

## CHECK FOR LOW DISK SPACE AND MAKE SOME ROOM

You may improve performance if you free some disk space on your PC.

*To check for low disk space*

1. Click the **Start** button, and then click **Settings > System > Storage**.
2. Under Storage Sense, select **Change how we free up space**.
3. On the next screen, place checkmarks in the three boxes that appear.
4. Under **Free up space now**, click on the *clean now* button.
5. Restart your PC and see if your computer is running better.

If your PC still runs slowly, try uninstalling apps you don't use anymore.

*To uninstall modern apps that you don't use anymore*

1. Right-click on the **Start** button, and then select **Apps & features**.
2. Search for a specific app or sort them to see which ones are using the most space.
3. When you find an app to remove, choose it from the list and select **Uninstall**. (Note that most Windows 10 apps cannot be uninstalled.)
4. Restart your PC and see if your computer is running better.

*To uninstall legacy apps that you don't use anymore.*

Right-click on the **Start** button, and then select **Apps & features**.

Move over to the far right column of the next page and click **Programs & Features**.

Click on the app that you want to remove and then click *remove* at the top of the column.

If your PC still runs slowly, try moving files to another drive.

*To move files to another drive*

If you have photos, music, or video files that you want to keep but don't use often, consider saving them to removable media, like a USB drive or external drive.

You'll still be able to use them when the drive is connected, but they won't take up space on your PC.

1. Connect the removable media to your PC.
2. Open **File Explorer** (Windows + E) from the taskbar and find the files you want to move (copy and paste).

3. Select the files, go to the Home tab, and then select **Move to > Choose location**.
4. Select your removable media from the location list, and then select **Move**.
5. Restart your PC and see if your computer is running better.