

Good Afternoon CSH

Here is a trick to speed up your school and home computer.

- Go to the **search bar** next to the Windows Start menu.
 - Type “**File Explorer**”.
 - Select **File Explorer** in the search results.
- Select the **Downloads** folder in the left pane.
 - Press **Ctrl+A** to select all the files or
 - choose them individually.
- Right-click files
 - Choose **Delete**.
 - Select **Yes** to confirm.
 - Right-click **Recycle Bin** on the desktop.
 - Select **Empty Recycle Bin**.

Some staff have gigabytes of information in their Downloads folder that has not been touched in years. I bet many have unused home computer “Downloads folders” that are huge.

Deleting these unused files will save space and speed up loading desktops and file searches.

Joe