



**TECH**

**The Floyd Company**

Technology Services

## Some tips for Mac cleanup (may change due to different OS)

**\*\*ALWAYS BACKUP BEFORE DOING ANYTHING\*\***

If unsure just call TFC TECH and we will help!

1. Go through your application folder, removing all unused applications.
2. Delete items in your downloads folder if you no longer need them.
3. Remove all localization files not used for your language, this can free up to 2GB of space.
4. Open iPhoto and delete photos you no longer need. iPhoto has its own application trash so remember to empty that.
5. Open iTunes and delete all of the music and podcasts you no longer need.
6. Go through your Documents, Movies, and Pictures folder, deleting any junk you no longer use.
7. Clear out old email messages in Mail or other email program.
8. Go to ~/Library/Caches/, and delete anything you see from applications you no longer have installed. Repeat the process in ~/Library/Preferences/.
9. Go to ~/Library/Safari/, and delete the "Icons" folder.
10. If you don't need it, remove the Xcode installer, located in /Applications/Installers/.
11. Remove unnecessary iChat icons from ~/Pictures/iChat Icons/.

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12. Cleanup startup items: System Preferences > Users & Groups and then click on your username. Click on “Login Items” and select items you do not want and click on “-“ button below.
13. Clear out mail downloads: In the Finder, choose Go > Go To Folder, and then paste or type ~/Library/Mail Downloads – select everything in the folder and move to trash.
14. Remove old iOS devices: Launch iTunes, choose iTunes > Preferences, and Devices icon in window toolbar. You will see a list of backups (don’t delete all of them) delete ones you know you don’t have or older backups.
15. Need more space find the link on our website for Idrive and make it so you can keep a backup of your computer in the secure cloud as well as make a new folder to move info off your computer to just have in the cloud.
16. Did you update your OSX (operating system)? If you did, then the photo program updated to new photo program but left old one in your user profile. Remove it once you’re are double, triple sure you have all the photos on the new application.

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