

Regular Win95/98/ME Housekeeping Tasks

If your PC runs **Windows 95**, **Windows 98** or **Windows ME (Millennium Edition)**, it is recommended that you routinely undertake the "**Regular Housekeeping Tasks**" detailed in this document. Performing the following tasks on your PC **once a month** will go a long way towards maintaining the general "good health" of your PC. A summary of these regular housekeeping tasks follows :

- Reboot your PC**
- Run a **Standard ScanDisk** (but a **Thorough ScanDisk** every 3 months)
- Delete any **.TMP**, **~*.***, ***.CHK**, and **MSCREATE.DIR** files
- Delete files in the "**C:\Windows\Temporary Internet Files**" folder via the *Control Panel*.
- If you use Netscape, clear **Memory** and **Disk Caches** in Netscape
- Empty the Windows 95/98/ME **Recycle Bin**
- If applicable, **Empty the Deleted Items** folder in Microsoft Exchange / Outlook 97/2000
- If applicable, compact the **Message Database** in Microsoft Exchange / Outlook 97/2000
- If applicable, run the **Inbox Repair Tool** in Microsoft Exchange / Outlook 97/2000
- Running **Ad-Aware**
- Checking your "Task List" programs against : www.AnswersThatWork.com
Libraries of Answers That Work
Reference
Task List Programs
- Run a **Defrag**

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Reboot your PC

First things first, we need to restart the PC. The reason is simple : there is no better state in which to perform our "**Regular Housekeeping Tasks**" than a **clean state**. Restarting the PC is the closest we can get to having a "clean state" of operation.

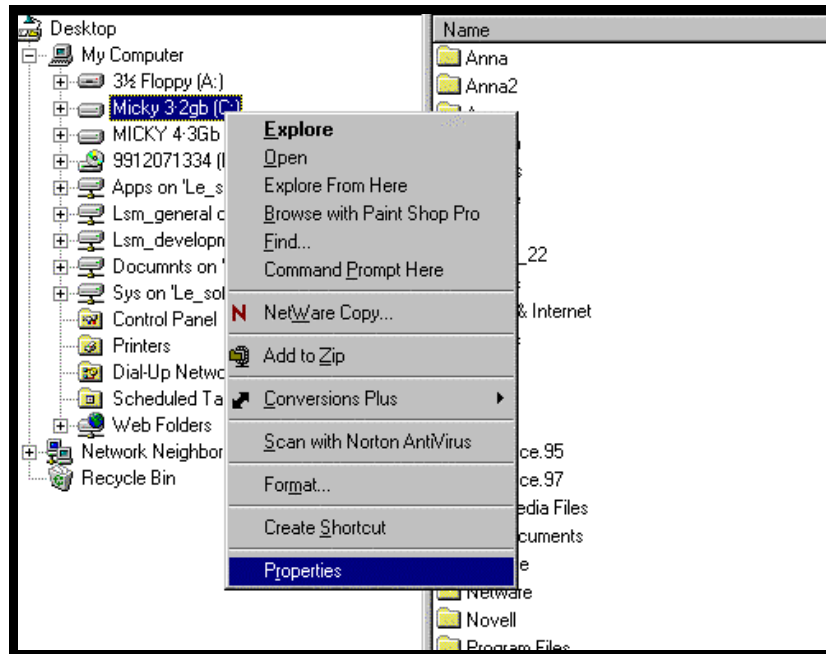
- Close any programs that are open.
- Click on **Start \ Shut Down \ Restart the computer? \ Yes**.
- On restart, if any programs open automatically, close them.

ScanDisk

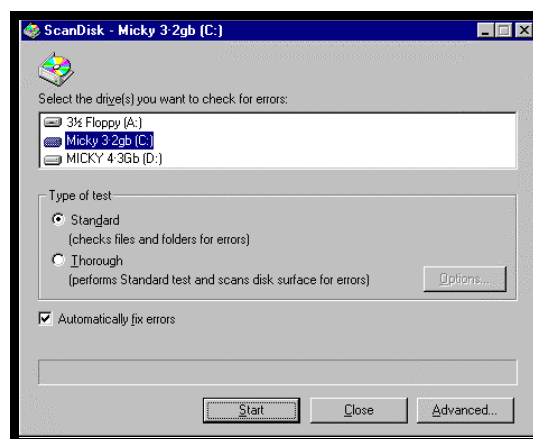
Running a ScanDisk is a vital housekeeping task as it detects and fixes errors in your PC's filing system, which, if left undetected for too long, could contribute to software installation problems, possible malfunctioning of your existing software, and eventually potential data corruption.

Additionally, when run in its thorough mode, a ScanDisk can alert you ahead of time of impending serious problems with your hard disk, the type of problems that could lead to total failure of the hard disk and, thus, complete loss of data.

- Click on **Start \ Explorer** or **Start \ Programs \ Windows Explorer**.
- On the left hand side of the Explorer screen, do a **right-click** on your C: Drive icon.
- Select **Properties** from the shortcut menu that appears.



- Position yourself on the **Tools** tab of the “Properties” window that comes up.
- Click on **Check Now**.
- You will now be prompted with the “ScanDisk.....” dialogue box. Exactly as shown below, make sure that :
 - **Standard** option is bulleted.
 - **Automatically fix errors** box is ticked .



- Click on the **Advanced** button.

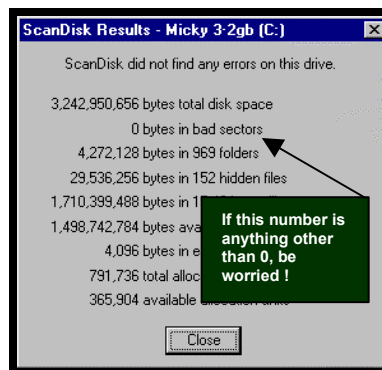
- Customise the 'ScanDisk Advanced Options' dialogue box exactly as shown below.



- Click on **OK**.

- Start ScanDisk by clicking on the **Start** button.

After about 1 to 10 minutes, depending on the size of your Hard Disk Drive, and the number of files it holds, ScanDisk will stop and you will be shown a "ScanDisk" results window. The results window will either state that it found errors and fixed them all, or that it did not find any errors.

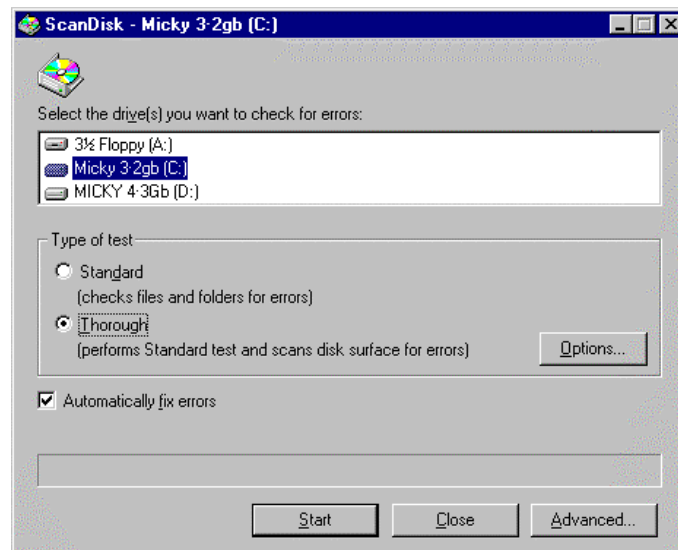


*When the "ScanDisk" results window appears (above), look straightaway for the figure against "**Bytes in bad sectors**". If it shows anything other than 0 bytes, then you need to start thinking in terms of replacing your hard disk as that is as good a sign as you will get of an impending hard disk failure where you will lose all your programs and data.*

- Once you have read the ScanDisk results screen, click on **Close**.
- Exit from the "Properties" dialogue box by clicking on **OK**.
- Close Explorer by clicking on the **X** in the top right-hand corner.
- Run a ScanDisk on every Hard Disk Drive installed on your PC.**

Every 3 months, it is a good idea to do a **Thorough ScanDisk** on your Hard Disk Drive(s). A standard ScanDisk takes roughly 1 to 10 minutes, and is simply a quick scan which fixes file system problems. A thorough ScanDisk on the other hand, takes at least 20 minutes and looks for actual defects on your Hard Disk Drive(s), and can therefore give you advance warning of impending total hard disk failure, i.e. total data loss !!!

- To do a thorough ScanDisk, repeat the same process as above, but in the "ScanDisk" dialogue box, make sure the **Thorough** option is bulleted as opposed to the Standard option, as shown below :



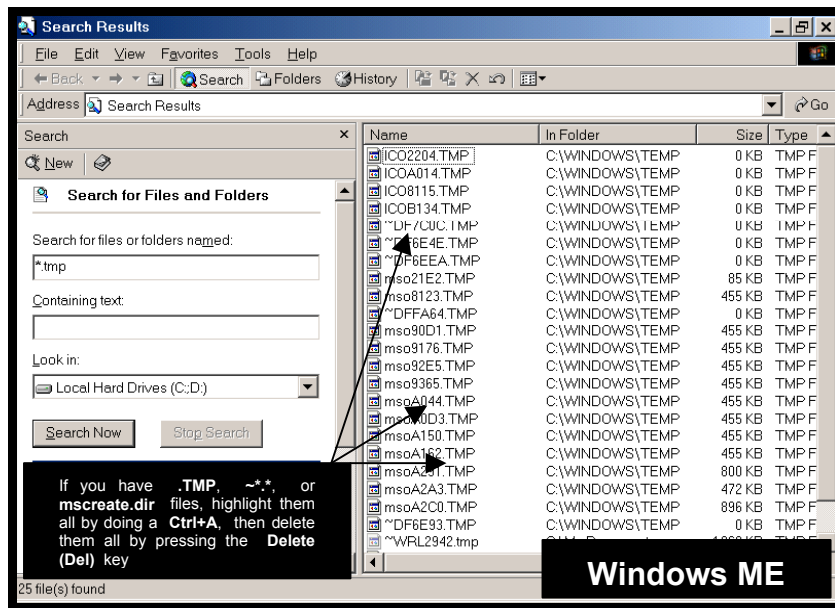
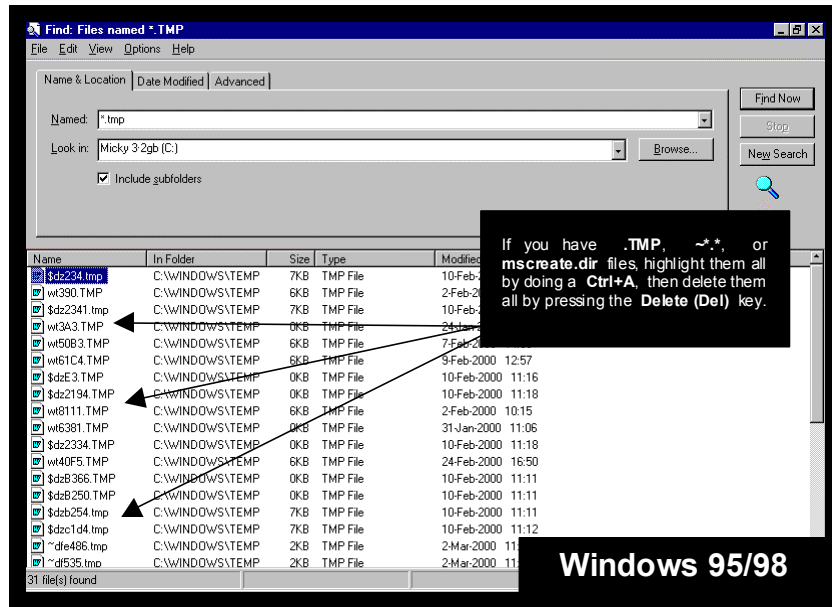
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**Delete all unwanted
Temporary Files**

*The following list will step you through deleting unwanted temporary files you have on your Hard Disk Drive(s). You should delete unwanted temporary files for one reason and one reason only, they take up unnecessary space. As their name indicates, these files are of a **temporary** nature, they get created by software programs while you are using them, and never get deleted after you have closed the program you were using. Additionally, they never get re-used either – all they do is take up valuable space on your hard disk.*

Running out of Hard Disk space can be a catastrophic experience depending on what you are doing at the time it happens. Yet, more often than not the hard disk would not have run out of disk space if the owner of the PC had performed regular housekeeping. It is not uncommon for temporary files to take up to 300Mb-400Mb! The take-up of hard disk space by temporary files is not so much of a problem on the current generation of PCs which come equipped with 20Gb hard disks or larger, but it is a very real issue for pre-2000 PCs which often have only 1Gb, 2Gb, 3Gb, 4Gb or 8Gb hard disk drives.

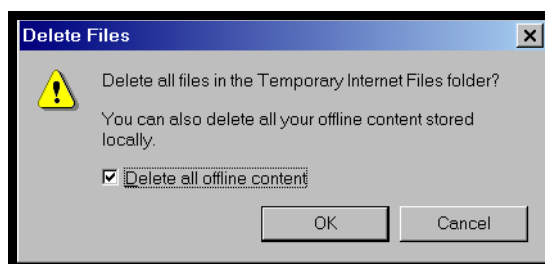
- Click on **Start \ Find** (or **Search** for Windows ME) \ **For Files or Folders**.
- In the **Named:** box, type ***.TMP**, and make sure your **"C:"** Drive is selected in the **Look in:** box.
- Click on the **Find Now** button.
- Once the search has finished, if you have any ***.TMP** files, you will see them appear in the results window. If that is the case, do a **Ctrl+A** (Select All) on your keyboard, and then press the **Delete** key.
- When prompted to confirm the deletions, click on **Yes**.



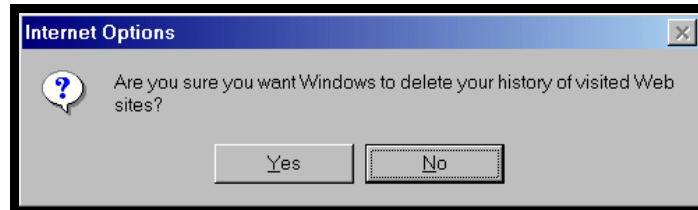
- ☐ Repeat the above process for ~*.*, *.CHK, and MSCREATE.DIR files.
 - Enter each, in turn, in the “Named” field (e.g. MSCREATE.DIR).
 - Click on **Find Now (Search Now)**.
 - Do a **Ctrl+A** (Select All) on the keyboard.
 - Press the **Delete** key.
 - Confirm the deletion by clicking on **Yes**.

- ☐ Close the “Find...” dialogue box.

- If you have a **C:\TEMP** folder, delete all the files in it.
- Because of this policy, as a general rule, never save any files in this folder that you want to keep. Save them instead into a personal folder, i.e., C:\MARY, C:\MIKE etc., for instance.
- Delete all files in your **C:\WINDOWS\TEMP** folder, but do not delete any subdirectories. Again, as a general rule, never save any files in this folder.
- Note :** Clearing the **C:\WINDOWS\TEMP** folder is probably one of the most important housekeeping tasks you should undertake, **particularly if you are on a network and receiving confidential e-mail attachments**. In short, files in the **C:\TEMP** and specifically the **C:\WINDOWS\TEMP** folder can hold confidential data which you thought was held securely on your network. Why? Because a significant number of e-mail programs use the **C:\WINDOWS\TEMP** folder to unzip, unpack attachments before presenting them to you on the screen and then, crassly, never delete them from the hard disk after you have closed them. There is no excuse for this : Microsoft, Novell, and many others should have designed their software better, it is a massive security hole. Result : anyone browsing your **C:\WINDOWS\TEMP** folder would find in there copies of any attachment you viewed or printed directly from within an e-mail, hence the need to clear that folder as often as possible.
- For the same confidentiality reasons that apply to the **C:\Windows\Temp** folder, delete all files in the **C:\WINDOWS\TEMP\GWPRINT** folder if it is present.
- For the same confidentiality reasons that apply to the **C:\Windows\Temp** folder, delete all files in the **C:\WINDOWS\TEMP\GWVIEWER** folder if it is present.
- Clear the **TEMPORARY INTERNET FILES** folder (the default cache folder for Microsoft Internet Explorer).
- Click on **Start \ Settings \ Control Panel \ Internet Options**.
 - Under the "*Temporary Internet Files*" heading, click on **Delete Files**.
 - Put a tick in the **Delete all offline content** box (see screenprint below).
 - Click on **OK**.
 - If you are prompted to confirm the deletion, click on **Yes**.
 - Close the "*Internet Properties*" dialogue box by clicking on **OK**.
 - Close the "*Control Panel*" by clicking on the **X** in the top right hand corner.

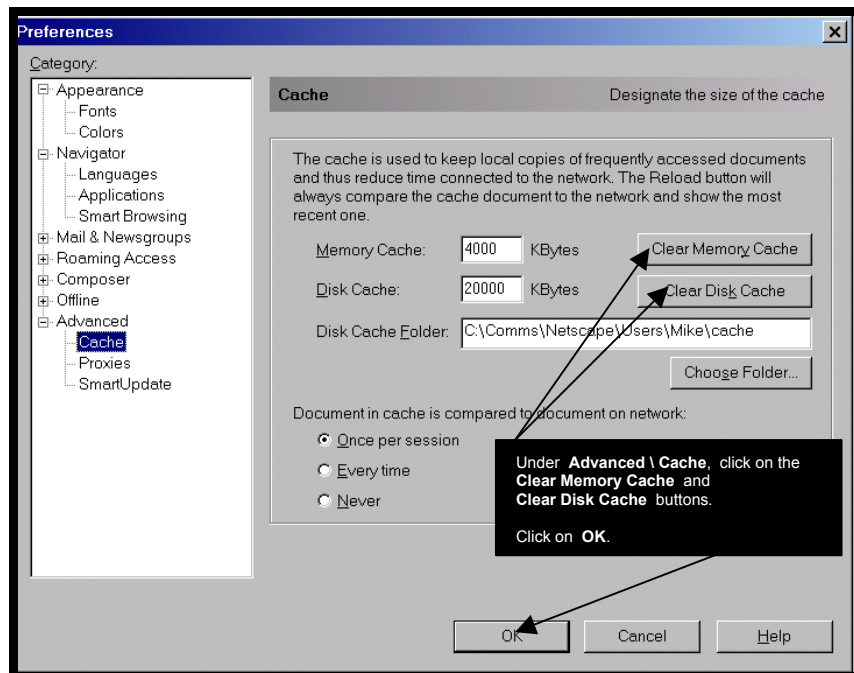


- Clear the **History** folder.
- Click on **Start \ Settings \ Control Panel \ Internet Options**.
 - Under the “*History*” heading, click on **Clear History**.
 - Confirm the deletion by clicking on **Yes**.
 - Close the “*Internet Properties*” dialogue box by clicking on **OK**.
 - Close the “*Control Panel*” by clicking on the **X** in the top right hand corner.



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- If you have **Netscape 4.x** installed (eg. Netscape 4.79) on your PC, start it up :
 - Click on **Edit \ Preferences** to open the "*Preferences*" dialogue box.
 - Under the **Advanced \ Cache** option in the left pane, click on the **Clear Memory Cache** and the **Clear Disk Cache** buttons.
 - Click **OK**.
 - Close Netscape.



- Last but not least, **empty the Windows Recycle Bin**.
 - Position yourself on the **Windows Desktop**.
 - Do a **right-click** on the **Recycle Bin** icon.
 - Select **Empty Recycle Bin** from the shortcut menu that appears.
 - When you are prompted to confirm the deletion, click on **Yes**.

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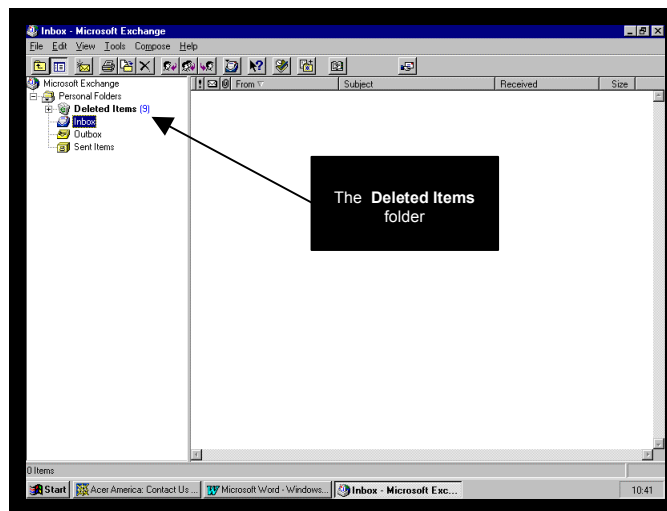
Microsoft Exchange

Skip this section if you do not use Microsoft Exchange to send and receive e-mails.

Please note, Microsoft Exchange is also known as **Windows Messaging**.

Empty the Deleted Items Folder

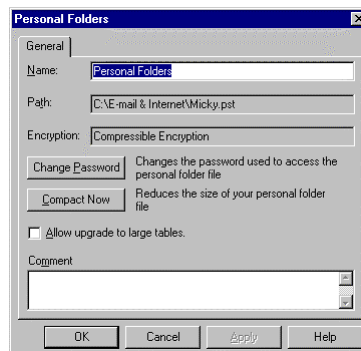
- Open **Microsoft Exchange**.
- Click on the **View** menu, and if there is no tick against the *"Folders"* option, click on **Folders**.



- Do a right click on the **Deleted Items** folder, and select **Empty Folder**.
- When you are prompted to confirm the deletion, click on **Yes**.

Compacting the Message Database

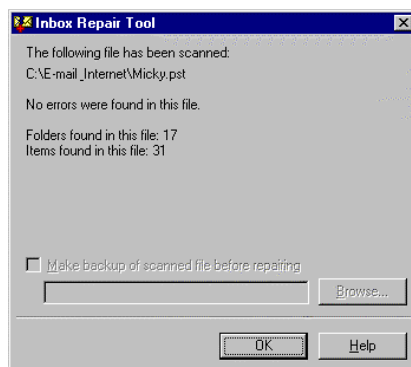
- Click on **Tools \ Services**.
- Click on **Personal Folders** so that it appears highlighted, and click on the **Properties** button. Please note, if you have renamed your Personal Folders and you are not 100% certain that you are highlighting the right service, do the following....
 - Highlight what you think may be your Personal Folders.
 - Click on the **Properties** button
 - You should now be prompted with the "*Personal Folders*" dialogue box shown below. If you are not prompted with this dialogue box, you have highlighted the **wrong option**. If this is the case, repeat the above process until you are prompted with a "*Personal Folders*" dialogue box that looks like the one below :



- Click on **Compact Now**.
- Once Microsoft Exchange has finished compacting the database, you will be back at the "*Personal Folders*" dialogue box. **OK** your way back to the main Microsoft Exchange window.
- If you use more than one e-mail profile, repeat this process for every profile that is set up on this PC.

Running the Inbox Repair Tool

- Click on **Start \ Programs \ Accessories \ System Tools \ Inbox Repair Tool**. You will now be prompted with the *"Inbox Repair Tool"* dialogue.
- Click on **Browse** and position yourself in the folder that contains your **.PST** file(s). If you do not know which folder contains your **.PST** files, click on **Tools \ Services \ Personal Folders \ Properties**, and the location will appear in the **Path** field.
- Click on the **.PST** file so that it appears highlighted, and then click on **Open**.
- Now back at the *"Inbox Repair Tool"* dialogue box, click on **Start**. Your **.PST** file will now be scanned for errors, and once the scan is finished, you will be prompted with a log file (as show below).



- The log will either state that it found errors and fixed them, or that it did not find any errors.
- Repeat this process for every **.PST** file you have on your PC.
- When you have completed scanning all of your **.PST** files, click on the **Close** button.

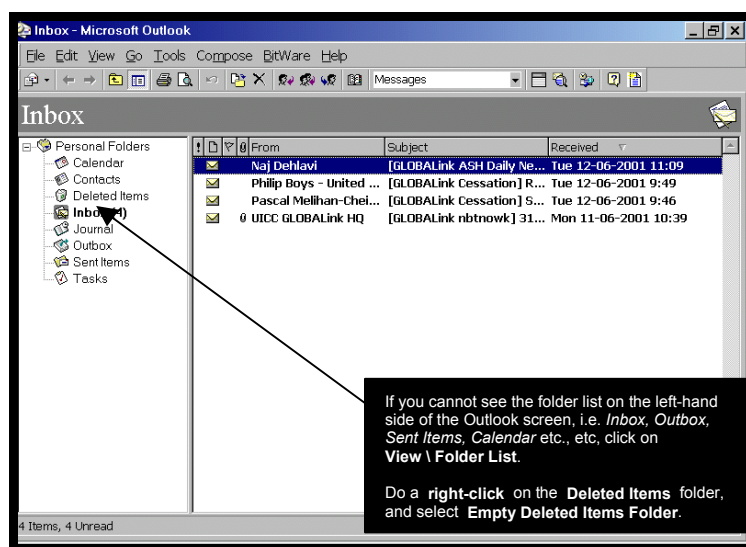
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Outlook 97/2000

Skip this section if you do not use Outlook 97/2000 to send and receive e-mails.

Empty the Deleted Items Folder

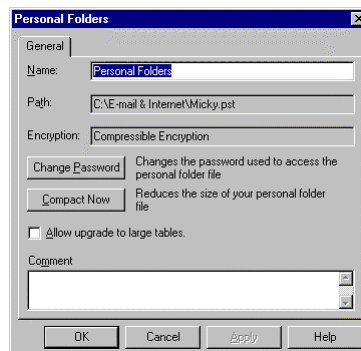
- Open **Outlook 97/2000**.
- If you cannot see the folder list on the left-hand side of the Outlook screen, i.e. *Inbox, Outbox, Sent Items, Calendar* etc., etc., click on **View \ Folder List**.



- Do a right click on the **Deleted Items** folder, and select **Empty Deleted Items Folder**.
- When you are prompted to confirm the deletion, click on the **Yes** button.

Compacting the Message Database

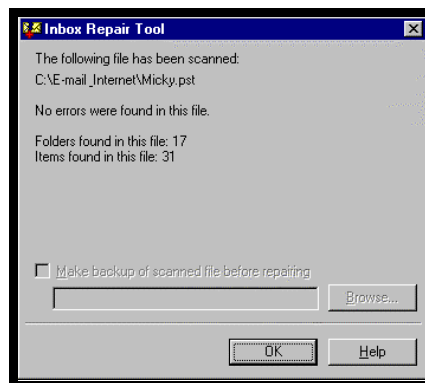
- Click on **Tools \ Services**.
- Click on **Personal Folders** so that it appears highlighted, and click on the **Properties** button. Please note, if you have renamed your Personal Folders and you are not 100% certain that you are highlighting the right service, do the following....
 - Highlight what you think may be your Personal Folders.
 - Click on the **Properties** button
 - You should now be prompted with the "*Personal Folders*" dialogue box shown below. If you are not prompted with this dialogue box, you have highlighted the **wrong option**. If this is the case, repeat the above process until you are prompted with a "*Personal Folders*" dialogue box that looks like the one below :



- Click on **Compact Now**.
- Once Outlook has finished compacting the database, you will be back at the "*Personal Folders*" dialogue box. **OK** your way back to the main Outlook screen.
- If you use more than one e-mail profile, repeat this process for every profile that is set up on this PC.

Running the Inbox Repair Tool

- Click on **START \ Programs \ Accessories \ System Tools \ Inbox Repair Tool**. You will now be prompted with the *"Inbox Repair Tool"* dialogue.
- Click on **Browse...** and position yourself in the folder that contains your **.PST** file(s). To find out which folder you should be looking into, go to **Tools \ Services \ Personal Folders \ Properties** and look at the folder location shown in the "PATH" box (as illustrated on Page 10).
- Click on the **.PST** file so that it appears highlighted, and then click on the **Open** button.
- Now back at the *"Inbox Repair Tool"* dialogue box, click on the **Start** button. Your **.PST** file will now be scanned for errors, and once the scan is finished, you will be prompted with a *"log dialogue box"*.



- The log will either state that it found errors and fixed them, or that it did not find any errors.
- Repeat this process for every **.PST** file you have on your PC. When you have completed scanning all of your **.PST** files, click on the **Close** button.

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Ad-Aware

When you install certain pieces of software, some of them go and install third party software that sends information about your internet behaviour, to specific companies, without you even knowing. Even if you uninstall the software, the "spy" software still remains on your PC, sending information out every time you connect to the internet. **Ad-Aware** is a piece of software that detects "spy" software, and allows you to delete it from your PC..

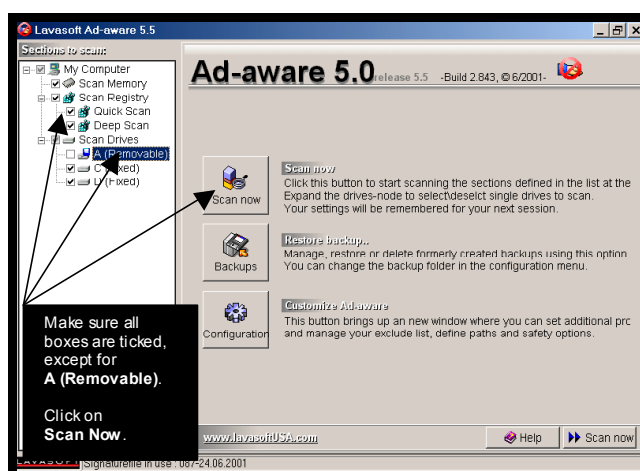
- Make your way to...

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And download...

Ad-Aware 5.62

- When you download "Ad-Aware" to your PC's hard disk drive, install it... :
- Go into **Explorer**.
 - Position yourself in the folder where you downloaded "Ad-Aware" to.
 - **Double-click** on **Ad-Aware.exe**.
 - Keep the defaults. Click on **Next 4 times**, followed by **Finish**.
 - Close "Explorer" by clicking on the **X** in the top right-hand corner.
- Click on **Start \ Programs \ Ad-Aware 5.62 \ Ad-Aware 5.62**.
- Maximise "Ad-Aware" so that it takes up the full screen.



- On the left-hand side of the "Ad-Aware" screen, make sure all boxes are ticked except for **A (Removable)**.
- Click on the **Scan Now** button.
Ad-Aware will now go and scan your PC for "spy" software. Depending on the spec of your PC, and the software installed, the scan will take between 2-10 minutes.
- Once "Ad-Aware" has finished scanning your PC for "spy" software, you will be prompted with a summary report at the bottom of the screen. Click on **Show Log** for a more detailed report.
- Once you have read the log, you can save it to your PC's hard disk drive by clicking on the **Save** button, and following the instructions.
- Click on **Back** to go back to the main screen.
- Click on **Continue**. If "spy" software was not found on your PC, "Ad-Aware" will tell you so. Otherwise, if you follow what is on the screen, it will display the files found that may be sending information out to specific companies, and you will then be given the choice of deleting these files, or keeping them.

Our recommendation is, always, to delete all spy software which you find.

Note, however, that this sometimes can disable the software program which the spy software came with, so, despite our recommendation, be sure that that is what you want before you decide to delete spy software.

- Close "Ad-Aware" by clicking on the **X** in the top right-hand corner.

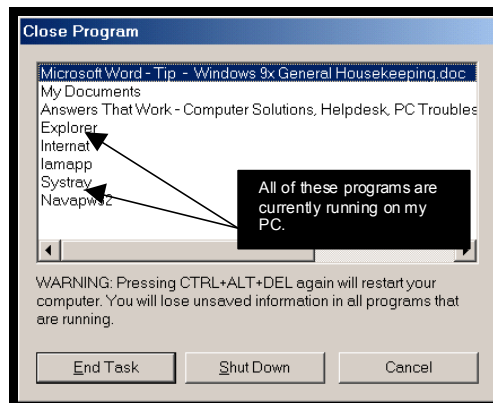
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Task List Programs

Quite often, when you install software, certain features get installed which you do not know about and/or do not need. As a result of this, every time you use Windows there may be programs running in the 'background' that you did not know were there. Some of these programs can sometimes cause serious performance degradation or downright conflicts with other software, while other such programs access the Internet and send information without you having authorised such transmissions.

Part of reducing the likelihood of potential conflicts or resource problems, is to ensure that your Task List only ever runs programs that you **really need**. To that effect we have compiled a list of "Task List Programs", describing what the programs do, and indicating whether they should be left alone or disabled/removed.

- Bring up the "Task List" on your PC by doing a **Ctrl+Alt+Del**.



- Make a note of all the programs running in the "Task List".
- Close the "Task List" by clicking on **Cancel**.
- Make your way to :

www.AnswersThatWork.com
Libraries of Answers That Work
Reference
Task List Programs

- Read up on all the programs that are currently in your "Task List", and remove them if necessary.
- To remove programs, you may need to install **Startup Manager**. This can be downloaded from :

www.AnswersThatWork.com
Libraries of Answers That Work
Downright Useful DOWNLOADS
Startup Manager 1.5

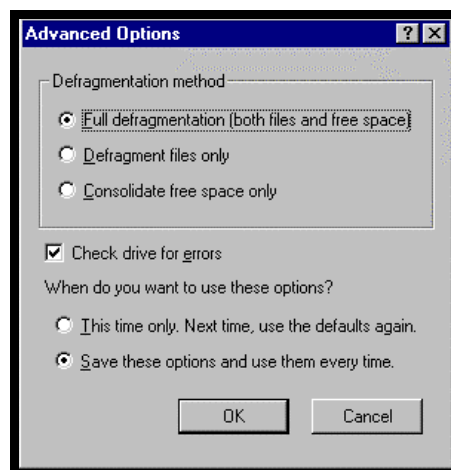
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Defrag

Defrag is the Windows hard disk drive defragmentation tool. Explained in layman terms, Defrag optimises the way in which files are stored on your hard disk and often results in some improvement in the speed of your PC when it accesses files on your hard disk drive. Another benefit of regularly defragmenting your hard disk drive(s) is that it can significantly extend its life. A hard disk drive with an optimised filing system requires fewer head movements to access files and as a result suffers less long term wear and tear.

Note : Defragmentation of a hard disk can take anything from 10 minutes to 30 minutes in Windows 95 or Windows ME. However, in **Windows 98**, it can take anything from 40 minutes to 4 hours, so do not run it if you are in a hurry to use your PC. *If, like us, you fail to comprehend how a supposedly superior operating system like Windows 98 can take so much longer than Windows 95 for the same thing, e-mail Microsoft! To be fair, at least they realised their mistake and corrected the problem in Windows Millennium Edition (Windows ME).*

- Open **Explorer (Windows Explorer)**.
- On the left-hand side of the Explorer screen, do a right click on the **"C:"** Drive icon, and select **Properties** from the shortcut menu that appears.
- Position yourself on the **Tools** tab, and click on **Defragment Now**.
- Click on **Advanced** and configure the "Advanced Options" dialogue box exactly as shown below. Once you have done this, click on **OK**.



- Click on **Start \ Show Details** and wait until the defrag finishes. As mentioned earlier the average completion time is 20 minutes for Windows 95/ME, and 90 minutes for Windows 98.
- Once the defrag has finished, you will be asked if you wish to quit defrag. If you have only one hard disk drive, click on **Yes**.



- However, if you have more than one hard disk drive, click on **No**, and run a defrag on every other hard disk drive installed on your PC, as shown below :



- You're done.

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