Using the Disk Cleanup Wizard

Windows comes with a utility called the Disk Cleanup Wizard. With the wizard, you can easily delete sets of outdated files that typically collect on your system and consume valuable disk space.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.

You can invoke the wizard through File Explorer (Windows key + E) by rightclicking on the drive you want to clean up, selecting *Properties* from the context menu, and clicking the **Disk Cleanup** button.

When the wizard starts, the first thing it does is to calculate how much space can be reclaimed by executing the wizard. This may take a few minutes, and you'll see a progress window like the following as it is doing its calculations. (See Figure 1.)



Figure 1. The Disk Cleanup progress window.

When the calculations are finished, the full Disk Cleanup dialog box appears. 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. (See Figure 2.)

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Disk Cleanup					
You can u space on (se Disk Cleanup t OS (C:).	to free up to	6.66 MB) of disk	
Files to delete:					
🗹 퉲 Downloaded Program Files				0 bytes	^
Temporary Internet Files			2	2.77 MB	
🗌 🔯 Offline webpages				49.7 KB	
Per user archived Windows Error Repo				17.0 KB	
🔲 🔞 Recycle Bin				950 KB	¥
Total amount of disk space you gain: Description			4.77 MB		
Downloaded Prog downloaded auto pages. They are t Files folder on you	gram Files are Act matically from the emporarily stored ur hard disk.	iveX controls Internet whe in the Down	and Jav n you vi loaded F	va applet iew certa ² rogram	s in
🌍 Clean up sy	/stem files		Viev	w Files	
How does Disk Cle	anup work?				
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Figure 2. The Disk Cleanup dialog box.

If you click the More Options tab you have the opportunity to also remove programs that you don't use and/or remove all but the most recent restore point. (If you are using Windows 10 and don't see the More Options tab, click the Clean Up System Files button to force it to be displayed.)

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.