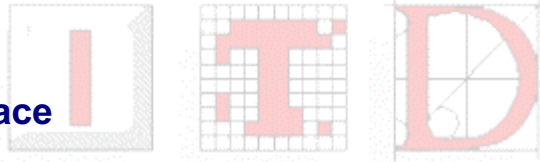


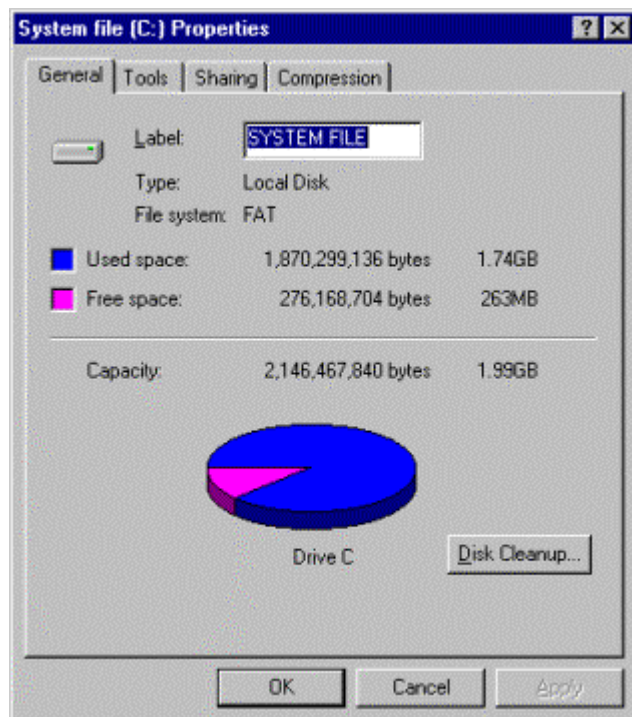
Clearing Disk Space



Before you begin Clearing Disk Space, don't forget to **BACKUP.**

A number of problems can arise when operating your PC, many of which are a direct result of low disk space on the PC. Printer and email problems can be a consequence of low disk space. There are a number of options available to the individual user, which will save space on a PC. Some of these are listed below. However, initially it is a good idea to check the size of your C: drive.

1. Open My Computer located on your desktop
2. Select the C: drive.
3. Right-click this and choose Properties.
4. An image of a Pie chart will appear which will indicate to you the amount of space that is in use and the amount of space that is free.

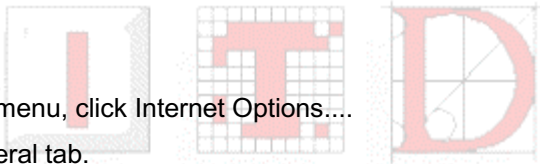


Internet Files

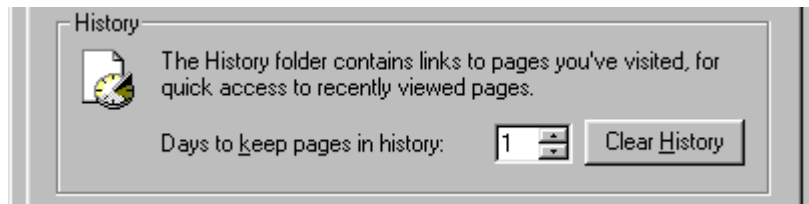
There are a number of pre-set options on the Internet, which can adversely affect disk space. These include the History List and Temporary Internet Files.

History List

You have the option to either clear the history files and/or to reduce the number of days to keep data in history.



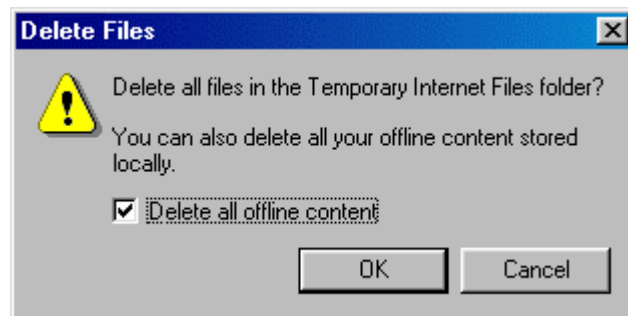
1. On the Tools menu, click Internet Options....
2. Click the General tab.
3. In the History area, change the number of days that Internet Explorer keeps track of the pages you have visited
4. Click on the Clear History tab to clear the current stored list.



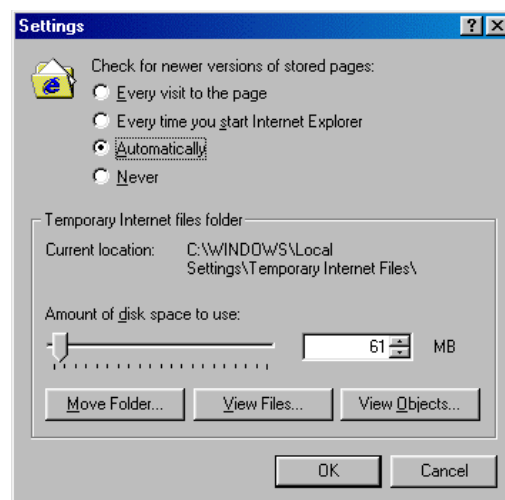
Deleting Temporary Internet Files

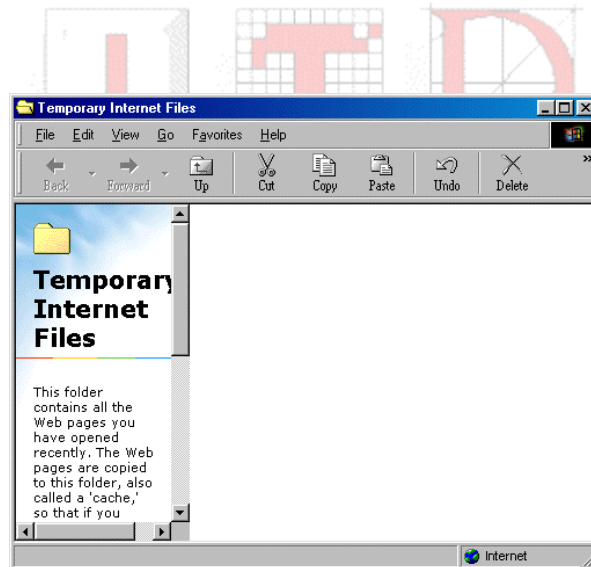
Each time you access the Internet using MS Internet Explorer, files are copied to your hard disk to speed up future viewing of the same web pages. These files can take up a lot of disk space so to remove them:

1. Open Internet Explorer and from the Tools menu choose Internet Options



2. With the General Tab selected, choose Delete Files...
3. Tick Delete all Offline content and click OK
4. Choose Settings...
5. Choose View Files...



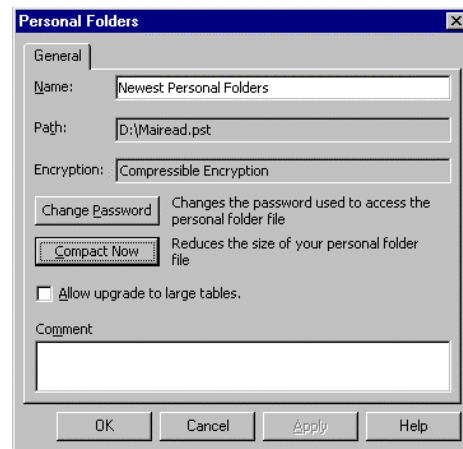


6. The Temporary Internet Files folder will open. Select All files and click Delete.
7. Close this dialogue box and click OK until returned to Internet Explorer.

Microsoft Outlook

Compacting the Personal Folders in Microsoft Outlook is another way of clearing disk space.

1. From the Tools menu choose Services.
2. Select Personal Folders
3. Click on the Properties tab
4. Click on Compact now.



Upgraded PCs

When a PC is upgraded, a back-up copy of the old hard drive is placed on the new disk. This contains copies of all system files used on the previous system. The majority of these files are not required. However, you should seek advice before deleting these files.

If you have a back-up copy of either the old C drive, or old D drive, check for duplication of files. The Windows and DOS directories from these back-ups can normally be deleted. So also can a lot of the Office files.



Ring the Service Desk at Ext. 2999 for assistance when deleting back-up directories.

Clearing Your Temporary Directory

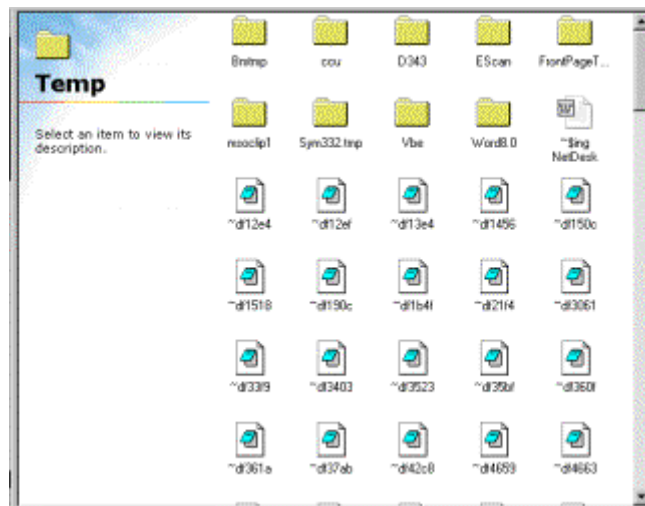
Your Temp folder which is located on your C: drive is used for the storage of attachments when you open them in email. This folder can overtime occupy a large amount of disk space. These Temporary folders can be cleared but you must ensure that you are in the Temp folder.

The Temp folder is located at this path... **C:\WINDOWS\TEMP**

When you click on the Temp folder the image opposite will appear showing you the contents of your Temp folder. Use the scroll bar to view more.

Select all the files (not the folder) and click Delete.

Note: You may not be able to delete some files. Click OK and continue deleting the other files (that you can).



Remember To Empty your
Recycle Bin when Finished....

Check Your Disk Space...

Follow the instructions outlined [here](#) to check your disk space after you have completed all of the steps above.