

# Computer Maintenance Guide

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## Cleaning temporary files with Disk Cleaner (Windows Only):

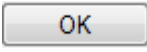
When using the computer and browsing the web, over time there will be leftover files that will build up and take up space and processing power. The rate at which these files should be cleaned varies depending on the usage of the computer but the general rule is every other month.

There are two ways of clean temporary files:

Using Disk Cleanup (Faster, easier, not a lot of options):

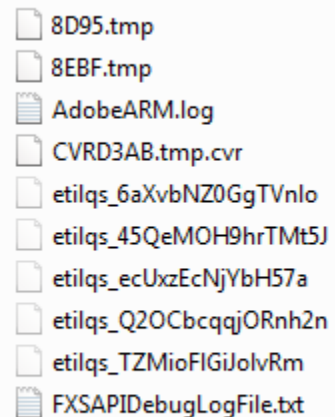
Click the start icon on your machine and type “Disk Cleanup”.

Click on the icon  and Disk Cleanup will start.

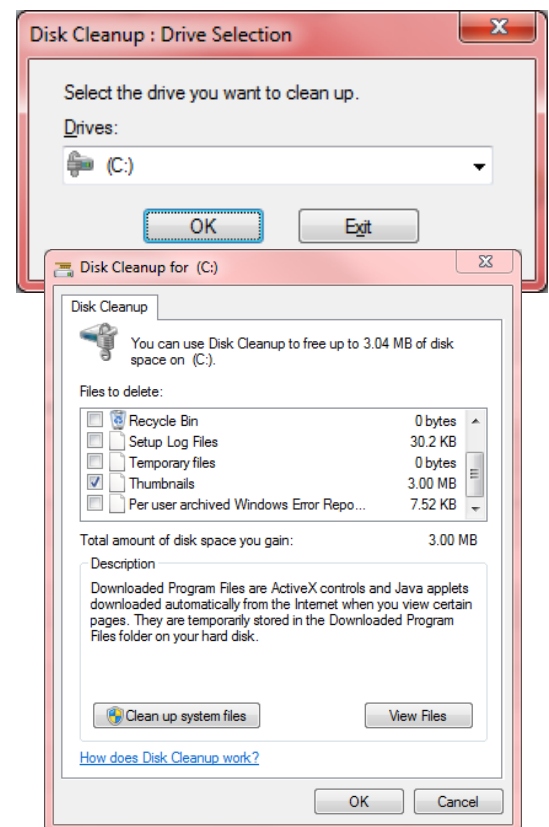
Once you select “C:” (The main hard drive for the computer) and click  to continue there will be a list<sup>1</sup> of options to be selected after the initial scanning:

- Downloaded Program Files
- Temporary Internet Files
- Recycle Bin
- Setup Log Files
- Temporary Files
- Thumbnails

Junk files on the  
C:\Users\%username%\AppData\Local\Temp folder



8D95.tmp  
8EBF.tmp  
AdobeARM.log  
CVRD3AB.tmp.cvr  
etilqs\_6aXvbNZ0GgTVnlo  
etilqs\_45QeMOH9hrTMt5J  
etilqs\_ecUxzEcNjYbH57a  
etilqs\_Q2OCbcqqjORnh2n  
etilqs\_TZMioFIGiJolvRm  
FXSAPIDebugLogFile.txt



<sup>1</sup> There are more options under the “Clean up system files” which include deleting update files but they require administrator permissions.

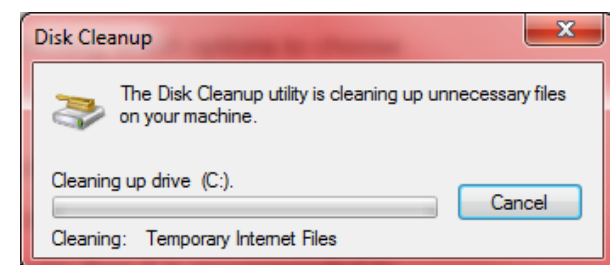
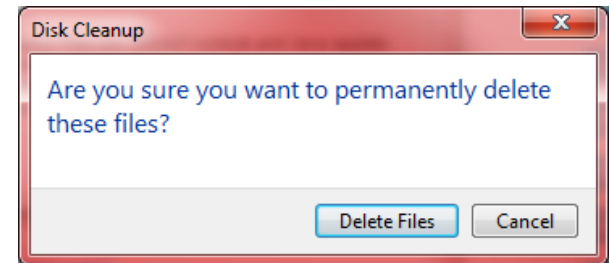
- Per User Archived Windows Error Reports

The default options might be the best ones based on average use but selecting which options to choose depends highly on your usage. It is recommended for you to select all the options if you want a thorough cleaning

E.g. If you have a lot of picture or images, thumbnails might clutter your computer, or if you recently updated your computer then it is recommended to clean up the update files since they're no longer relevant

After selecting the options you prefer, click

to begin the cleanup and agree to delete those files. Depending on the amount of data that is being cleaned it can take several minutes.



## Cleaning files with CCleaner:

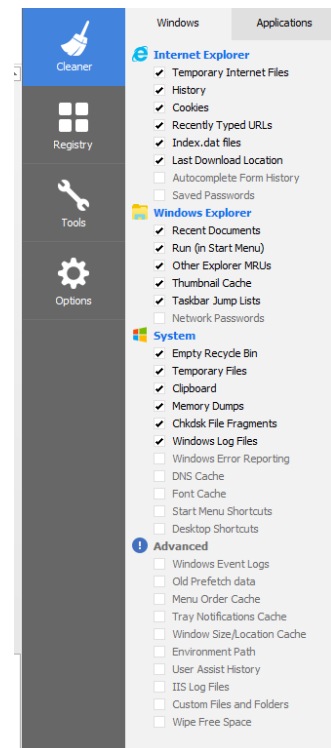
### Installing CCleaner:

CCleaner is a third party application made by Piriform, and therefore it is not build in the system by default. If you want to use CCleaner to clean up your computer in an in-depth way then you will need to go to [this page](#) and select the option to either install it (requires administrator rights) or choose the portable version<sup>2</sup> (does not require administrator rights).

After downloading your choice of CCleaner you can go ahead and launch it and you will be welcomed with the “Cleaner” section and the following options to choose from:

### Using CCleaner

The “Windows” section will show windows management options that Disk clean up did not have such as deleting desktop shortcuts, event logs, DNS cache and passwords. The “recommended” options are preselected automatically but feel free to choose whichever option you think is the best for your usage.

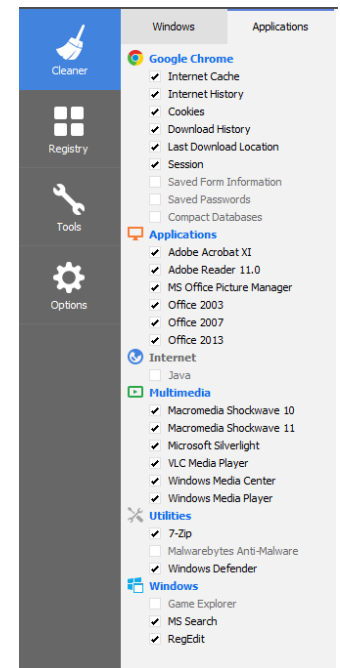


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<sup>2</sup> If you decide to install the portable version, you will need to extract it using 7zip or another archive manager.  
Download 7Zip [here](#)

The “Applications” screen will let you manage options from non-system applications such as Google Chrome, Office, and such.

Some applications will have different options than others, but in general the options consist of from cleaning cache files to completely wiping out the information from the app. Some of these options might end up with deleted documents and/or data if you haven’t saved prior to this guide. Please choose carefully.



Once you have selected the options you think are best for your computer then you can go ahead and click [Analyze](#) and it will scan all the files to be scanned and give you a summary prior to running the cleaner.

After the analysis, the screen will update with the files that are about to be cleaned and the amount of data that will be freed after the deletion

If you agree that those files need to be deleted

then you can go ahead and click [Run Cleaner](#)

and the cleaning will commence. After the cleaning is done you are done with this section of the guide.

✓ <b>Analysis Complete - (7.140 secs)</b> 427 MB to be removed. (Approximate size)			
<b>Details of files to be deleted (Note: No files have been deleted yet)</b>			
Internet Explorer - Temporary Internet Files	35 KB	7 files	
Internet Explorer - Cookies	2 KB	11 files	
Windows Explorer - Recent Documents	9 KB	15 files	
System - Temporary Files	8 KB	3 files	
System - Windows Log Files	512 KB	1 files	
Google Chrome - Internet Cache	430,151 KB	1,940 files	
Google Chrome - Internet History	2,063 KB	30 files	
Google Chrome - Cookies	898 KB	118 files	
Google Chrome - Download History	5 KB	1 files	
Google Chrome - Session	4,048 KB	14 files	
Applications - Office 2003	10 KB	12 files	
Applications - Office 2007	10 KB	12 files	
Applications - Office 2013	10 KB	12 files	

## Removing Startup Items to Speed Up Boot Time

For this part of the guide you will need to complete the [Installing CCleaner](#) part in the previous section. This section will deal with removing Startup items that slow down the booting speed of the computer. Making it much faster to reboot after a shutdown and increase performance due to no unnecessary applications starting up automatically every time the computer is rebooted.

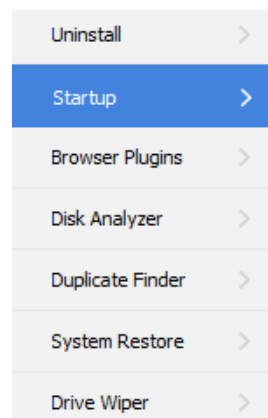
Applications that are known to install startup items include:

- iTunes
- Skype For Business
- Adobe
- HP/Dell/Sony

Some applications might be beneficial for you but some others might cause more harm than good.

Removing Startup items

Open CCleaner on your computer but instead of staying on the “Cleaner” section click on the “Tools” section of the application and you will be welcomed with the following options



For now, click on “Startup” and all your startup items will appear on screen.

Enabled	Key	Program	Publisher
Yes	HKCU:Run	Lync	Microsoft Corporation
Yes	HKLM:Run	Adobe ARM	Adobe Systems Incorporated
Yes	HKLM:Run	atdchk	Intel Corporation
Yes	HKLM:Run	Embedded Callback - help.utpa.edu	#COMPANY
Yes	HKLM:Run	Embedded Callback - help.utrgv.edu	Bomgar
Yes	HKLM:Run	HP Software Update	Hewlett-Packard
Yes	HKLM:Run	iTunesHelper	Apple Inc.
Yes	HKLM:Run	MSC	Microsoft Corporation
Yes	HKLM:Run	PDVDDXSrv	CyberLink Corp.
Yes	HKLM:Run	SoftGridTray	Microsoft Corporation
Yes	HKLM:RunOnce	MSKSSRV	Microsoft Corporation
Yes	HKLM:RunOnce	MSPCLOCK	Microsoft Corporation
Yes	HKLM:RunOnce	MSPQM	Microsoft Corporation
Yes	HKLM:RunOnce	MSTEE.CxTransform	Microsoft Corporation
Yes	HKLM:RunOnce	MSTEE.Splitter	Microsoft Corporation
Yes	HKLM:RunOnce	WDM_DRMKAUD	Microsoft Corporation
Yes	Startup Common	AlertusDesktopAlert.exe.Ink	Alertus Technologies
Yes	Startup Common	SafeConnect.Ink	Impulse Point, LLC

From this screen you can select the applications you do not want auto starting up upon reboot. A recommended choice is to disable everything from Apple, and from Office. Such as iTunes Helper and Lync. These apps start up once the applications Skype for business and iTunes are launched, and only then they are necessary.

Choosing what apps<sup>3</sup> to disable is completely up to you but once you have selected the ones you need you can:

Delete

and they will be permanently deleted from the startup queue

Disable

and they will stay disabled until you enable them again

After successfully disabling the items, reboot the computer and you will be done with this section of the guide

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<sup>3</sup> Some applications require to be automatically started upon reboot such as antiviruses, updaters, and telemetry apps. Though you can still disable them, remember that they will not run until the parent application is launched