

## Spring Cleaning For Your Computer

### Reasons for cleaning up your PC:

- Improved computer speed
- Better organized files
- Optimization of system resources=lower power consumption=saved money on electric bill 😊
- Easier to find things
- Neater appearance

There are 3 main types of icons you will see on your computer:

- Files
- Folders
- Shortcuts

### Files

A file is a single unit of information on your PC.

Files can be any size; the more information, the larger the file:

- Text files (smallest)
- Picture files (small)
- Music files (medium)
- Video files (large)
- Programs (large)
- Games (variable)

To see how much space a program or game is using:

- Click Start > Control Panel > Programs & Features

This menu also allows you to uninstall any program/game you no longer need/use.

Uninstalling a program does NOT remove the files you created or saved.

### Folders

Folders are containers for files

### Shortcut

A type of file that LINKS to the actual file. Shortcuts have little arrows in the bottom-left corner of the icon.

- Deleting a shortcut does **NOT** remove the program
- If you do not use a shortcut, it is safe to delete it
- You can move a shortcut anywhere and it will still work

Create a shortcut:

- Right-click file/program you want a shortcut for
- Click “Copy”
- Right-click where you want the shortcut
- Click “Create Shortcut Here”

## File Types/Extensions

A “suffix” at the end of a file name. The extension tells Windows which program to open the file with. They can also be useful in determining what type of file someone has emailed you, for example. There are **thousands** of file extensions.

Windows does **NOT** show file extensions by default. To enable them:

- Open any folder
- Click **Tools > Folder Options > View**
- Uncheck **“Hide extensions for known file types”**

Some popular extensions:

.doc, .xls, .ppt, .pub (microsoft office documents)

.txt/.rtf (generic text/rich text file)

.jpg, .bmp, .gif, .png (digital photo format)

.pdf (portable document format, also generic)

.exe (executable application, opens a program)

.mp3, .wma, .m4a (audio file)

.mp4, .wmv, .avi, .mpg (video file)

.html, .php, .asp (web page file)

If you aren't sure what program to use to open a file, you can check the file extension at:  
<http://filext.com>

## Renaming

You can change the name of a file or folder (or shortcut) to whatever you want (as long as the name does not already exist). Just right-click the file you want to rename, and click Rename. Type a new name, and hit ENTER. You may notice it does not change the extension. **DO NOT CHANGE THE EXTENSION!** The file may not open if you do...

## Organizing Files

Windows has **pre-made folders** for the most common files:

Just click Start, and click your username (top-right button)

In Windows 8.1, you can click the folder on the taskbar at the bottom to see these folders.

These folders are:

**Desktop:** Everything that shows up on your main screen

**Downloads:** Anything you download while on the internet goes here

**Favorites:** When you add a website to your Favorites in Internet Explorer, it goes here

**Music:** Music and sound files should go here

**Pictures:** Your pictures should be put here

**Videos:** Any video files belong in this folder

You can create **new folders** inside other folders to better organize things:

1. Right-click an **empty** area where you want a folder
2. Click New > Folder
3. Type a name for the folder
4. Hit the ENTER key on the keyboard

### **Moving Files (You should only move or delete files you have created)**

1. Right Click on the file you want to move
2. Click “Cut”
3. Open location where you want file to be
4. Right Click an empty area of the folder
5. Click “Paste”

### **Deleting unnecessary files**

**WARNING!: Only delete files that YOU have created! Deleting important system files could leave your computer unusable.**

Right-click any file or folder you want to delete and click “**Delete**”.

If you accidentally delete a file, you can restore it by opening the Recycle Bin on the Desktop, and right-clicking what you want restored and clicking “**Restore File**”.

Programs that can clean out unneeded system files:

**Ccleaner** (<https://piriform.com/ccleaner>)

**Deleter** (<http://darkflux.net/deleter0.8.exe>)

**Disk Cleanup** (built-in Windows tool):

Start > All Programs > Accessories > System Tools > Disk Cleanup

### **Changing settings on your web browser to automatically clear temporary files:**

- Click Start > Control Panel > Internet Options
- Check the box for “Delete Browsing History on Exit”
- Click “Delete”
- Check all boxes
- Click “Delete” button
- Click Advanced tab
- Check the box next to “Empty Temporary Internet Files when browser is closed”