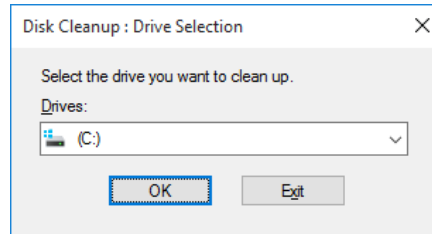Tech Tip for cleaning up your C drive

This is useful when you need to do a cleanup, but you are not sure which C drive files and directories to tidy. You may be concerned that you may actually delete a useful file which then affects your computer performance.

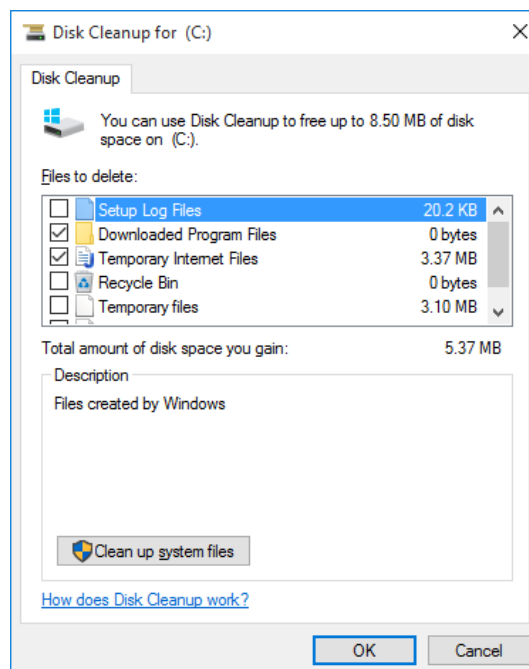Microsoft has a tool for you to safely tidy up, it is "**Disk Cleanup**"

To start, select the "Microsoft" key on your keyboard, and type the words "Disk Cleanup"

The following popup window should appear:

Select the drive that you wish to clean up, in this example C Drive.

Disk Cleanup then runs, and presents you with the following dialogue box:

Select what you want to clean up, and let Disk Cleanup do it <u>safely</u> for you.

You may wish to run this several times to increase your available disk space