Report

Tidy Up That Hard Drive!

Even people with tidy desks and neat offices sometimes find themselves with a whole lot of clutter on their hard drives. But just because storage is cheap these days doesn't mean you need to have a lot of spare bits and bytes hanging around. Keeping extra files on your hard drive can make it difficult to get to the information you want, leading to lost or duplicated files and a lot of wasted time. Here are a few simple ways you can keep your files in order.

1. **Delete, delete, delete.**

    You know the old adage about clothes: if you haven't worn something in a year, throw it out. The same might apply to your computer files. If you haven't opened something in a year, you're probably safe throwing it out. At the very least, you can take everything you're not 100% sure you're comfortable deleting and stick it all in a folder called "Archive".

2. **Use descriptive file names.**

    This sounds simple, but it's shocking how many people name important documents things like "Report.doc". Put enough identifying detail in the file name that you'll be able to discern the contents at a glance.

3. **Don't save what you don't need.**

    If a colleague sends you a file for review, chances are you download it, make some amendments, re-save and sent it back. Once you've sent it, there's no reason to keep that file hanging around. Create a folder for these sorts of one-off files and then empty it at the end of every week by either deleting the file or, if it's important, moving it to the appropriate directory.

4. **Defrag.**

    Ideally, your computer would store documents and applications in big blocks on its disk. But over time, as files are added, deleted and moved around, new docs and applications can get broken into chunks and stored wherever there's space. Defragmenting your hard drive cleans up all those stray odds and ends and makes your computer run faster and more efficiently. To run a defrag, just go to the Start menu, select Programs, Accessories, System Tools and finally Disk Defragmenter. It can take a while for the process to run, particularly if you've got a lot of data on your hard drive. For this reason, you might want to schedule it to run out of hours.

If you're interested in discovering how we could help your business, contact us for a free consultation. We can discuss how to help address specific problems you are experiencing in your business.

There is absolutely no cost or obligation when you invite us into your business. If we discover that your network is just fine the way it is, we'll tell you that and won't try to sell you something you don't need.

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