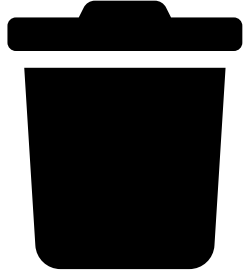


# Spring Cleaning Your Tech



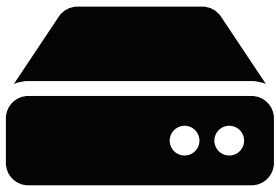
- Delete unused programs or apps
- Clean up and remove temporary files, particularly downloads folder and desktop/homescreen
- Clear history and cache on Internet browsers
- Clean up pictures folder by removing old screenshots, temporary pictures, etc



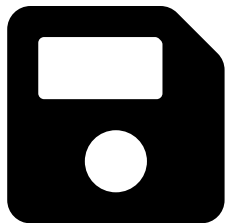
- Organize your files in your main folders
  - Desktop
  - Downloads
  - Pictures
  - Documents



- Go through your email inbox and sort or remove emails that aren't urgent
- If you have an older computer without a solid state hard drive (SSD), defrag your hard drive



- Run all updates.  
Start with your operating system, then update browsers, programs, and apps. Don't forget to update background programs like Java!



- Empty recycle bin  
Do this last to make sure you're cleaning up files you've removed in this process.
- Backup your device to an external drive or a cloud service.