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Deleting Temporary Internet Files and
Defragmenting your Hard Drive Tutorial

How to delete Temporary Internet Files

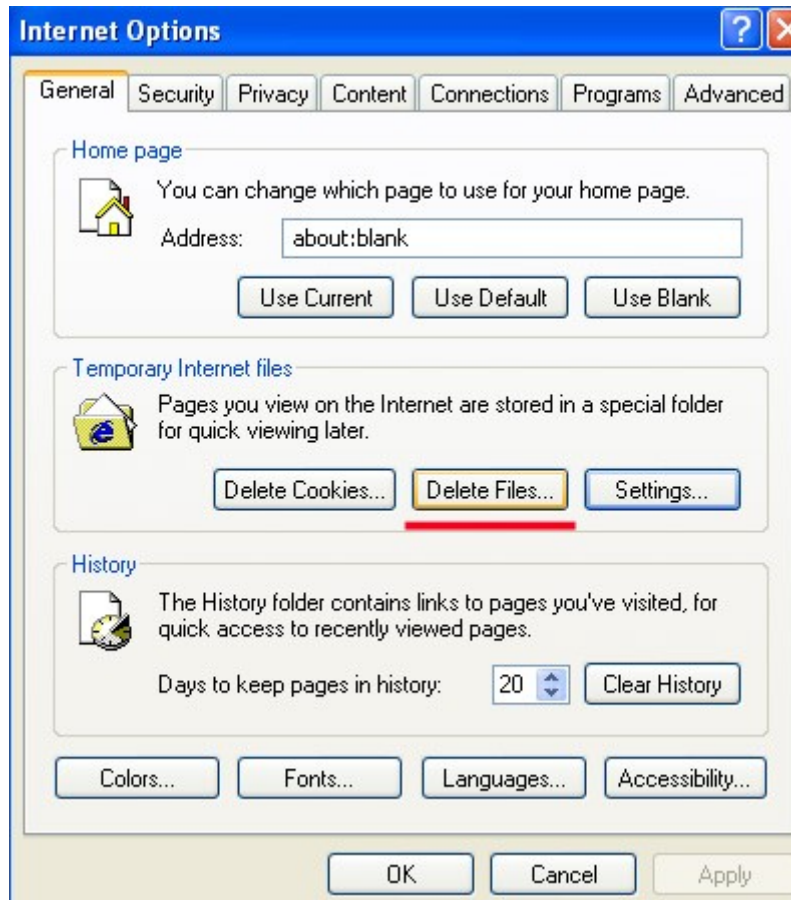
When you browse the Internet, your browser downloads the files from the website into your hard drive. By having the pages and files on your hard drive, it makes it easier and faster to browse.

However, the downside to having these files in your computer is that like every other files, it takes up space. When your hard drive is nearly full, it makes it harder for your computer to process. That's why it is a good practice to regularly delete your Temporary Internet files and to defragment your computer.

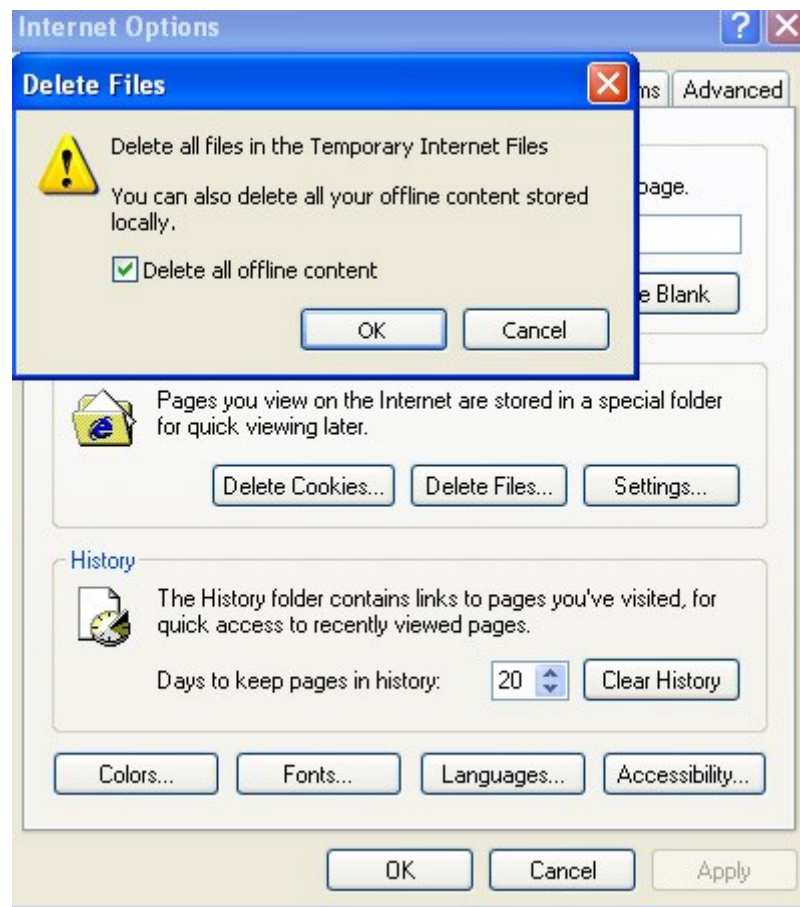
To delete your Temporary Internet files, open Microsoft Internet Explorer. Click on Tools, then Internet Options.



When the dialogue box opens, click on Delete Files under Temporary Internet files.



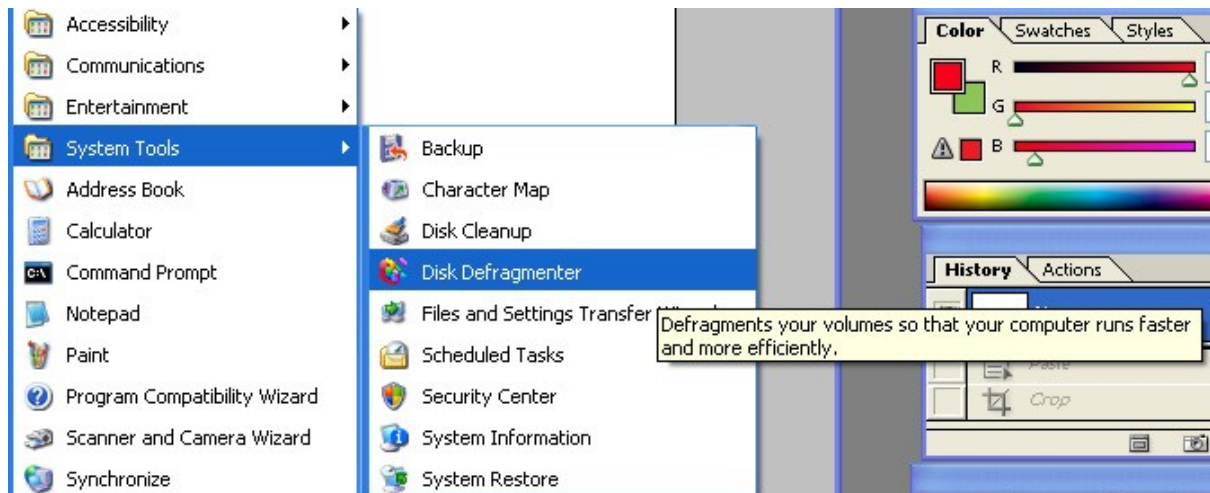
This will delete all the files stored locally. A new dialogue box will open, asking if you want to delete all offline content. Tick the box and click okay.



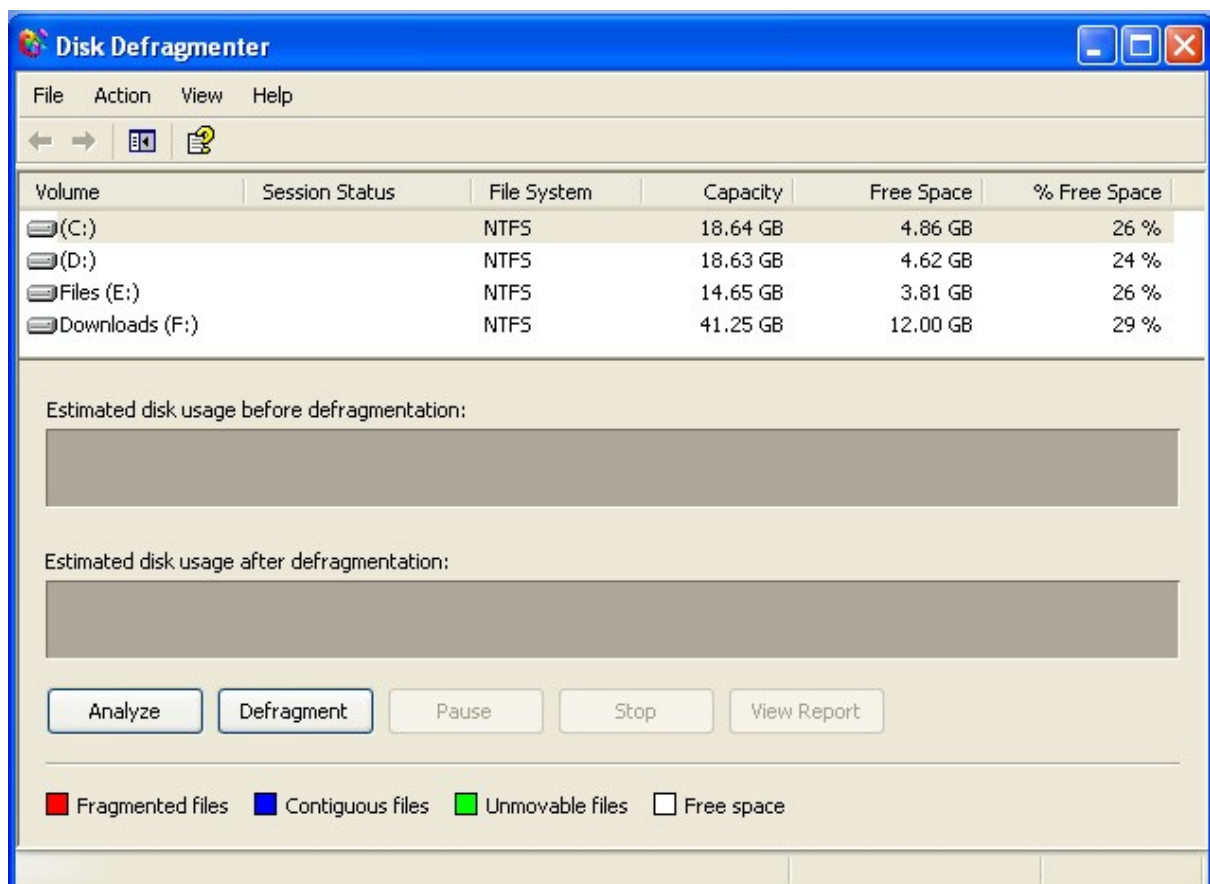
Your Temporary Internet files are now deleted from your computer. Please note that the deleted files will be permanently deleted and will not go through the Recycling Bin.

How to Defragment your hard drive

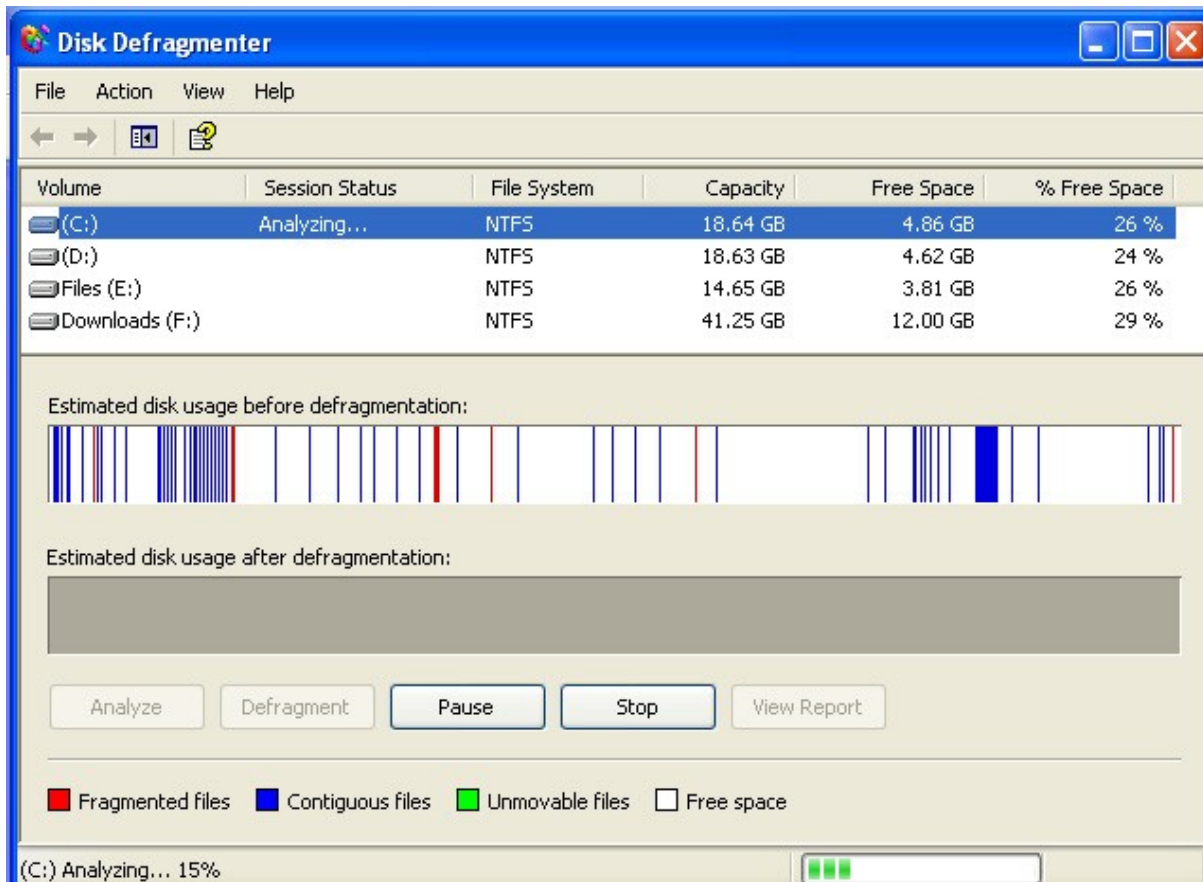
Click on the Windows Start Button, then click on Programs > Accessories > System Tools. Select the Disk Defragmenter.

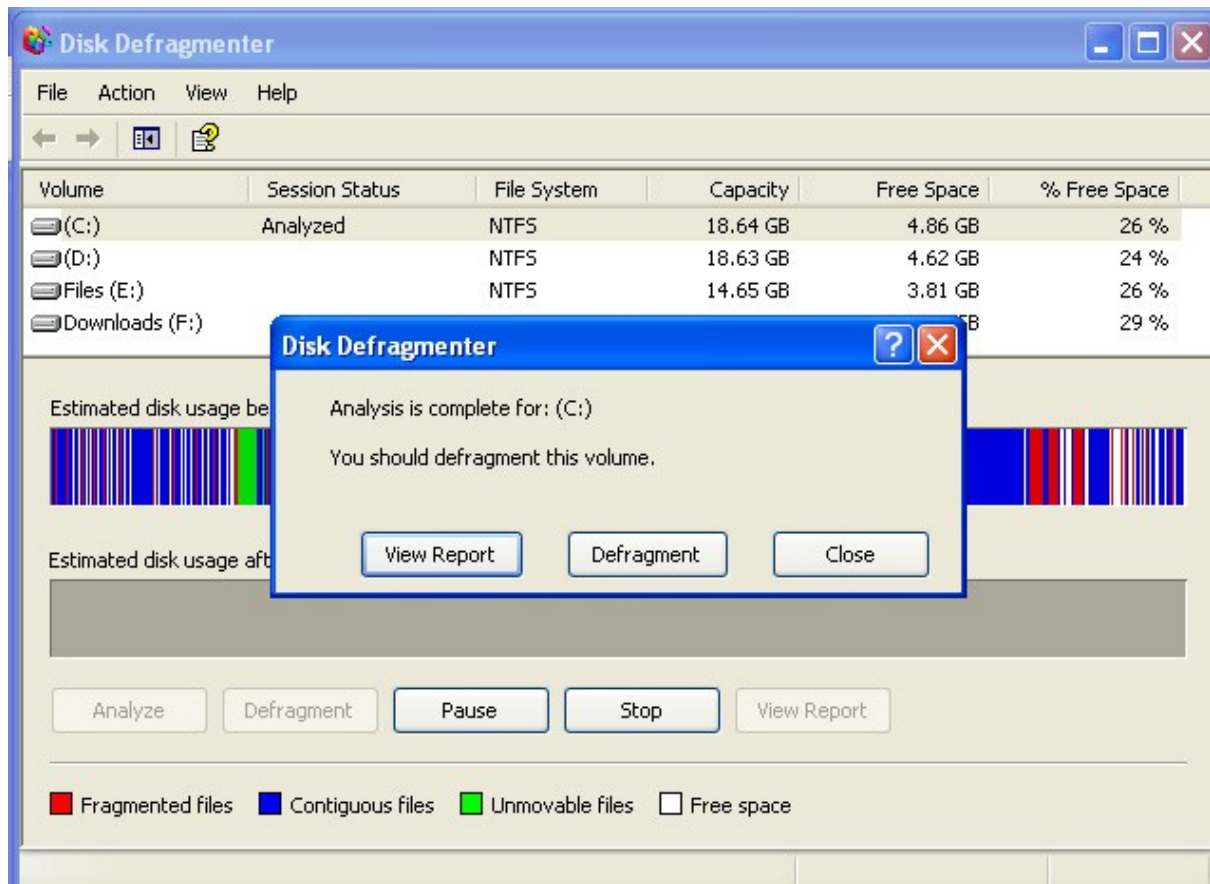


You need to analyze your hard drive to see if it needs to be defragmented. Select the drive you want to analyze from the list. Drive C is where the Windows installation is, as well as all of your programs and most of your files are.



Click on Analyze to start analyzing the drive.





When the analysis is finish, it will tell you whether your drive needs to be defragmented. Click on Defragment to defragment your drive. This process takes a while and usually takes up a lot of resources. It is advised that when you run this program there are no other programs running. Depending on the size of your hard drive and the number of files you have, defragmenting can last for about 30 minutes or longer.