

How to Clean Out Your Profile


Audience: Everyone
Last Revision: May 8, 2007

Getting Started

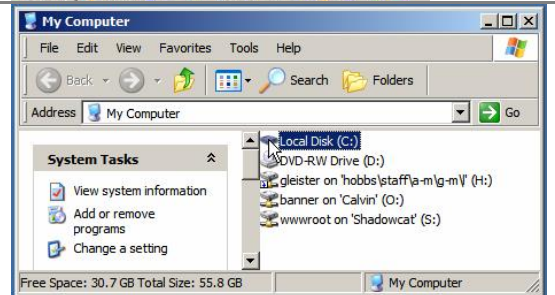
Sometimes you will get a message stating that you have “exceeded your profile storage space”. Follow these steps to fix the problem. Before starting, please close out of any programs you have open.

Procedure

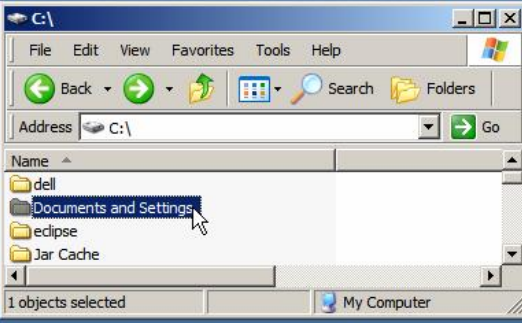

Open up your local profile (C:\ drive)	
1	Open My Computer
2	Double-Click on the C:\ drive




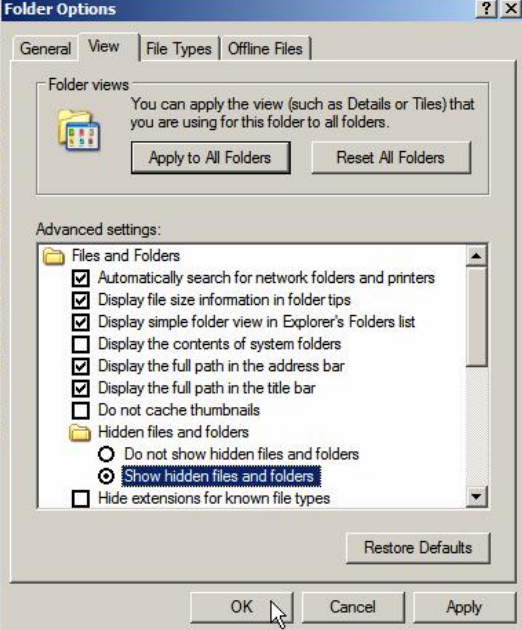
A screenshot of the Windows Start menu. The 'My Computer' icon is highlighted with a mouse cursor. Other visible icons include Internet Explorer, E-mail, Microsoft Office Excel 2003, Microsoft Office Word 2003, Microsoft Office Excel 2007, Microsoft Office Access 2003, Microsoft Office Publisher 2003, Report Viewer, My Documents, My Recent Documents, My Pictures, My Music, My Network Places, Control Panel, Set Program Access and Defaults, Administrative Tools, Connect To, Printers and Faxes, Help and Support, Search, and Run... The taskbar at the bottom shows 'Undock Computer', 'Log Off', and 'Shut Down' buttons.



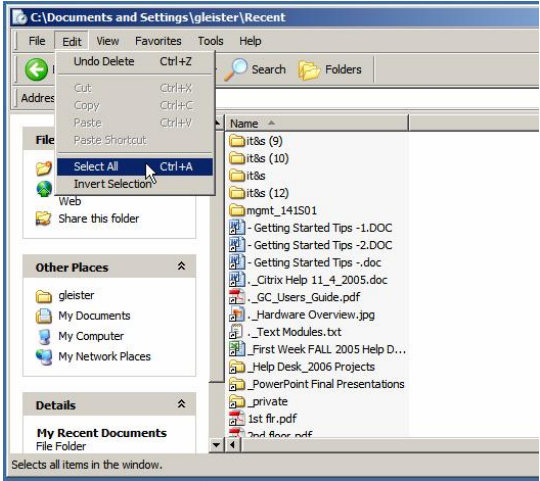
A screenshot of the 'My Computer' window. The 'Local Disk (C:)' drive is selected in the left-hand pane. The right-hand pane shows a list of drives: Local Disk (C:), DVD-RW Drive (D:), gleister on 'hobbs\staff\l-a-m-g-m\l' (H:), banner on 'Calvin' (O:), and wwwroot on 'Shadowcat' (S:). The status bar at the bottom indicates 'Free Space: 30.7 GB Total Size: 55.8 GB'.

3	Double-Click on the Documents and Settings Folder	
4	Double-Click on the folder with your username	


Make sure you can see all the folders

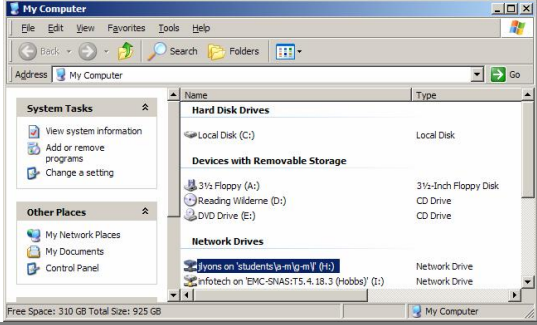
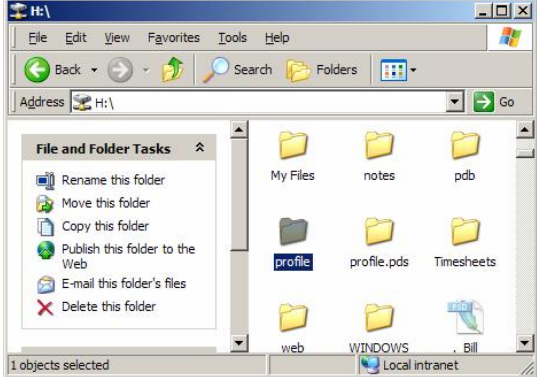
5	Click on Tools > Folder Options	
6	<p>Click on the View Tab</p> <p>Make sure that "Show Hidden Files And Folders" under Hidden Files and Folders is checked, then click "Ok"</p>	

Clean out your local profile

7	<p>Delete everything within the following folders (if they exist, if you don't see one, don't worry, just move on): <u>Cookies</u> (with the exception of "index.dat") My Recent Documents (may be labeled Recent) <u>".jpi_cache"</u> and <u>".java"</u></p>	
8	<p>Go into: Application Data Delete everything within this folder that your computer will allow you to delete, EXCEPT the Microsoft, Mozilla, or Adobe PhotoShop folders. These folders contain settings and configuration files. <i>To Delete all items within a folder you can go to Edit > Select All, and then press delete.</i> <i>To delete an assortment of items within a folder hold the Ctrl key and click on the items you wish to delete, then press delete.)</i></p>	
9	<p>Make sure that nothing but shortcuts is in your desktop folder (if there are files there, move them to a different folder on your H:\ drive), and that nothing is in the "My Documents" folder within your profile. Move any files that you find to a different folder on your H:\ drive.</p>	
10	Close the window.	

Now to clean out your roaming profile

11	Open My Computer	
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12	Double-Click on the H:\ drive	
13	Double-click on your 'profile' folder	
14	Repeat Steps 5-10	
15	DO NOT CLICK ON OR REMOVE ANYTHING IN YOUR <u>NOTES</u> FOLDER, JUST THE PROFILE FOLDER!	

Finishing Up

Empty the Recycle Bin and you're done!