



This tutorial assumes a right handed individual.

Restart the computer. No browser windows should be open.


Every 2 or 3 months open PC Manager  from the Desktop icon at the lower right corner of your screen with a double left click. If it has been moved, click once on the Start Button  type “pc” and it’s available to open with a single click at top left under Best Match.

### **Microsoft’s PC Manager opens at its Home window**

Single left click on “Health check” (under the Boost button) a new window opens. Wait until all scans complete. Once completed, the new window offers an “Optimize now” button. Do not click on it yet. Instead put a check mark in the box to the right of “Space can be freed up.” Then click on “Optimize now.” When the blue progress line finishes it is done. You will see “Cleanup completed.” It’s recommended that no other options be chosen unless you know exactly what you are doing! Close the window.

Back on PC Manager’s home screen and under “Health check” you will find “Deep cleanup.” Single left click on “Deep cleanup.” Put a check mark in every box you see. Scroll up until you see the “Proceed” button and single click on it. When Deep cleaning has finished the button will read “Done.” Click on “Done”, then quit PC Manager by clicking the X at the top right of the window. You have finished cleaning your PC.

**Notes:** Do not be tricked into downloading ANY app promising to make your computer run faster or more secure. The PC Manager app was made by Microsoft, it’s excellent and free and built for Windows 11. If you get a phone call from a “tech” claiming your computer has a problem, they are lying to you. Microsoft, Apple, McAfee, Norton and others do not call their customers to fix their computers. It’s a scam. Scammers will try to trick you into downloading a remote connection application and walk you through installing it. They will appear gracious and helpful - don’t believe them. Hang up on them and if you know how to block their number, do so.

While browsing on the internet if you see a pop up window claiming that your computer has been infected, do not believe it. You are on an unsafe web page. If you cannot close the page or window you are in, hold down the Alt key on your keyboard and tap the F4 function key on the top row of your keyboard. On a Mac, use Command  + W. As a last resort you can always hold down the power key of your computer and count to 10. Once your screen goes black your computer has been turned off and there is no longer a

network connection to it. Macs and Windows computers are VERY secure. Scammers get around this security by convincing people that there is a problem they are willing to fix, making any security program on your computer worthless.

If possible, take a photo of the screen you are stuck on and show it to a PC tech.

**To manually run a Quick Scan for malware – from PC Manager**, click on the Protection icon (a shield) below the Home icon in PC Manager and single click on the blue Scan button which runs only a “quick scan.”

**To run the most thorough fast scan (usually 5 to 15min)**, after running the Quick scan, single click “Scan options” under the “Quick scan” button. Scroll to the bottom of the page and click on MS Defender Antivirus (offline scan) and single click on the “Scan now” button. In the “Save your work” pop up window, single click on the Scan button, then click “Yes” in the Windows Security pop up window. The computer will automatically reboot and run a scan. This takes about 5 minutes and checks all Windows system files and specifically looks for any rootkits.

## **PC Maintenance with Disk Cleanup**

**Twice a year run Disk cleanup** - a utility that removes unnecessary files to free up disk space, which can improve performance. It scans your computer for files that can be deleted, such as temporary files, files in the Recycle Bin, downloaded program files, and old Windows update files. Deleting these files frees up disk space, increases efficiency and can reduce system lag.

Single left click the Windows Start icon 

Type the letter “ c ” OR “ d ” on the keyboard and the Disk Cleanup app will appear under Best Match at the top of the list. Single click to open the app. (Type “cleanup” if the “ c ” OR “ d ” shortcuts don’t work.)

Once open, under the heading “Files to delete” put a check mark in every box that does not already have a check mark in it. Make sure to scroll down the list to verify that each item has a check mark. Then single click the “OK” button at the bottom of the window. When asked if you want to permanently delete the files, select “Delete files.” A new window will open, delete the files and then the window will auto close when done.

Reopen the same program. This time on the bottom left, single click the “Clean up system files” button. A new window will open and once again put a check mark in any box that is not already checked. Again, choose “Delete files” in the next window. A window will open to delete the files and it will close once it has finished.

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