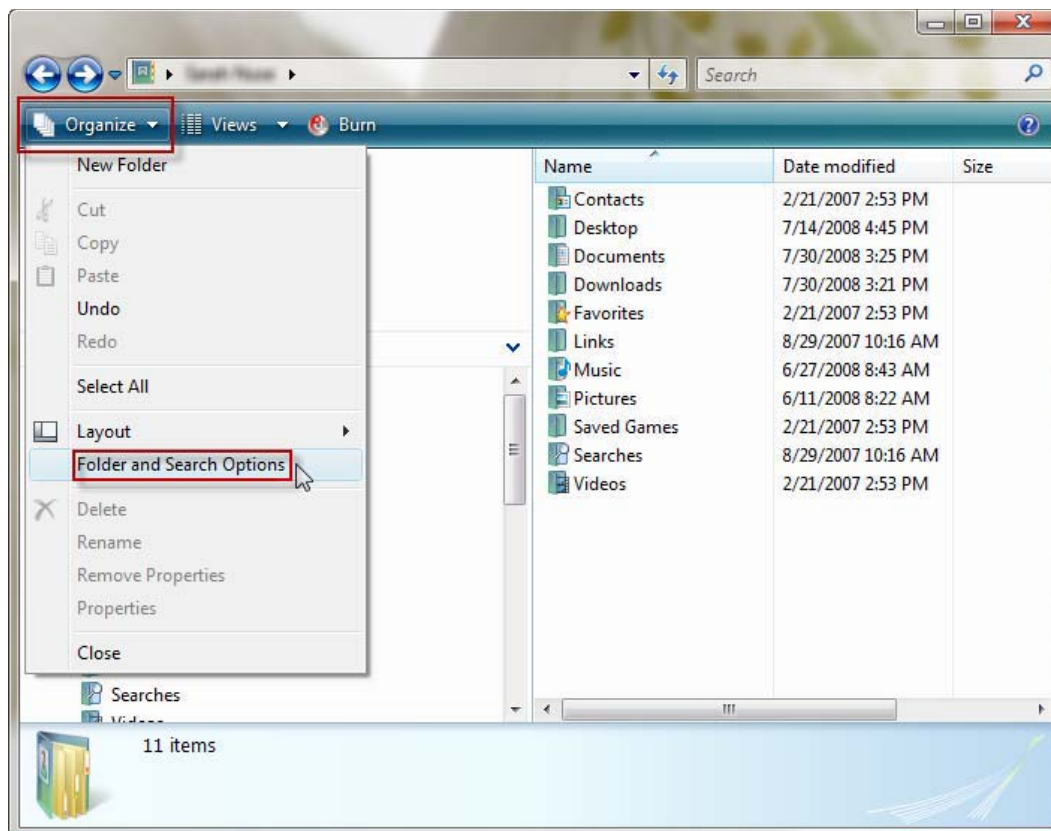


Profile Clean Up

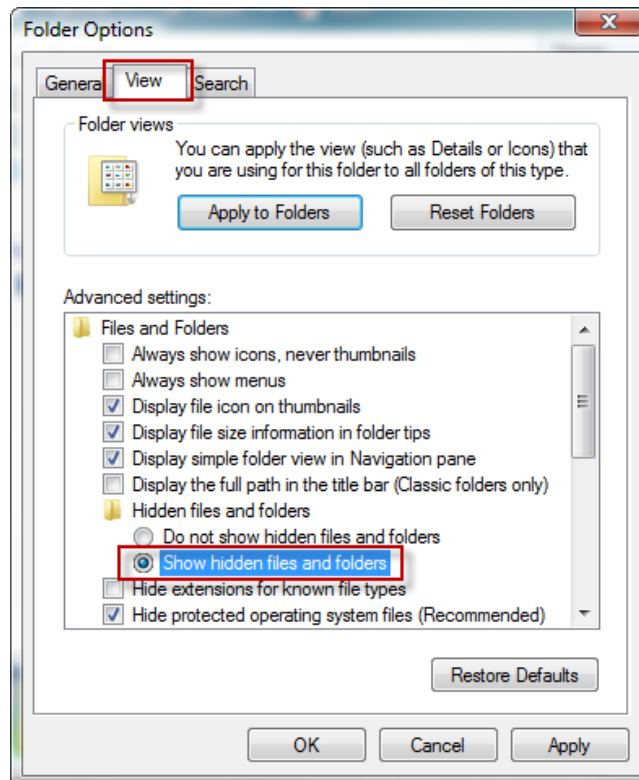
If it takes you forever to log in, it is most likely due to a large profile. To make your profile smaller, try these things:

1. Open Internet Explorer. Click on **Tools > Internet Options > Delete > Delete All** When the dialog box appears, Click Yes. If the cursor turns into and 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 home space on nucleus (your H:\ drive).
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 **Computer** or any **Explorer** window and click on **Organize > Folder and Search 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

Name	Date modified	Size
AppData	8/27/2007 11:15 AM	
Contacts	2/21/2007 2:53 PM	
Desktop		
Documents		
Downloads	7/30/2008 3:21 PM	
Favorites	2/21/2007 2:53 PM	
Links	8/29/2007 10:16 AM	
Music	6/27/2008 8:43 AM	
Pictures	6/11/2008 8:22 AM	
Saved Games	2/21/2007 2:53 PM	
Searches	8/29/2007 10:16 AM	
Videos	2/21/2007 2:53 PM	

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

Everything can be deleted out of these folders:

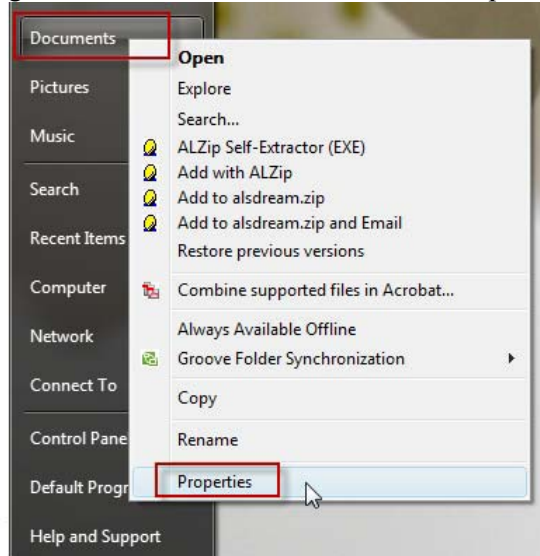
C:\Users*username*\AppData\Roaming\Microsoft\HTML Help
 C:\Users*username*\AppData\Roaming\Macromedia\Flash Player\#SharedObjects
 C:\Users*username*\AppData\Roaming\Google\Local Search History

Any files with a “~” or “AutoRecovery” 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.

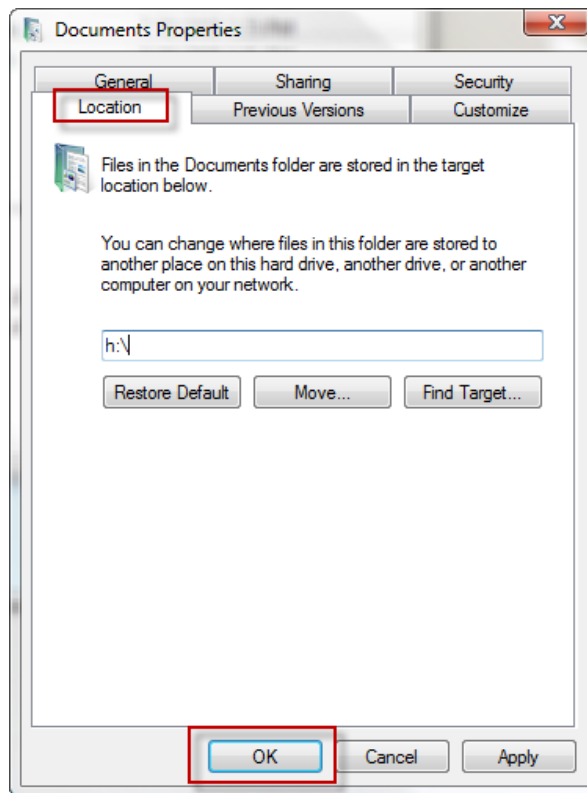
C:\Users*username*\AppData\Roaming\Microsoft\Word

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 **Documents** folder points to the h:\ drive.



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



It may ask if the user wants to move all of the files to the new location. Click **Yes**.

