

DISK CLEANUP

Disk Cleanup can be used to free up space on the hard disk by removing temporary Internet files, removing installed components and programs that are no longer being used, and emptying the Recycle Bin. Disk Cleanup helps free up space on the hard drive. Disk Cleanup searches the drive, and then shows the temporary files, Internet cache files, and unnecessary program files that can be safely deleted.

Disk Cleanup can be directed to do any of the operations listed below.

- Remove temporary Internet files.
- Remove any downloaded program files (ActiveX controls and Java applets downloaded from the Internet).
- Empty the Recycle Bin.
- Remove Windows temporary files.
- Remove Windows components that are not being used.
- Remove installed programs that are no longer being used.

To open Disk Cleanup,

- ❖ Click **Start** on the **Taskbar**.
- ❖ Point to **All Programs** in the left side of the list.
- ❖ Point to **Accessories** until a list of options appears.
- ❖ Point to **System Tools** and a list of items for working with the disk will appear.
- ❖ Then click **Disk Cleanup**.
- ❖ The **Disk Cleanup** dialog box will appear saying that the **Disk Cleanup** is looking for files to clear space. This will take a few minutes.
- ❖ When this operation is completed another **Disk Cleanup** dialog box will appear with files that can be deleted checked.
- ❖ Additional files may be chosen to be deleted at this point or the defaults can be accepted.
- ❖ Click **More Options** to remove other programs from the system.
- ❖ When all the choices have been made, click **OK**.

