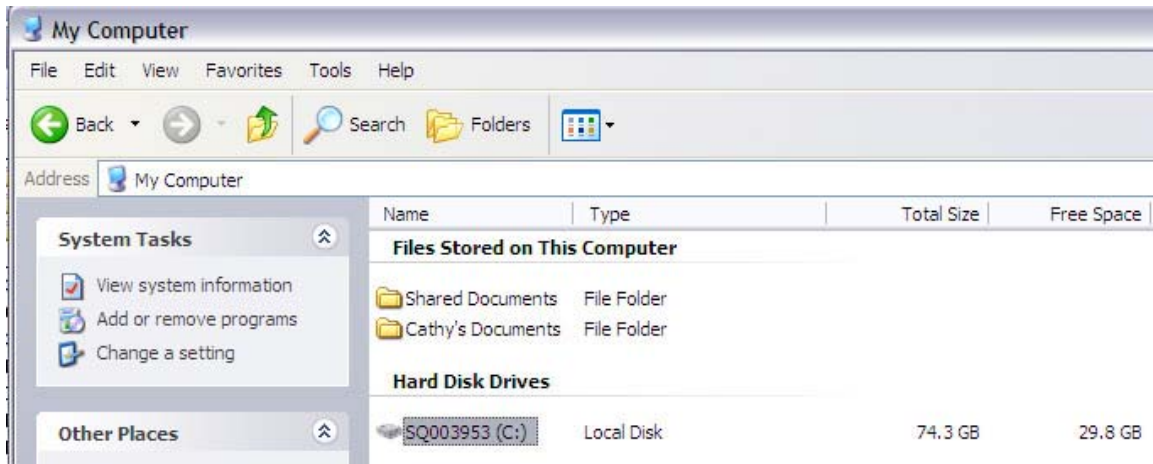


Tip: Computer Cleanup

Have you ever opened up your **My Computer** and noticed the space available (free space) on your hard drive (generally listed as C:) to have gone from 10GB down to 2GB - and you have no idea where the space went to?

Perhaps you are not sure how to see how much space is available?

If this is true, click on the **View menu** and select **Details**. It should look similar to this:



How can you figure out how much space is being used by your computer, and why?

It's kind of like tracking how your money is spent. You start with \$100 and end up with \$20 but can only remembering spending \$60. Where did the other \$20 go?

To track down how you spend your money you would have to dig up all the receipts or pay more attention next month. With computers, it's similar.

Let's start with reviewing our receipts, to see if we can find where the space is being used. We'll use a little program called **treesize.exe**.

It is easy to use and saves alot of time trying to find temp files that Windows hides in unlikely places.

Typically, temp files end up in locations such as:

C:\temp

C:\Windows\temp

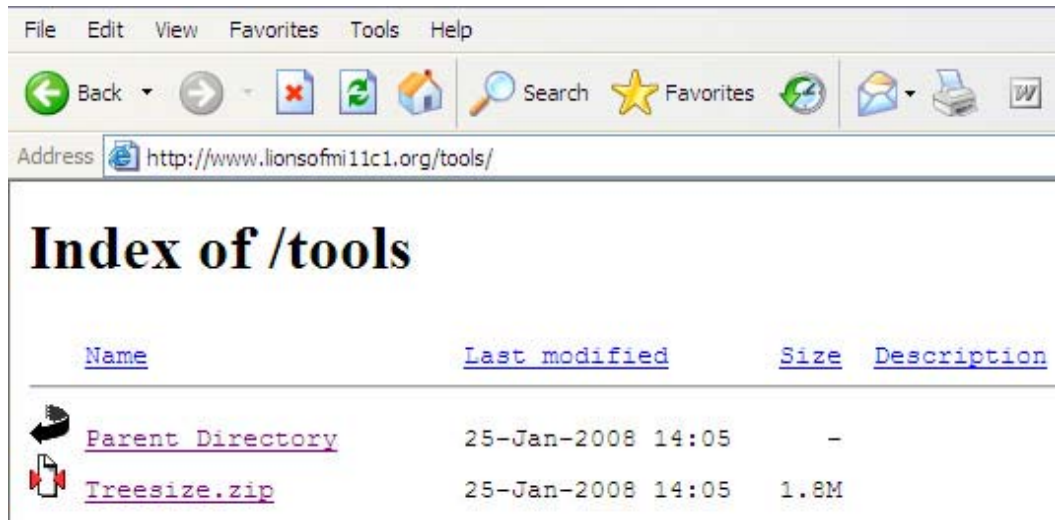
C:\documents and settings\your name\local settings\temporary

C:\documents and settings\your name\local settings\temporary internet files

Let's let the program do the work for us.

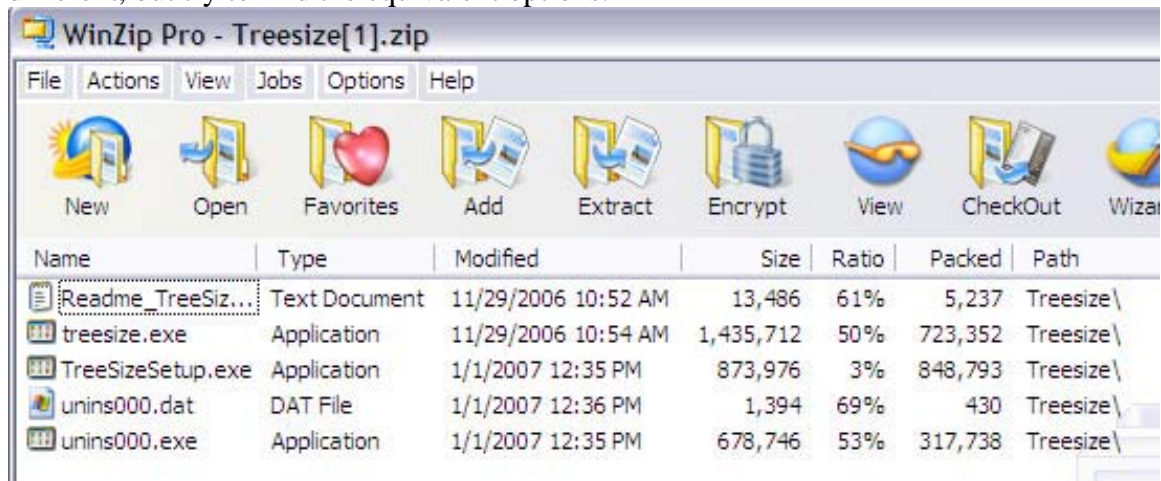
First, you have to download and install treesize. This will only need to be done once.

1. Open Internet Explorer and go to <http://www.lionsofmi1c1.org/tools>
2. Locate the file named "Treesize.zip". Click on it.

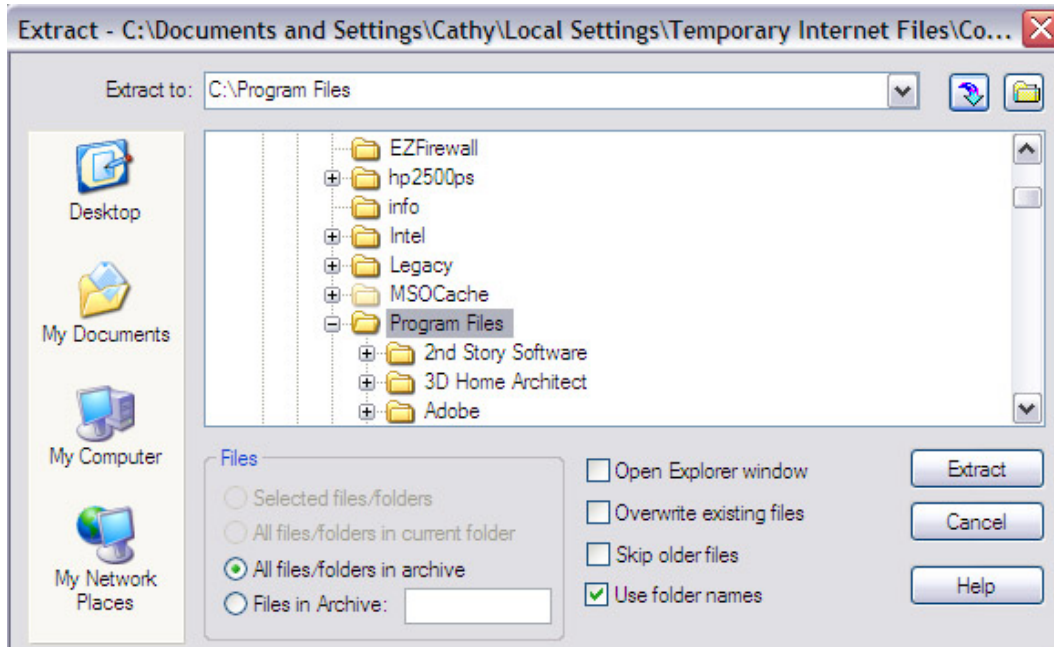


3. When prompted, choose "Open".

Your computer should open the zip file with a program like *WinZip*. The screen shots here are from Winzip 11. Your zip program is likely to look different, but try to find the equivalent options.



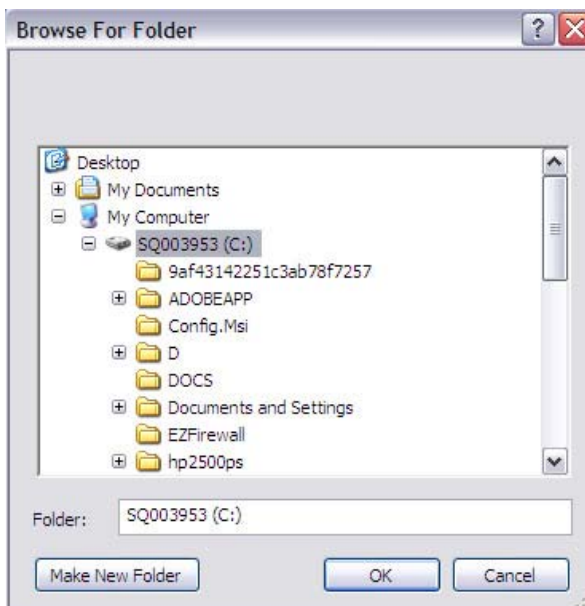
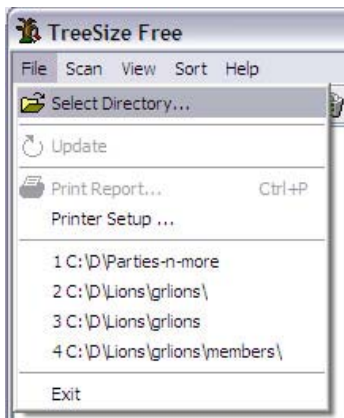
4. Highlight all of the files and click on "Extract".



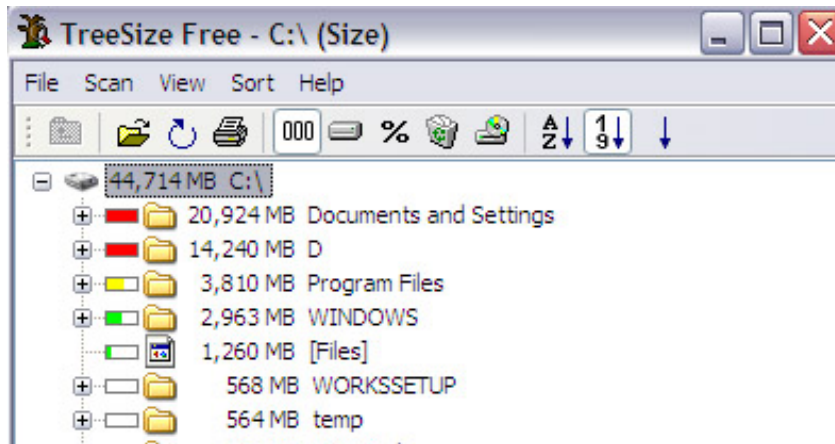
5. Set the “Extract to” location to “C:\Program Files”
6. Make sure the “Use folder names” option is selected.
7. Click on “Extract”.
It should create a folder called Treesize, with all the files inside.
8. In the Treesize folder you will see “TreeSizeSetup.exe”. Double-click to run it.
9. Accept all of the default options (ie Press Next, Next, Next...)

Second, now that you have treesize installed you can run it whenever you want. (Save these instructions and plan to run this monthly.)

1. Double-click on the Treesize icon on your Desktop, or go to C:\Program Files\Treesize and double-click on treesize.exe.
2. Choose which drive you want to examine (probably C:\)



3. When it is done, you will see how much space each directory on your C drive is using. Expand each directory to see subdirectories.



4. If you see a directory that appears extraordinarily large, look inside.

* Be careful not to delete Windows system files. If ever in doubt as to whether something is junk or necessary, call your I.T. contact.

5. Treesize does not give you the option to delete files, it simply shows you where they are located. To delete files, you have to open My Computer and go to the directories on your own.

Once you have done your cleanup (and before you empty your Recycle Bin), reboot your computer and make sure everything runs correctly.
If all is well, go ahead and empty your Recycle Bin.