

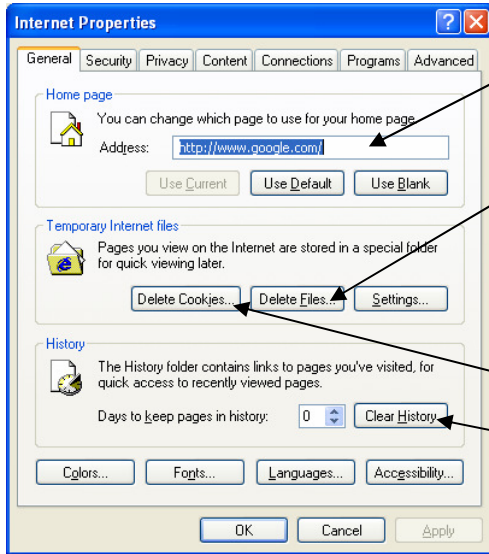
Internet options

1. Point and Click The **Start Button**
2. Choose settings and then **control panels**
3. Double click **internet options**

Found in control panels

Automatic Updates

1. Point and Click The **Start Button**
2. Choose settings and then **control panels**
3. Double click **Automatic Updates**

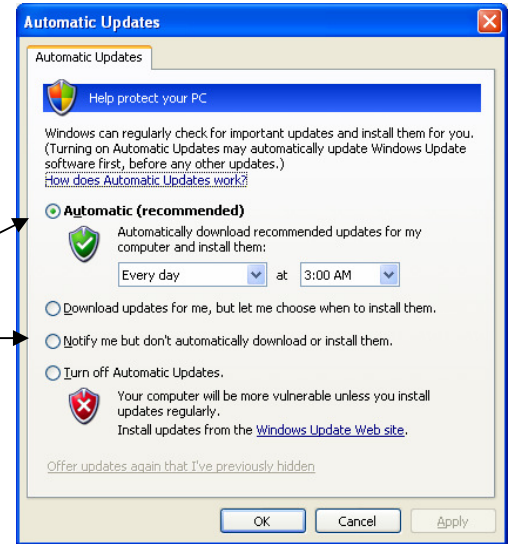


- Change your Homepage here
- Delete temporary files to speed up computer
- Delete cookies to stop some Spyware
- Clear history to destroy your past steps

Your computer needs updates to keep it in working order

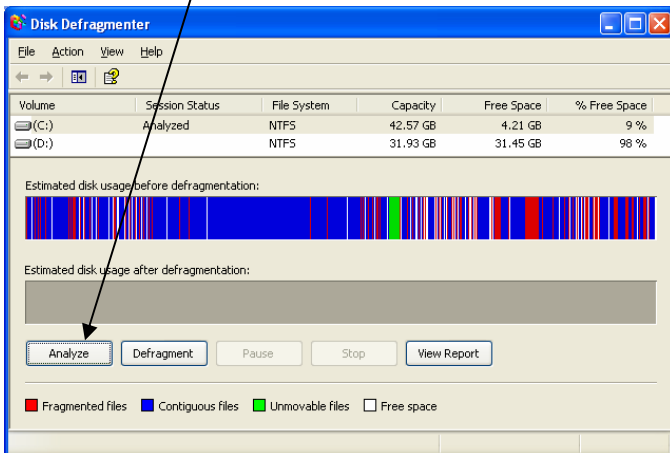
Set the computer to get updates by itself (recommended) or do it yourself

Note: Computer must remain on to get the updates



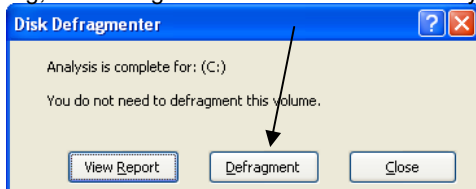
Defragment

1. Click The **Start Button**
2. Point to **programs** and to **Accessories**, then to **System Tools** and click **Defragment**
3. Choose the drive to defrag (usually the **C:** drive and then click **Analyze** to begin scanning.)



Remember this is done at the end of maintenance

- The computer will tell you if it needs defragmenting
- Follow instructions or exit
- If you defrag, do it and go to bed. It will be finished by morning



Don't forget: Some software must be updated to keep working properly

- A. Operating system
- B. Antivirus Software
- C. Anti Spyware Software
- D. Firewalls
- E. Other software

There are many pieces of free software you can use to help your computer

To find recommended Software

1. Click your web browser, Internet Explorer, Mozilla Firefox...ETC.
2. Change the Address to www.provlib.org hit enter
3. Click on **computer learning** on the right of the screen
4. Click on **Free software**
5. Click on the software you want to download

