




## Tuesday TechTip:


### **It's time for Spring-Cleaning!**

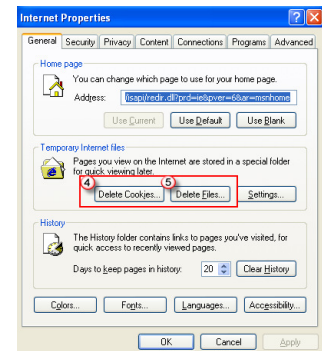
Put away your mops, brooms, and cleaning supplies! The yearly phenomena known as spring-cleaning not only means cleaning behind your desk but should also include cleaning unused/unneeded files off your hard drive, which does not require any kind of extra cleaning product.

### **Delete Temporary files:**

1. Click the **Start** (  ) button.
2. Open My Computer, right-click (  ) on your C: drive.
3. Left click (  ) **Properties**.
4. Click the **Disk Cleanup** button.
5. When you see the *Disk Cleanup* dialog box, make sure the only boxes checked are items that say *Temporary Files* and *Recycle Bin*.  
NOTE: Take a moment to read the description of each item. This will provide additional details, including an indicator of *can be deleted safely*. Be cautious; do NOT delete items that you are unsure of, such as "Office Setup Files".
6. Click **OK**.
7. Click **Yes** to confirm that you want to perform these actions.

### **Clean up Internet Explorer:**

1. Click the **Start** (  ) button.
2. Control Panel
3. Double-click **Internet Options** to open.
4. Click **Delete Cookies**.
5. Click **Delete Files**.
  - a. Select the option to **Delete all offline content**



### **Clean up Mozilla Firefox (if used):**

1. Open Mozilla Firefox.
2. Click **Tools** → **Options**.
3. Select the **Privacy** tab.
4. Click **Clear Now**.
5. Select the checkbox next to each item listed accordingly (to clear all, select all).
6. Click **Clear Private Data Now**.



### **A little bit of elbow grease**

If you would like to continue the cleaning spree, you may take a soft dry cloth to wipe down your monitor. If it is extremely dirty with fingerprints and other mysterious spots, add just a tad of water to your cloth so it is *slightly* damp. Turn off the monitor and clean away!

To clean your keyboard, turn your computer off. Pick up the keyboard, turn it upside down (over a trash can preferably), and give it a good shake. You may wipe it down with any kind of wet wipe, such as Clorox disinfecting wipes, wet ones, etc.

[Click here to check out archives of all TechTips](#)

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>