

File Maintenance – Part 1

Temp Folders

As your temporary folders fill up (whether by number of files or by total size of files), some processes on your computer may get slower or may not work at all. Printing is one process that can stop working when a temporary folder reaches a certain limit.



The best way to prevent these problems and keep your computer running at better speeds is to regularly clean out your temporary folders. At least once a week is recommended, but you can perform these steps more frequently.

Close all applications and windows.

Reboot your computer.

Open a Windows Explorer window.

Do not open any other applications or windows.

There are typically multiple temporary folders. They are all named “Temp”. There is frequently a Temp folder located in the Windows folder and one located directly on the C: drive.

Another of the most common Temp areas (for some Windows versions) is located on the C: drive in the Documents and Settings area. This area will have multiple profiles (folders). Unless you have created a profile with your name, the Owner profile will likely be the folder you want to expand. (For work machines, the profile will probably be listed as your username.) The Temp folder will then be in the Local Settings folder.

If you’d like to see exactly where all the Temp folders are located on your computer (instead of having to hunt them down individually), just do a search for Temp. You will have lots of results, many unrelated to what we are actually looking for in this case. So, once the search window has populated all the results, sort by the name column and you will be able to easily view the location of each Temp folder.

For each Temp folder:

Sort the contents by the Date Modified column.

Delete all contents except for those with the current date.

One at a time, you can try deleting any remaining files.

Some of those current-date files will delete just fine, and others will give you an error message that they are in use. Various [valid] system processes place a few temporary files in these folders while Windows is running, and you will not be able to delete those files. As you begin to do this regularly, you will learn which ones to try and which ones will definitely not delete (so why waste your valuable time at that point).

Other temporary files should also be cleaned out after the temporary folders are cleaned up. Read Part 2 for steps on how to clean those out.

About The Author

Marie Rice is the founder and editor of PartOfTheWhole.com - wellness for body, mind, and spirit. She enjoys helping others reach their goals. When she's not online, Marie's spending time with her family, gardening, doing crafts, or **most likely** – reading a book!

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