

Cookies, defrag & disc cleanup

Cookies

Cookies are a small text files that websites put on your computer to store information about you and your preferences.

Websites use cookies to offer a personalized experience to users and to gather information about website use. Many websites also use cookies to store information that provides a consistent experience between sections of the site, such as a shopping cart or customized pages. With a trusted website, cookies can enrich your experience by allowing the site to learn your preferences or allowing you to skip having to sign in every time you go to the website. However, some cookies, such as those saved by banner ads, might put your privacy at risk by tracking sites you visit.

You can block or allow cookies on all websites or you can choose which websites' cookies are allowed.

To Block Cookies

Click to open Internet Explorer.

Click the Tools button, and then click Internet Options.

Click the Privacy tab, and then, under Settings, move the slider to the top to block all cookies or to the bottom to allow all cookies, and then click OK.

Blocking cookies might prevent some web pages from displaying correctly.

Block or allow cookies based on their type

Rather than picking specific websites to block or allow, you can specify general types of cookies that are acceptable. For example, you can choose to allow cookies from websites that have privacy policies or to block those from websites that store personal information without your consent.

Block or allow cookies from specific websites

Click to open Internet Explorer.

Click the Tools button, and then click Internet Options.

Click the Privacy tab, move the slider to the level of privacy that you want to set, and then click OK.

As you move the slider, Internet Explorer provides a description of the types of cookies that are blocked or allowed at that privacy level.

Click to open Internet Explorer.

Click the Tools button, and then click Internet Options.

Click the Privacy tab, and then move the slider to a position between the top and bottom so you are not blocking or allowing all cookies.

Click Sites.

In the Address of website box, type a website address, and then click Block or Allow.

As you type, a list of web pages that you have already visited will be displayed. You can click an item in the list and it will be displayed in the Address of website box.

Repeat step 5 for each website you want to block or allow. When you are finished, click OK.

Move the slider back to the position it was originally in, and then click OK.

Defragmenting.

Fragmentation makes your hard disk do extra work that can slow down your computer. Removable storage devices such as USB flash drives can also become fragmented. Disk Defragmenter rearranges fragmented data so your disks and drives can work more efficiently. Disk Defragmenter runs on a schedule, but you can also analyze and defragment your disks and drives manually. To do this, follow these steps:

Click "start button"

Start typing defrag after a couple of letters "Disc Defragmenter" should be in the list displayed.

Under Current status, select the disk you want to defragment.

To determine if the disk needs to be defragmented or not, click Analyze disk. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

Once Windows is finished analyzing the disk, you can check the percentage of fragmentation on the disk in the Last Run column. If the number is above 10%, you should defragment the disk.

Click Defragment disk. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

Disk Defragmenter might take from several minutes to a few hours to finish, depending on the size and degree of fragmentation of your hard disk. You can still use your computer during the defragmentation process.

Notes

If the disk is already in exclusive use by another program or is formatted using a file system other than NTFS file system, FAT, or FAT32, it can't be defragmented.

Network locations can't be defragmented.

If a disk that you're expecting to see under Current status is not showing up there, it might be because it contains an error. Try to repair the disk first, then return to Disk Defragmenter to try again.

Check a drive for errors.

You can solve some computer problems by checking a drive or drives for errors. For example, you can check your computer's primary hard disk to fix some performance issues, or you can check an external hard drive if it's not working properly.

Click to open Computer.

Right-click the drive that you want to check, and then click Properties.

Click the Tools tab, and then, under Error-checking, click Check now. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

To automatically repair problems with files and folders that the scan detects, select Automatically fix file system errors. Otherwise, the disk check will report problems but not fix them.

To perform a thorough check, select Scan for and attempt recovery of bad sectors. This scan attempts to find and repair physical errors on the drive itself, and it can take much longer to complete.

To check for both file errors and physical errors, select both Automatically fix file system errors and Scan for and attempt recovery of bad sectors.

Click Start.

Depending on the size of your drive, this might take several minutes. For best results, don't use your computer for any other tasks while it is checking for errors.

Note

If you select Automatically fix file system errors for a drive that's in use (for example, the partition that contains Windows), you'll be prompted to reschedule the check for the next time you restart your computer.

Disc Cleanup.

If you want to reduce the number of unnecessary files on your hard disk to free up disk space and help your computer run faster, use Disk Cleanup. It removes temporary files, empties the Recycle Bin, and removes a variety of system files and other items that you no longer need. For more information about deleting files from the Recycle Bin, see Permanently delete files from the Recycle Bin.

The following procedure cleans up files associated with your user account. You can also use Disk Cleanup to clean up all the files on your computer.

To open Disk Cleanup.

Right click on the "Computer icon" and select "properties" on the general tab you will see "disc cleanup". Click this.

In the Drives list, click the hard disk drive that you want to clean up, and then click OK.

In the Disk Cleanup dialog box, on the Disk Cleanup tab, select the check boxes for the file types that you want to delete, and then click OK.

In the message that appears, click Delete files.