However, if you have saved passwords and you want to keep them, you can bypass deletion of your passwords by checking the boxes labeled *Temporary Internet Files*, *Cookies*, *History*, and *Form Data* to clear these files manually without getting rid of your passwords. I

   > **Note**: Deleting your browsing history does not delete your list of favorites or subscribed feeds. Additionally, in Internet Explorer 8, you can opt to preserve data from your favorite websites to ensure that these pages load quickly.

2. Organize your fragmented files and help your computer run more quickly by defragmenting your hard drive. To do this click Start>All Programs>Accessories> System Tools>Disk Defragmenter. After opening the defragmenter, you will have to analyze your hard drive to determine whether it needs to be defragmented or not. If it suggests that you defragment, click "Defragment Now." Defragmenting might takes a few hours (depending on the number of files you have on your drive) so it is best to run a disk defragmentation overnight or during a time when you don't have to use your computer.

3. Keep your computer current by checking for new Windows Updates every week. Critical updates are often downloaded and installed automatically, but the best way to make sure that your computer's operating system is completely up-to-date is by clicking Start>All Programs>Windows Update. Within Windows Update there is an option to "Check for Updates." Click on this icon to receive all of the latest fixes for your system.

4. Fight off bugs and other threats by updating your virus definitions. Within your anti-virus program there should be an "Update" option. By updating your anti-virus you can keep your computer free from viruses and other malicious threats. In addition to a

manual-update option, most anti-virus programs offer an automated update system that can be user-configured to search for new updates every day.

5. Protect your costly equipment and priceless data from voltage spikes by purchasing a quality surge-protector and a battery backup. HECO states that "low-cost multi-strip outlets commonly incorporate surge suppressors that may provide inadequate protection for today's electronics." They also suggest that consumers "get an uninterruptible power supply [also known as a battery backup or UPS] to protect equipment from voltage surges and spikes" (HECO Consumer Lines, Volume XXVII – No. 3, March 2008).

6. It's better to be safe than sorry. You can protect yourself against data corruption and hardware failure by purchasing an external hard drive. Nowadays you can buy an external hard drive that will provide you with security against data loss and more than enough storage room for about a hundred dollars.