

# CLEANING UP YOUR COMPUTER

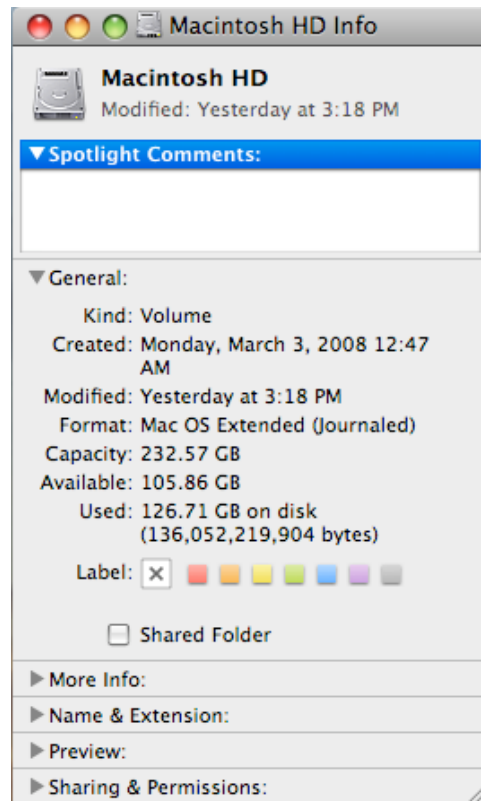
## Check Hard Drive Size

Click the icon for Macintosh HD  
Choose GET INFO from the File menu

Capacity : total size of drive

Available: amount of drive space available for files/documents

Used: amount used by installed applications, supporting files and the users files



## Delete files

You can clean up your hard drive by removing files you are no longer using. You may have some old documents that you want to keep as an archive, but do not necessarily need them on the machine.

Back up any documents you want to keep to external media (CD or external drive). Once copied, delete the files from the hard drive.

Remember, the files you delete from your Finder window are permanently erased using the trash icon on the dock. Any files you delete within your email or within iLife apps are permanently erased using the trash icons within those programs.

## Empty Trash

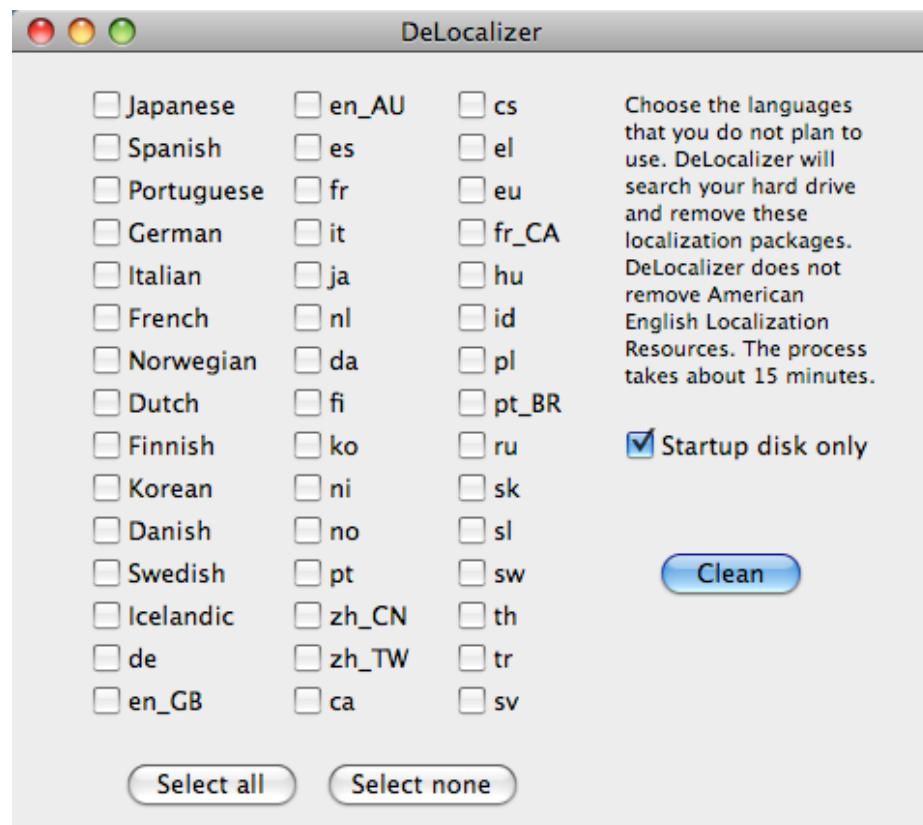
Make sure to empty the trash. Even though files have been deleted from the machine, they do not free up hard drive space on the computer until you empty the trash.

Remember, there are different trash icons within the Finder, Mail and iPhoto programs.

## Delocalizer

When you first receive your Mac, there are additional foreign languages installed since Apple computers are sold around the world. These language files can take up several gigabytes worth of your hard drive storage. To remove these language files, you need to run the Delocalizer program written by Mike Bombich ([www.bombich.com](http://www.bombich.com)).

Click the Select All option to remove all language files. You will notice that ENGLISH is not in the list.



## Delete Temporary Files

Mac® OS X is a UNIX®-based system, built specifically on FreeBSD®. UNIX systems run scheduled maintenance routines — known as maintenance scripts — to clean up a variety of System logs and temporary files. By default, these are executed between 03:15 and 05:30am, depending on the script.

If your Mac is shut down or in sleep mode during these hours, the maintenance scripts will not run. This results in log files that will grow over time, consuming free space on your Mac OS X startup disk.

If your Mac is shut down or left in sleep mode overnight, you need to invoke these maintenance routines manually on a regular basis.

- Open Terminal
- Type *sudo periodic daily weekly monthly*
- Enter your admin password
- When the cursor returns, type *control + D* to exit Terminal
- Quit Terminal

You should hopefully notice a difference in bootup times and overall performance of your Mac.

## Use 3<sup>rd</sup> party software

There are also 3<sup>rd</sup> party products that will clean unused / temporary files from your computer.

### Mac Cleanse (\$20.00)



MacCleanse is a small yet powerful application geared towards purifying your system. In only seconds, it can perform over fifty tasks which would take nearly an hour to perform manually. Safely erasing caches, logs, cookies, histories, and more... MacCleanse won't miss a thing and could reclaim hundreds of megabytes of storage space.

#### *Cleans the Navigation Services*

Last Current Directory, Last Root Directory, Recent Documents, Recent Folders, Recent Places

#### *Cleans the Finder*

Last Go to Folder, Recent Applications, Recent Documents, Recent Folders, Recent Servers, Last Connect URL

#### *Cleans the System*

All Computer Caches, All System Caches, All Crash Reporter Logs, All Current User Logs, Application Logs

*Cleans so much more!*

Disk Utility Recent Disk Images, iTunes Recent Databases, iPhoto Recent Databases, MS Office Font Cache, MS Office Registration Cache, Preview Bookmarks, QuickTime Recent Files, Temporary Files, Trash, User Cache, User Clipboard, Instant Messenger Cache and History Files

*Cleans Web Browsers:*  
(Camino/Firefox/iCab/IE/Netscape/OmniWeb/Opera/Safari)

Cookies, Download List, Form Values, Page History, Site Icons, Temporary Files, Web Site Cache

## **Spring Cleaning (\$50.00)**

Spring Cleaning and its user-friendly tools perform over 45 easy-to-use actions to organize your hard drive, eliminate duplicate files, repair alias links, generate accurate search results, and more!



### **Highlighted Features**

#### *Schedule*

Use the Task Scheduler to assign the day, month and time for all your cleaning tasks.

#### *Permissions Fixer*

We love OS X, but we hate interruptions due to permissions. Correct permissions, open, save, move and change files without resistance from OS X.

#### *Housekeeping Scripts Runner*

OS X's default is to run its automatic scripts in the middle of the night. Now you can save energy by turning your Mac off at night and running those scripts anytime that suits you!

#### *MacUninstaller*

Do you have software you no longer need on your Mac? Simply dragging the application into the trash or deleting it doesn't always work. Remove the application and all its associated files thoroughly with one action.

#### *Secure Delete Free Space*

When files are moved into the trash or deleted, often times they can still be retrieved. Protect your business secrets and other personal information and guarantee that previously deleted files are really gone.

#### *MailCleaner*

You now have the ability to toss any unwanted email attachments without having to erase the text of the email itself! With MailCleaner, you can also search for long-forgotten attachments! Works with Apple Mail program, Eudora, and Microsoft Entourage.

### *Font File Finder*

Font File Finder searches for fonts wherever they reside on your hard drive. If you have duplicate fonts, deleting them saves disk space, lessens RAM requirements, and shortens the start-up time of your computer.

### *Universal Application Finder*

Universal Application Finder finds all the applications that contain both PowerPC and Intel-specific "Universal" code. Automatically remove whichever code your Mac does not need and regain disk space!

### *Restore*

If you've made changes or performed actions that you later decide you'd like to undo, choose the Restore tab.

### *System Snapshot*

System Snapshot is a separate application that allows you to scan your system and see any changes that took place since your last scan. It is especially useful to see what files an updater or installer placed on your Mac!

### *Document Finder*

Document Finder is helpful in finding files that were created by an application that is no longer installed on your computer. You can also use Document Finder to move all files of a particular type into one location for better organization.

### *Internet Cache Finder*

Internet Cache Finder looks for cookies, history files, cache and Forms Auto-fill data created by Web browsers. If you are concerned about your privacy online you may choose to delete these files.

### *Storage*

You can apply the Move To Storage action to any file or folder returned by a search. This is useful for items that you are not quite ready to throw away and want to save for further action later. Storage finds the items you have previously moved to Storage Folders and displays them all.

### *Language File Finder*

Language File Finder allows you to remove the unnecessary language files that get installed with the OS and various applications. If you know that you will never be accessing some of these language files then you can save considerable amount of space by deleting or archiving them.

# CLEANING UP YOUR APPLICATIONS

## MAIL

### Delete old mail

Email doesn't normally take up that much room, but if you receive a lot of attachments, they can really start to add up. Delete any old / unnecessary emails to free up some space on the hard drive.

### Delete sent mail

Apple Mail keeps a copy of everything you send in the Sent folder. This folder can become very large over time. You need to manually delete items from this folder to free up space on the hard drive.

### Empty deleted items

Remember, just because you delete mail doesn't mean it is actually removed from the computer. Make sure you empty your Trash folder to completely delete mail.

### Check for saved downloads

When you open attachments, the files are saved to a Downloads folder. In the Mail Preferences, you can change the location for where your downloads are saved. If you leave this setting to the original Mail defaults, there is a folder in the Macintosh HD > Users > yourusername > Library > Mail > Downloads.

You can drag old / unnecessary downloaded files to the trash to free up space on your hard drive.

## SAFARI

### Empty Cache Files

Each time you open a Web page, Safari creates a cache file (a temporary copy) of the page's text and graphics. When you open the page again, for example, when you click on the toolbar Back button, Safari checks the Web site server for changes to the page. If the page has changed, Safari retrieves a new version over the internet. If the page hasn't changed, Safari uses the cache files from your RAM or hard drive to display the page. Unfortunately, over time, Safari's cache grows. A cache full of outdated information is worse than no cache at all. It causes problems with Java applets, causes you to see out of date text or images, and makes your browser sluggish starting and exiting. The solution is to empty the cache.

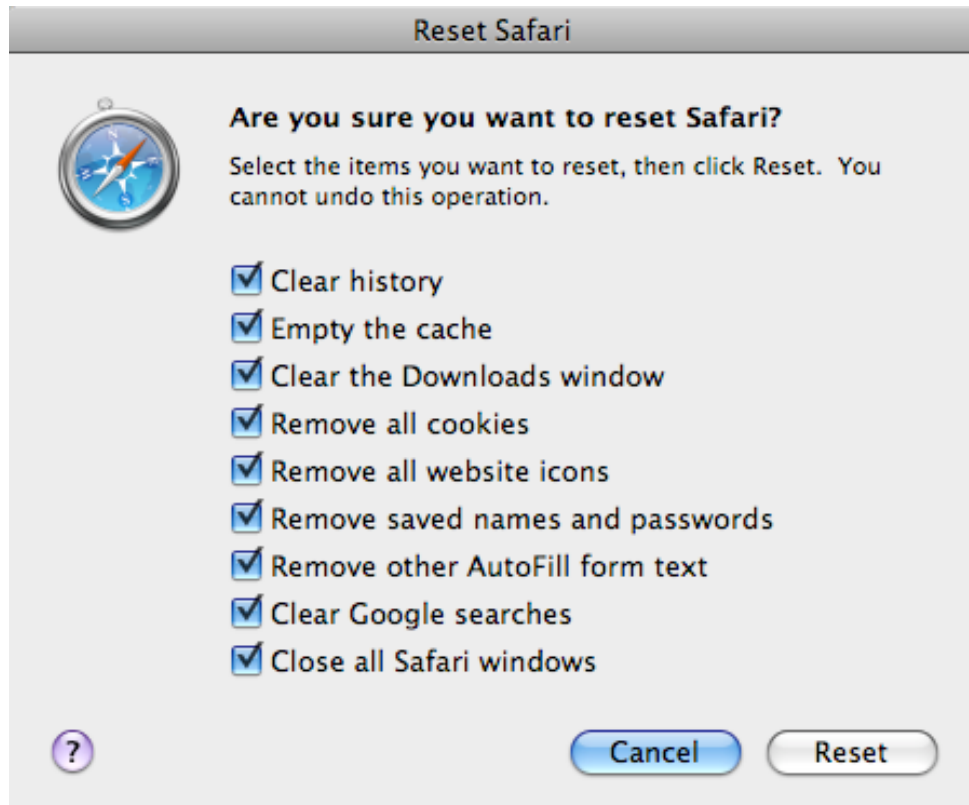
Choose EMPTY CACHE from the Safari menu

## Reset Safari

Safari 3 offers an easy way to clean up and remove every single thing you've ever done within your browser, including the history, passwords, cookies, and even favicons and Autofill text.

Choose Reset Safari... from the Safari menu.

Check the items you want to reset (have cleared/removed) and then click the RESET button.



## ILIFE (iPhoto and iMovie)

### Trash folder

When you delete pictures from iPhoto or clips from iMovie, they are simply moved to the Trash folder and not really permanently removed from the computer. You must remember to empty the trash within each of these programs to permanently delete the pictures and free up space on your hard drive.