

Dacorum U3A

Apple Mac Users Group

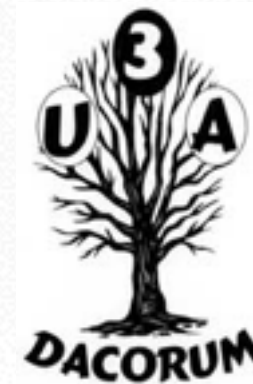
Tuesday 6th October 2015

Agenda

“Cleanup and Housekeeping your Mac & IOS Device”

- Remove old files, recover lost space, remove Trash and left over Apps.

Agenda



- Identify topics to discuss in later meetings
- Overview of today's Presentation
- Apple Housekeeping Presentation
- Tea and Coffee break (about 3.00 pm?)
- Questions and Problems



Apple Housekeeping Overview

“Cleanup and Housekeeping your Mac & IOS Device”

- How to Remove old files, recover lost space, remove Trash and left over Apps.
- There are several Apps which can be used to Cleanup and remove Trash etc.
- E.g. CCleaner for Mac, CleanMyMac, Onyx, Monolingual,

Apple Housekeeping Overview



1. Tidy up your desktop
2. Tidy Up your Downloads
3. Remove old Apps
4. Remove unwanted Image Files (.dmg)
5. Removed deleted files and fragments
6. Remove / relocate unwanted .jpg, .mov. avi etc.

Apple Housekeeping



1. Delete unnecessary desktop files

Speed up your Mac by removing files from the Desktop

A family member owns a Mac, and he was complaining it was getting slow - especially the Desktop. He had a lot of files on the Desktop, but none of them were visible on the Desktop itself, but only in a Finder window displaying the contents of the Desktop. The Desktop only showed two icons: the main hard disk, and a Time Machine hard disk. The Desktop itself was very slow, and often displayed a beachball.

However, when I looked in the Desktop folder, there were more than 2,700 image files. When I removed the image files from the Desktop folder, everything went back to normal.

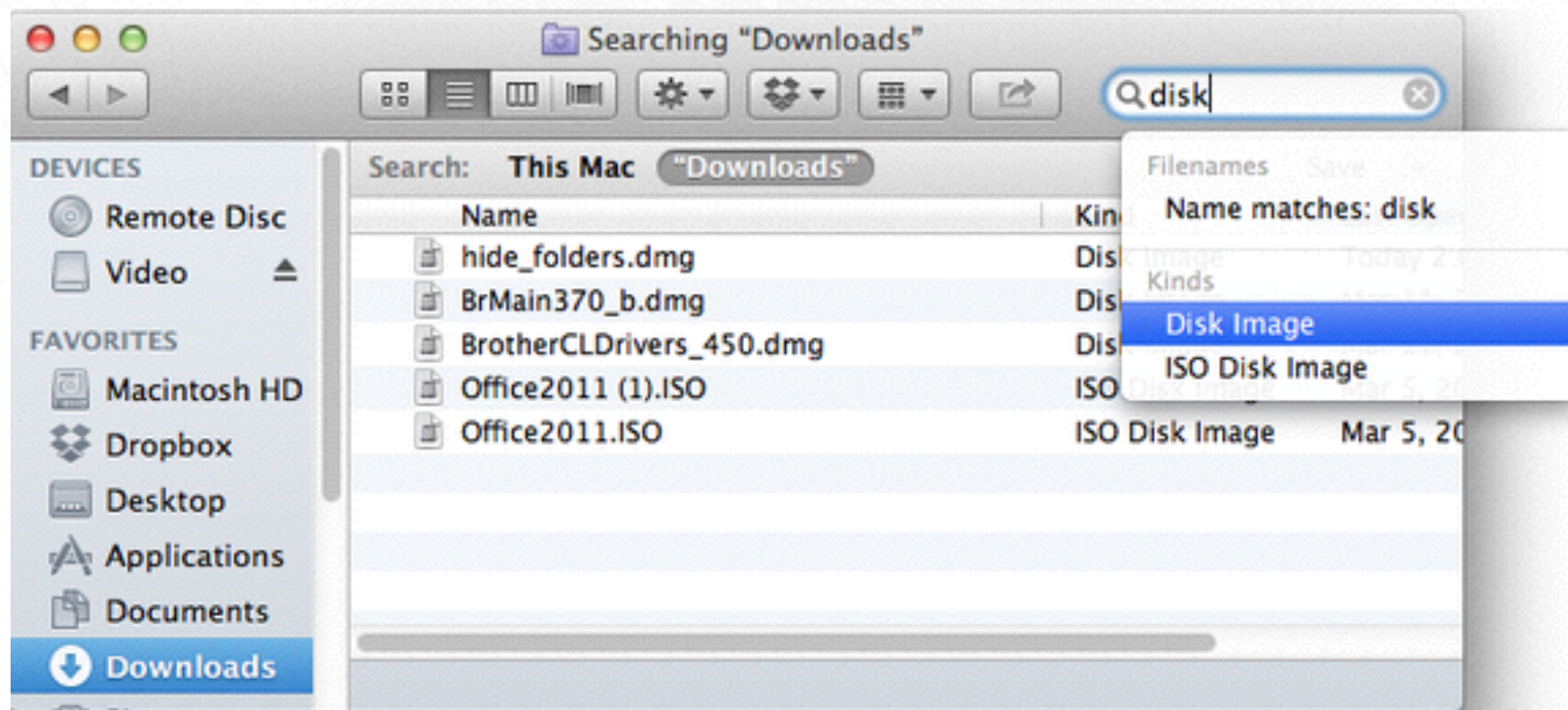
NOTE Icons can be “hidden” but still exist

Apple Housekeeping



2. Delete unnecessary disk images

For most people, the Downloads folder is a dumping ground where files pile up in forgotten heaps. Go to the Downloads folder in the Finder and type `disk image` into the search box. Select *Disk Image* under the *Kinds* header. Now, delete all of those downloaded DMG files that are just taking up space.



Apple Housekeeping

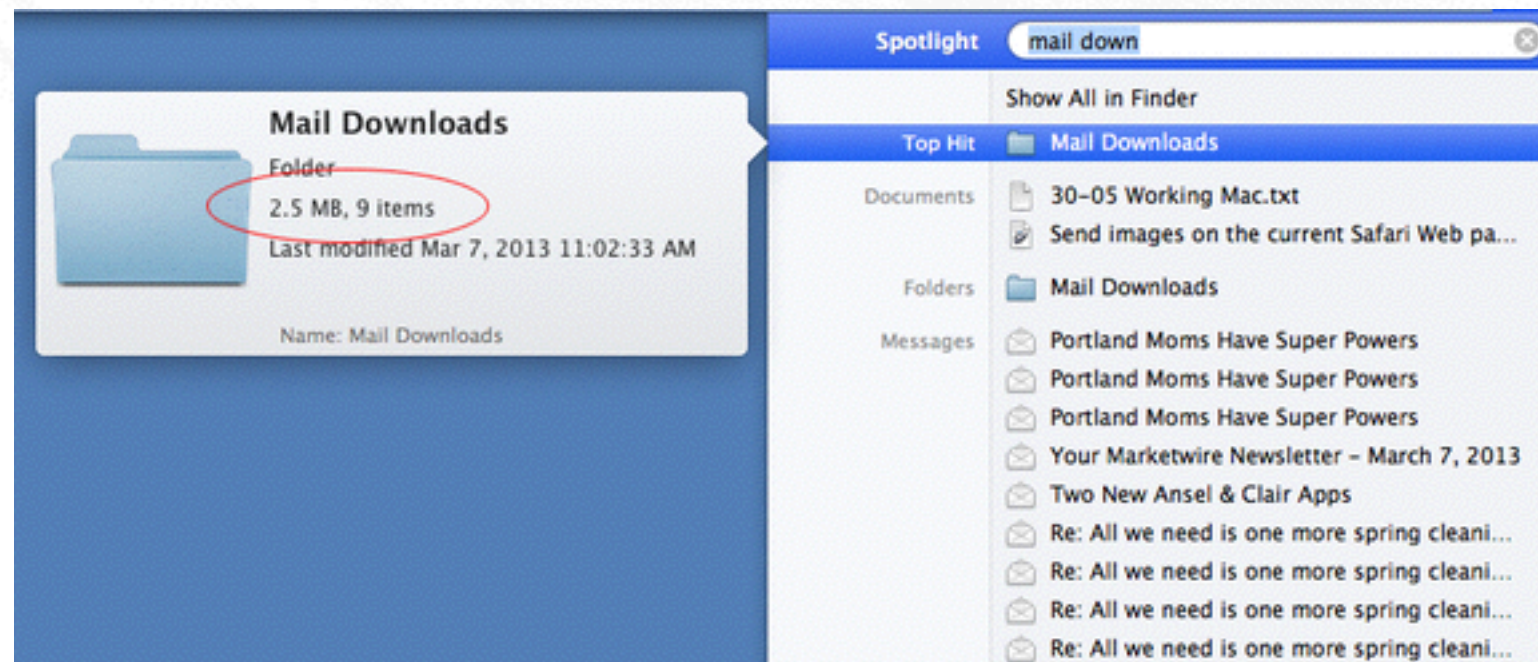


3. Empty out space-hogging Mail Downloads

I get quite a few attachments via email—PDFs, ePub ebooks, Word documents, images.

Most of the time I save those files to my desktop or my Downloads folder, but on occasion I make the mistake of double-clicking a file. When you do that, the document saves itself to your Mail Downloads folder, hidden away in your Library file. Double-click enough files, and that folder can balloon in size. That's why I make sure to check it and empty it every year or so.

The easiest way I find to do this is to use Spotlight—press Command-Space to see a search field appear—and then type `Mail Downloads`. Click the Top Hit, which should be the Mail Downloads Data folder. If this isn't working for you, try getting to it the long way. In the Finder, select `Go > Go to Folder`. Type `~/Library/Containers/com.apple.mail/Data/Library/Mail Downloads` in the text field.



Apple Housekeeping



4. Keep a clean cache

We've all heard "Empty your cache" as a Web browser troubleshooting tip. As it turns out, a Mac stores *lots* of information—not just browser-related details—in files called caches, allowing quick access to that data and reducing the need to fetch it from the original source again. Unfortunately, that information can sometimes become corrupted, or otherwise problematic—for example, you might end up looking at old data instead of the most current version of a website, or you may notice that a file's icon doesn't look quite right in the Finder.

Although you can manually go in and find some of OS X's most commonly used cache directories (~ / Library / Caches is a good place to start), plenty of tools will handle this job for you. [Cocktail](#), from Maintain, is among the longest-running and best of these. Not only can it clear your caches, but it can also perform assorted other maintenance tasks, such as deleting your browser's cookies,



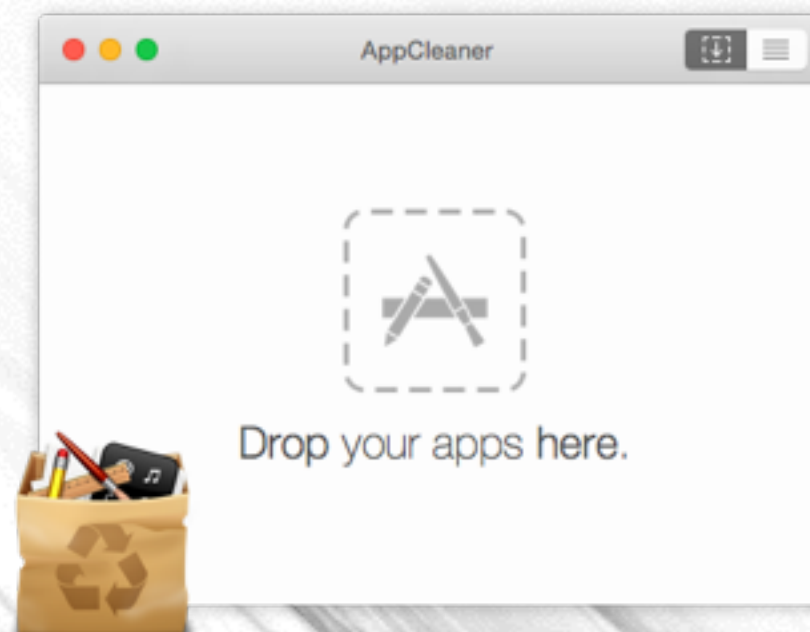
Apple Housekeeping

5. Purge unwanted apps

I regularly try new apps and then delete them. For the most part, you can drag an app from the Applications folder to the Trash, but often an app creates folders and files outside of the app package and in various locations on the drive, which makes those files and folders difficult to find and toss out. For this reason, I use App Cleaner a free utility **AppCleaner** is a small application which allows you to thoroughly uninstall unwanted apps.

Installing an application distributes many files throughout your System using space of your Hard Drive unnecessarily. AppCleaner finds all these small files and safely deletes them.

Simply drop an application onto the AppCleaner window. It will find for the related files and you can delete them by clicking the delete button.





Apple Housekeeping

Delete unused Languages (increases overall speed, too)

Every downloaded app, and any of OS X default apps, has support for many languages. But the language files take up space too. Solution here is to remove all but the languages you use. Always keep English at the very least.

There are special tools to automatically delete specific language files from within all apps. Use *Monolingual* app for the job. But be careful NOT to delete the languages you actually use! Otherwise, you are at risk of malfunctioning operating system!

Monolingual

Monolingual is a program for removing unnecessary language resources from OS X, in order to reclaim several hundred megabytes of disk space. It requires a 64-bit capable Intel-based Mac and at least OS X 10.10.3 (Yosemite). It is compatible with OS X 10.11 (El Capitan).

I don't know about you, but I use my computer in only one (human) language — English. And I'm willing to bet that you do too, albeit perhaps not English. So why do you have a bunch of localization files for the operating system filling up your hard drive? Enter Monolingual — a handy utility for reclaiming your space for more useful things... like international mp3 files, email or whatever you like.

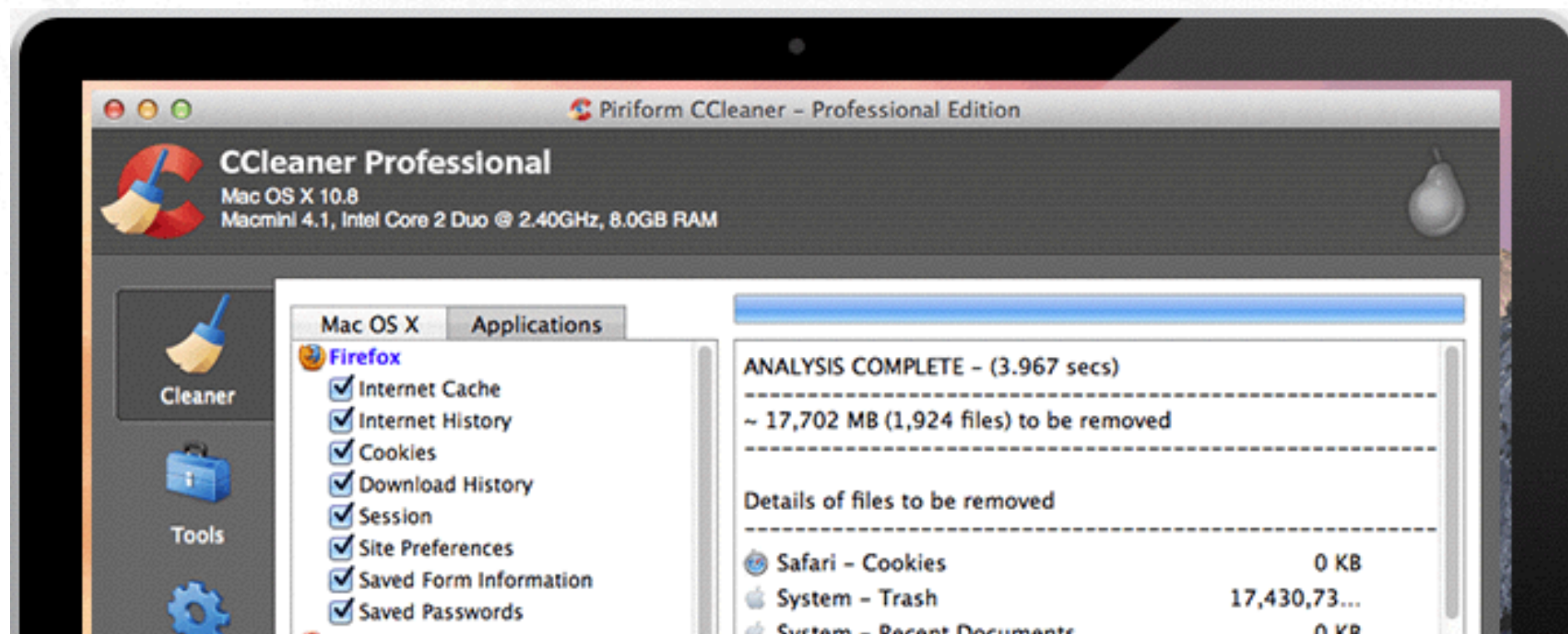
Apple Housekeeping CCleaner FREE for Mac



CCleaner is the number-one tool for cleaning your Mac

It protects your privacy and makes your Mac faster and more secure!

NOTE choose the FREE Version



Apple Housekeeping CCleaner for Mac



What is CCleaner?

CCleaner is a small, effective utility for computers running Microsoft Windows that cleans out the 'junk' that accumulates over time: temporary files, broken shortcuts, and other problems.

CCleaner protects your privacy. It cleans your browsing history and temporary internet files. Allowing you to be a more confident Internet user and less susceptible to identity theft.

Using CCleaner

[Cleaning Your PC](#)

This section explains how to use the Analyze function to see what can be cleaned from your PC, and how to use the Clean function to carry it out.

[Registry cleaning](#)

[Uninstalling programs](#)

[Removing System Restore points](#)

[Managing auto-starting programs](#)

[Checking for CCleaner updates](#)

[Including files and folders for cleaning](#)

[Excluding files, folders, and Registry entries](#)

[Wiping free disk space](#)

[Finding Duplicate Files](#)

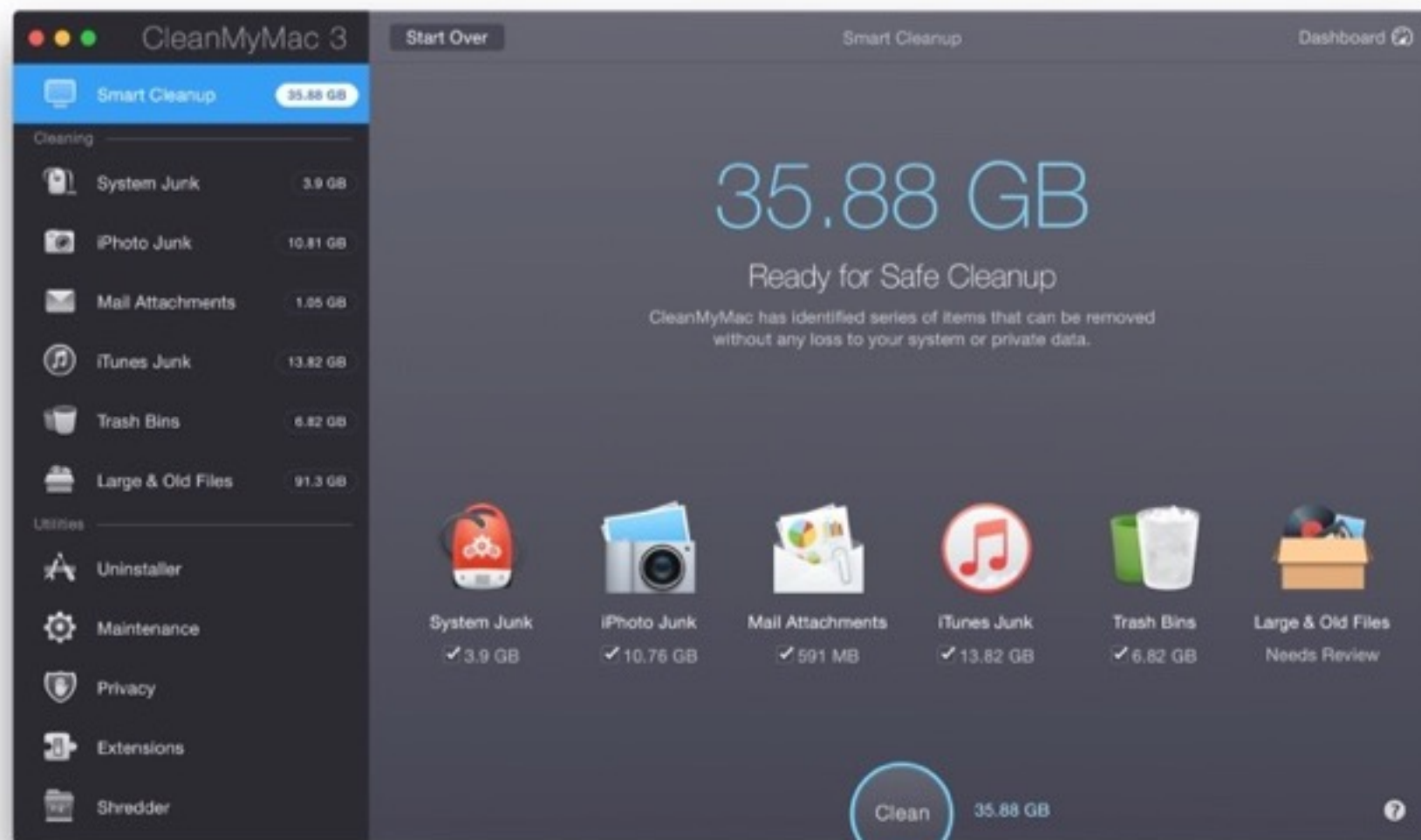
Apple Housekeeping

CleanMyMac 3



Clean, optimize, and maintain your Mac with the all-new CleanMyMac 3. It scans every inch of your system, removes gigabytes of junk in just two clicks, and monitors the health of your Mac.

CleanMyMac3 shows you what to clean, you just have to choose when. It scans everything on your Mac, including your Mac's system, iTunes, Mail, iPhoto, Trash bins, and even old folders that have been secretly avoiding you. Plus, it knows exactly what can be safely cleaned from your Mac and what can't.

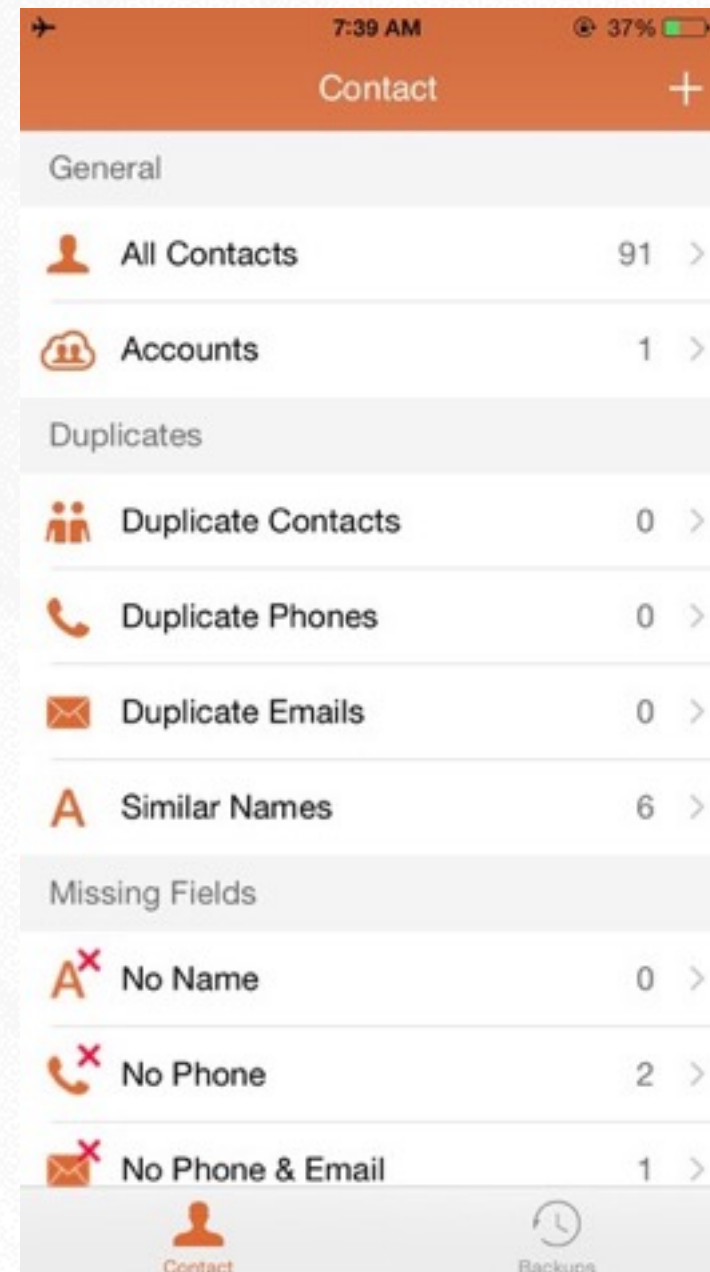


iPhone & iPad Cleanup

Cleaner Master Pro – Clean & Remove Duplicate Contact

Description

- Find & Merge duplicate contacts, phone, email, similar name
- Remove multiple contacts
- Remove contacts without name or phone number
- One tap backup your contacts
- Quick find the contacts you need
- Filter contact by Company & Job title

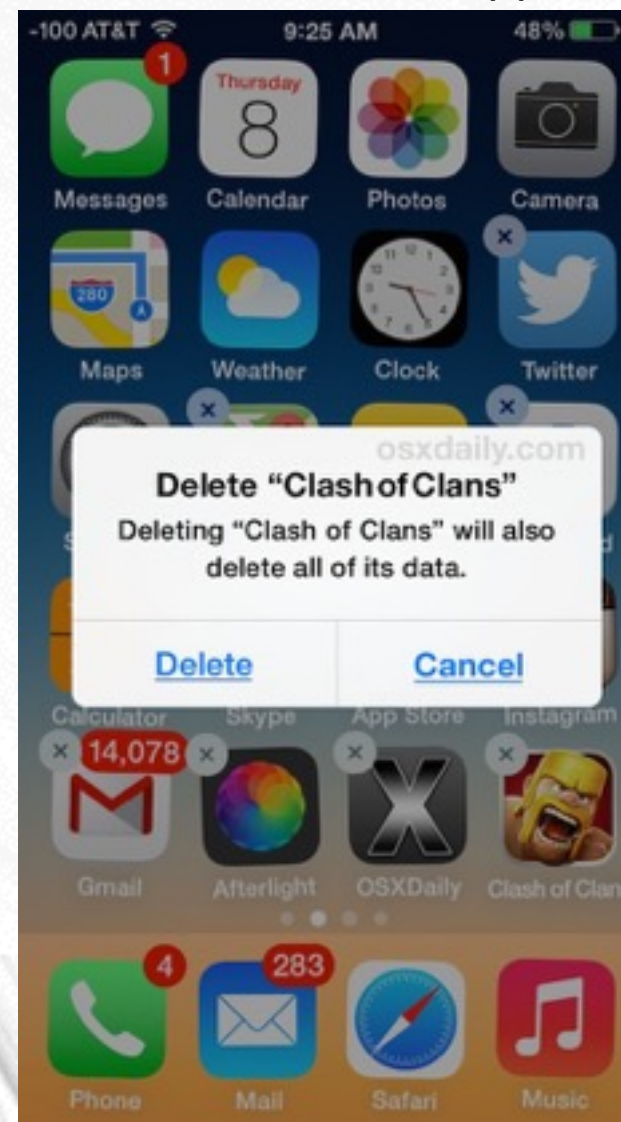


iPhone & iPad Cleanup

5 Maintenance Tips for iPhone & iPad:

1: Delete Apps You're Not Using... & Shouldn't Be Using

All of us have some apps laying around we don't use. Maybe it's a time wasting game, maybe it's some app your friend told you about that you never got around to trying, maybe it's all the junk you downloaded in your first two weeks of iPhone ownership and the App Store felt like a candy store, – Delete all the unused apps!



iPhone & iPad Cleanup

5 Maintenance Tips for iPhone & iPad:

2: Throw Less Used Apps & Junk into a Folder

Though iOS ships as a generally spartan experience each of our iPhones and iPads comes with apps we undoubtedly don't use, yet can't uninstall. Sure, you can hide them through restrictions, but a better approach is to just toss them into a folder and put it on a secondary or third Home Screen and forget they exist. My "Less Used" folder is all Apple stuff and looks like this:



iPhone & iPad Cleanup

5 Maintenance Tips for iPhone & iPad:



3: Back Up

Getting into the habit of regularly backing up your iDevices is essential, but few people do it as often as they should. Backing up is essential for so many reasons, from easy recovery in case of a software update gone bad, a lost iPhone, an upgrade, whatever it is or whatever motivates you, just back up! What are you waiting for?

[You can backup iOS devices to iCloud or iTunes, or both.](#) iCloud is super easy but it's easily overloaded if you have more than one iPhone or iPad on the same Apple ID. iTunes basically allows for unlimited backups because it goes to your computer hard drive instead, which means even if you don't have a huge hard drive, you can [copy those backup files to another location](#) like an external drive to save some disk space and access them later.

iPhone & iPad Cleanup

5 Maintenance Tips for iPhone & iPad:

4: Update iOS

Updating to the latest version of iOS is important because each release includes bug fixes, security updates, and often new features too. Don't be left behind on an old version of iOS when there's new versions available.

- 1 Back up the device first, but you already did this, right?
- 2 Open Settings and go to "General"
- 3 Choose "Software Update" and if there's an update available, select "Download and Install"



iPhone & iPad Cleanup

5 Maintenance Tips for iPhone & iPad:



5: Update Apps

Speaking of updating software... your apps also need to get updated. Do this after you've cleaned out and deleted the junk apps you no longer use so you don't waste your bandwidth or time.

- 1 Open the "App Store" app and go to "Updates"
- 2 Choose "Update All" to update every app that has a new version available



If you're bad at remembering to update your iOS apps, you can rely on Automatic Update to do it for you. Super easy, and it's entirely automated and goes on behind the scenes, insuring your apps are always at their latest version. I like this feature a lot, particularly for novice and/or lazy users, but just remember that it can waste battery, so many users [turn it off](#) to keep their devices lasting longer without being charged up.