Computer Maintenance Reminders: Disk Cleanup & Recycle Bin

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By Alexandria   May 25, 2012

What follows are a few excerpts from recent Speakeasy Solutions Inc. Monthly Computer Maintenance Newsletters.

Speakeasy Solutions Inc. is committed to your success with the technology we provide to you, and as such, offer advice which is designed to optimize your computer system and continued experience.

Software, particularly of Dragon's calibre, will function at its peak if your computer is well maintained. We also offer several other check-up routines below which may be of interest. To receive these newsletters directly in your inbox, subscribe today.

Disk Cleanup

Disk Cleanup is an application within the Microsoft Windows operating system that removes temporary files, empties the recycle bin and removes various system files that are no longer required.

Performing Disk Cleanup every few months will help maintain your hard drive.

Disk Cleanup can be found under the **Start menu> All programs> Accessories> System Tools**

Once you have performed Disk Cleanup, you may wish to also defragment your hard drive.

More information can be found on Microsoft's website.

Remove Temporary Files

Temporary files not only take up (sometimes) valuable space on a hard drive, but contribute to a slower functioning PC. By removing these files monthly (or every few months), you will streamline your computer's operation.

CCleaner is a reputable application for cleaning your system of unnecessary files.

Alternatively, you may wish to consider using Windows' Disk Cleanup.

Empty Your Recycle Bin

While hard drives are of a size these days that we needn't be as diligent about regularly emptying our computer's recycle bin, it is, nonetheless, a good idea to do so on occasion.

If you have the tendency to temporarily download substantially sized files to your desktop or computer and shortly thereafter delete them, they do "add up" in terms of hard drive space.

Regardless, take a moment to empty your recycle bin.

For more information, you may wish to read this article from Microsoft: Permanently delete files from the recycle bin.

Where to Find the Newsletter

- All past newsletters can be found in this archive.
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