

RHP Computer Applications Class

1-4 Folder/Disk Navigation

Name _____



It is very important that you know how to navigate a computer/network before starting to do any work. When you want to save or retrieve a file, you need to know where to go.

Let's start with the computer that is in front of you. This is called your local machine, and the hard disk in this computer is called the local drive (represented by the letter **C**). The C drive in your computer has many of the programs you will be using on it. It is also the place where the operating system is stored (Windows 98). The computer also uses the **C** drive to create temporary files. What are temporary files? Temporary files are, well, temporary. Windows creates them to do many different tasks such as printing, editing a document, browsing the Internet or switching from one program to another. It is vital that you have lot of free disk space on the **C** drive so that Windows can create these temporary files.

The temporary files are kept on the disk until that task is complete; unfortunately, if a program hangs up, or if Windows is not shut down properly, those temporary files just sit there taking up space.

Let's first see how much free disk space you have on your local drive **C**. On the desktop, double-click on the **My Computer** icon. A window will pop up that looks something like this:



You will notice a number of icons. The first is a 3½ Floppy (given the letter **A**). In your computer, there is room for two floppy drives. If you have a second floppy drive, it would be the letter **B**. This explains why your hard drive is the **C** drive. Floppies are listed first, followed by hard drives.

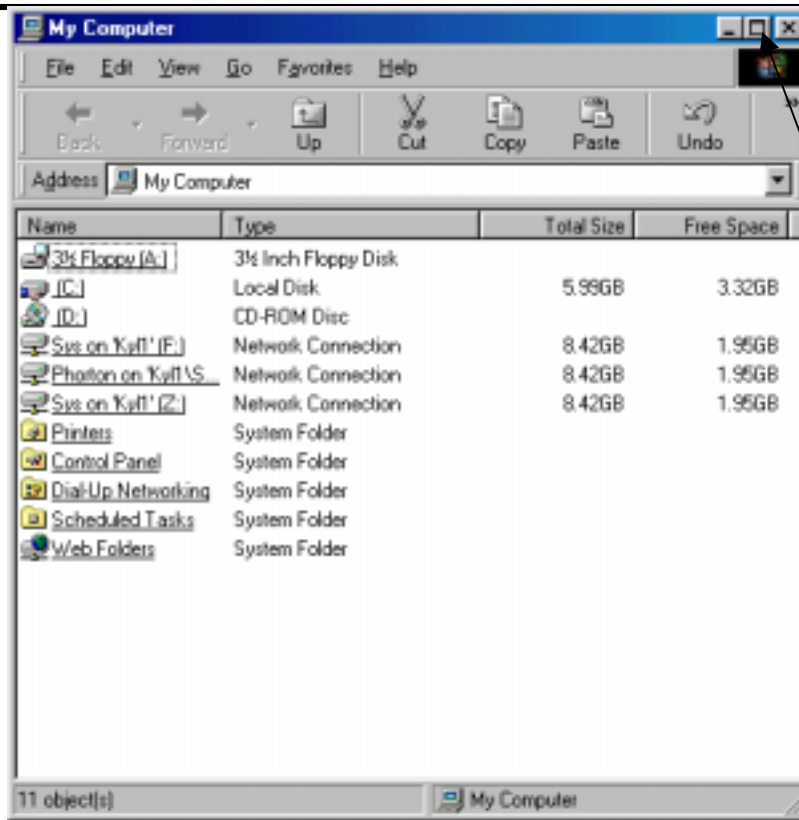
Next is the **D** drive, which is the CD-ROM drive. The **F** drive is the Network Hard disk; this is where you will want to store your saved documents. This hard drive is not part of your computer; it is in the server, a larger computer with a very large hard disk. The server is in another room in Hampton Hall.

The window above is nice, but it really doesn't give us very much information. We can easily change that. In the My Computer window, click on **View** and select the **Details** option.

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You may have to make your window bigger by clicking and dragging the right margin of the window (or by clicking on the maximize button) so that the information can be seen. Using this window it is possible to see how much free disk space you have on your computer. In the example to the left, the C drive has 3.32GB (GB stands for Gigabytes) of free space; plenty for all the temporary files windows wants to create. If your computer has less

than about 500 MB (MB stands for Megabytes, there are 1,000 MB in 1 GB), you are asking for trouble. Your computer will freeze up, hang, and die a sudden death if you don't have enough free disk space. Write in the box below how much free disk space is on **your C drive**.

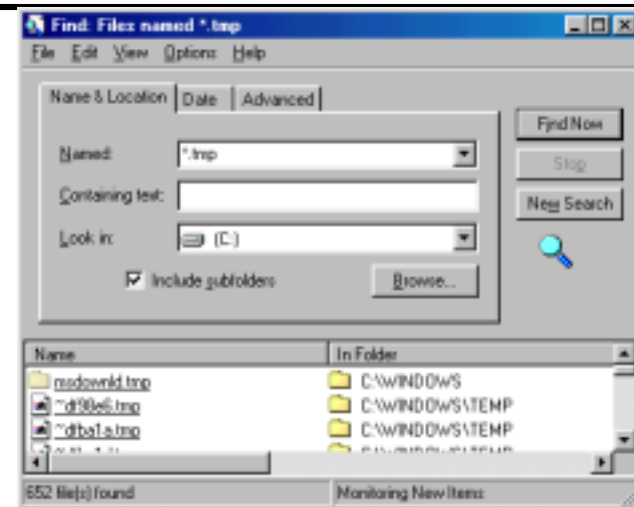
Total Size of C Drive	
Free Space on C Drive	

OK! Now let's see if we can free up some more space. We are looking for temporary files that should not be on your C drive. To do this, we will use the **Find** program.

Click on the **Start** button and choose **Find (or Search)**, followed by **Files or folders...**

The find program will run. We will first look for temporary files (most have an extension of TMP (every file has an extension attached to the end of its name; most of time, it is composed of three letters). To search for temporary files, in the **Named** field, type in ***.tmp**

The ***** is called a wildcard, and will match anything on the left side of the period. The **tmp** means only files with an extension of tmp will be displayed.



Make sure the **Look in:** field is the **C:** drive, and that the **include subfolders** box is checked. When that is correct, click on the **Find Now** (or Search Now) button.

All the temporary files will be displayed below. When I did this on my computer, I found 652 temporary files! These are all files that are taking up space. Let's get rid of them. Using a Windows shortcut, hold down the **Ctrl** key and hit **A**. This is the select all command, and works in most

windows programs. Your list of filenames should be highlighted. Hit the **Delete** key. Most or all of the files should be deleted. Some files may be in use by windows; if so, you may get an error message. Many, if not all of the files, are still there. How can we select only the files that are not in use by Windows? It's easy! You can assume that only files that were created on today's date are still in use. So let's sort the files by date, and de-select any that have today's date on them. How do you sort by date?

Make sure your window is maximized, and click on the header row button marked **Modified**. This will sort your list by the last date each file was modified. This trick will work in almost every windows program when files are displayed. If you click on **Modified** and the dates are listed from oldest to youngest, click on **Modified** again to reverse sort the list so that the youngest files are at the top.

All of your files should still be selected (blue). If not, hit **Ctrl-A** again. Next look for any files Modified on today's date. Go to the filename and de-select that file by holding down the **Ctrl** key and clicking on the file. Again, this selecting/deselecting trick works throughout windows.

NOTE: You can also select a range of files by clicking on one file, and while holding down the **Shift** key, selecting another file. All the files in-between the two will also be selected.

Once you have de-selected all the files that are currently being used by Windows, hit the **delete** key once again. Hopefully, all the files will be gone!

Now go back to you're **My Computer** window and check on the Free Space. Has it gone up? Record you new Free Space data below:

Free Space on Drive C after deleting Temp files	
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Email me your results to rhp@denovodental.com. The subject of your email should be **Compapp 1-4 lastname** (Type YOUR lastname, NOT LastName. Include in the body of your message the Total Size of C Drive, and

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the Free Space on C Drive before and after you deleted the temporary files (it might be the same number).