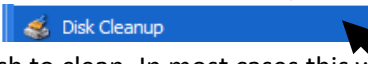
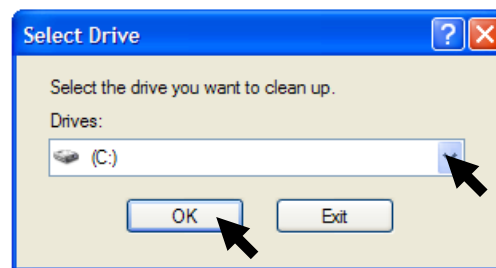


USING DISK CLEANUP

WHY: The Disk Cleanup tool helps you free up space on your hard disk by searching your disk for files that you can safely delete. You can choose to delete some or all of the files.

WHEN: This can vary depending on the amount of work you do with your computer. A good rule of thumb is to run Disk Cleanup on a monthly basis.

1. Navigate to the System Tools Folder. Click **Start, All Programs, Accessories, System Tools**.
2. Launch **Disk Cleanup**. 
3. Select the drive you wish to clean. In most cases this will be the **(C:)** Drive. Click **OK**.
If you have other drives, you may want to repeat these steps for each additional drive.

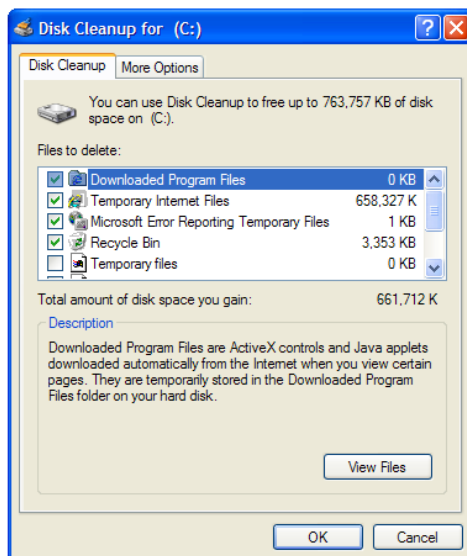


4. Disk Cleanup will now calculate how much space can be freed. Depending on your computer, this may take a few minutes.
5. Disk Cleanup will present a list of items that can be removed.
6. Check all the boxes that are appropriate (it is usually safe to remove all of them).
7. When asked to confirm removing old restore points click **Yes**.

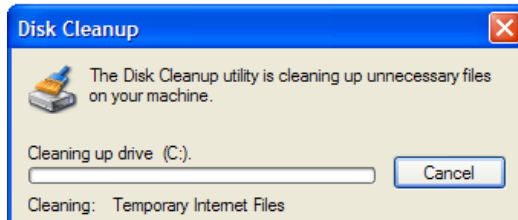
BUSINESS AND HOME TECHNOLOGY

Computer Sales & Service | Servers & Networks | Phone Systems | Surveillance Systems | Printers & Copiers
Network & Phone Wiring | Point of Sale Systems | Credit Card Processing | Web Design | Training

8. Return to the Disk Cleanup tab and place a checkmark in the appropriate boxes.
It is usually safe to check most items except for "Compress Old Files".



9. Once you have selected the items to be removed, click **OK**.
10. When asked "Are you sure you want to perform these actions?" click **Yes**.
11. Disk Cleanup will now remove the selected items. Depending on the amount of data, this could take a few minutes.



12. Once Disk Cleanup has finished it will exit.

BUSINESS AND HOME TECHNOLOGY

Computer Sales & Service | Servers & Networks | Phone Systems | Surveillance Systems | Printers & Copiers
Network & Phone Wiring | Point of Sale Systems | Credit Card Processing | Web Design | Training