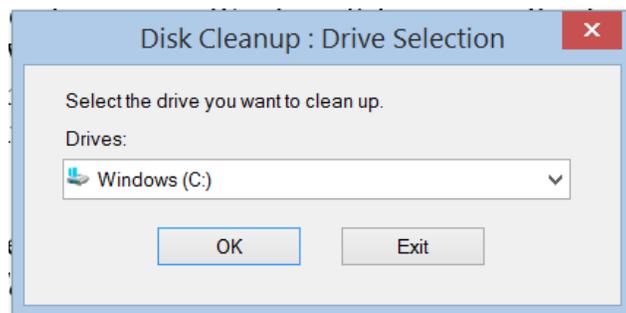


## USING THE DISK CLEANUP WIZARD

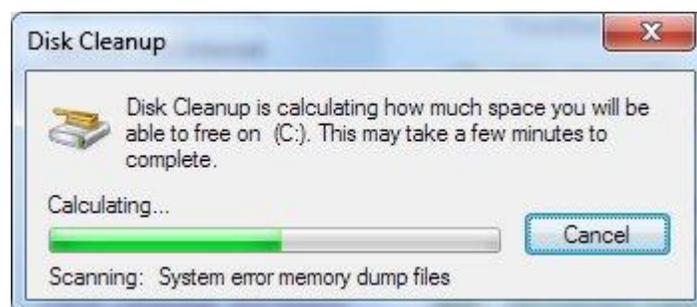
Although it's hidden from view, Windows 10 comes with a handy utility called the Disk Cleanup Wizard. With the wizard, you can easily delete sets of files that typically collect on your system and consume valuable disk space. It's a good idea, therefore, to get into the habit of periodically running the wizard to help keep your disk clean.

To find this feature, type *disk cleanup* while at the Search box/icon. Then click on *free up disk space by deleting unnecessary files* from the list that appears in the column above the search box.

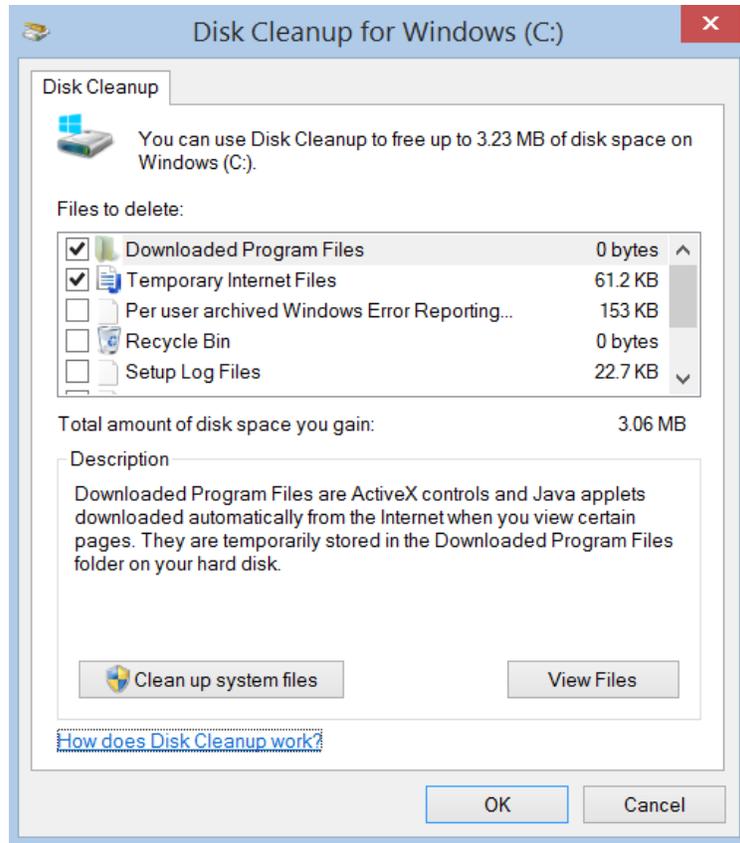
On the dialog box that appears, select the drive you want to clean up



When the wizard starts, the first thing it does is to calculate how much space can be reclaimed by executing the clean up. This may take a few minutes, and you'll see a progress window like the following as it is doing its calculations



When the calculations are finished, the full Disk Cleanup dialog box appears. (See below.) You can now scroll down through the various categories, check those files you want to be deleted, and clear the files that you don't want to be deleted. As you check and uncheck the boxes, a running total of how much disk space you'll gain is presented in the middle of the screen.



When you're satisfied with your selections, click **OK** to have the wizard delete the files you indicated should be deleted. Another progress window will display, and when it's finished, the wizard exits.