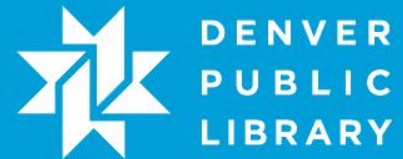
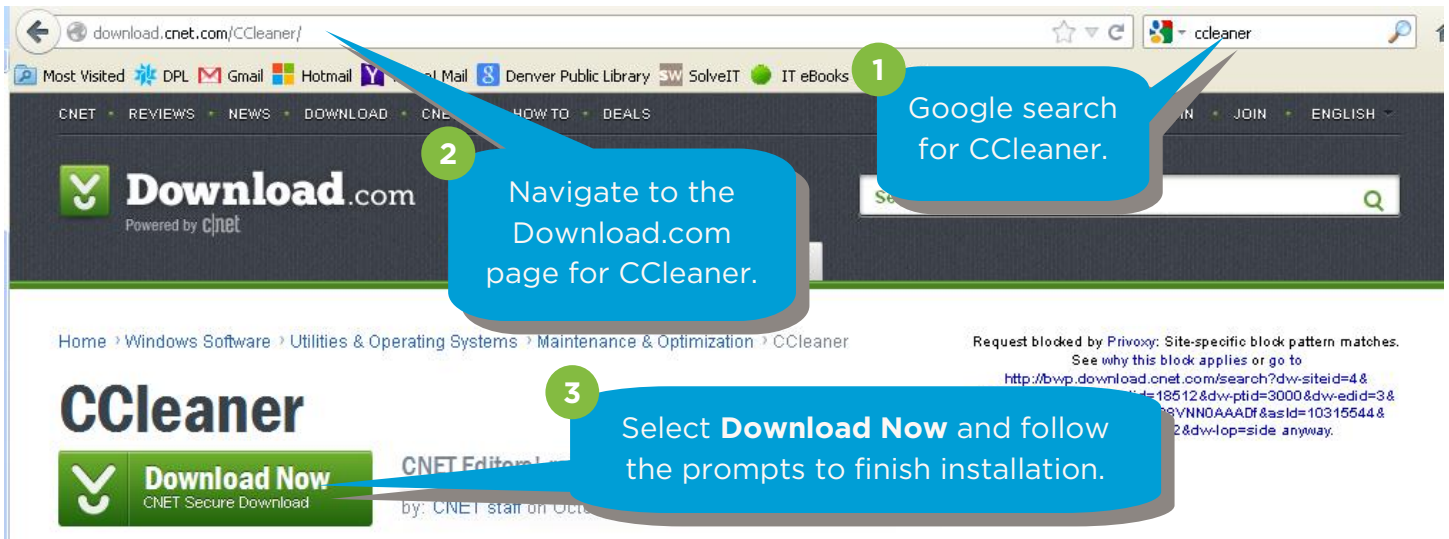


# Clean Up & Speed Up your Computer

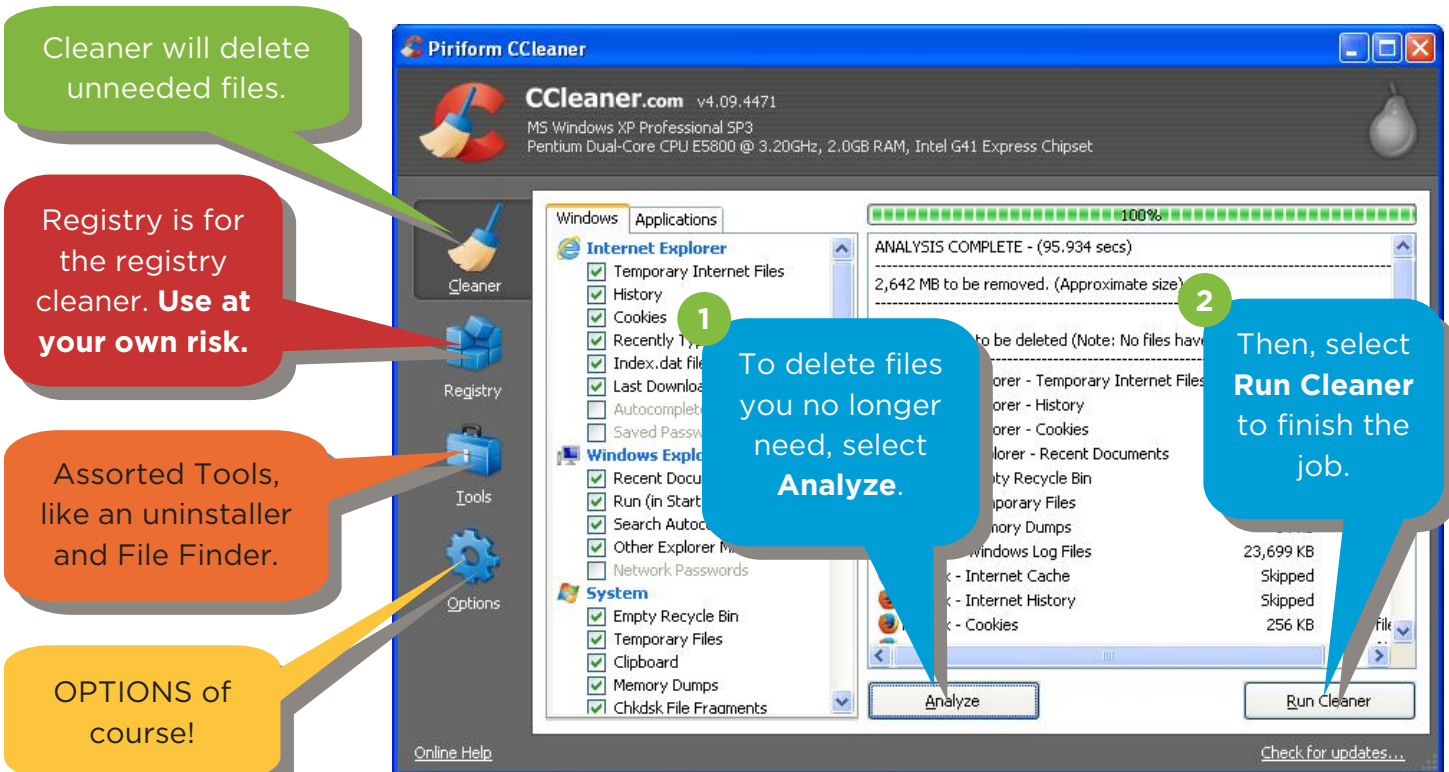


## Installing CCleaner

CCleaner is free software for system optimization, privacy and system cleaning (deletion of cookies and temporary files).



## Using CCleaner



## Downloading and using Showsize

To download Showsize, follow the same instructions used for CCleaner (find Showsize at download.com). Showsize is a disk space analyzer; it can show you exactly what is taking up hard drive space on your computer. Remember, **if you don't know what it does, don't delete it!**

The screenshot shows the Showsize application window. On the left is a tree view of folders. The main area displays a table of folder sizes. Callouts provide instructions on how to use the interface:

- Select the folder you'd like to view (just like using Windows Explorer).** (Points to the folder tree on the left)
- Selecting **Chart** will display a pie graph of disk space allocation of the selected folder.** (Points to the 'Chart' button in the top toolbar)
- Selecting **Bars** will allow you to display a tiny graph in the size column indicating percent of space used.** (Points to the 'Bars' button in the top toolbar)
- Select the **column heading** to sort columns.** (Points to the 'Size' column header in the table)

Name	Size	Files	Folders	Modified	Created
Top Folder:	3.82 GB	34,005	4,825	1/10/2014 12:12	10/11/2012 5:43 ...
Common Files	863.19 MB	1,849	11 % 552	12/17/2013 2:38 PM	12/17/2013 2:38 PM
Microsoft Office	478.26 MB	3,275	1 % 60	2/18/2013 7:50 AM	2/18/2013 7:50 AM
AVAST Software	327.39 MB	2,035	3 % 144	12/4/2013 11:4	12/4/2013 11:4
LibreOffice 3.6	324.69 MB	8,752	1,807	2/18/2013 8:00	2/18/2013 8:00
Google	266.76 MB	1 % 216	19	2/19/2013 1:11	2/19/2013 1:11
GIMP 2	218.68 MB	4,292	8 % 407	5/5/2013 9:59	5/5/2013 9:59
iTunes	154.50 MB	3,409	3 % 121	2/18/2013 7:58	2/18/2013 7:58
Novell	153.58 MB	3,120	3 % 136	2/18/2013 8:00	2/18/2013 8:00
Evernote	135.44 MB	1 % 334	24	3/10/2013 8:55	3/10/2013 8:55
Adobe	115.38 MB	1 % 186	1 % 36	2/18/2013 8:02	2/18/2013 8:02
VideoLAN	94.42 MB	2 % 693	5 % 242	2/18/2013 8:02 AM	2/18/2013 8:02 AM
Java	87.80 MB	2 % 637	1 % 40	2/18/2013 7:58 AM	2/18/2013 7:58 AM
QuickTime	72.32 MB	2 % 677	10 % 498	2/18/2013 8:01 AM	2/18/2013 8:01 AM
Dropbox	64.59 MB	7	1	6/4/2013 4:49 AM	6/4/2013 4:49 AM
Microsoft Visual Studio 8	61.19 MB	2 % 575	2 % 108	2/18/2013 7:49 AM	2/18/2013 7:49 AM
McAfee	55.61 MB	1 % 316	1 % 53	2/18/2013 8:22 AM	2/18/2013 8:00 AM
Mozilla Firefox	51.76 MB	100	1 % 44	2/18/2013 8:22 AM	2/18/2013 7:55 AM
Foxit Software	42.96 MB	1 % 368	1 % 64	2/18/2013 7:55 AM	2/18/2013 7:55 AM
Razer	42.63 MB	1 % 325	1 % 28	7/24/2013 10:42 AM	7/24/2013 10:38 ...
Microsoft Silverlight	40.84 MB	1 % 204	1 % 41	2/18/2013 8:02 AM	2/18/2013 8:02 AM

Showing 4,826 items

C: (232.88 GB) | Disk Free Space: 220,993,986,560 bytes (205.82 GB) | NTFS (Compression Capable)

## Updating your Operating System and Software

### Updating your OS (Windows):

Do a Google search for "Turning on Automatic updates for Windows" and follow the instructions. A good website to start at is the [windows.microsoft.com](http://windows.microsoft.com) help page.

### Updating Software:

The most important pieces of software to update are **Flash** (which can be updated at [get.adobe.com/flashplayer.com](http://get.adobe.com/flashplayer.com)), **Java** (which can be updated at [java.com/verify](http://java.com/verify)), and your **browser** (which should update automatically!).

## WHERE TO GET MORE HELP:

- **The CTC:** you can come to the desk and ask for help, schedule a 1-on-1 tutoring lesson, come to more classes, or attend one of our open labs to answer your questions.
- **Lifehacker.com:** A website with a wealth of articles about PC maintenance and health.
- **Download.com:** The main site for free software downloads on the web.
- **Google.com:** Always remember, you can ask Google almost any question in the world and get an answer, so if you're unsure of what to do—Google it!