

Basic PC Maintenance for Windows 10.

Open This PC 'My Computer'.
Right click on Drive C: and click properties.

Click Disk Clean-up.
You will see the dialog box similar to the image second on the right.
We suggest you select all items.
Click OK.

This clean-up will delete temporary files, temporary Internet files, downloaded files and empties your recycle bin.

Once this has completed click the 'Tools' tab at the top of the dialog box.

The top option is Check
click check now.
Another dialog box appears like the Second Right.

The Last Job is to run the Optimization "Defrag tool".

This routine checks for fragmented files and reunites them in the same or close together clusters to make disk access that little bit faster.
Click Optimize, select all drives

You have the option to click the Analyse button to see if you hard disk does need defragmenting. Select all drives and click analyse, when finished analysing, you'll see how fragmented each drive is, any drives that are above 3%, select them and click Optimize. System Reserved often reports that it's fragmented, don't Worry about this, it's a very small partition.

