

# USING THE CCLEANER TOOL TO OPTIMIZE YOUR SYSTEM

Beginners' Kaffee Klatch  
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CCleaner is a freeware system optimization and privacy tool that removes unused and temporary files from your system—allowing Windows to run faster, more efficiently and releasing more hard disk space. It's fast and free!

Although it lacks a few features found in other PC-cleaning applications, this free program offers enough to make it a worthy download. The interface is logically designed and makes it easy to wipe away your tracks from Internet Explorer and Mozilla, various Windows system areas, and a few third-party applications. Although CCleaner doesn't support a large number of extraneous programs as some competitors do, it can erase traces from such popular programs as Spybot - Search & Destroy and WinZip.

This application lacks a secure file shredder, but it makes up for the omission by supplying a Registry-cleaning utility, which quickly scans for invalid entries before removing them. CCleaner even can back up your Registry before removal, in case it accidentally removes a crucial component, and includes a feature for uninstalling any program on your machine.

The best place to find the CCleaner program for easy downloading is:  
<http://tinyurl.com/mprrs>

For best and safest results, download the program to your desktop and install it from there. Once you have installed CCleaner you can open the application by:

- Double-clicking the desktop shortcut icon
- Clicking on Start -> All Programs -> CCleaner

**CCleaner has four main sections which can be selected using the four icons in the left-hand navigation panel.**

## **Cleaner**

This is the main feature of the program, which will allow you to optimize your system by removing unused and temporary files. It also protects your personal privacy by removing traces of the websites you have visited and the files you have opened. (It does this without removing any files you'll still need!)

The Cleaner Settings are the list of checkboxes next to the navigation buttons and are present when you are in the Cleaner mode.

By checking and unchecking options you can choose to include or exclude items from the cleaning process. For example, if you uncheck the *Cookies* option then no Internet Explorer cookies will be removed. (You also have the choice to keep specific cookies in the *Options* section.)

To actually run the cleaner and remove the files, it's a simple case of just clicking the *Run Cleaner* button.

If you'd like to see what is going to be removed first (before deleting the files) then click on the *Analyze* button.

The output window above the buttons will display a log of the analysis or cleaning process.

There is a second tab at the top labeled *Applications*. This displays a list of additional cleaning options for third-party applications you have installed. This list will change automatically to include new programs.

## **Issues**

This is a more advanced feature which analyzes your computer's registry and fixes any problems and inconsistencies that exist. It also checks for out-of-date shortcuts in your start menu and on your desktop.

The Issues section will help you find errors and old entries in the system registry. While this will make sense to an advanced user, to the beginner a lot of the options will mean nothing. That is why CCleaner includes a complete backup option, so in

the rare event you remove something that you later need - you will have a backup from which to restore.

To use, simply press the "*Scan for Issues*" button and once completed press the "*Fix Selected Issues*" button. You will be prompted and helped throughout the process.

## **Tools**

This section contains two features for advanced users:

### **Uninstall**

While windows includes a Control Panel program to remove installed programs, there's no feature to edit or remove these entries.

### **Startup**

Most computers have many programs that run when Windows starts. It's often very difficult to remove these and prevent that from happening. This tool lists the programs and allows you to remove them.

## **Options**

The Options section will allow you to customize the way CCleaner runs. For example there's an option to run the cleaner at startup, so you can automatically keep your computer clean without having to worry about it.