

Computer Cleaning & Optimization Guide

Digital guide for personal reference

Before You Start

Back up important files. Do not delete files or change system settings unless you understand their purpose.

Storage Cleanup

- Review Downloads.
- Empty the recycle or trash area after checking its contents.
- Remove temporary files using supported system tools.
- Uninstall applications you no longer use.

Organize Files

Create a consistent folder structure for work, personal files, media, and archives. Use descriptive filenames and avoid unnecessary duplicates.

Startup Optimization

Review applications that launch automatically and keep only those that provide a clear benefit.

Browser Maintenance

Update the browser, remove unused extensions, review downloads, and clear unneeded site data when appropriate.

Routine

Set a monthly reminder for cleanup, updates, and backup verification. Small recurring tasks are safer than aggressive one-time changes.

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