

Maintenance of Personal Computers

Working from home has become the new norm. While some UNCP faculty and staff have access to University laptops, many are using personal devices to work and access resources. In support of these personal devices, we've created this document to help you maintain your personal device. Please note, this cheat sheet is provided as-is. Since each device is different, this may not work for your specific situation.

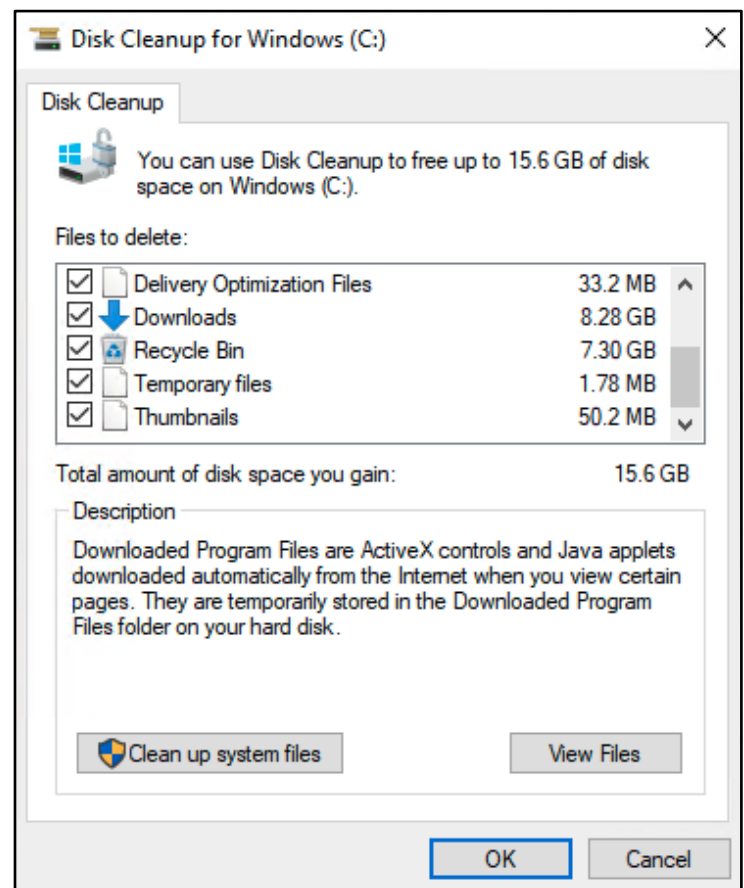
Clearing Temporary Files

Over time, your computer will generate a lot of temporary files. These files are generated during Operating System (OS) updates, software installations, and even while just surfing the Internet. For older computers, clearing these caches can greatly impact the performance of your computer. Information below is classified by OS.

Disk Cleanup (Windows)

Windows computers have a built-in utility to clear temporary files. [Disk cleanup in Windows 10](#)

- Delete temporary files.
 - In the search box on the taskbar, type disk cleanup, and select Disk Cleanup from the list of results.
 - Select the drive you want to clean up, and then select OK.
 - Under Files to delete, select the file types to get rid of. To get a description of the file type, select it.
 - Select OK.
- If you need to free up more space, you can also delete system files.
 - In Disk Cleanup, select Clean up system files.
 - Select the file types to get rid of. To get a description of the file type, select it.
 - Select OK.



Free Up Storage Space (macOS)

Mac computers will automatically clear caches when space is needed. There are still actions you can take to free additional space on macOS. For specific steps you can take, visit [How to free up storage space on your Mac](#)

Clear Browser Caches (Windows and macOS)

Internet browsers also have caches that should be cleared periodically. Use the links below to find directions for your preferred browser.

Google Chrome: [Clear cache & cookies - Computer - Google Account Help](#)

Mozilla Firefox: [How to clear the Firefox cache | How to](#)

Microsoft Edge: [View and delete browser history in Microsoft Edge](#)

Apple Safari: [Clear your browsing history in Safari on Mac](#)

Updating Software

While DoIT keeps University machines updated, keeping software updated on personal devices at home can be a challenge. Fortunately, there are tools available to make this a little easier.

OS Updates (Windows and macOS)

Keeping your operating system (Windows, macOS) current is a critical component of keeping your device secure and safe to use. For details on how to check for and install updates, visit the links below:

Windows: [Update Windows 10](#)

macOS: [Keep your Mac up to date](#)

Web Browser Updates

Web browsers are often neglected in the update cycle. Keeping these browsers updated is important for both security and ensuring web pages load correctly. If you use any third-party browser extensions (such as pop-up blockers), keep those updated by following their specific directions.

Google Chrome: [Update Google Chrome](#)

Mozilla Firefox: [Update Firefox to the latest release | How to](#)

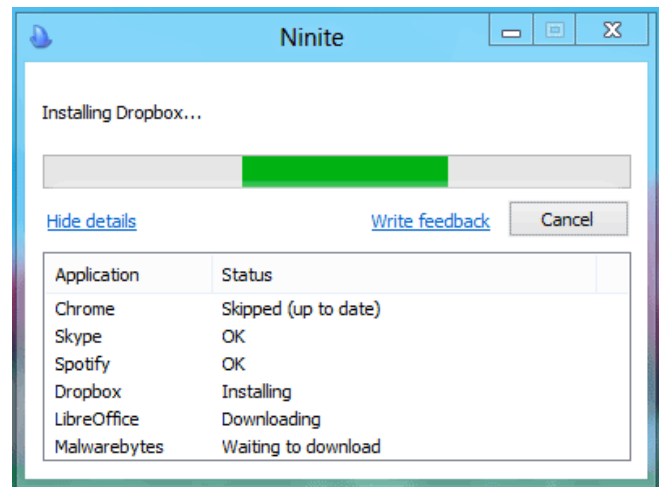
Microsoft Edge and Internet Explorer: These browsers update during Windows Updates (see above).

Apple Safari: Safari receives updates when you install macOS updates (see above).

Application Updates (Windows)

Ninite is a helpful utility for Windows computers that can automate the install and update of software. To use it, simply visit the website, check the boxes for the software you want to install or update, then click “Get Your Ninite” to download a single installer that handles the rest. Ninite is free of charge for personal use.

<https://ninite.com>



Application Updates (macOS)

While there is no useful tool like Ninite for macOS, if you download Apps from the macOS App Store, they should stay up to date automatically. For information about updating apps through the App Store, visit [Update apps or use automatic downloads](#)