

## Dust and Clutter

Houses collect dust hair, biscuit crumbs and clutter so you have to get the vacuum cleaner out and make the house clean and tidy.

Similarly with computers with temporary files, thumbnails, caches and cookies.

If these build up they can take up significant space on your Drive and eventually slow down your computer. Because I use my computer a lot, I have to clear out my computer regularly. Here you can see I have removed 1.69 GB and that was just a few days.

 **Cleaning Complete - (11.302 seconds)**  
1.69 GB removed.

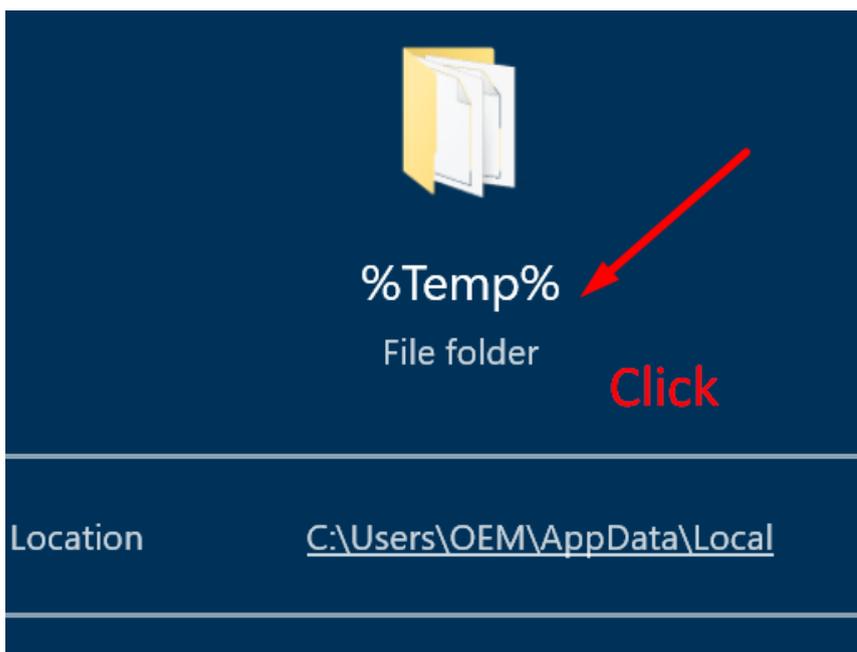
**Advanced Report**

	Edge Chromium - Internet Cache	700,798 KB	6,551 files	
	Edge Chromium - Cookies	4,261 KB	218 files	
	Edge Chromium - Internet History	780 KB	12 files	
	Edge Chromium - Metrics Temp Files	8,208 KB	3 files	
	Internet Explorer - Temporary Internet Files	5,946 KB	21 files	
	Windows Explorer - Thumbnail Cache	95,233 KB	13 files	
	System - Empty Recycle Bin	175,857 KB	113 files	
	System - Temporary Files	18,552 KB	31 files	
	System - Windows Log Files	24,050 KB	35 files	
	System - Windows Web Cache	145 KB	240 files	
	Google Chrome - Internet Cache	722,080 KB	6,164 files	
	Google Chrome - Internet History	300 KB	3 files	
	Google Chrome - Cookies	7,453 KB	129 files	
	Google Chrome - Download History	2 KB	1 files	
	Google Chrome - Metrics Temp Files	5,120 KB	2 files	
	Windows Store - Snip & Sketch	619 KB	2 files	
	Applications - Microsoft OneDrive	2,657 KB	125 files	

The browsers are the worst offenders in putting clutter on your computer.

Here are some techniques to remove clutter. **Removing temporary files.**

In your search bar type **%temp%** and the link to the temporary folder appears



Click on this

A list of temporary files appear. Highlight the top one and on your keyboard press "Ctrl + A" (ignore the quotation commas). This will highlight all the temporary files.

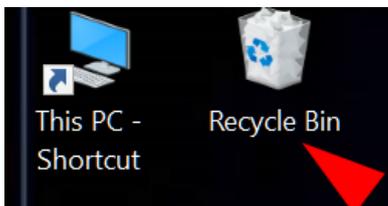
<input checked="" type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> {00915997-E779-45F9-BD66-A55EF66...	8/03/2024 8:38 am	File folder	
<input checked="" type="checkbox"/> 03070723-00001bf4-9u81vxevk5	7/03/2024 7:31 am	File folder	
<input checked="" type="checkbox"/> 03072153-00000778-w42496uvbd	7/03/2024 10:08 pm	File folder	
<input checked="" type="checkbox"/> SMLOGS	7/03/2024 11:57 am	File folder	
<input checked="" type="checkbox"/> VBE	7/03/2024 12:05 am	File folder	
<input checked="" type="checkbox"/> WebshotsTemp	7/03/2024 7:23 am	File folder	
<input checked="" type="checkbox"/> WIMDSS.tmp	6/03/2024 7:14 pm	File folder	

## Press “Delete” to remove them

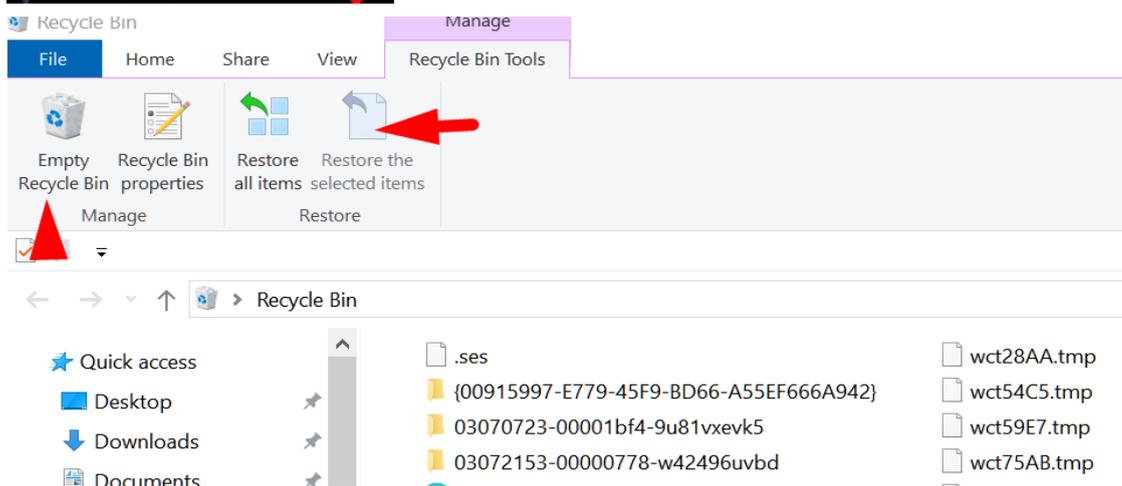
Some can't be deleted for they are in use so you will have the choice to “**Skip**” them.

Do this when the choice appears.

**The Recycle Bin.** This icon is usually on the top left of your desktop.



**Double click on it**



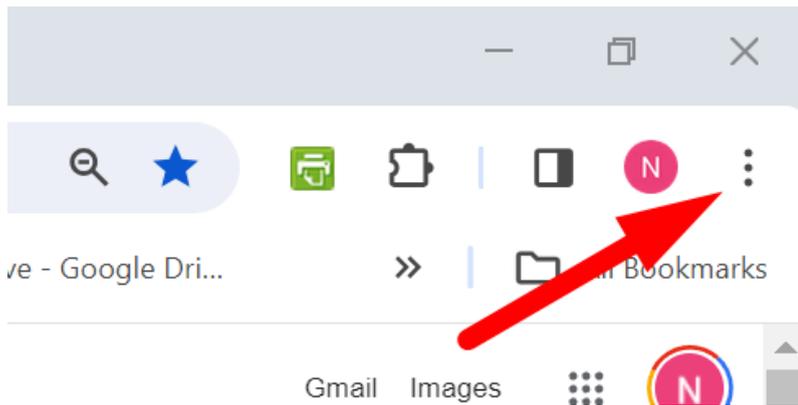
Inside the **Recycle Bin** will be all the files you deleted using your computer. You can **empty** it where the **arrow** shows. However if you accidentally send a file or photo to the bin and you want it back you can open the recycle bin, highlight that file and click “**restore the selected item**” and it will go back to the place you deleted from.

## Caches; Google and Edge

When you use the web browsers such as Google and Microsoft Edge they put temporary files in their “Cache” folders. These files are like **Cookies**. The search engines believe that if you return to a site they can load the site faster on your computer if they have a temporary file associated with that site in their cache folder. However these Cache folders soon grow to a horrendous size. They need to be emptied regularly. You would rarely notice the difference loading a search item.

**This is how to empty the Cache folder in Google.**

Open Google and at the top on the right you will see three vertical dots. Click on them.



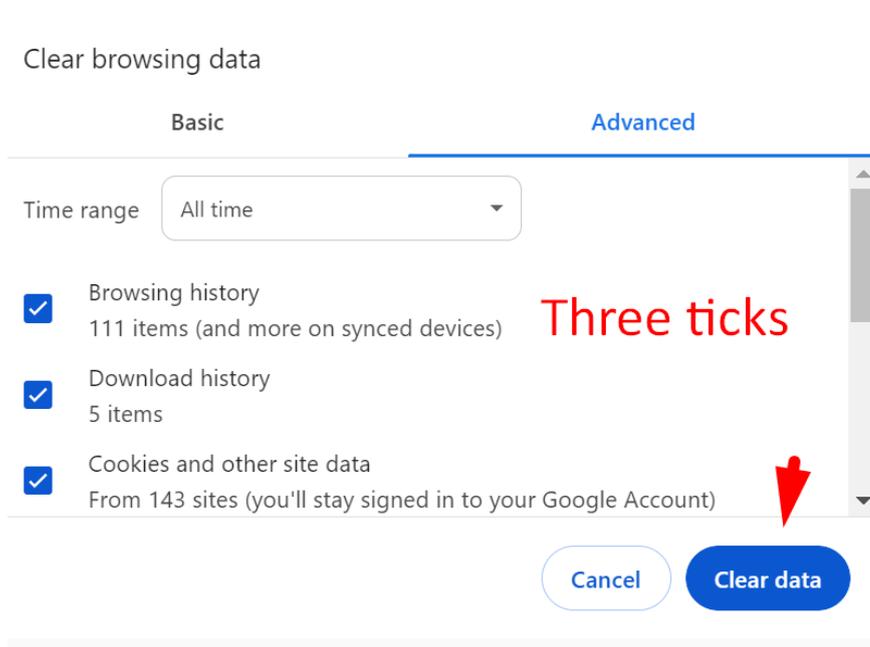
In the list which opens click on **Clear browsing data**

- 🔑 Passwords and autofill >
- 🕒 History >
- ⬇️ Downloads Ctrl+J
- ★ Bookmarks and lists >
- 📁 Extensions >
- 🗑️ Clear browsing data... Ctrl+Shift+Del

(Another quick way of reaching this point is to click

**Ctrl+Shift+Delete** on your keyboard

Click on **Clear browsing data**



Now click in the boxes to tick them and click on **Clear data**

Similarly in Microsoft Edge (I find this superior to Google at times).

**Open Microsoft Edge.** For those who do not know where it is, it is in the Start Folder. When it is open on your keyboard press **Ctrl+Shift+Delete**.

## Now you have choices

### Clear browsing data

Time range

Last 7 days You can choose a time range

Browsing history  
None

Download history  
None Ticks

Cookies and other site data  
From 12 sites. Signs you out of most sites.

Cached images and files  
Frees up less than 2.5 MB. Some sites may load more

[Clear browsing data for Internet Explorer mode](#)

This will clear your data across all your synced devices signed in to rita-norris@xtra.co.nz. To clear browsing data from this device only, [sign out first](#).

Clear

**Clear now** Cancel

If you click on **Clear browsing data for Internet Explorer mode** you have more choices. Beware of deleting passwords

### Delete Browsing History

**Preserve Favourites website data**  
Keep cookies and temporary Internet files that enable your favourite websites to retain preferences and display faster.

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**Temporary Internet files**  
Copies of webpages, images and media that are saved for faster viewing.

**Cookies**  
Files stored on your computer by websites to save preferences such as log-in information.

**History** Choices  
List of websites you have visited.

**Download History**  
List of files you have downloaded.

**Form data**  
Saved information that you have typed into forms.

**Passwords** Take care here  
Saved passwords that are automatically filled in when you sign in to a website that you have previously visited.

[About deleting browsing history](#) Delete Cancel

## Thumbnails and Cookies

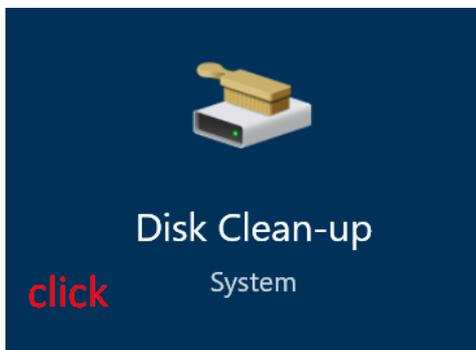
Thumbnails are just a form of **Cookie**. Again **Cookies** are just small pieces of text sent to your browser from a website you visit. They help the website to remember information about your visit, which can both make it easier to visit the site again and make the site more useful to you. They are not dangerous and can be deleted if you wish. In Europe websites have to tell you that they are going to use a cookie in order to view that site. You can download them and delete them afterwards.

I will show you a video on Cookies.

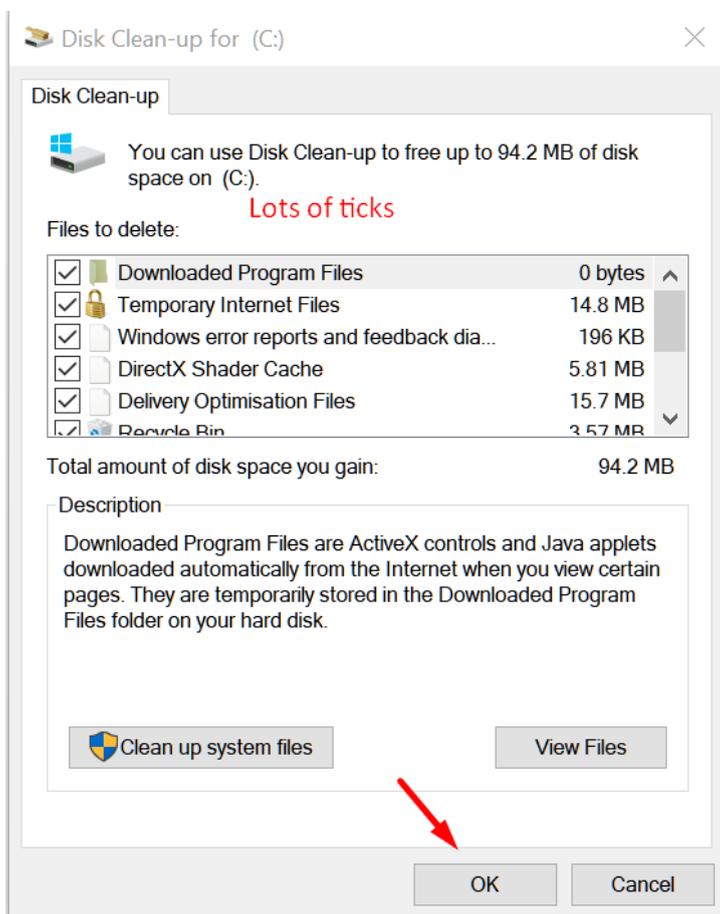
## Finally

Microsoft has a built in cleaner called **Disk-Clean up**. It is OK and is a simple way of removing clutter.

Type Disk into your search bar and you will see this



Click on it and the following loads. Put in the ticks and click **Ok**. It will do significant cleaning but does not clean browsers. If you have not used it previously it will take several minutes.



There is a powerful professional cleaner I use called

**CCleaner** but care is needed downloading it and using it and that is another talk.

Cheers

Norris

