

Windows PC Tidy-Up:

A safe, simple routine for keeping your computer running smoothly



1. Clear Temporary Files

Storage Sense (recommended)

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- **Settings → System → Storage**
- Turn on **Storage Sense**
- Configure:
 - Run: *Every month*
 - Delete temp files: *On*
 - Recycle Bin: *30 days*
 - Downloads: *Never*

Manual Clean-Up

- Press **Windows key**, type **Disk Cleanup**
- Tick: Temporary files, Thumbnails, Recycle Bin, Windows Update Cleanup
- Click **OK**

2. Manage Startup Apps

- Press **Ctrl + Shift + Esc** → **Task Manager**
- Open **Startup apps**
- Sort by **Startup impact**
- Disable apps you recognise and don't need immediately
 - *Safe to disable*: OneDrive, Teams, Zoom, Adobe Updater, Spotify
 - *Keep enabled*: Security software, Intel/AMD/Realtek items

3. Uninstall Unneeded Apps

- **Settings → Apps → Installed apps**

- Sort by **Size** or **Install date**
 - Remove software you no longer use
 - Keep drivers and essential manufacturer utilities
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4. Clean Your Browser

Press **Ctrl + Shift + Delete** in Chrome/Edge/Firefox

- Clear: Cached images/files
 - Optional: History, Cookies (will sign you out)
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5. Check for Windows Updates

- **Settings → Windows Update**
 - Click **Check for updates**
 - Install available updates (skip optional drivers unless needed)
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6. Restart Weekly

- Restarting clears memory leaks and stuck processes
 - Avoid leaving the PC in sleep for weeks at a time
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7. Quick Malware Scan

- Press **Windows key**, type **Windows Security**
 - **Virus & threat protection → Quick scan**
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8. What NOT to Do

-  Don't use registry cleaners
 -  Don't use "driver updater" tools
 -  Don't delete system files you don't recognise
 -  Don't "optimise" SSDs (Windows already does this)
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