End of Term Maintenance

Computers in the Dteq lab require regular maintenance to run efficiently. Make sure you have sufficient spare time to complete the tasks as they can slow your system and take some time.

At the end of each term you will need to complete the following:

Virus Scan

1. Open the virus protection via the icon in the system tray.
2. Check the definitions are up to date
3. Start a *Quick scan*.

Disk Cleanup

1. Go to start and find the Disk Cleanup
   The cleanup will analyse your system and advise approximately how much space will be made available on your system.
2. Make sure the following are checked:
   - ☑ Downloaded Program Files
   - ☑ Temporary Internet Files
   - ☑ Debug Dump Files
   - ☑ Recycle Bin
   - ☑ Service Pack Backup Files
   - ☑ System error memory dump files
   - ☑ System error minidump files
   - ☑ Temporary Files
   - ☑ Thumbnails
   - ☑ Per user archived Windows Error Reporting Files
   - ☑ System queued Windows Error Reporting Files

Note:

You may want to check your recycle bin to be sure all items are OK to delete. If you are not sure uncheck it in the disk cleanup and you can manually go through your recycle bin later.

Essential ✓

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3. Run the cleanup

Defragment

1. Go to start and find the Disk Defragmenter
2. Analyse the system.
3. If recommended run the defragmenter.

Dteq Lab
D Block
North Metro TAFE
Richmond St
Leederville WA

dteq.weebly.com