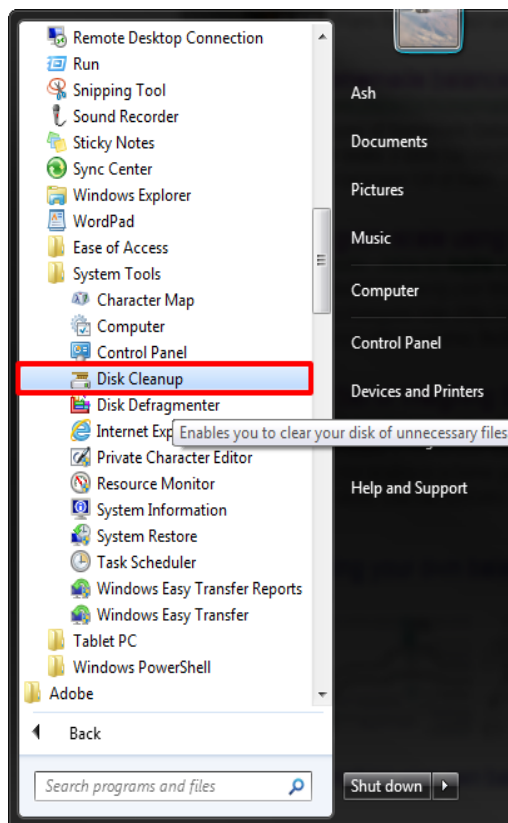
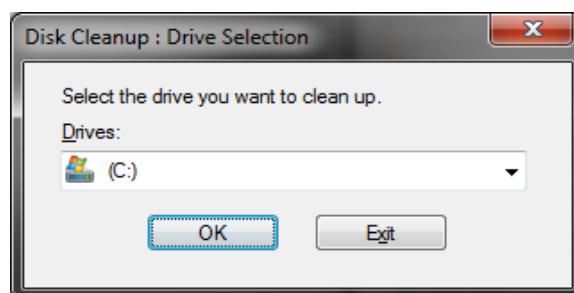


Free up disk space using Disk Cleanup

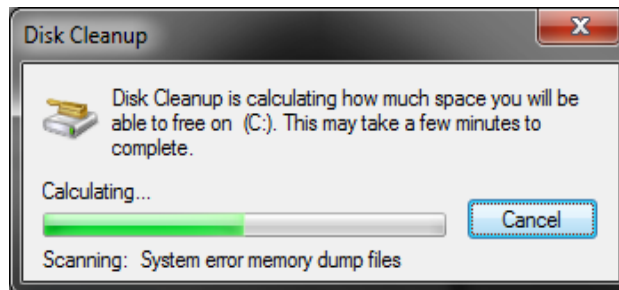
1. Open Disk Cleanup by clicking Start > All Programs > Accessories > System Tools > Disk Cleanup



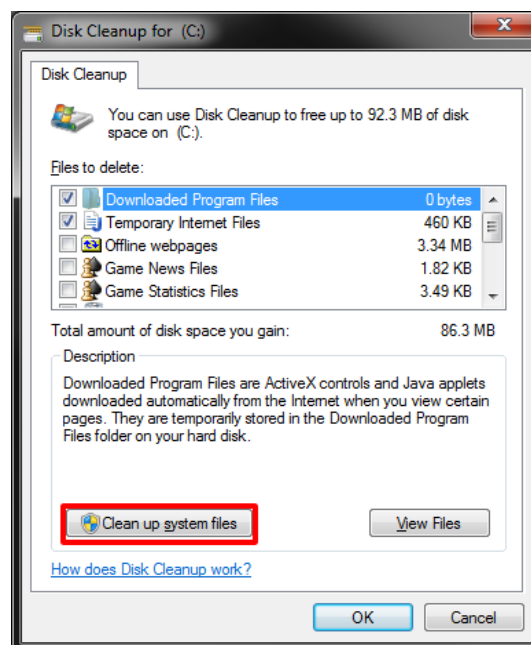
2. A window will pop up asking you to select the drive you want to clean up. Select C: and click ok.



3. Disk Cleanup will now take a minute or two to analyse your drive.



4. Disk Cleanup will now present you with a list of possible options and the hard drive space you can gain by cleaning up these files. You can safely select any/all of these options, and click OK, however you will get maximum gains by clicking “Clean up system files”. This runs Disk Cleanup with Administrator privileges and gives the application access to a larger variety of files.



Imaginarium Information Technology

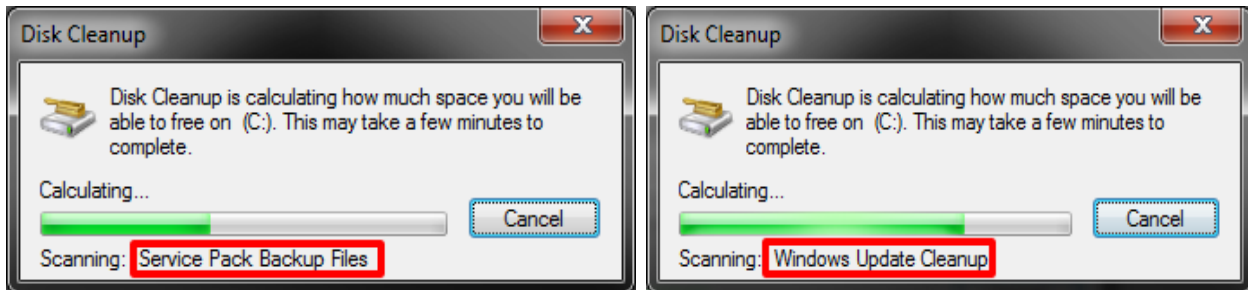
ABN: 96 826 241 539

P: 1 300 765 573 M: 0406 750 744

E: info@imaginarium-it.com.au

W: www.imaginarium-it.com.au

5. Disk Cleanup will now analyse your machine again, paying attention to a new set of locations. This may take a little longer.



6. Go through and select any/all options to clean up, but pay particular attention to “Service Pack Backup Files”, “Temporary Windows installation files”, and “Windows Update Cleanup”, as these can hold a *lot* of data.
7. Click OK. Disk Cleanup will now free up the disk space by deleting the files you have selected!

This cheat sheet was produced by Imaginarium Information Technology, your local IT Company. To see what other Cheat Sheets are available, scan this QR code!

