



## RGE Tech Tips from the Field – Client Edition

Topic: Cleaning Up Your Desktop

Chip's Weekly Cheat Sheet: May-18 

Topic: Cleaning Up Your Desktop

### 1. The "Wall of Icons."

- If your computer screen is covered in little icons, it actually slows down your computer and makes it harder to find what you need.
- **Chip's Tip: If you haven't clicked an icon in a month, it shouldn't be on your Desktop. Move it to a folder!**

### 2. The "Temporary" Rule

- Only keep files on your Desktop if you are working on them *today*. Once you're done, move them to your "Documents" folder.
- **Chip's Tip: Treat your Desktop like a real desk—clear it off at the end of the day so you can start fresh tomorrow.**

### 3. Empty the Trash!

- When you delete a file, it isn't actually gone—it just goes to the "Recycle Bin." It still takes up space until you "Empty" the bin.
- **Chip's Tip: Right-click your Recycle Bin once a week and choose "Empty." It's a great way to "take out the trash"!**