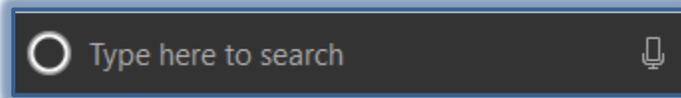You can use Disk Cleanup to free up space on your hard disk by removing temporary Internet files, removing installed components and programs that you no longer use, and emptying the Recycle Bin. Disk Cleanup searches your drive, and then shows you temporary files, Internet cache files, and unnecessary program files that you can safely delete. You can direct Disk Cleanup to do any of the operations listed below.

- Remove temporary Internet files.
- Remove any downloaded program files.
- Empty the Recycle Bin.
- Remove Windows temporary files.
- Remove Windows components that you are not using.
- Remove installed programs that you no longer use.

✝ To open **Disk Cleanup**:
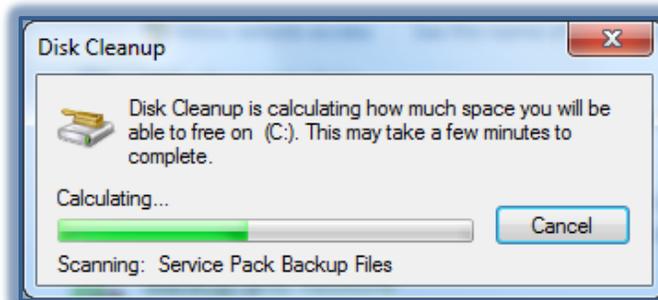✝ Click the **Search** box next to the **Start Button**.
✝ Input **Control Panel**.

✝ Click the **Control Panel** link at the top of the **Start Menu**.
✝ The **Control Panel** will display.
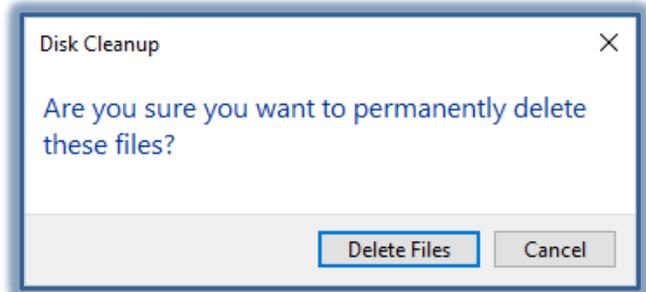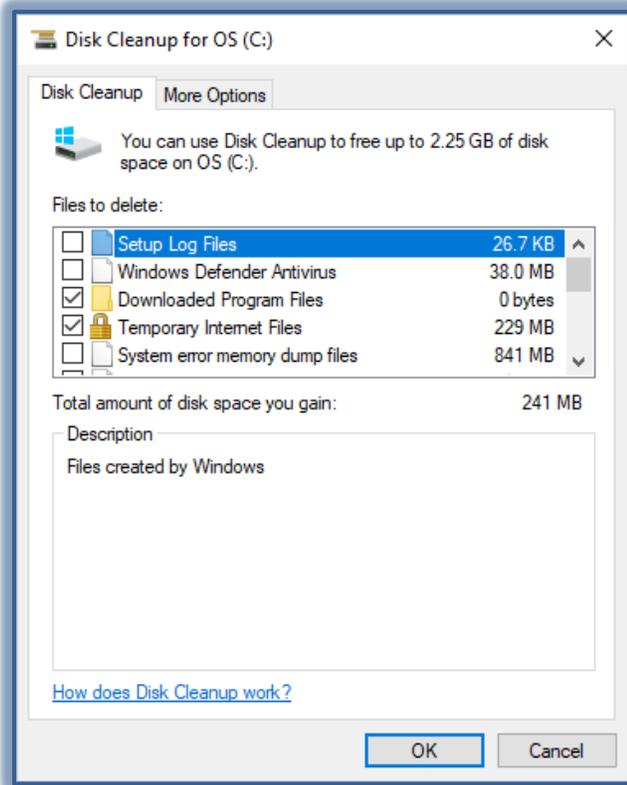✝ Click the **System and Security** link.

- ✦ In **Category View**, click the **System and Security** link.
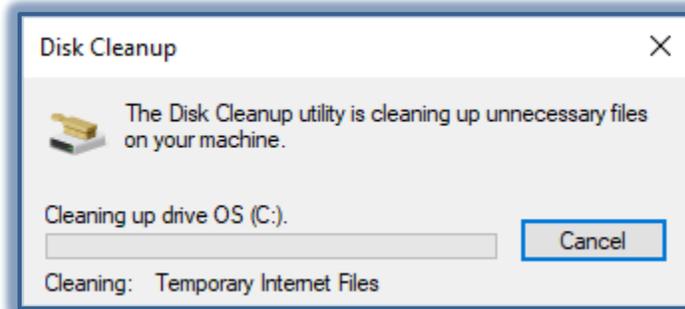- ✦ Under **Administrative Tools**, click **Free up disk space**.

✝ The **Disk Cleanup** dialog box will appear saying that the **Disk Cleanup** is calculating how much space will be freed on drive C. This will take a few minutes.

- ✝ When this operation is completed, the **Disk Cleanup for (C)** dialog box will appear with files that can be deleted checked (see illustration on next page).
- ✝ You may choose additional files to delete at this point or just accept the defaults.
- ✝ Click the **View Files** link to see a list of files that will be deleted.
- ✝ When all the choices have been made, click **OK**.
- ✝ A **Delete Files** confirmation window will display.
- ✝ Click **Yes** to complete the process.

- ✝ Another dialog box will appear, stating that the process is being completed.

- ✝ This dialog box will disappear when the process is complete.
- ✝ To see additional information about Disk Cleanup, click the **How does Disk Cleanup work?** link at the bottom of the **Disk Cleanup** window.