



Association of Personal Computer  
User Groups



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User Groups

# Tune Up your Windows PC



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Windows 10 Version 20H2

Screenshots are from my Windows 10 PC



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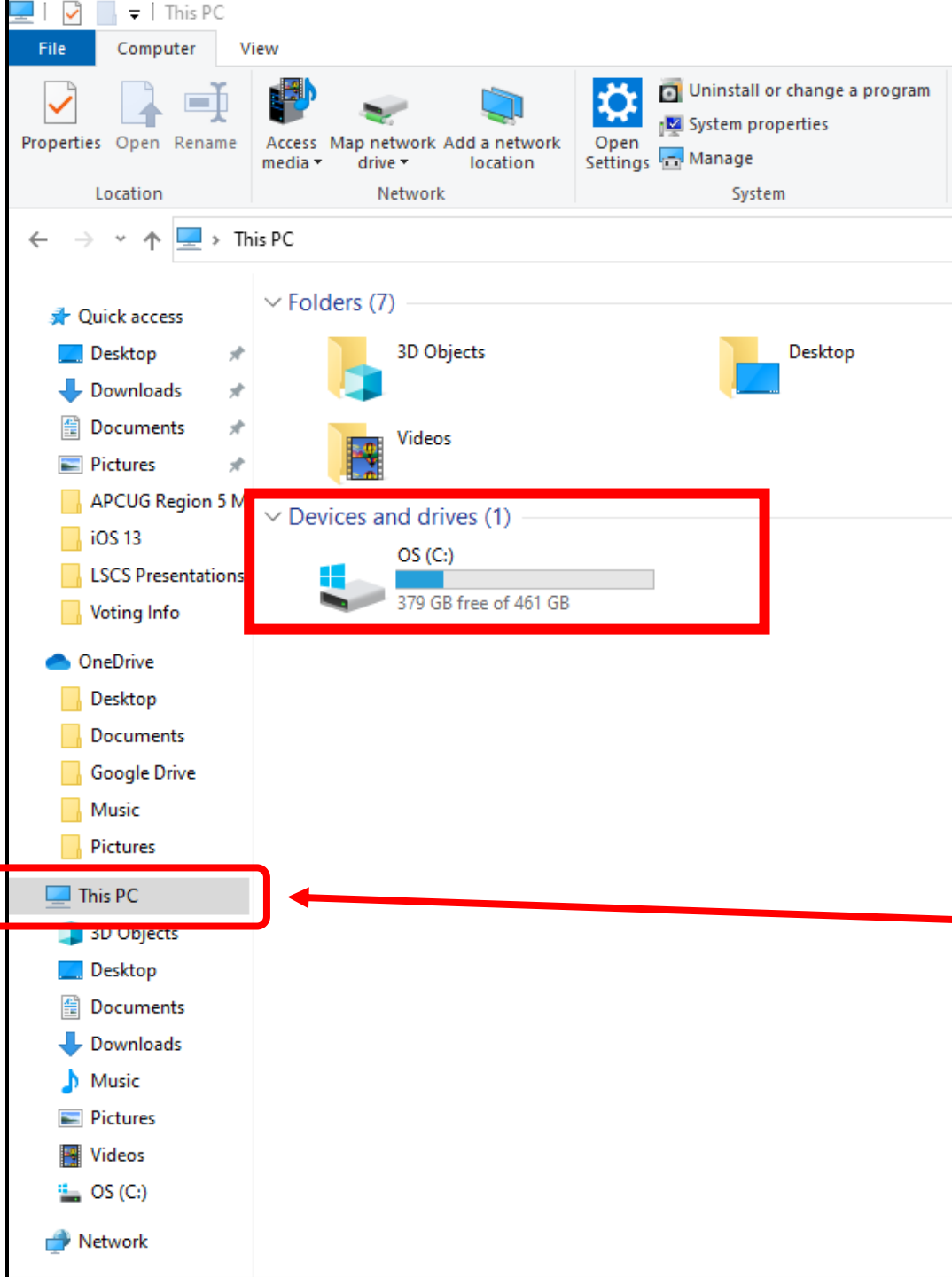
Get a  
Copy : Go  
thru at  
your own  
speed.

**This  
Presentation  
covers  
Windows  
10**



# **“Free Up Space” Tools to Clean Up the Main Memory Drive** by Microsoft

- Not able to install important Windows updates,
  - PC's performance may be affected.
- Ways to free up space to keep the PC:
  - up to date,
  - and running smoothly.
- These suggestions are listed in order, so
  - start with the first one,
  - see if that helps,
  - and then continue to the next one if it doesn't.
- **To check the total disk space:**
  - select 'File Explorer' from the taskbar,
  - select 'This PC' on the left side Navigation Bar.



## 'Checking' Total Disk Space In File Explorer.



File Explorer icon on the task bar

1. Click on 'File Explorer' icon.
2. Click on 'This PC'.
3. Check Devices and Drives OS(C:)
4. Make Note of the Free GB. (379 GB free)

# Microsoft Procedures

Different Approaches

- <http://bit.ly/2wLI1IX>
- <https://support.microsoft.com/en-us/help/12425/windows-10-free-up-drive-space>
- [If you're getting a Low Disk Space error because of a full Temp folder](#)
- [Free up space with Storage Sense](#)
- [\*\*Free up space with Disk Cleanup\*\*](#)
- [Free up space to install the latest Windows 10 update](#)
- [Delete personal files or move them to an external storage device](#)
- [Save new personal files to another drive](#)
- [Turn on OneDrive Files On-Demand](#)
- [Run antivirus software](#)

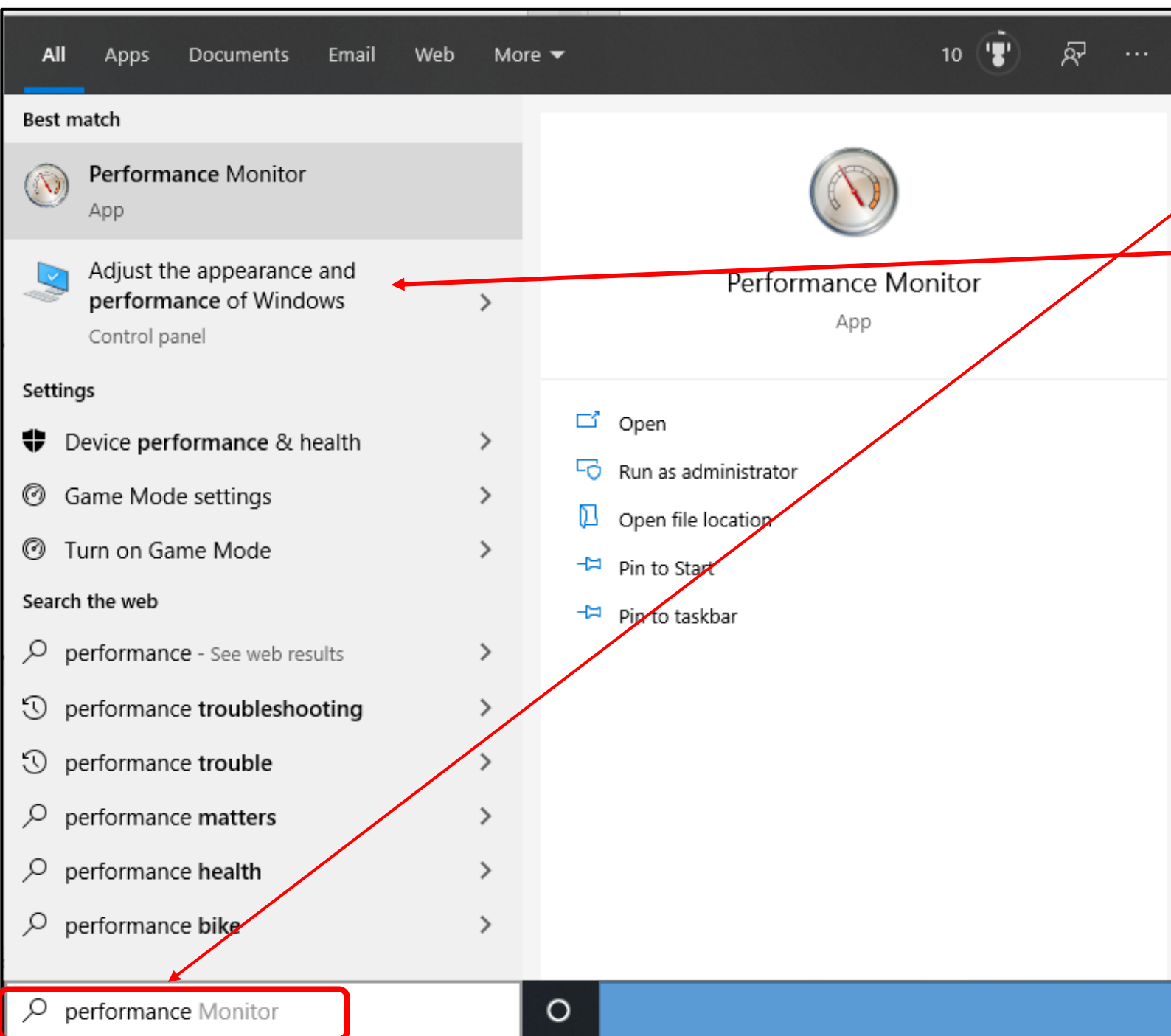
# Adjust appearance & performance

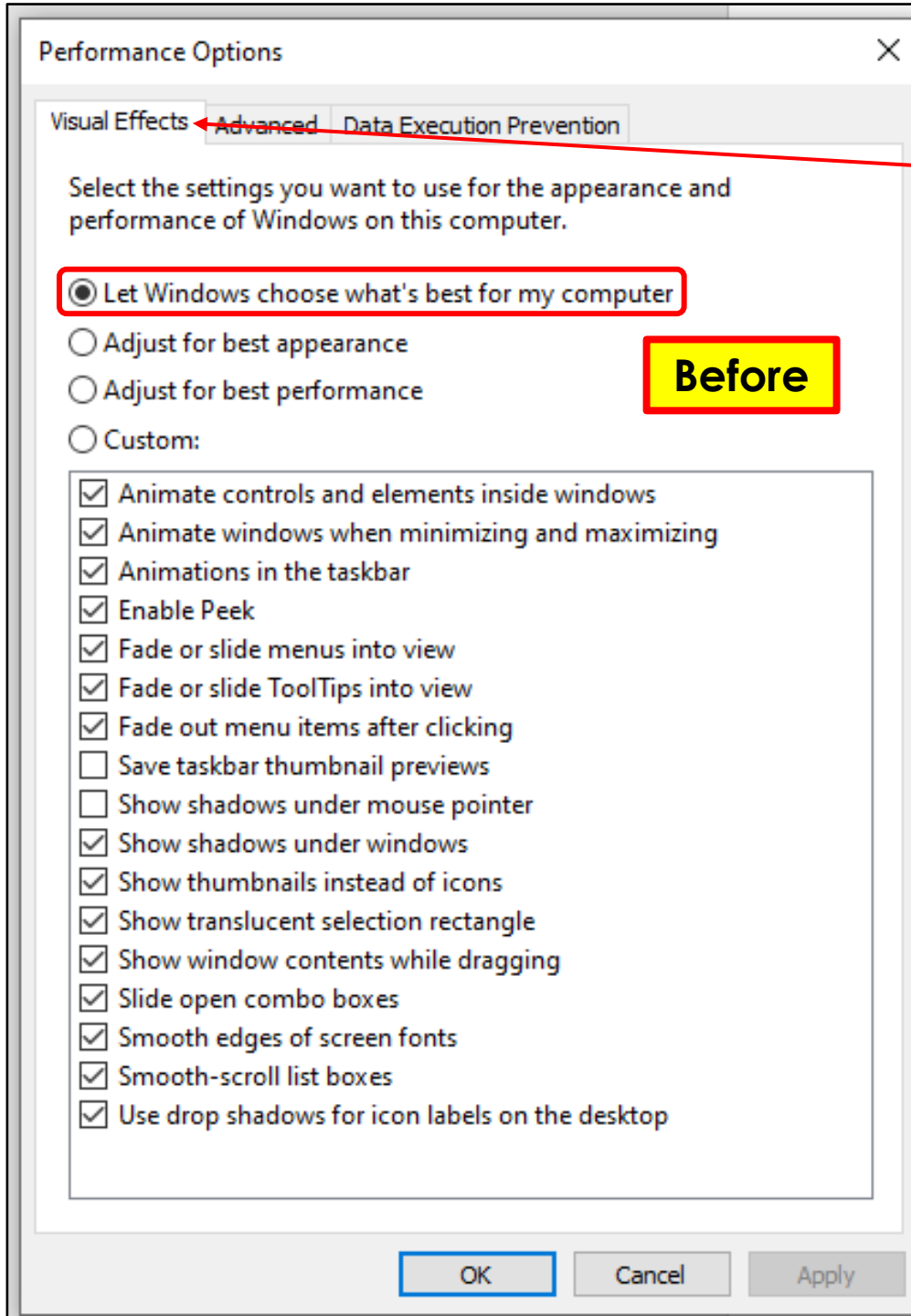
- Windows 10 includes many visual effects, such as:
  - Animations,
  - Shadow effects.
- They also use additional system resources and slow down the PC.
- Especially if the PC has a smaller amount of memory (RAM).
- To adjust the visual effects in Windows:
  1. In the search box on the taskbar, type 'performance'.
  2. Select 'Adjust the appearance and performance of Windows'.
  3. On the Visual Effects tab, select 'Adjust for best performance.'
  4. Click 'Apply'.
  5. Click 'OK'
  6. **Restart** the PC.

NOTE: Windows OS Updates may reset this to "Let Windows choose what's best for my computer."

## Adjust Appearance and Performance

1. Type 'Performance' in the search bar.
2. Click on 'Adjust the appearance and performance of Windows'.

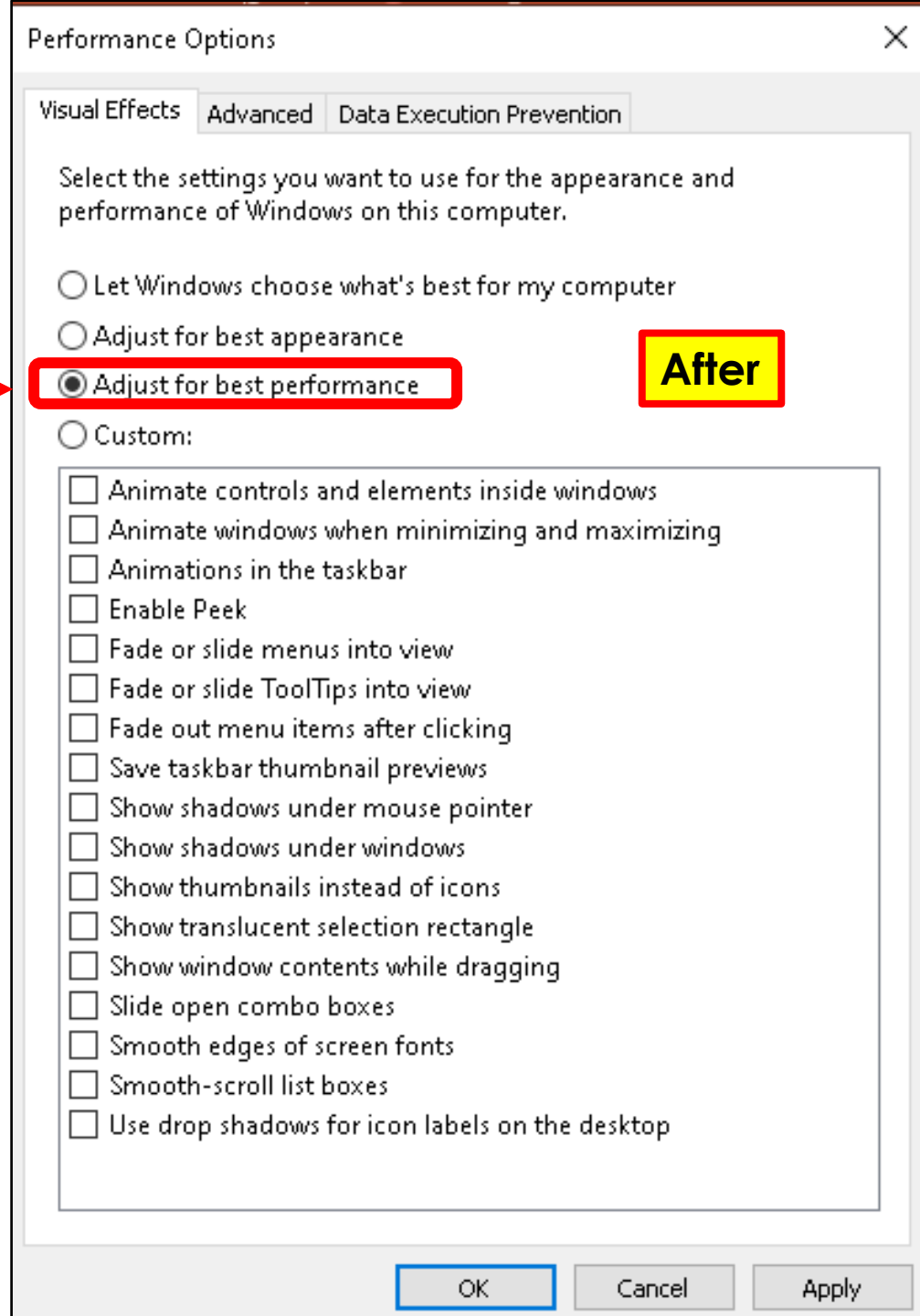




Visual Effects tab

Before

Select



After



# Storage Sense

by Microsoft

- How to remove temporary files using the Settings app.
  - manually or automatically.
- It will automatically remove files no longer needed.
  - those files that apps store on the PC to hold information temporarily,
  - those leftover files after installing a new version of software,
  - upgrade logs, (log files that are created when upgrades are done to the OS)
  - error reporting, (logs written by the operating system due to errors)
  - temporary Windows installation files.
- These files won't cause any issues:
  - but they can grow rapidly,
  - using valuable space on the hard drive,

# Steps to manage Storage Sense

- Turn on Storage Sense
  1. Click the Start Menu.
  2. Click Settings.
  3. Click System.
  4. Click Storage
  5. Toggle Storage Sense **ON**.
  6. Click 'Configures Storage Sense or run it now.'

## Storage

Storage Sense can automatically free up space by getting rid of files you don't need, like temporary files and content in your recycle bin.



On

[Configure Storage Sense or run it now](#)

## OS (C:) - 476 GB



This is how your storage is used and how you can free up space.



Temporary files 18.8 GB

Choose which temporary files to remove



Other people 17.4 GB

Remove unused local accounts



Apps &amp; features 15.2 GB

Uninstall unused or undesired apps &amp; features



OneDrive 8.69 GB

Remove unused cloud-backed content



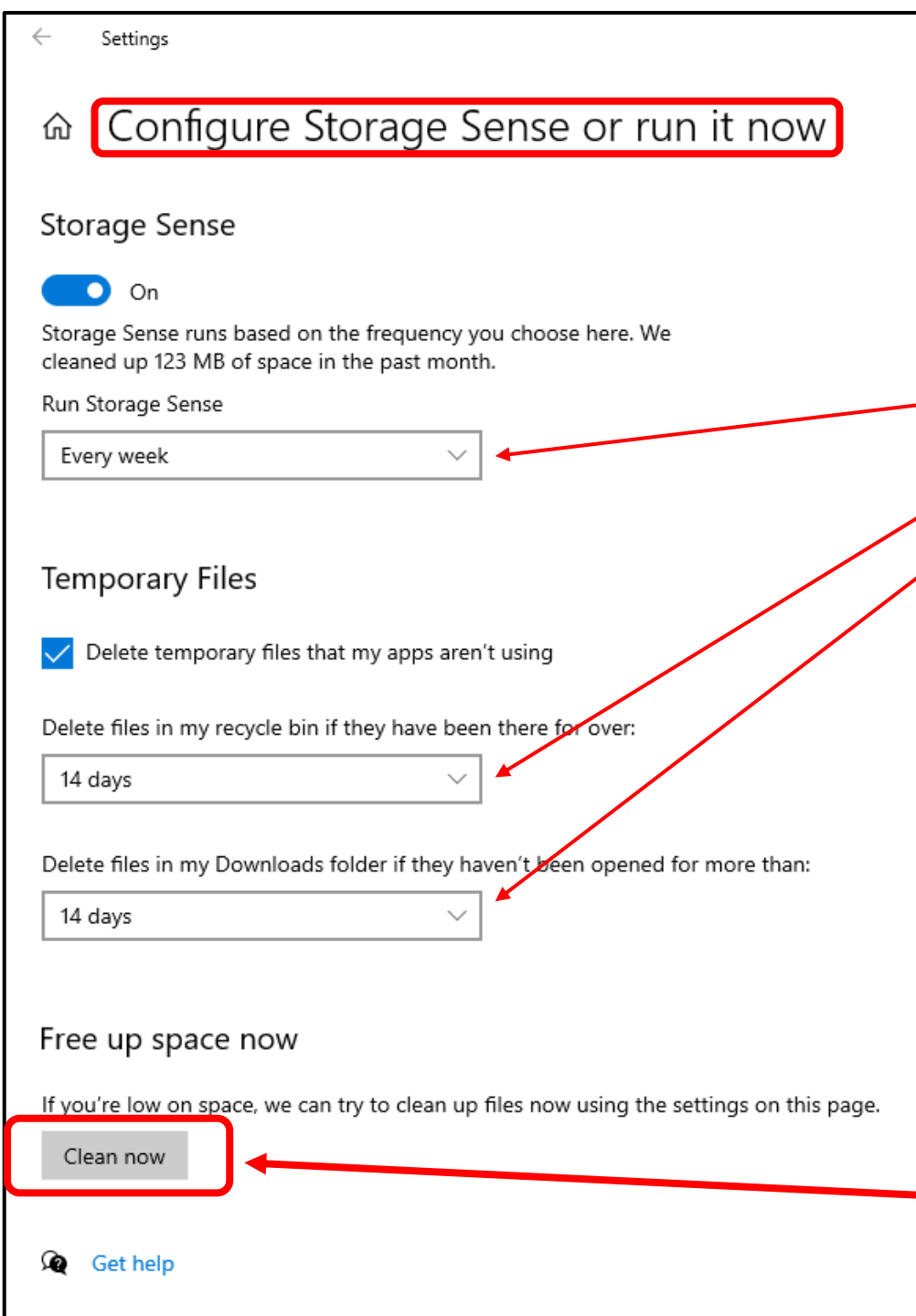
Other 3.81 GB

Manage other large folders

## Steps to manage Storage Sense

## System Storage Display

1. Turn Storage Sense **ON**.
2. Click 'Configure Storage Sense'.
3. Click 'Temporary files'.
  - A. Manage Temp Files.
  - B. Return to this page.
4. Click 'Apps & features'.
  - A. Manage Apps & features.
  - B. Return to this page.
5. Click any category desired etc.

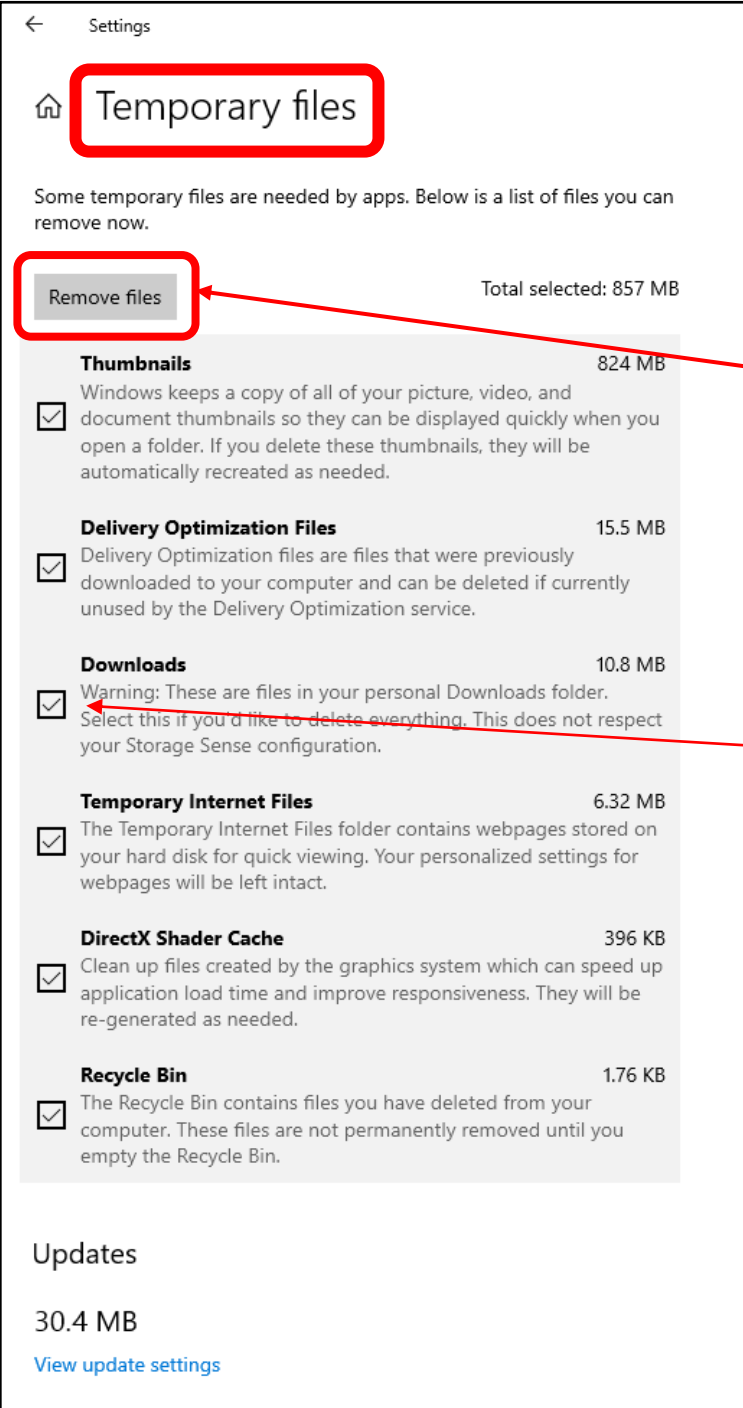


## Steps to manage Storage Sense

Configure Storage Sense or run it now display.

1. Set the desires for Automatic run

2. Run it Now



# Steps to manage Storage Sense

Temp files display

2. Click Remove Files

1. Put Checks in the Boxes



## Apps &amp; features

## Apps &amp; features

[Optional features](#)[App execution aliases](#)

Search, sort, and filter by drive. If you would like to uninstall or move an app, select it from the list.



Sort by: Size ▾

Filter by: OS (C:) ▾

Name



Size

Install date

tomPDF

1.42 GB

3/4/2020



CyberLink Media Player 19 with PowerDVD

576 MB

9/19/2020



Garmin Express

477 MB

9/19/2020



iTunes

Apple Inc.

431 MB

11/18/2020



Free Books For Kindle eReader

King APP

392 MB

10/24/2020



iCloud

Apple Inc.

241 MB

10/1/2020



Realtek High Definition Audio Driver

214 MB

2/8/2020

# Steps to manage Storage Sense

Apps &amp; features display

1. Click on 'Sort by' down chevron.
2. Click on Size.
3. Click on any App to:
  - A. Uninstall
  - B. Modify
  - C. Move.



Free Books For Kindle eReader

King APP

[Advanced options](#)

392 MB

10/24/2020

Move

Uninstall

# Disk Cleanup

by Microsoft

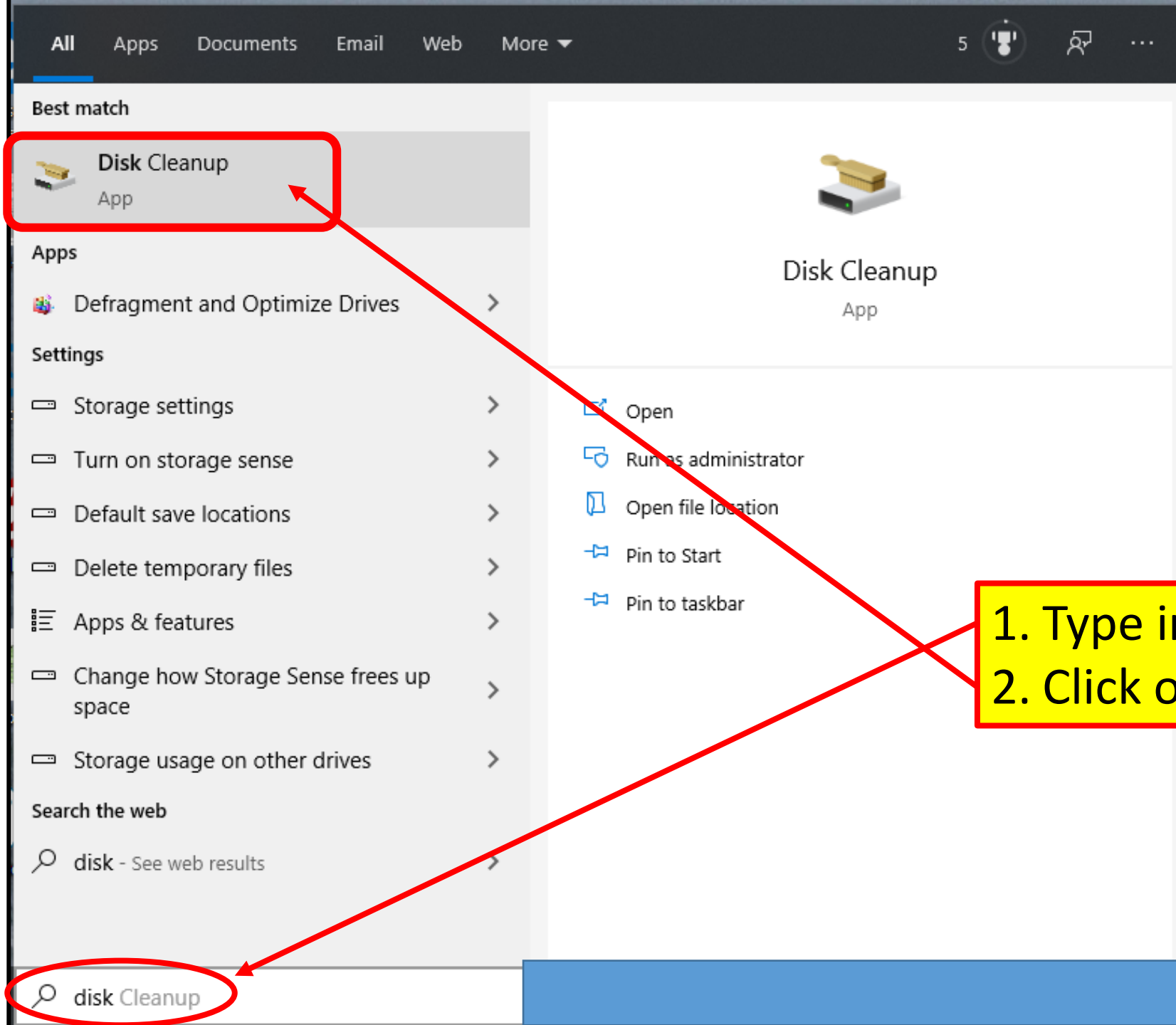
- Use Disk Cleanup on a regular basis to reduce the number of unnecessary files on the main memory device. (C drive)
- Disk Cleanup is the Microsoft equivalent of spring cleaning.
- Free up main memory space and help the PC run better.
- It can delete:
  - temporary files
  - system files, (that are not needed)
  - Some of these files include:
    - Temporary internet and Windows files
    - Program download files
    - Files in Recycle Bin
    - Cached files - data so that future requests can be served faster.

# Disk Cleanup

by Microsoft

- **To delete temporary files:**
  1. In the search box on the taskbar, type “disk cleanup”.
  2. Select Disk Cleanup app from the list of results.
    - A. Select the drive to clean up,
    - B. Select OK.
  3. Under Files to delete, select all the file types.
    - A. To get a description of the file type, select it.
  4. Select OK.

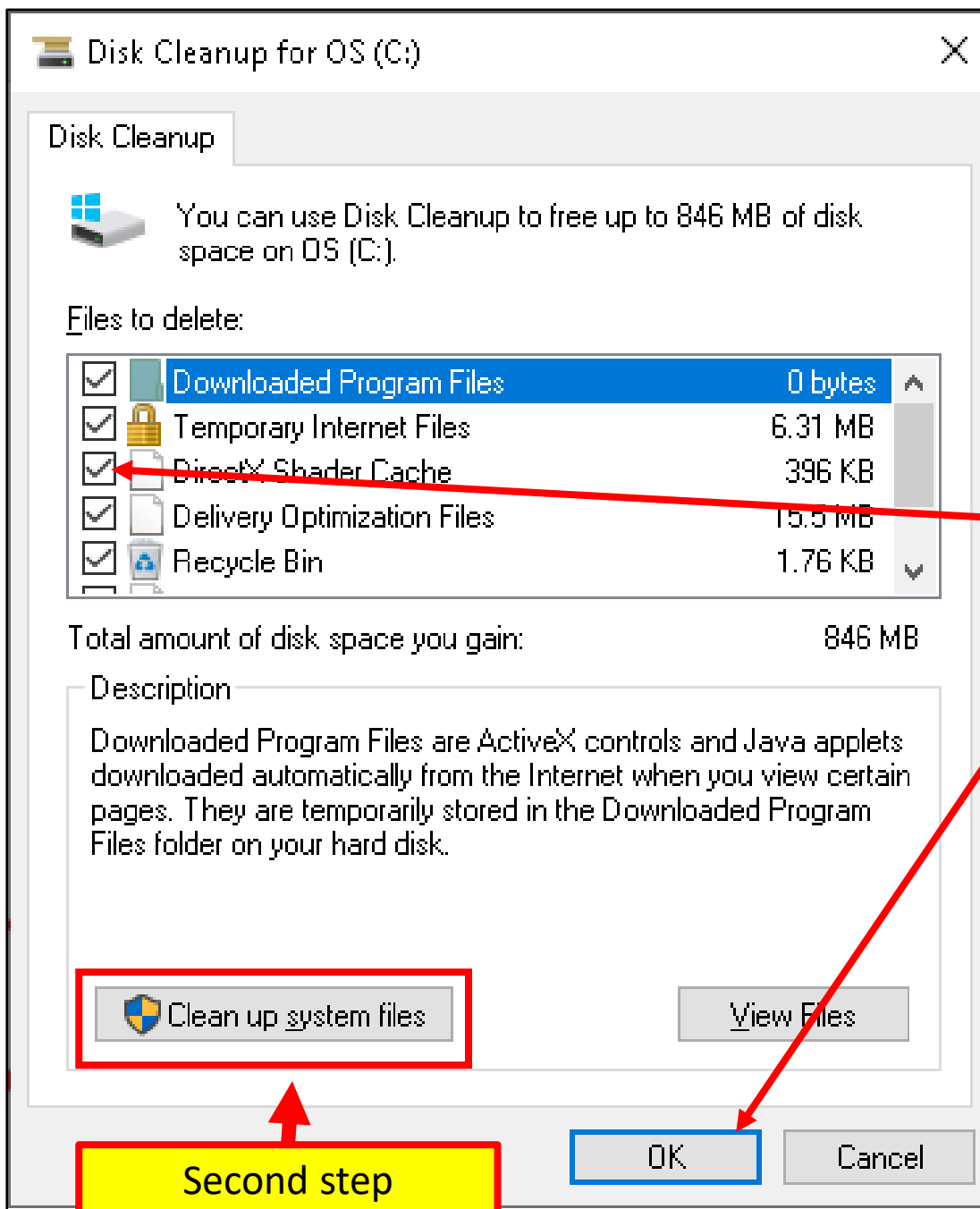




# Disk Cleanup Windows 10

Desktop Display

1. Type in the search bar.
2. Click on this app.



# Disk Cleanup Windows 10 Temp Files

Disk Cleanup Display

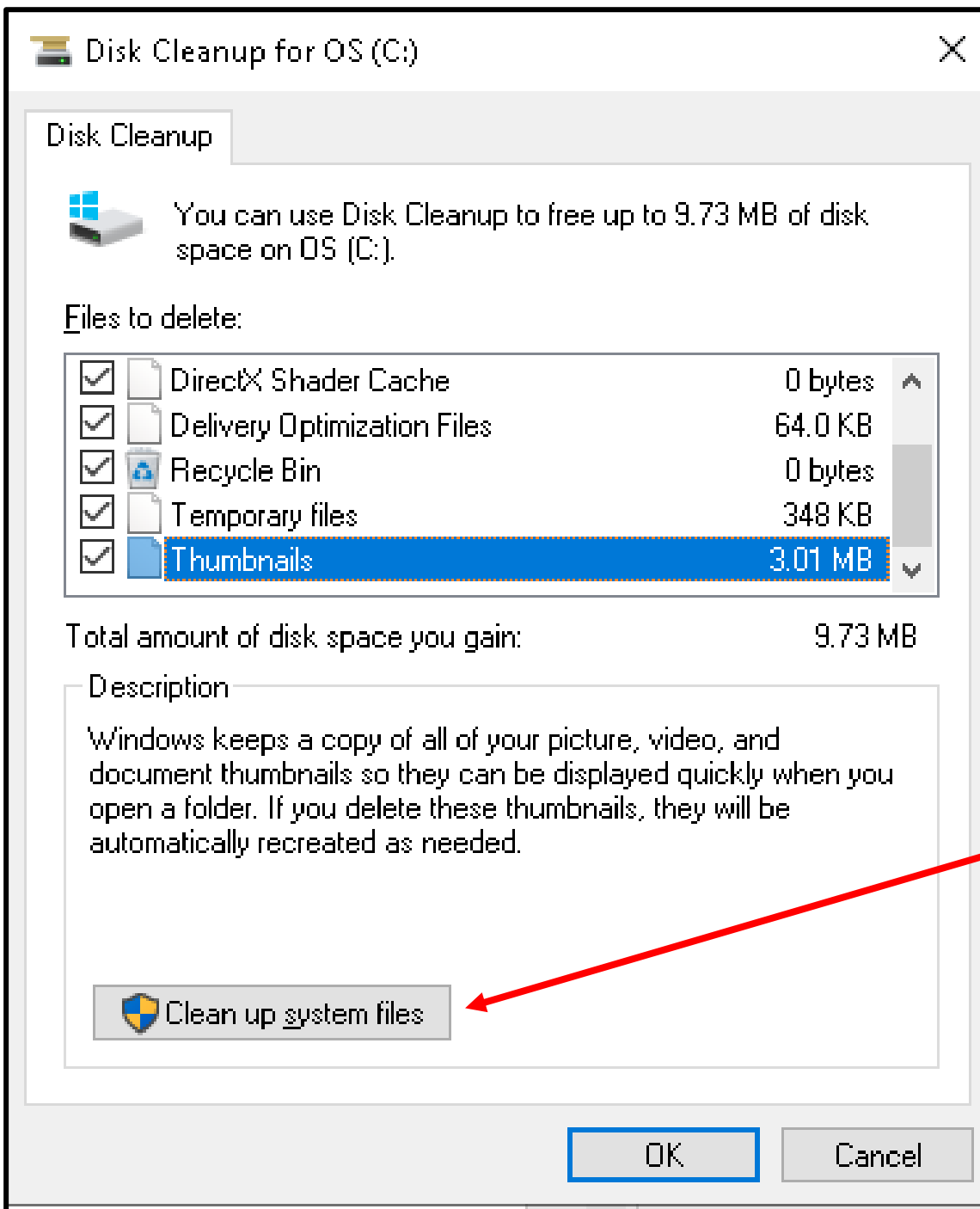
1. Make sure all boxes are checked.
2. Click OK to start the cleanup.

# To free up more space:

## Disk Cleanup System Files

- Delete system files that are not required:
  1. In Disk Cleanup, select “**Clean up system files.**”
  2. Select all the file types to get rid of.
    - A. To get a description of the file type, select it.
  3. Select **OK**.

**NOTE:** this may take some time, depending on what needs to be done.



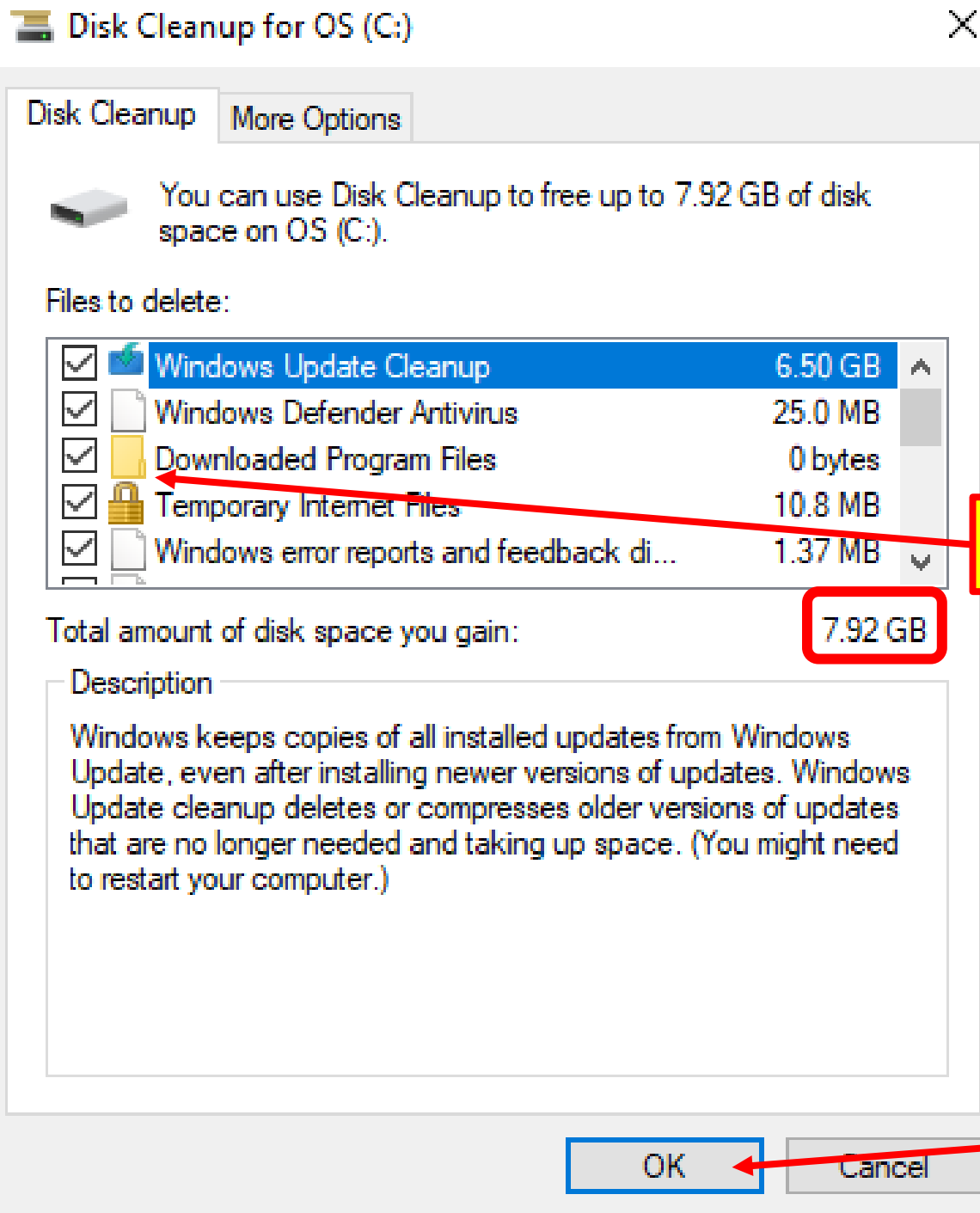
## Disk Cleanup

Windows 10

### System Files

1. Make sure all boxes are checked.
2. Click OK to start the cleanup.

Cleanup **System Files**

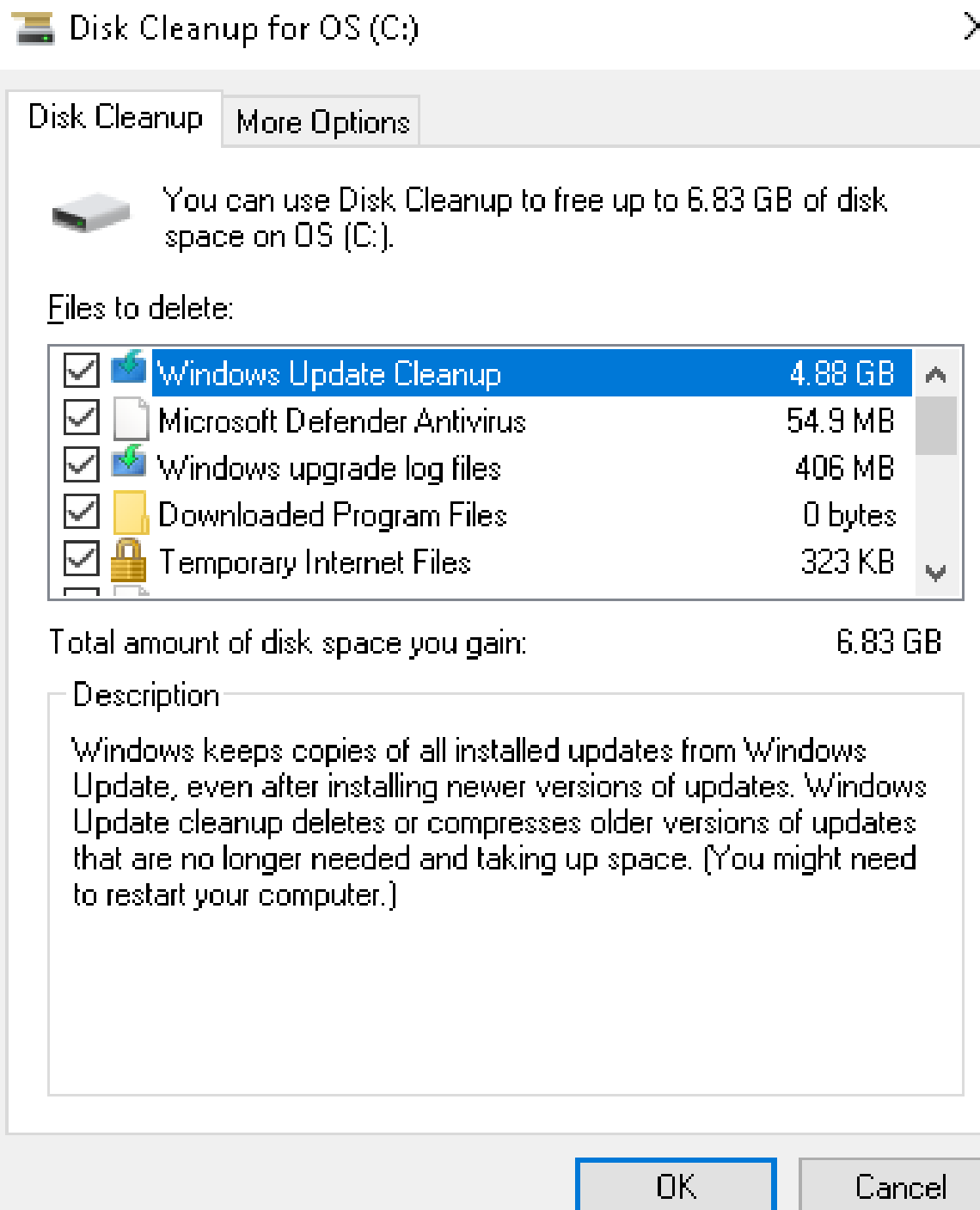


## Disk Cleanup Windows 10 System Files

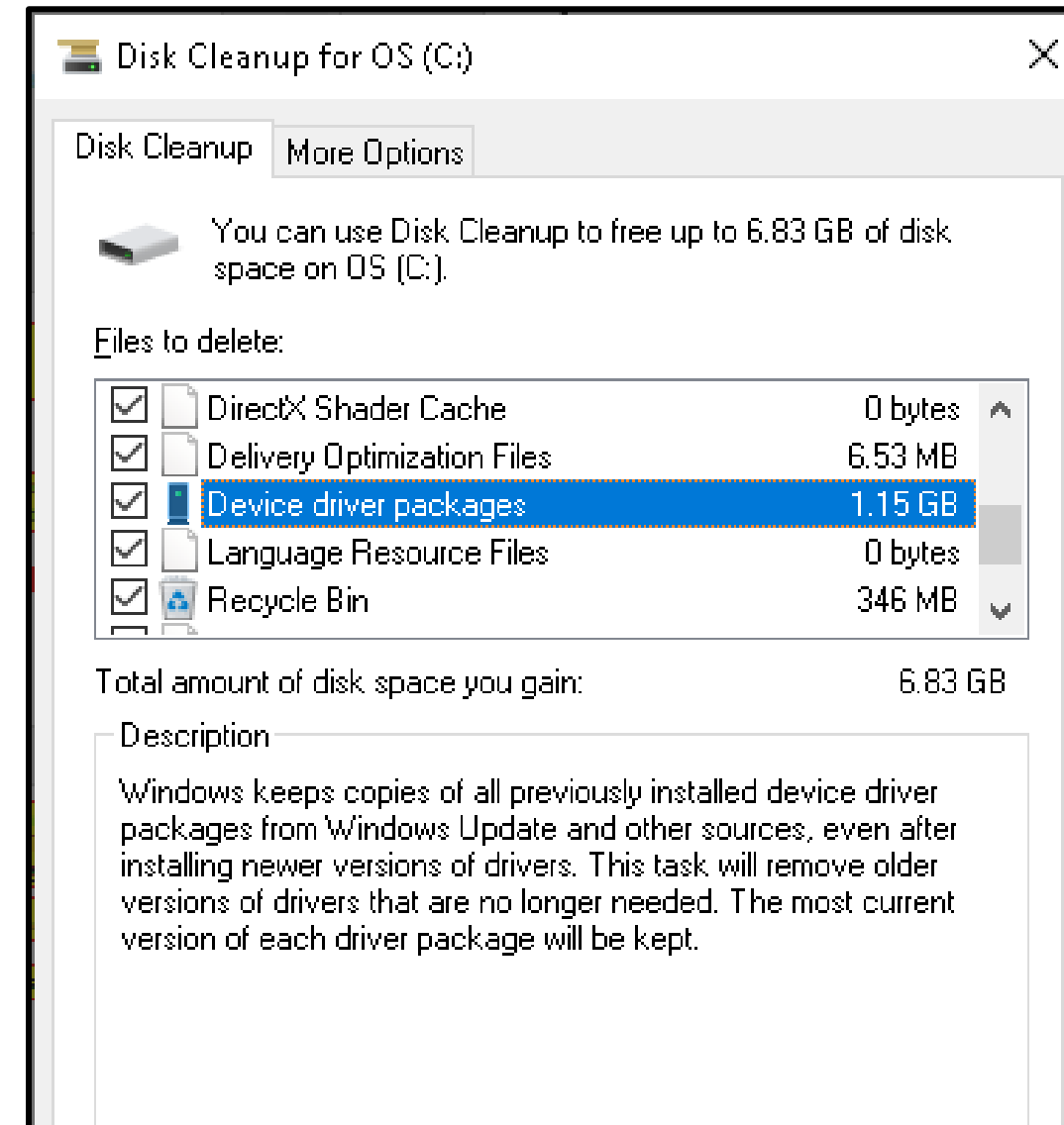
**Note:** After 'Disk Cleanup Temp Files' is Finished, run 'Disk Cleanup **System Files**'.

Make sure all boxes are checked.

Click **OK** to start the cleanup.

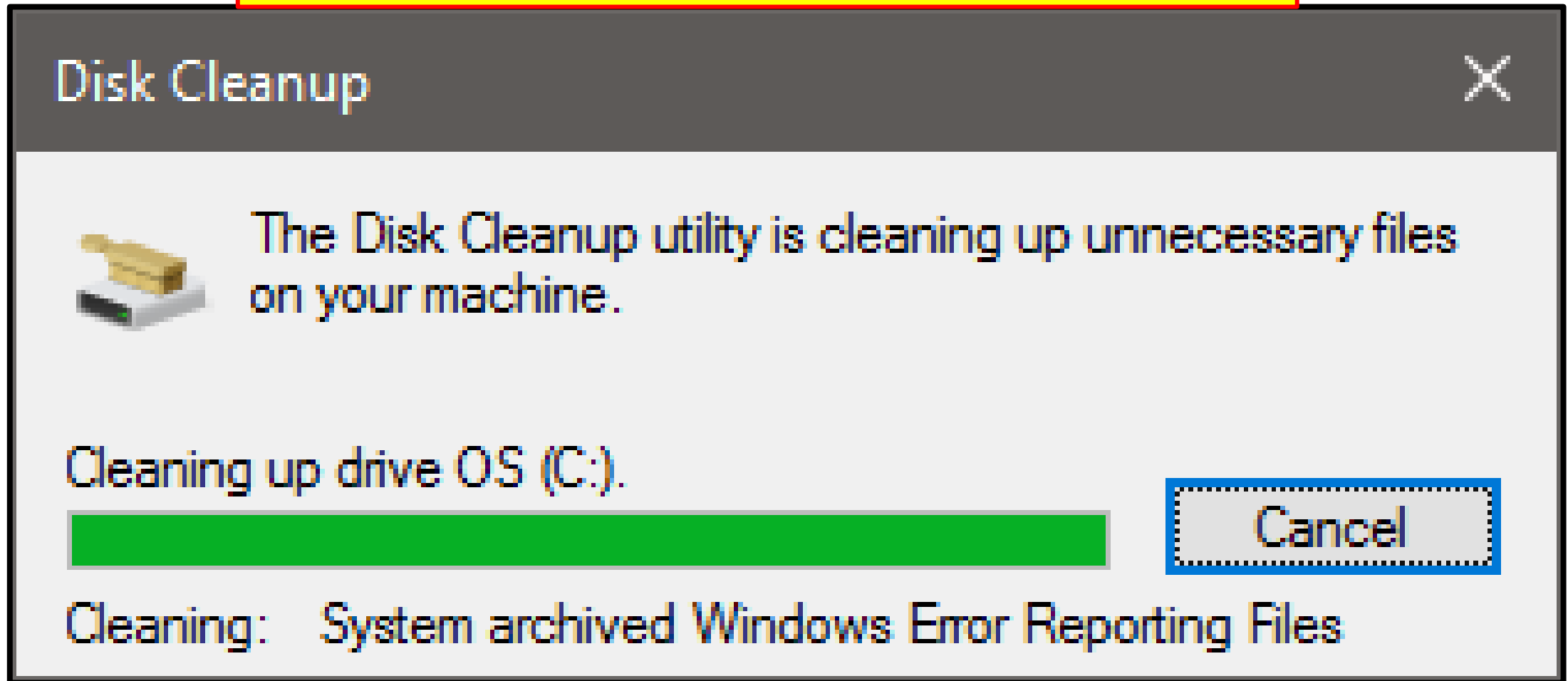


A Screenshot of my PC this morning.  
Notice the: **4.88 GB** of Windows Update Cleanup.  
**1.15 GB** of Device driver packages.



# Disk Cleanup System Files in Progress

When it disappears the program is done.



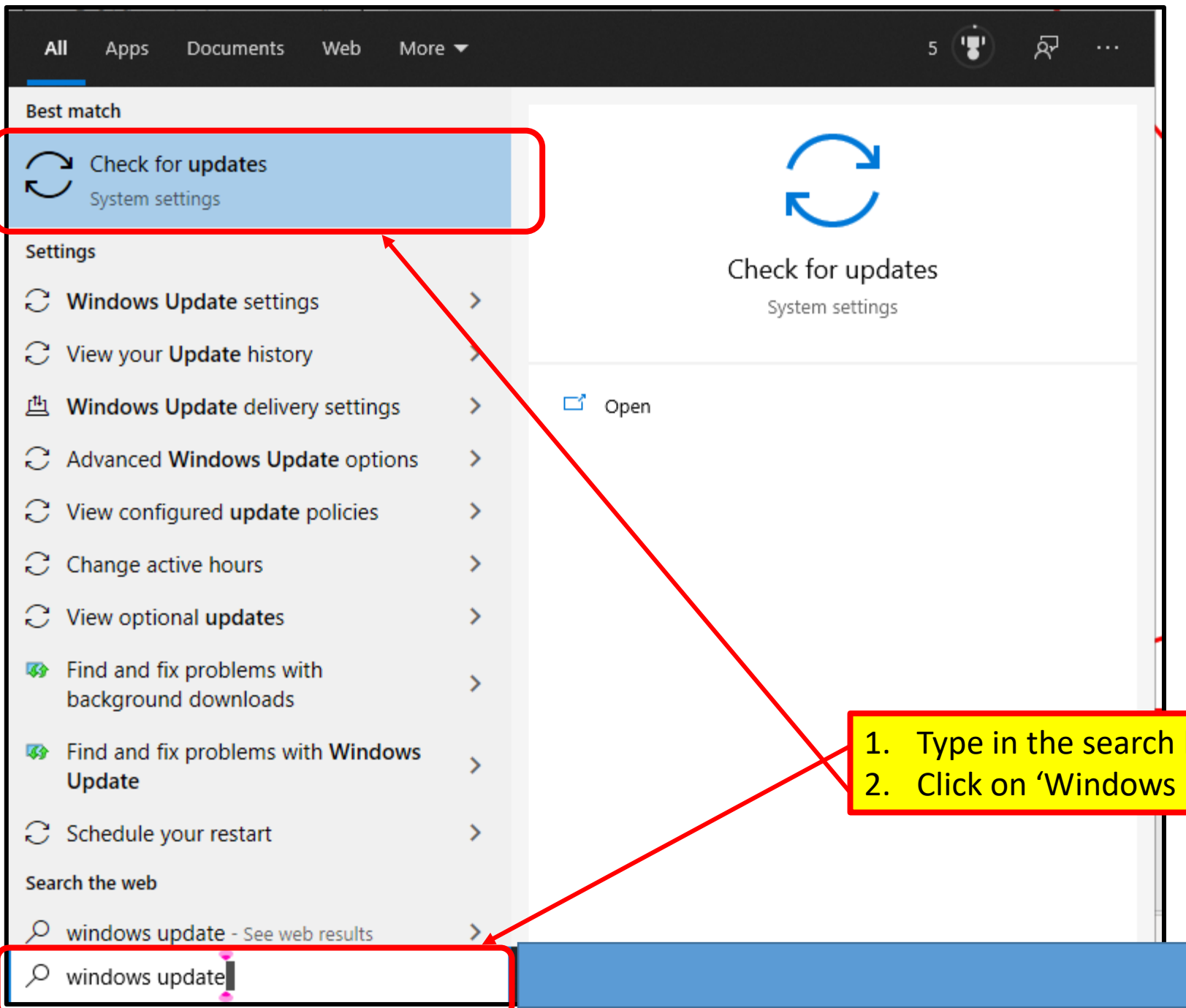
This Process may take a lot of time depending on how many files need to be cleaned. (less than 1 hour)

# **Patch & update all OS software: (Operating System)**

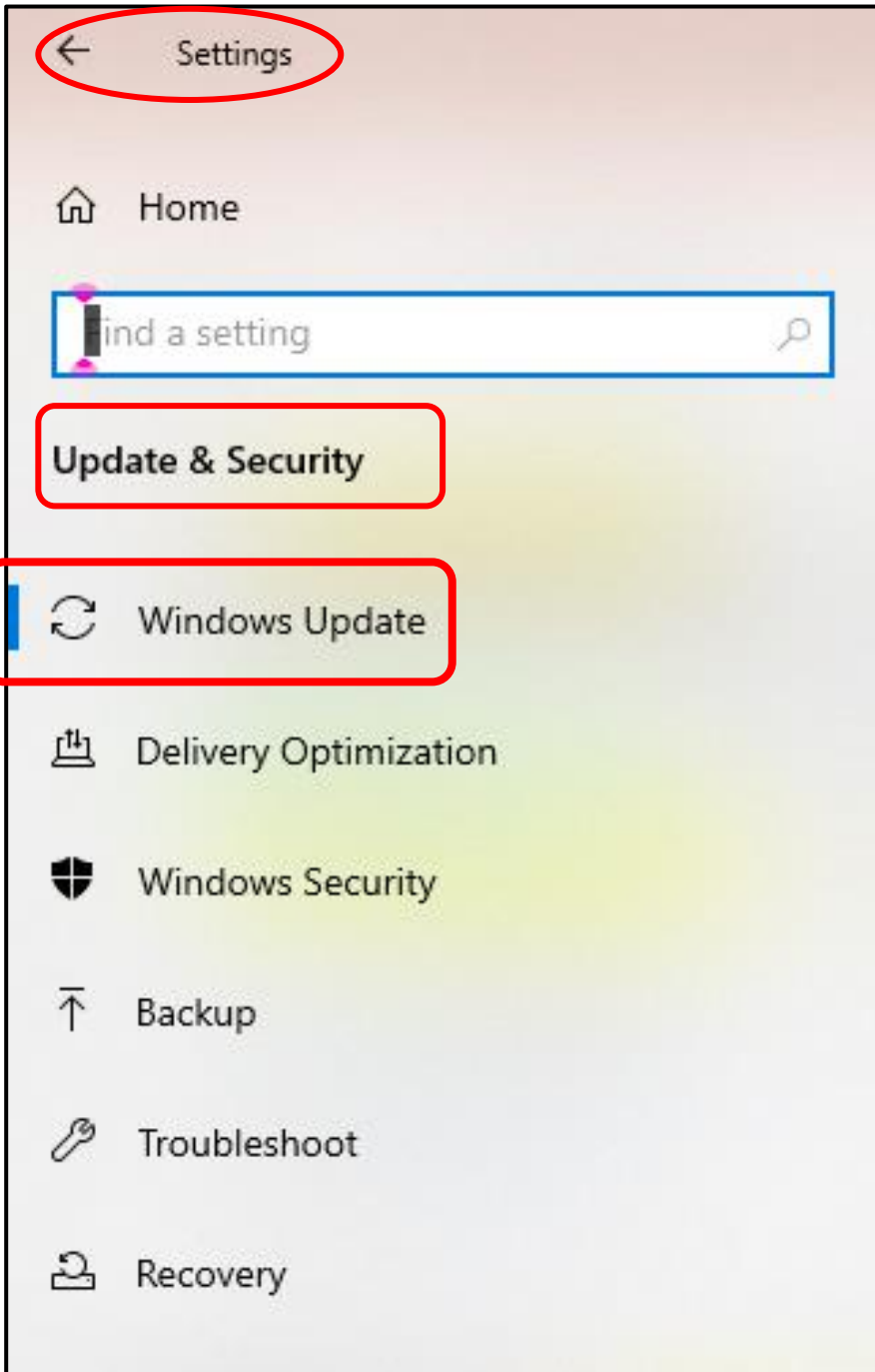
- Make sure all OS software patches/ updates are installed.
- Patches are sent out more often than OS Updates.
  - Called 'Patch Tuesday' by Microsoft.
  - Especially security-related patches!
- Start by typing in the Search Bar 'Windows Update:'
  - Click 'Windows Update settings' in the pop-up menu.
  - Click 'Check for updates'.
  - Review the list of patches/ Updates Microsoft wants installed.



# OS Software Patches and Updates Windows 10



1. Type in the search bar – 'Windows Update'
2. Click on 'Windows Update settings.'



## Windows Update



You're up to date

Last checked: Today, 12:22 PM

Check for updates

[View optional updates](#)



Pause updates for 7 days

Visit Advanced options to change the pause period



Change active hours

Currently 9:00 AM to 8:00 PM



View update history

See updates installed on your device



Advanced options

Additional update controls and settings

**Checking for Updates  
Windows 10**

**This message  
will change.**

**When on this settings page, Microsoft  
checks the PC for all Updates.**

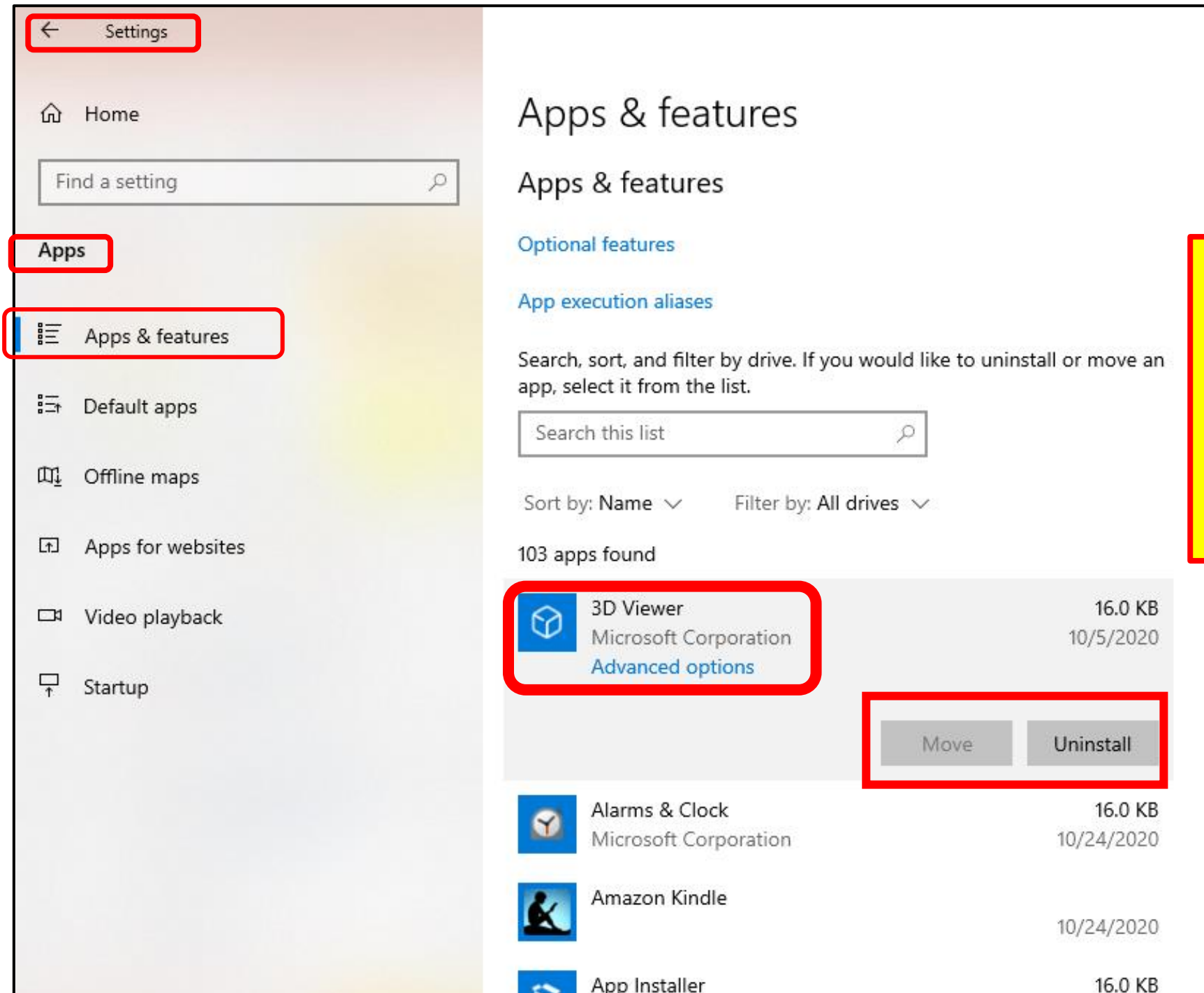
**Must be connected to the  
internet.**

# Software Updates

- Windows 10 is programmed to check for updates automatically,
  - updates usually occur automatically or will start after asking permission,
  - and then install them once you 'restart' your computer.
- Check for updates in Windows 10 manually by,
  - going to the "Update & Security" menu in settings.
  - Start > Settings > Update & Security > Windows Update.
- Keep Windows 10 updated,
  - as each update brings new features and bug fixes.

# Uninstall Apps/ Program not required

- Look for programs/ Apps not used.
  - Uninstall ones that no longer serve any useful purpose.
- Program/ App; Question:
  - What is it?
  - Can it be uninstalled?
- Google It: (DuckDuckgo it)
  - a) open browser,
  - b) type in search bar for search engine to find 'What is it'.
- Examples: (type in the search bar)
  - Bonjour software Review
  - Bonjour software window 10 uninstall.



## Uninstall a Program/App Windows 10

1. Select Start > Settings > Apps > Apps & features.
2. Select Individual Apps to:
  - A. Modify, Move, Uninstall, etc.

# Revo-uninstaller

## Revouninstaller Free

- Launching Revo fires up the Uninstaller screen:
  - which shows icons and titles of all programs installed on PC.
- **Revo is a 4 Step Process**
  1. Set restore Point.
  2. Run Uninstall.
  3. Search for left over Registry Items.
  4. Search for left over Files on Hard Drive.

**NOTE:** 1.Do not **leave** the Revo program.

- a. Some uninstall programs kick out to Internet.
2. Restart PC after three (3) uninstalls.



# Revo Uninstaller Free

Revo Uninstaller helps you to uninstall software and remove unwanted programs easily.

[DOWNLOAD](#)[VERSION: 2.2.0](#)[DOWNLOAD FREE PORTABLE](#)

**System requirements:** 32-bit and 64-bit versions of Windows XP, Vista, 7, 8, 8.1, 10 and Windows Server Editions, 128MB RAM, 25MB HDD Free Space, 500MHz Pentium-Compatible CPU

<https://bit.ly/39juY1B>

## Uninstaller

The Uninstaller module is Revo Uninstaller's primary feature for situations when a program won't uninstall normally or when you have some doubts that a program has not been uninstalled completely.


Also when a program is uninstalled, often times there are multiple files, folders, and/or Registry entries left on your system, which can cause various issues if not removed. This happens more frequently than you might think.

Revo Uninstaller acts as both a replacement and a supplement to the built-in functionality in Windows by first running the built-in uninstaller for the program, and then scanning for leftover data afterwards, making it your best choice when it comes to completely remove stubborn programs, temporary files, and other unnecessary program data that is

Application	Size	Version	Type	Install Date	Company	Website
uTorrent	62.99 MB	3.5.5.44994	64-bit	1/18/2019	BitTorrent Inc.	
7-Zip 9.20 (64 edition)	9.06 MB	9.20.00.0	64-bit	5/15/2018	Igor Pavlov	<a href="http://www.7-zip.org/support.html">http://www.7-zip.org/support.html</a>
Adobe AIR	13.56 MB	22.0.0.153	32-bit	5/15/2018	Adobe Systems Incorpora...	
Adobe Creative Cloud	87.80 MB	4.7.0.400	32-bit	9/21/2018	Adobe Systems Incorpora...	
Adobe Flash Player 32 NPAPI	20.31 MB	32.0.0.114	32-bit	1/9/2019	Adobe Systems Incorpora...	<a href="http://www.adobe.com/go/flashplayer_support/">http://www.adobe.com/go/flashplayer_support/</a>
Adobe Illustrator CC 2018	1.25 GB	22.1	32-bit	7/26/2018	Adobe Systems Incorpora...	
Application Insights Tools for Visual Studio 2015	11.91 MB	7.0.20602.1	32-bit	5/15/2018	Microsoft Corporation	
Audacity 2.2.2	52.19 MB	2.2.2	32-bit	5/15/2018	Audacity Team	<a href="http://audacityteam.org">http://audacityteam.org</a>
Backup and Sync from Google	57.21 MB	3.43.2448.9071	64-bit	1/11/2019	Google, Inc.	<a href="http://www.google.com">http://www.google.com</a>
Batch Image Manipulation Plugin for GIMP	0 KB		64-bit	9/12/2018	Alessandro Francesconi	<a href="http://www.alessandrofrancesconi.it/projects/bimp">http://www.alessandrofrancesconi.it/projects/bimp</a>
Bitdefender Agent	42.71 MB	22.0.15.69	64-bit	5/15/2018	Bitdefender	

# Clean Up the Startup Folder

## A Start Up Folder Exists on every Windows 10 PC.

- Boot-up (Turn ON)  to the Startup Folder.
  - a list of applications or programs that run automatically whenever the computer boots up.
- Apps and programs are by designed, to:
  - Automatically insert into startup sequence,
  - So the application is **ready instantly.**
- **This action:**
  - Drains system resources
  - Slows down an App.
    - RAM is filled up with start up Apps. (Random Access Memory)
- Common Problem
  - a PC takes longer to start up from **Off** mode.



# Start Up Folder

## Windows 10

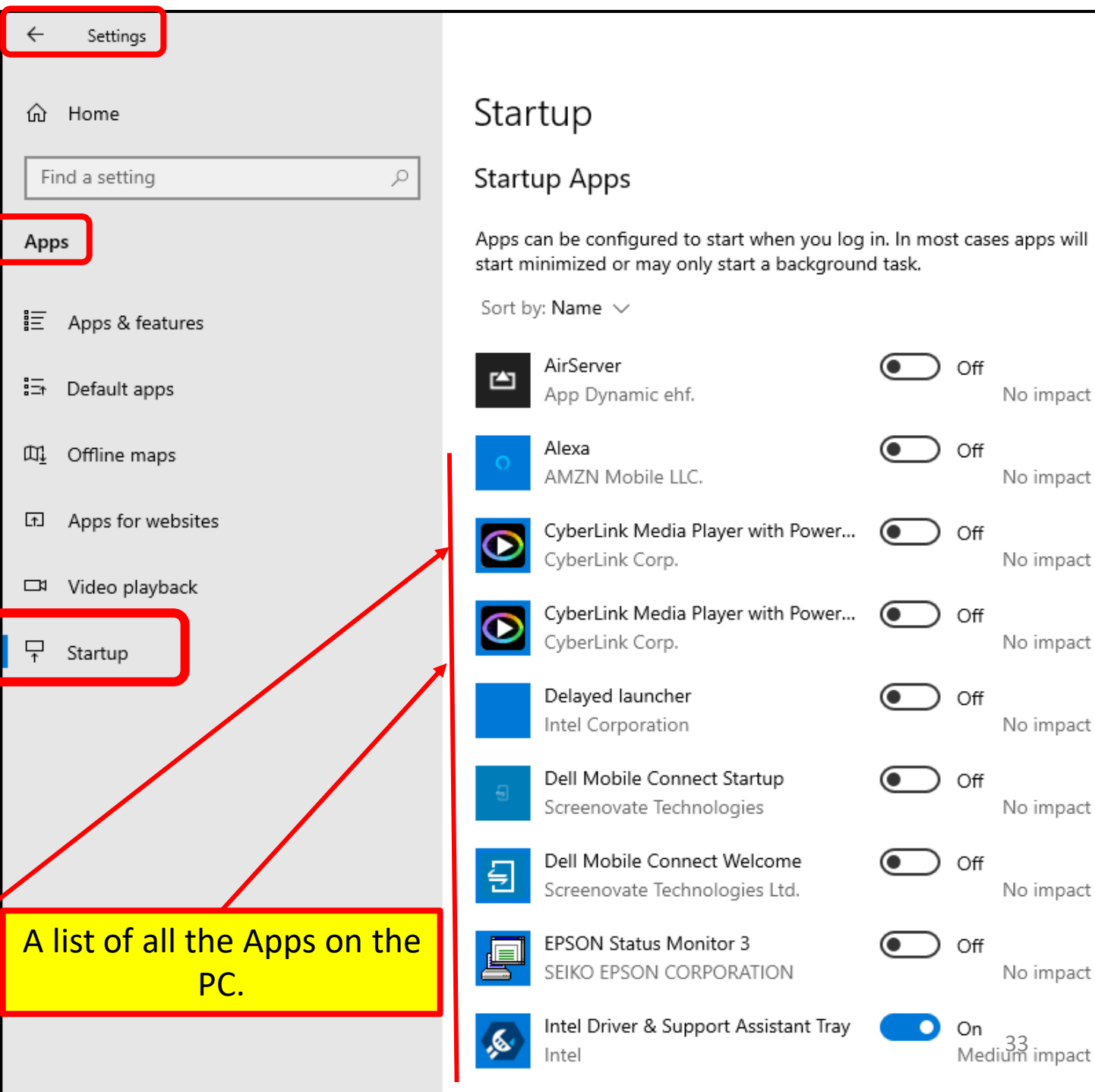
### from Settings

1. Select Start > Settings > Apps > Startup.

Restart PC to activate Changes

What is this App? DuckDuckgo It.  
(Example: Cyberlink Media Player startup)

A list of all the Apps on the PC.



Task Manager

File Options View

Processes Performance App history **Startup** Users Details Services

Last BIOS time: 9.1 seconds

Name	Publisher	Status	Startup impact
Canon IJ Network Scanner Selector EX	CANON INC.	Enabled	Medium
Cortana	Microsoft Corporation	Disabled	Not measured
CyberLink Media Player with PowerDVD 19	CyberLink Corp.	Disabled	None
CyberLink Media Player with PowerDVD 19	CyberLink Corp.	Disabled	None
Dell Mobile Connect Startup	Screenovate Technologies	Disabled	None
Dell Mobile Connect Welcome	Screenovate Technologies Ltd.	Disabled	None
iCloud Drive	Apple Inc.	Disabled	None
iCloud Internet Explorer Bookmarks	Apple Inc.	Disabled	None
iCloud Photos	Apple Inc.	Disabled	None
iCloud Shared Albums	Apple Inc.	Disabled	None
iCloud Status Window	Apple Inc.	Disabled	None
Intel® Graphics Command Center Startup Task	INTEL CORP	Disabled	None
iTunes Helper	Apple Inc.	Disabled	None
iTunes Mobile Device Helper	Apple Inc.	Disabled	Not measured
Logitech Download Assistant	Logitech, Inc.	Disabled	None
Microsoft OneDrive	Microsoft Corporation	Disabled	None
Realtek HD Audio Universal Service	Realtek Semiconductor	Disabled	None
Skype	Skype	Disabled	None
Waves MaxxAudio Service Application	Waves Audio Ltd.	Disabled	None

↑ Fewer details

Enable

## Startup Folder

From the Task Manager

1. Right Click the Task Bar.
2. Click 'Task Manager'.
3. Click 'Startup' tab.
4. Select an App to disable.
5. Click Disable.
6. Restart the PC.

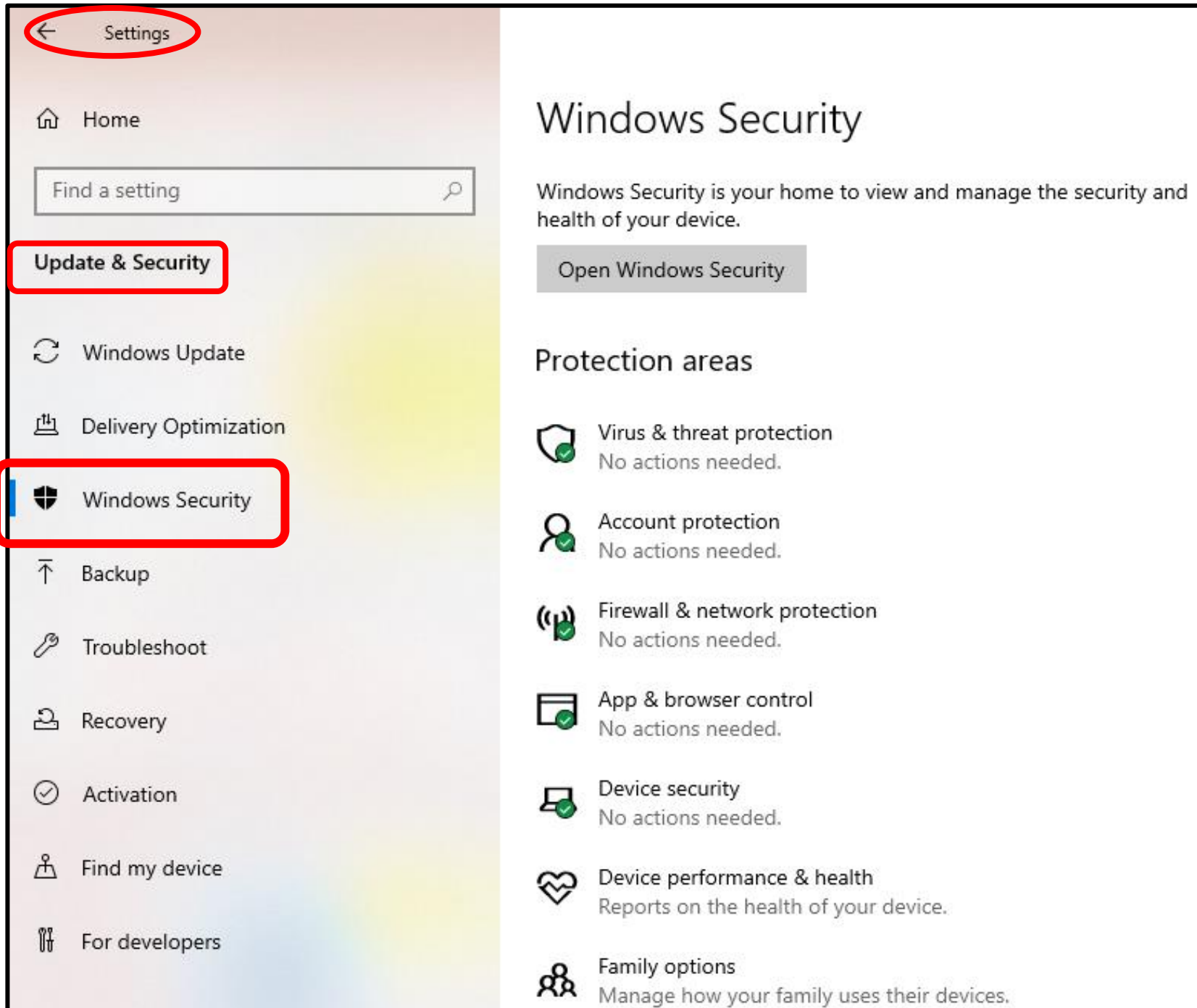
**NOTE:** Not all programs can be Disabled.

# What is a Malware Cycle

1. Hacker makes a Malware program - puts it on the Internet.
2. Antivirus company discovers malware - makes a fix.
3. PC gets an update to the antivirus software.
4. Update is installed on device.

What is the time lapse between steps 1 and 4.?

**No Anti-virus is 100% effective.**



**Check Your Windows Security settings.**

# What is a Restore Point?

- A restore point is a saved “snapshot” of a computer’s data at a specific time or date.
- The PC can be scheduled to create them automatically or you can create them yourself manually.
- The point of doing this is to always have a copy of;
  - the last and best state your PC was in prior to the changes
  - this way you always have that restore point to fall back on if an issue arises.
- System Restore uses restore points to return your system files and settings to an earlier point in time **without affecting** personal files.

# **Windows creates restore points: Automatically (3 conditions)**

- When 'Windows Update' installs new updates.
  - The Update just done can be undone.
    - Within Ten Days (Time Limit)
- When the user installs a driver that is not digitally signed,
  - by Windows Hardware Quality Labs.
- On user's command.
  - Set a restore point because of making a change to the PC.
  - Can Restore to previous state.
    - New Printer, Update 3<sup>rd</sup> Party Software, Downloading a new big software program,

# Setting a restore Point

- Set a **System Restore** point – when PC is Healthy – Know How.
  - a. Can be used to recover from system malfunctions or other problems.

**Note:** that 'System Restore' will **NOT** delete files such as:

- Photos
- Documents.
- System Restore is **not a good solution** for removing viruses or other malware.
- **Go TO How to Geek website:** (Step by step and pictures)  
<http://www.howtogeek.com/howto/windows-vista/using-windows-vista-system-restore/> (How to Use System Restore in Windows 7, 8, and 10)

## System Properties

Computer Name Hardware Advanced **System Protection** Remote



Use system protection to undo unwanted system changes.

1

### System Restore

You can undo system changes by reverting your computer to a previous restore point.

System Restore...

### Protection Settings

Available Drives	Protection
OS (C:) (System)	On
Image	Off
DELL SUPPORT	Off

Configure restore settings, manage disk space, and delete restore points.

Configure...

Create a restore point right now for the drives that have system protection turned on.

Create...

OK

Cancel

Apply

## System Protection

### Create a restore point

2

Type a description to help you identify the restore point. The current date and time are added automatically.

Create

Cancel

## System Protection

3



The restore point was created successfully.

Close



# Tips to free up Hard drive space

## Summary Review

Windows is a pack rat.

- **Disk Cleanup**
  - type in the Search bar – Disk Cleanup
- **Uninstall** apps no longer needed
  - Settings > Apps > Apps & features
- **Archive or delete Files and Apps**
  - files no longer using.
  - Apps no longer needed.
- **Move** - files to a removable drive.
  - external hard drive

# Extra Extra

Extra Helpful Information.

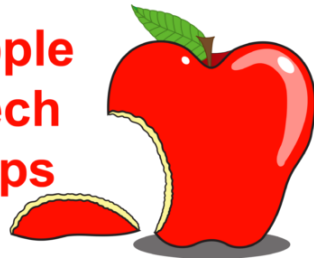
- Hints tips and Tricks
- [www.Apcug.org](http://www.Apcug.org)

Jere's Tech Tips



Jere Minich

Apple  
Tech  
Tips



[Penguin Platform](http://Penguin Platform)



John Kennedy



Judy Taylour



100 Zoom presentations in  
20+ categories.  
11 Different presenters

# Modem Router Setup

- Call the ISP (Internet Service Provider)
  - Name your Network, set your Passphrase.
- Find On the internet.
  - Example: Search Engine : "change my SSID comcast"
    - Example: **Jerenet** is my SSID (Service Set Identifier)
    - My password is: Iwillnottellyou
- Why do this?
  - The factory SSID will identify the type of router,
    - To a Hacker.
- Family /Friends visit and want Internet Access,
  - SSID and Password easily remembered.

Readers View

Reader view icon.

How-To Geek

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# How to Fax a Document From Your Smartphone



LOWELL HEDDINGS @lowellheddings  
UPDATED JANUARY 9, 2020, 9:17AM EDT

Sample Internet page  
Without Readers View



Advertisements

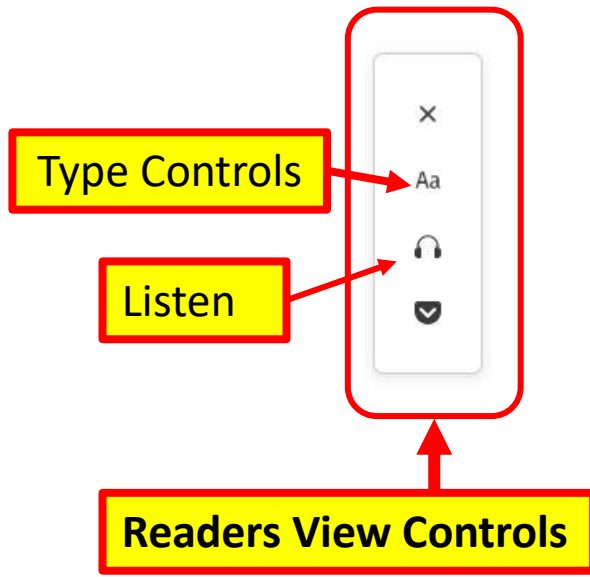
TRENDING



1 Why You Should Delay Your macOS Upgrades  
Waiting Software Update: About 3 minutes

2 35 Years of Microsoft Windows  
Remembering Windows 1.0

3 The Best Jokes, Games, and Easter Eggs for Google Assistant



## Readers View

Same Internet page  
With Readers View

howtogeek.com

# How to Fax a Document From Your Smartphone

Lowell Heddings

5-7 minutes



You can [sign a PDF document from your phone, tablet, or any other computer](#) and email it off to someone. But some organizations still don't accept documents via email — you may need to fax documents instead.

**Readers View is available on Smartphones, Tablets and PC's**  
Some devices require Readers View to be turned on in 'settings'.

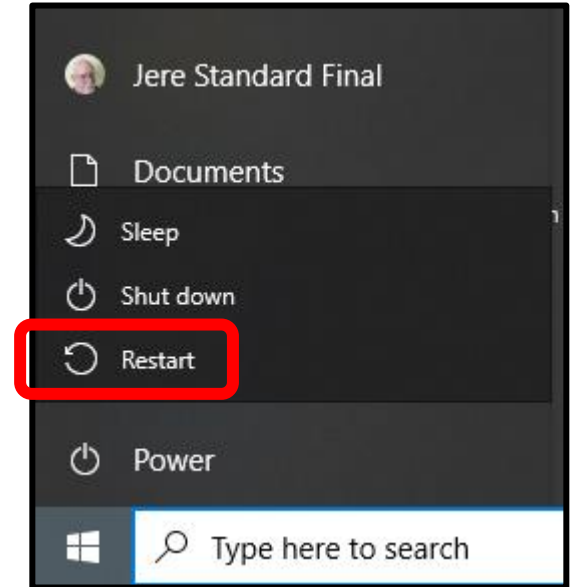
# Restart vs Shutdown

## Shutdown

- Windows 10 shutdown.
  - It hibernates the Operating System,
    - saving its state so it can boot faster.
    - this is done by default,
      - already set up in settings.
  - After reboot, these apps will re-open automatically.

## • Restart

- Shuts down all Apps and reloads Operating System/ Apps.
  - Can resolve problems or Pop-ups.







Association of Personal  
Computer User Groups

# The End or Just the Beginning



Association of Personal  
Computer User Groups

- Copy of this Presentation:
- [jminich@apcug.org](mailto:jminich@apcug.org)



Thanks for the opportunity to share with you.

Joyce & Jere wish you all a very safe and Happy New Year.



Association of Personal  
Computer User Groups



Association of Personal  
Computer User Groups