

Cleanup for the NEW YEAR 2020
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It's time to give your Windows computer a good look and clean out all the junk! I bet most people clean out their garage more often than their computer. Sure you can run apps that delete stuff and you should do that regularly. But to start the New Year I am talking about going over ALL your files on your C-drive and your emails as well. Deleting the files you no longer want or need will not just free up some space (does anyone really care about space anymore?) but will make your backups run much more quickly and you will be able to find things so much more easily. Trust me on this – make it your new year's resolution! So here are my tips on what to look at to delete those unwanted files.

1. BEFORE YOU START deleting files, why not back them up first? Use a small portable drive (a "thumb" drive that plugs into your USB port) and copy everything you want to it. You should do this monthly anyway.
2. USE WINDOWS EXPLORER and go through ALL your folders and look at all your files. You need only look into the folders you save files in – such as Documents, Downloads, Music, Pictures, and Videos. You can SORT the list of files in a folder by DATE, so you can look for those old files easily and delete them. You can delete multiple files at one time by left-clicking the first file you want to delete, then holding down the "Ctrl" (control) key while you click on other files. When you let up on the Ctrl key you will have selected multiple files. Or you can hold down the "Shift" key when left-clicking on the second file and all files in-between will be highlighted.
3. DO NOT DELETE A FOLDER without looking inside it and seeing everything in it. Deleting a folder will delete all files and other folders in it. Look before you delete.
4. DELETING FILES AND FOLDERS FROM YOUR C-DRIVE will put them in your Recycle Bin, so you need to delete them from there too. If you delete files from an auxiliary drive (such as a USB "thumb" drive) they will NOT go to your Recycle Bin.
5. PHOTOS – Go through all your photo files, every photo, and delete the ones you do not want. Each photo is a file. Get a small portable drive and put all your photos on it and then delete them from your C-drive. Copy them to another device for backup. Or, use "Google Photos" and put them all there – it's free and really nice.
6. BANKING – Review ALL your charge or debit cards and cancel those you no longer need or want. Review ALL AUTO-payments. Are you still auto-paying for a service you do not use? Lots of people do not stop their auto-payments when they need to.
7. CONTACT LIST – Review ALL contacts on your contact list. Do you have more than one contact list? Delete all those old contacts you no longer need. Cut the cord.
8. APPS and programs – delete those apps you no longer use.
9. OLD CDs? -- Do you still have any old CDs? Copy them to a portable drive and throw them away. Yes, you can copy music and other files too.

10. REORGANIZE – Now that you have deleted a lot of files, review the folders you have remaining and reorganize what you are keeping. Delete old folders you no longer want and create new and more meaningful folder names and move the files into them. You can change file and folder names using Windows Explorer.

11. BOOKMARKS – Review your bookmarks (web page shortcuts) and “tabs” on your web browsers and delete the ones you no longer use.

12. EMAIL – Review all your saved email folders and delete the ones you no longer need. How many emails are in your Inbox? More than 50? You can set your email option to automatically delete old emails for you.

Maybe this is a bit much to do in one session, so just pick one at a time. And give yourself a nice reward for doing it! Your computer will thank you and you will be thankful yourself the next time you think “Where did I put that file?!”