

A project by



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GUIDE 2

CLEANING YOUR COMPUTER AND DRIVE





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NB: Before starting your CleanUp, you will need to have the **Quantitative Grid** within reach.

There, you will have to remember to **mark the number of deleted items** (e.g., 50 emails) and the **deleted memory volume** (e.g., 50 megabytes), this last step is the subtraction between the memory before and after deleting the data.

Without this information it won't be possible to calculate your positive impact.

1. UNDERSTAND

Understand the impact of your files

Everything that is stored in your **computer consumes memory and power storage capacity** and can therefore slow it down, especially if these files are stored on your office computer. Sorting, organizing and deleting allows your computer to free up space and thus also to gain in performance. [Source](#)

Similarly, what is stored on the Cloud is not irrelevant: **the data are stored in data centers, which are energy intensive.**

What do you think is the most energy-consuming element in a data center?

Air conditioning and cooling systems account for 40 to 50 percent of data center energy consumption [Source](#)

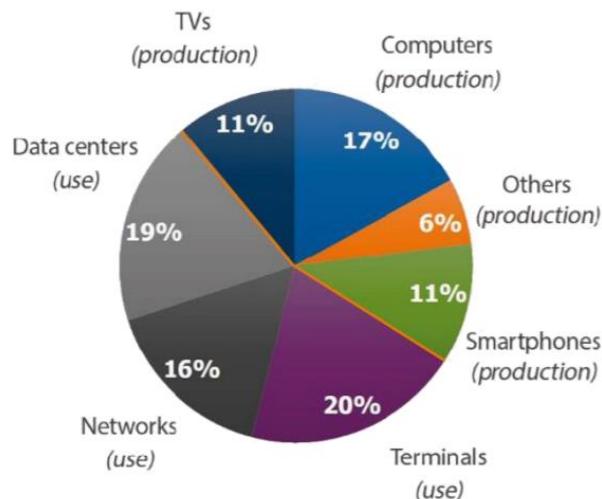


Figure 2 : Distribution of energy consumption per digital workstation for production and use in 2017
[Source: "Lean ICT – Towards Digital Sobriety" (The Shift Project, 2018)]

There are alternatives to reduce the ecological impact of data centers. For cooling systems, instead of using gas or coal, you can use hydropower or wind power. Or you can reuse the heat produced by data centers to heat public buildings or institutions. [Source](#)



Measure your impact

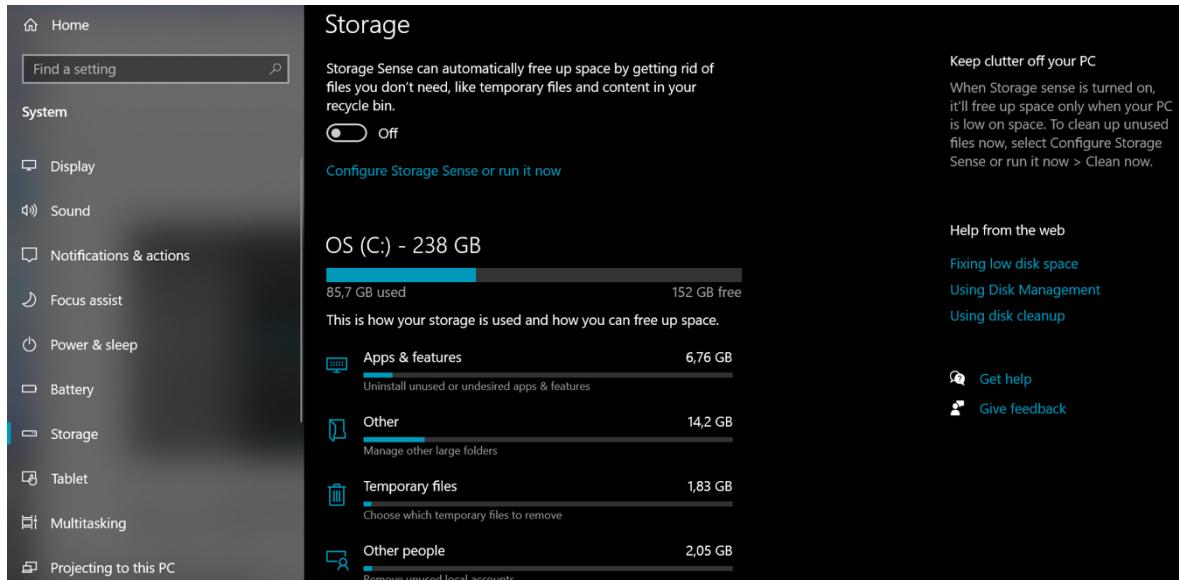
To measure the current size of your files stored on your computer and/or on your Drive, look for the information in "*Settings*", then "*Storage*".

Remember to write down the information and the amount deleted so you can measure the impact of your cleanup and so you can share your effort.



On your computer

On **PC**: Go to "*Settings*" > "*System*" > "*Memory*".
A list presents you storage usage by file category.



On **Mac**: go to the "*Apple*" menu > "*About*" > "*Storage*".
A diagram will show you your storage usage by file type.



On your drive

Through **synchronization application**: click on the blue One Drive icon and then on "*Settings*" > "*Manage Storage*". This will take you to the storage metrics.

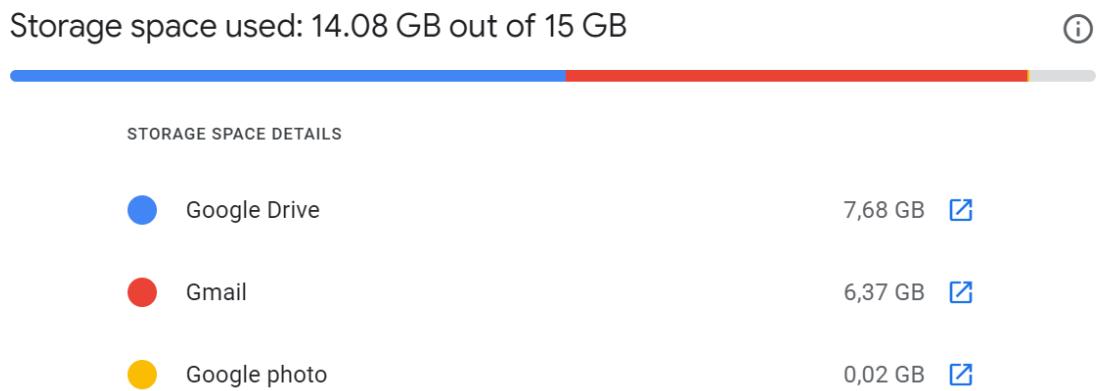
Via the **website**: Click on the scroll wheel in the top right to open the "Settings" tab, then click on "*OneDrive settings*". A new page opens on the left, click on "*More settings*" and then in the "*Features and storage*" section, click on "storage" on "*Storage Metrics*".



The screenshot shows the Microsoft OneDrive settings page. On the left, there's a sidebar with 'Settings', 'OneDrive' (with 'OneDrive settings' and 'Restore your OneDrive' links), and 'Themes' (with a preview of various theme cards and a 'View all' link). On the right, the main area has a profile section for 'Elena Rangoni Gargano' with 'Notifications' and 'More Settings' options. A dropdown menu titled 'More Settings' is open, containing links like 'Manage access', 'Site collection administrators', 'Run sharing report', 'Region and Language' (with 'Regional settings' and 'Language settings' sub-links), and 'Features and storage' (with 'Site collection features' and 'Storage Metrics' sub-links).

On Google Drive

- Click on your profile picture, top right, then on "Manage your account Google";
- Go to the "*Storage space associated with your account*" section, then click on the "*Manage your storage space*" link. If a graph appears showing you the "*Total storage*". Below the graph, click on the "*View Details*" link.



Now that you know how big your files are, **you're ready to move to action!**



2. TAKE ACTION

Clean up your files: step by step

#1 Reorganize your files

Reorganizing your files will help you **identify the files that are really useful** and thus make it easier to organize them. You can sort them by time period, project, file type or any other criteria you find relevant. Open each file and ask yourself if it is useful for you. If not, go to the trash!

#2 Sort photos, videos and audio files

Media files (photos, videos, audio) may be larger, but often what takes up space are duplicates and files that are no longer used. There is only one way to solve this problem, treat yourself to a "Memories" session!

Identify blurry photos, cut videos and delete them. If you have duplicate or similar photos or videos, **keep only the best ones**. Do the same for audio files (music or recordings).

#3 Start a disk cleanup

By sorting your files, you have moved them to the trash, now it is time to empty the trash. You can do this manually.

However, you may not have identified all the files that take up space on your storage drive unnecessarily, such as system files, archival files, duplicates, etc... but your Computer or Drive can do it! All you need to do is to **start a disk cleanup**.

Some file categories are selected by default. If not, you can select others, depending on your needs.

Checklist

- Organize your files
- Sort your photos and videos
- Start a disk cleanup



Well done!
You've cleaned up your Drive and your computer!

Once again, you can go into your settings to measure your impact.



3. GO FURTHER

Now that you've done your file cleanup, would you like your storage space to stay clean all year long? Here are some tips to help you better manage future files.

- **Name your files** well so that they are easy to find. You can put hyphens between words, that way you can put a specific date or version of the document.
- **Keep only the essentials** on the Cloud and disable synchronization with the devices or smartphones on which this is not necessary.
- **Back up the useful data** from your Cloud to an external hard drive, once a year, and delete their online version.



4. SOURCES

Cover Image: <https://fr.freepik.com>

<https://www.planetoscope.com/electronique/230-energie-consommee-par-les-datacenters.html>

<https://www.youtube.com/watch?v=y0seF6g95yo>