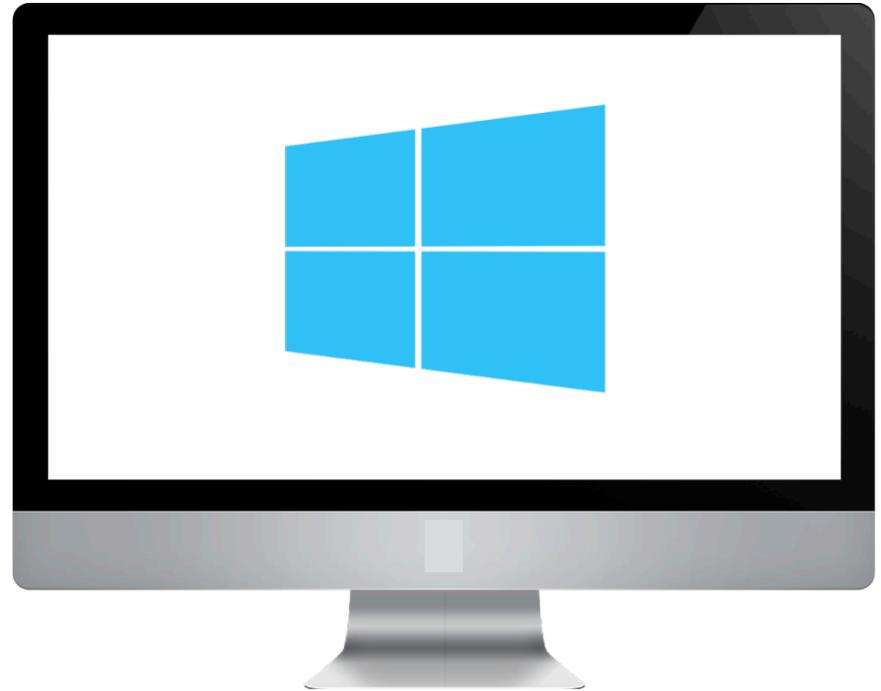


# Speeding up your slow Windows computer

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Tech & Tea Seminar  
By CommuniTech



# OUTLINE

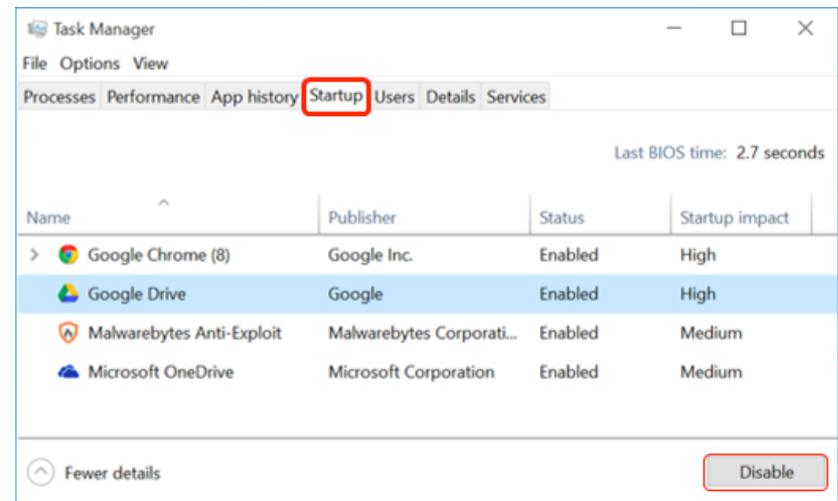
- ❖ Some quick tips on how to speed up your laptop or PC based off when it commonly slows down such as:
  - During boot
    - Running multiple programs
    - Normal use
- ❖ Majority are free solutions
- ❖ Some of the solutions provided are software based, others hardware
- ❖ Instructions for Windows 10, steps for Windows 8.1 or Windows 7 will be very similar

# Slow on booting up:

Reduce the number of programs which launch on boot

First we need to open Task Manager

- ❖ Right click on the Taskbar (the bar at the bottom of the screen), and select “Task Manager”
- ❖ Click on the “startup” tab
- ❖ Disable any programs you don’t need to load on boot
- ❖ If you don’t recognise the program, just leave it



# Slow on booting up:



## Upgrade to SSD

If still slow on start up and causing you problems, can upgrade system drive to an SSD.

SSD stands for Solid State Drive, same technology as USB flash drives

### Advantages

- ❖ SSD drives considerably faster than standard HDD mechanical drives
- ❖ Can reduce boot time from minutes to seconds

### Disadvantages

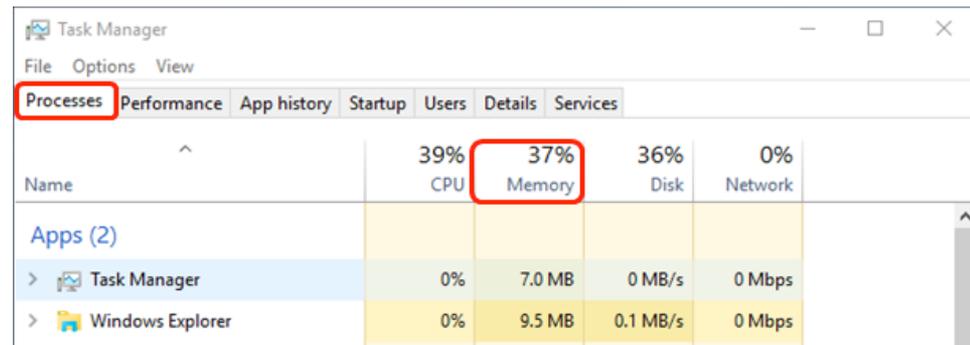
- ❖ Involves having Operating System (OS) installed on the drive, if upgrading from an HDD, requires reinstall of Windows onto the new SSD

# Slow during high use:

If slow when running multiple programs, RAM may be the issue

Our RAM usage can also be checked from Task Manager

- ❖ Select the Processes tab and look at the Memory percentage usage
- ❖ If this is too high it might be worth considering buying more RAM



The screenshot shows the Windows Task Manager Performance tab. The 'Processes' tab is selected and highlighted with a red box. The Performance tab shows system metrics: CPU at 39%, Memory at 37% (highlighted with a red box), Disk at 36%, and Network at 0%. Below the performance summary, a list of running applications is shown under 'Apps (2)'. The list includes 'Task Manager' (0% CPU, 7.0 MB Memory) and 'Windows Explorer' (0% CPU, 9.5 MB Memory).

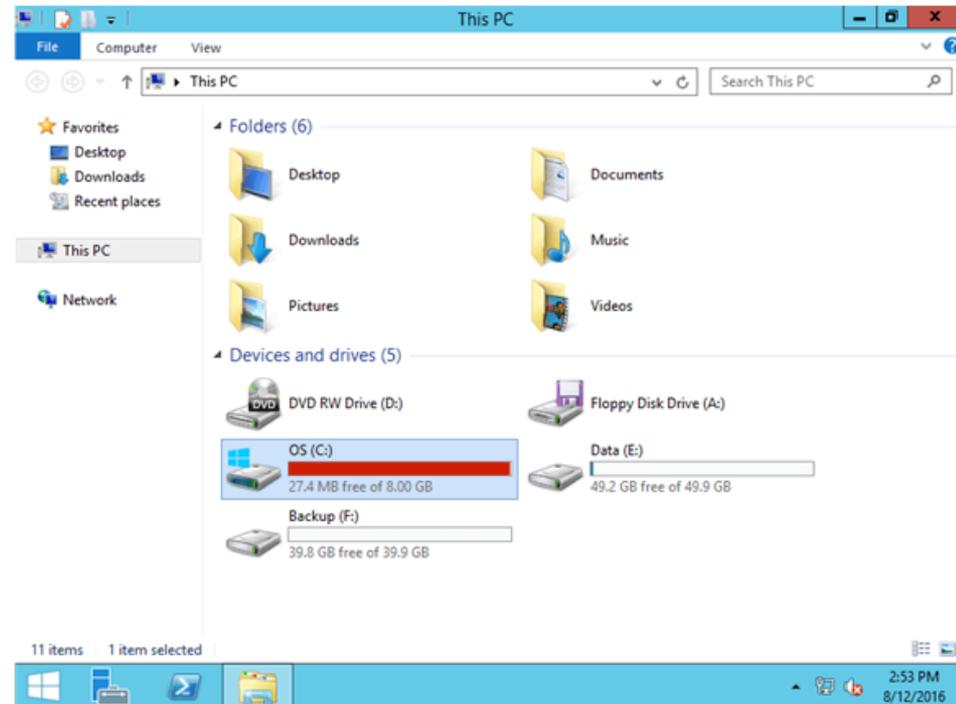
Name	CPU	Memory	Disk	Network
Apps (2)				
> Task Manager	0%	7.0 MB	0 MB/s	0 Mbps
> Windows Explorer	0%	9.5 MB	0.1 MB/s	0 Mbps

# Slow during normal use:

Cause 1: Running low on storage

Low remaining storage space can lead to your computer running slowly

- ❖ Open up “This PC” and check if any of the drives are red indicating they are low on space



# Slow during normal use:

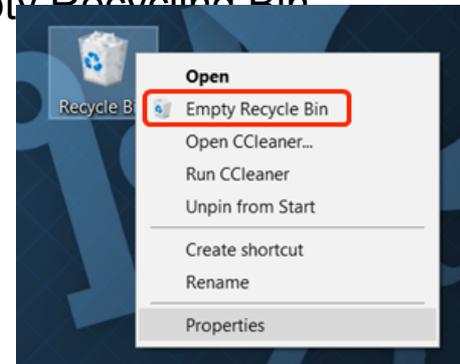
Cause 1: Running low on storage

Easy tips to get more space on system drive (the drive with the windows logo)

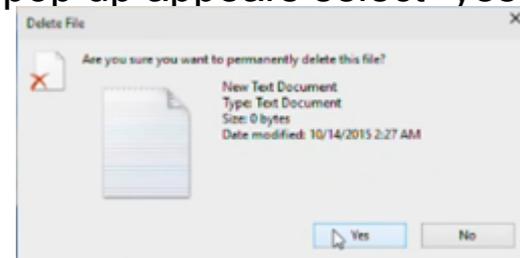
- ❖ Open up “This PC” and check if any of the drives are red indicating they are low on space

Try emptying your Recycle Bin

- ❖ Right click on the Recycle Bin and select “Empty Recycling Bin”



- ❖ If a pop up appears select “yes”



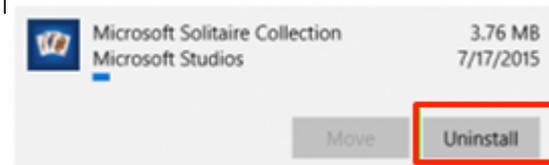
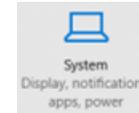
# Slow during normal use:

## Cause 1: Running low on storage

Easy tips to get more space on system drive (the drive with the windows logo)

### Uninstall any unwanted programs

- ❖ Open up the start menu
- ❖ Select “Settings”
- ❖ Click on System
- ❖ Select “Apps & features”
- ❖ Find a program you no longer need and click on it
- ❖ Two buttons will pop up, select “Uninstall”



- ❖ Click again to confirm

# Slow during normal use:

Cause 1: Running low on storage

If after both of those you are still low on space, consider buying an external hard drive to transfer some of your data off your system drive

Can currently buy 500GB for around £40



# Slow during normal use:

## Cause 2: A virus

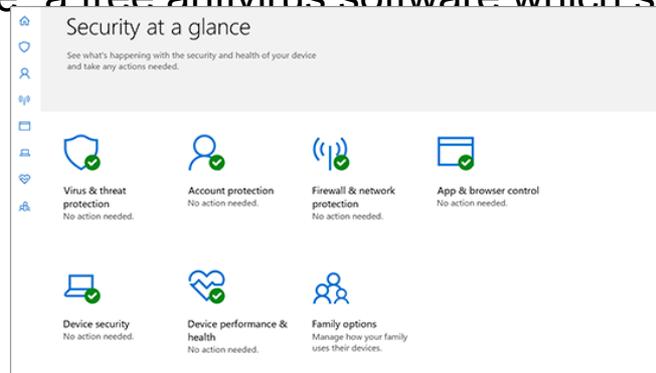
Computer virus come from:

- ❖ Clicking pop ups on certain websites
- ❖ Internet links in emails
- ❖ Downloading files from unknown sources

Virus can act to slow down your computer.

To check for a virus, perform a full scan of your PC using your anti-virus software

If you don't have 3rd party antivirus software, windows comes with "Windows Defender Security Centre" a free antivirus software which should be sufficient.



Alternatively there are paid anti-virus software £20 per year

# Still having issues?

The most effective method is to reinstall Windows, effectively a factory reset

## Tips

- ❖ For laptops where your data may be stored on the same drive as the OS, make sure files are backed up
- ❖ Ensure you still have access to any software currently installed on the computer

## How to

- ❖ Insert the Windows CD (or USB flash drive) that came with laptop or computer when purchased
- ❖ Follow the on screen instructions
- ❖ Reinstall your programs
- ❖ Restore files from your backup to your hard drive