



Coffee Break

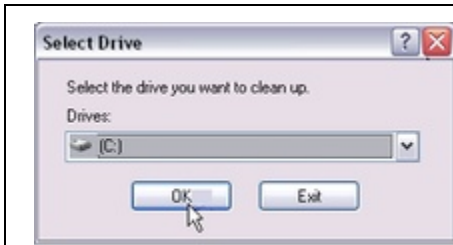
Question on Software or Operating system.

Disk Cleanup Utility

To keep a PC running smoothly, regular maintenance is critical. Many users shy away from maintenance tasks, thinking it is a long, drawn out manual affair, but the Disk Cleanup Utility can easily determine which files on a hard drive may no longer be needed and delete those files. In addition to freeing up potentially significant amounts of hard drive space, using Disk Cleanup on a regular basis can significantly improve system performance.

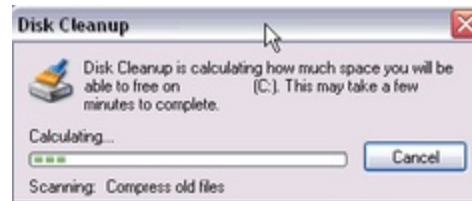
Starting Disk Cleanup

Disk Cleanup is available on both Home and Professional versions of XP. The utility can be accessed from the steps below. Click [Start] [Programs] [Accessories] [System Tools] [Disk Cleanup]



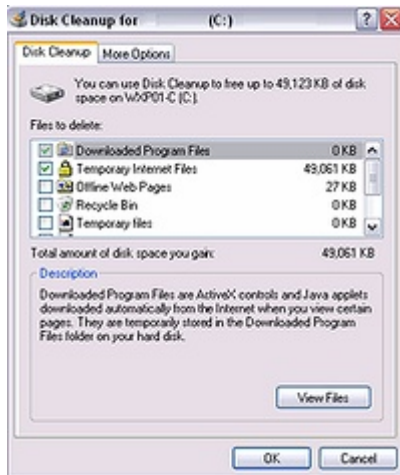
Select the drive and click OK.

The computer takes a few minutes to scan for the files.



XP shows the files that can be safely removed. Click on each listing and a Description on that file folder is displayed in the lower frame.

Click OK to clean out temporary files.



Note Disk Cleanup can compress old files. Files are considered old when older than 50 days.

The compressed files are still accessible--Windows decompresses them on the fly when you open them--but they may take a little longer to open. You can tell a file is compressed because its file name is blue in Windows Explorer.

Is compressing files safe? The technology has been around for about a decade now, and it's well supported by utilities, so yes, it's probably safe.

Whenever you want to return a compressed file to its uncompressed state, right-click it and select Properties. Click the Advanced button, uncheck Compress contents to save disk space, and click OK.

