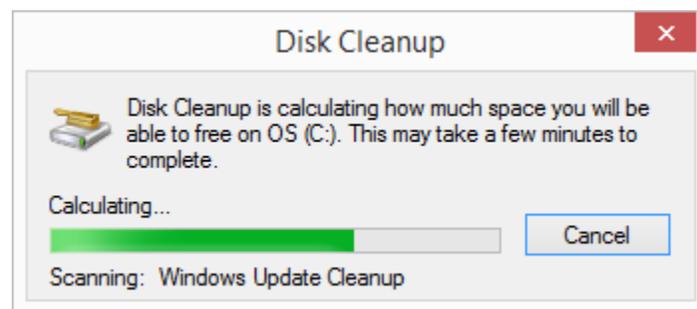


# Using the Disk Cleanup Wizard

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 With the wizard, you can easily delete sets of outdated files that typically collect on your system and consume valuable disk space.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.

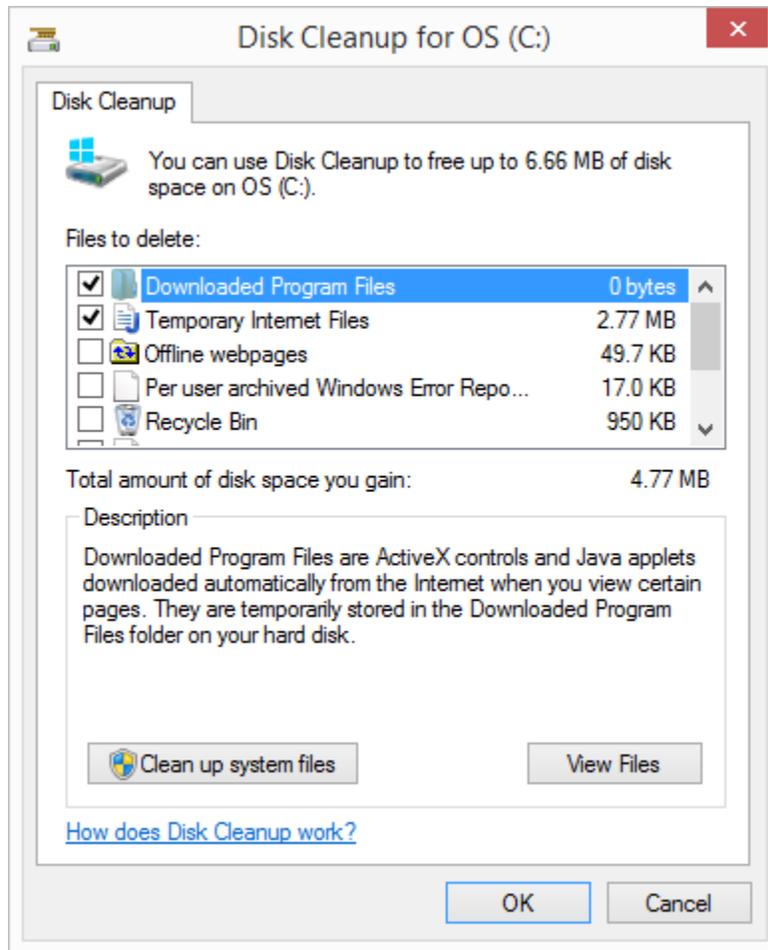
You can invoke the wizard through File Explorer (Windows key + E) by right-clicking on the drive you want to clean up, selecting *Properties* from the context menu, and clicking the **Disk Cleanup** button.

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.)



**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.