



North Spencer County School Corporation Technology Tips

Thursday, August 30, 2007

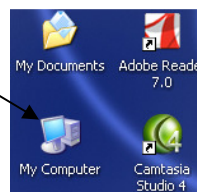
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Robert Moore, Webmaster, etc.

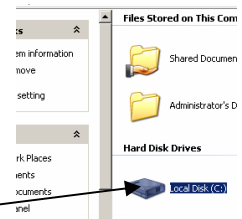
Speed Up Your Computer: Step 2, Deleting Temporary Computer Files

In Step 1, you deleted your temporary Internet files. Your computer also creates other temporary files and folders we can do without. Today in Step 2, we'll hunt 'em down and delete these, too. **WARNING: This procedure is not for the faint of heart. This takes you into some secure areas of your computer. If you feel uncomfortable getting into this, STOP and call a technology specialist for assistance.**

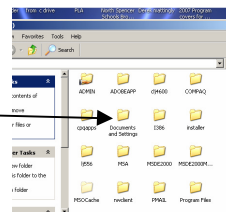
1. On your desktop, double-click on the **My Computer** icon to open.



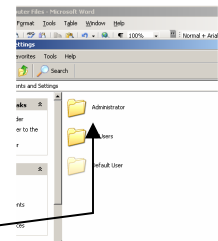
2. In the My Computer window, double-click on the **Local Disk (C:)** icon.



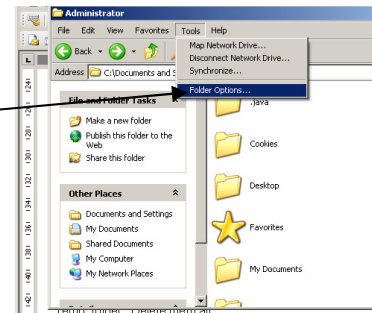
3. Scroll down the to **Documents and Settings** folder and double-click on it to open.



4. Scroll down to the **Administrator** folder and double-click on it to open.



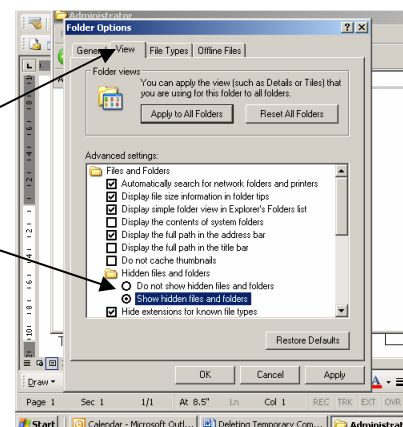
5. On the menu bar at the top of the Administrator window, click on **Tools**, then **Folder Options**.



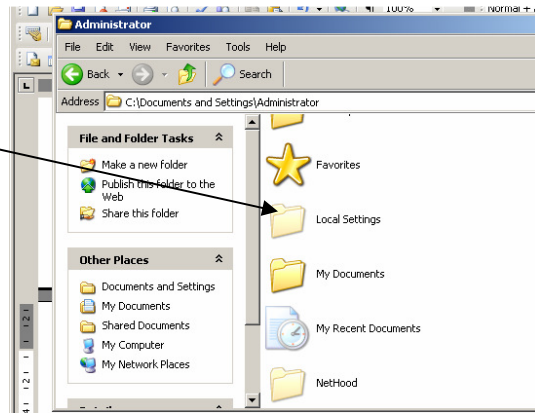
6. In the Folder Options window that appears, click on the **View** tab.

Then click the radial button next to "**Show hidden files and folders.**"

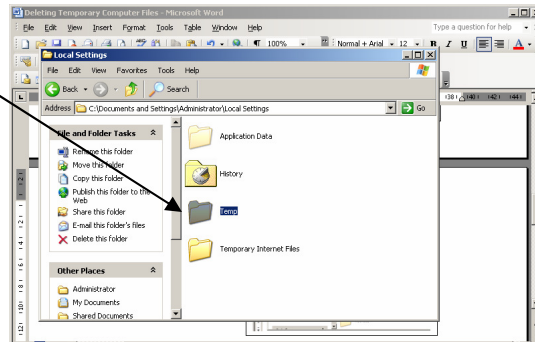
Click the **Apply** button. Then click **OK**.



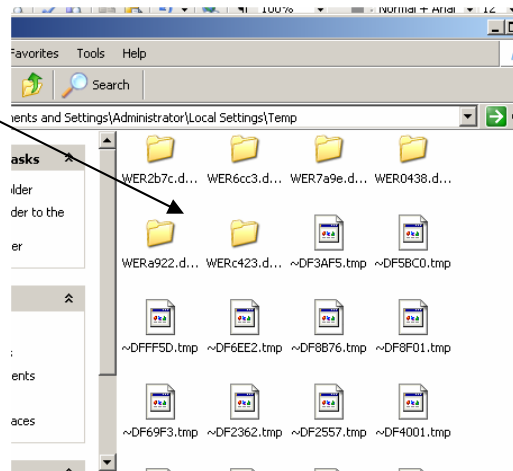
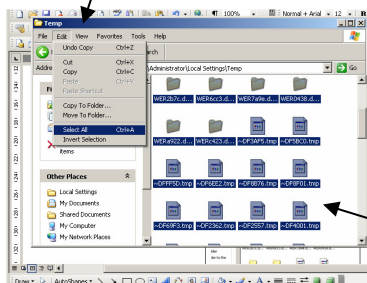
7. Now, scroll down the Administrator window, and you'll find a folder called **Local Settings**. Double-click on it to open.



8. Inside the Local Settings folder, you'll find a folder called **Temp**. Double-click it to open.



9. Here's where you have a bunch of unnecessary files that are slowing things down. So, we're going to delete them. At the top of your screen, on the menu bar, click **Edit**, then **Select All**.



10. See how all those little nasties turn blue? That's good. Now, hit the delete key on your keyboard, and send them to the Recycle Bin. They're gone!

11. Last thing. Just for a little self-protection, go to **Tools** again and click **Folder Options**. Under the **View** tab, click "**Do not show hidden files and folders.**" Click **Apply**, then **OK**. That will remove the hidden files from your view and prevent some potential user errors that can occur with these folders! 😊

