

Disk Cleanup

Free up disk space

The Disk Cleanup tool helps you to free up space on your hard disk to improve the performance of your computer. The tool identifies files that you can safely delete and then enables you to choose whether you want to delete some or all of the identified files.

Use Disk Cleanup to:

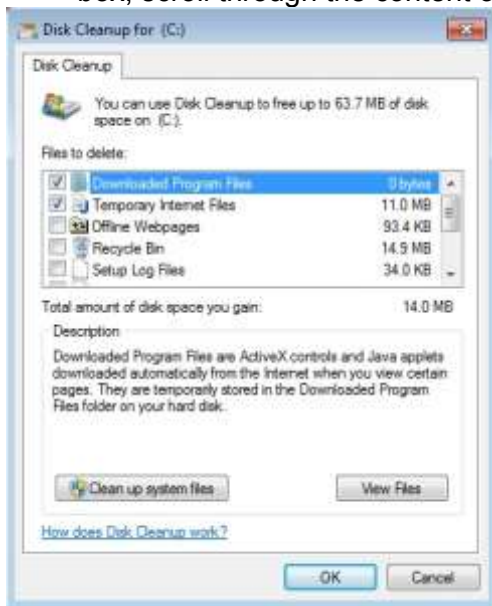
- Remove temporary Internet files.
- Delete downloaded program files, such as Microsoft ActiveX controls and Java applets.
- Empty the Recycle Bin.
- Remove Windows temporary files, such as error reports.
- Delete optional Windows components that you don't use.
- Delete installed programs that you no longer use.
- Remove unused restore points and shadow copies from System Restore.

To use Disk Cleanup:

Windows 7 users

Click **Start**, click **All Programs**, click **Accessories**, click **System Tools**, and then click **Disk Cleanup**. If several drives are available, you might be prompted to specify which drive you want to clean.

1. When Disk Cleanup has calculated how much space you can free up, in the **Disk Cleanup for** dialog box, scroll through the content of the **Files to delete** list.



2. Clear the check boxes for files that you don't want to delete, and then click **OK**.

3. For more options, such as cleaning up System Restore and Shadow copy files, under Description, click Clean up system files, and then click the More Options tab.

4. When prompted to confirm that you want to delete the specified files, click **Yes**.

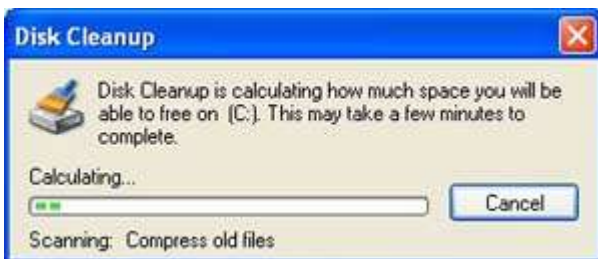
After a few minutes, the process completes and the **Disk Cleanup** dialog box closes, leaving your computer cleaner, performing better, and potentially increasing your PC speed

For Vista Users.

1. In the **Start** menu, click **All Programs**, click **Accessories**, click **System Tools**, and then click **Disk Cleanup**.
2. In the **Disk Cleanup Options** dialog box, choose whether you want to clean up your own files only or all of the files on the computer.
3. If the **Disk Cleanup: Drive Selection** dialog box appears, select the hard disk drive that you want to clean up, and then click **OK**.
4. Click the **Disk Cleanup** tab, and then select the check boxes for the files you want to delete.
5. When you finish selecting the files you want to delete, click **OK**, and then, to confirm the operation, click **Delete files**. Disk Cleanup then removes all unnecessary files from your computer. This may take a few minutes.
5. The **More Options** tab is available when you choose to clean files from all users on the computer.

For XP Users

1. Click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Cleanup**. If several drives are available, you might be prompted to specify which drive you want to clean.



2. In the **Disk Cleanup for** dialog box, scroll through the content of the **Files to delete** list.



3. Clear the check boxes for files that you don't want to delete, and then click **OK**.

4. When prompted to confirm that you want to delete the specified files, click **Yes**.

5. After a few minutes, the process completes and the Disk Cleanup dialog box closes, leaving your computer cleaner and potentially performing better.

Happy Computing - Peggy