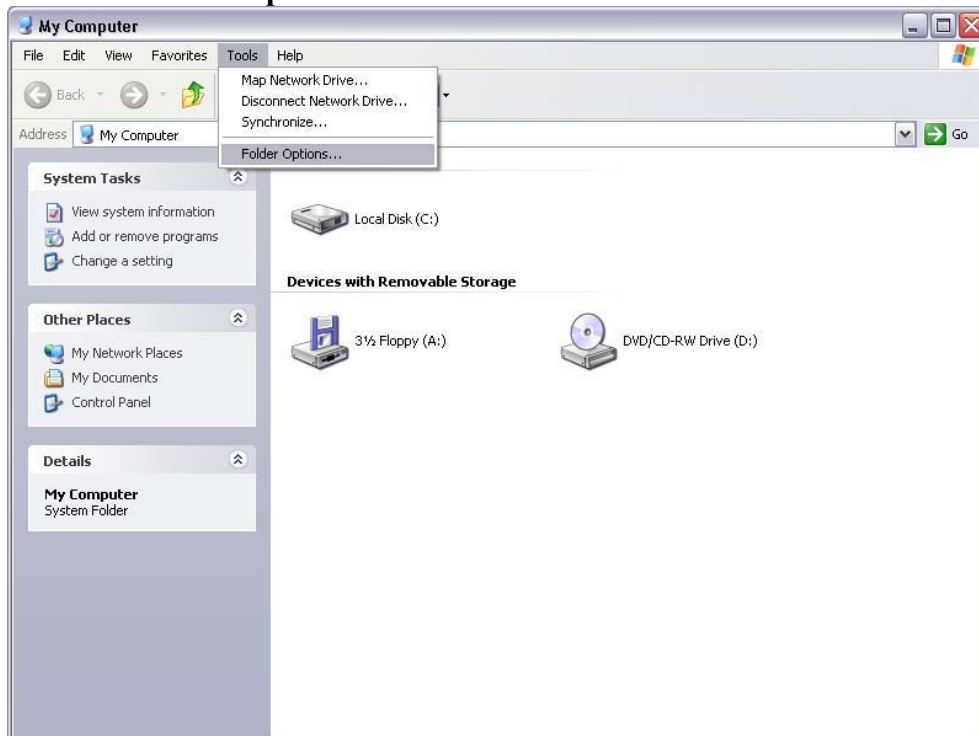


## Profile Clean Up

If it takes you forever to log in, it is most likely due to a large profile. To make your profile smaller, try these things:

1. Open Internet Explorer. Click on **Tools > Internet Options > Delete Files**. When the dialog box appears, Click Delete all offline content, Click Ok. If the cursor turns into an hour glass for a while then this probably was the delay when you logged on. This deletes all of your Temporary Internet Files that are generated when you surf the web.
2. Make sure that you do not store any files on your Desktop. These files are loaded when you log in. First of all, the Network Staff cannot backup these files; secondly, it makes your log in time longer. Please store your files in your space on the RAID server, nucleus.
3. If you still have a long log in time, please let NE Network staff know. Please email us and let us know which machine you were using. We can reset your profile or we can determine if a particular machine was generating error files that were loaded into your profile.

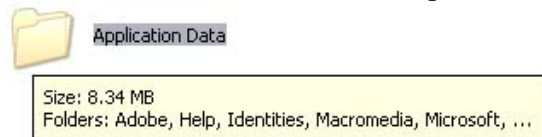
To further clean up the user profile on the laboratory computers, there are several file locations to check for large files. To see the application data folder the user must first **unhide hidden folders**. To do this open up **My Computer** or any **Explorer** window and click on **Tools > Folder Options**.



Next click on the **View** tab and click on **Show hidden files and folders** below and click **OK**, as in the figure below.



If the user wants to check the size of any folder merely hover the mouse over the folder in question and a small information window will show up with the size indicated.



In this case \*username\* is the name that the user logs onto the computer with.

**Everything can be deleted out of these folders:**

C:\Documents and Settings\\*username\*\Application Data\Sun\Java\Deployment\cache  
C:\Documents and Settings\\*username\*\Application Data\Microsoft\HTML Help  
C:\Documents and Settings\\*username\*\Local Settings\Temporary Internet Files

**Any files with a “~” at the beginning of their file names can be removed from this directory. These are temporary save files for MS Word’s auto recover feature.**

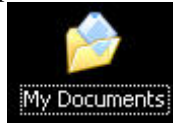
C:\Documents and Settings\\*username\*\Application Data\Microsoft\Word

**Everything but the file “index.dat” can be removed from this directory**

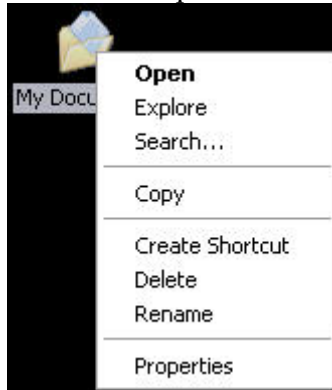
C:\Documents and Settings\\*username\*\Cookies

**Ntuser.dat and any file that is less than 600kb should be left alone. Some of these files are critical to several applications including Windows itself.**

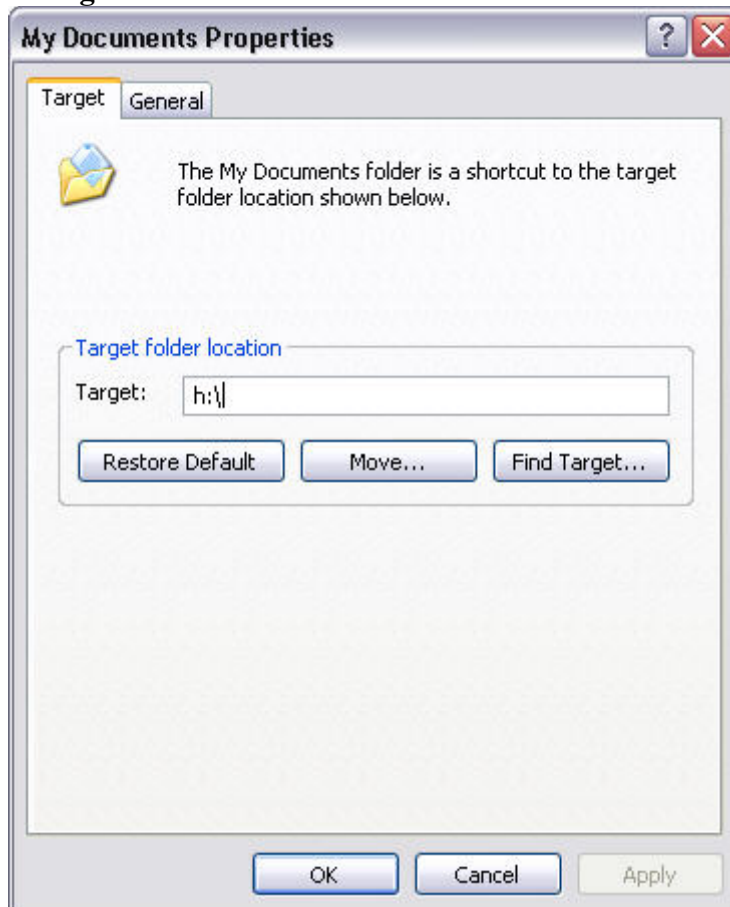
Another important thing to check is that the **My Documents** folder on the desktop points to the correct location. On the desktop the user will see the **My Documents** icon.



Right click on this icon and then click on Properties.



Check to see that **Target** is set to h:\ as shown.



If it says anything else type in h:\ and click OK. It may ask if the user wants to move all of the files to the new location. Click Yes.