

Technology Tip #8: Cleaning your Hard Drive

It's Spring! Time to clean your Hard Drive of old and temporary files. Welcome to Disk Cleanup!

All computers use temporary files, and SNHU Computers running Windows XP/2000 are no different.

- Every time a Word document or Excel Spreadsheet is opened a temporary copy of the file is created behind the scene, so as not to harm/corrupt the original file.
- For every Internet Web Page you view, a temporary copy of the web page is “cached” to increase performance
- Every file you delete from your hard drive is actually moved to the recycle bin which must be emptied to completely delete/remove the file from your computer.

Problem:

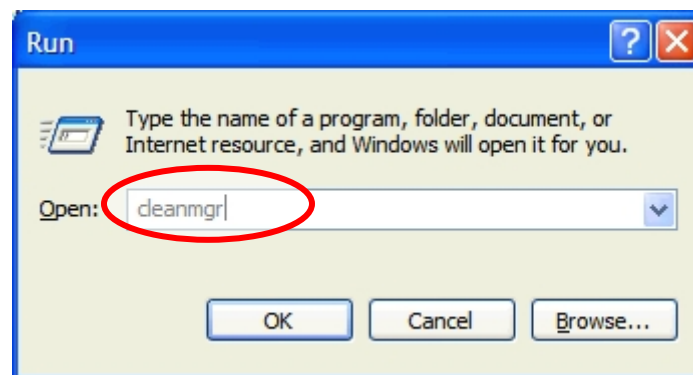
Sometimes these temporary files do not get removed and end up cluttering up your hard drive. Lots of unused temporary files simply litter your computer, taking up valuable hard drive space by reducing the amount of available free space. It also makes it much harder for your computer to find the files you actually need to use, which means it takes longer to open files, save files, etc.

Solution:

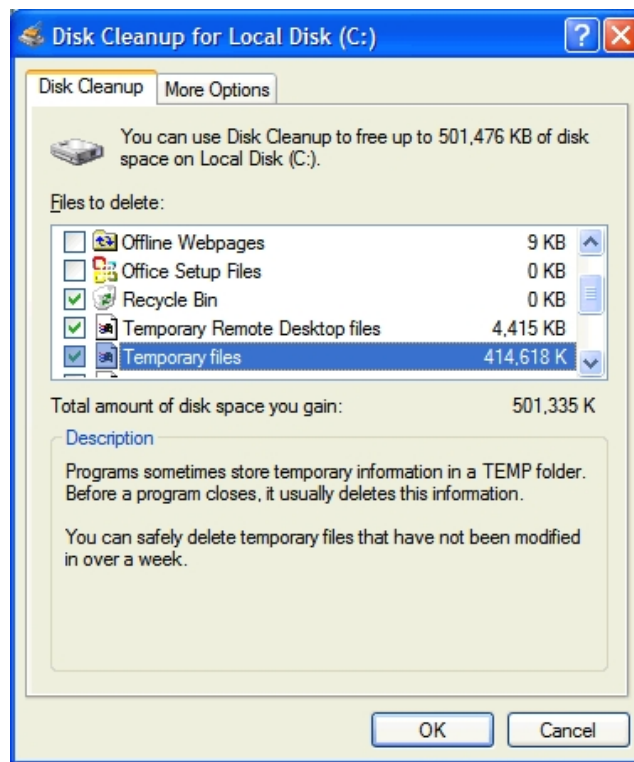
Use the “Disk Cleanup” tool to remove Temporary Files, Temporary Internet Files, Recycle Bin, and more.

Step 1: Run the Microsoft Disk Cleanup utility

Start → Run → type **CLEANMGR** → click **OK**

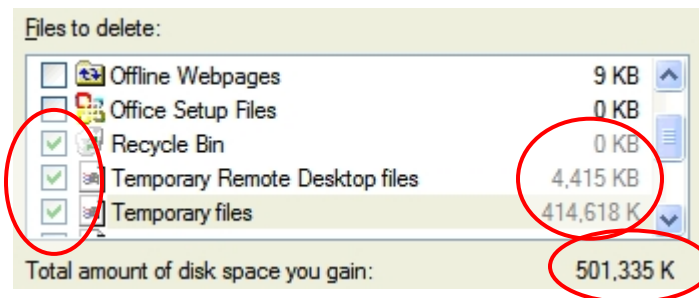


This will open the Disk Cleanup Utility as shown:



Step 2: Use the Check-box to select or unselect to “clean up” files

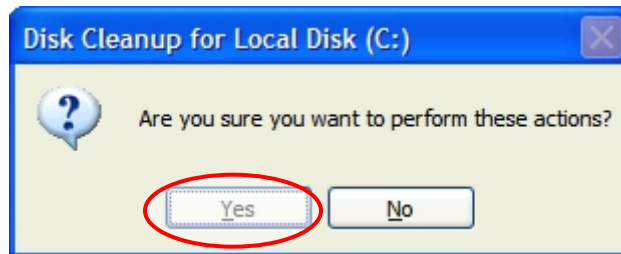
- By default, a Check Mark will be next to any category containing files; however you have the option of unselecting a category you do not wish to remove. Unchecking a category will leave these files on your hard drive.
- The numbers to the right are the amount of space each category currently occupies on your hard disk. (1,000 KB = 1 MB)
- Also listed, is the “Total amount of disk space you gain:”, listed below the category box. (501,335 K = approx. 500MB)



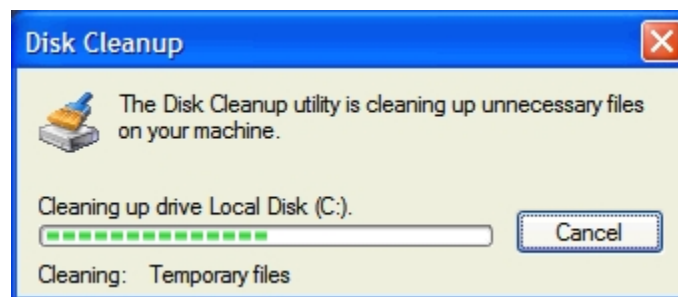
- Click on ok to continue

Step 3: Confirm Disk Cleanup

You must confirm to delete these files.



Once you confirm, you will receive a dialog box indicating the progress of removing all temporary files.



Once the cleanup is complete, the progress dialog box will disappear.

If you have computer questions that we might turn into a tips sheet or you have a suggestion to share with colleagues, please submit your ideas to training@snhu.edu.

This information is brought to you by the Office of Computing Resources and the Office of Training & Organizational Development as part of an ongoing Technology Tip series.