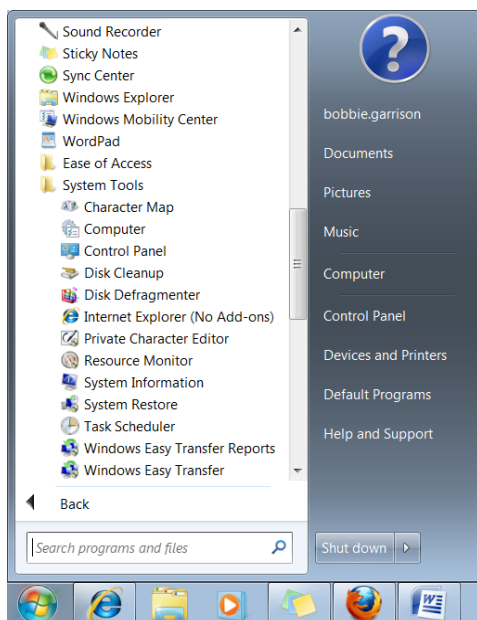




Steps to Cleanup Disk

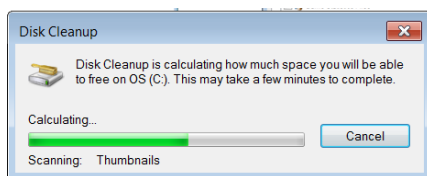
The Disk Cleanup tool removes any unwanted temporary files, helps you clean up your disk and free up space. It may help your computer to work more efficiently and clear space on the disk.

1. Click on the **Start Button**
2. Click on **All Programs**
3. Click on **Accessories Folder**
4. Click on **System Tools Folder**
5. Click on **Disk Cleanup**



(Alternate method to open Disk Cleanup: You can type **cleanmgr** in the Search programs and files box. Then press enter.)

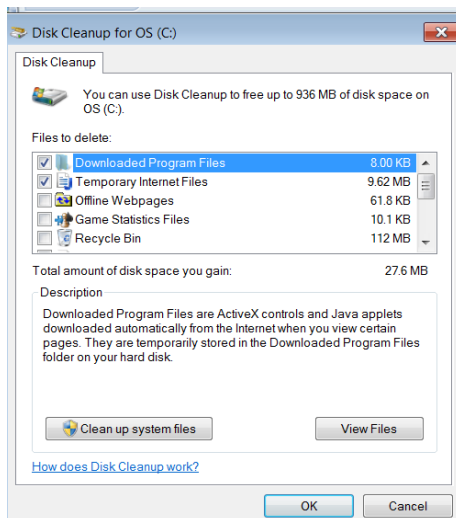
6. **Disk Cleanup** calculator opens, when it finishes calculating the Operating System, a detailed window will open.





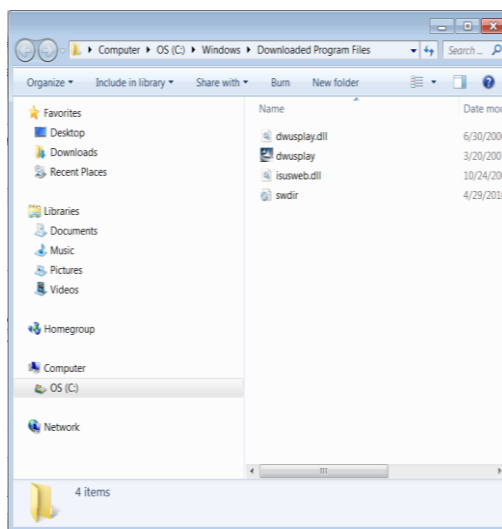
7. **Disk Cleanup** for OS (C:) opens.

- ✎ This allows you to choose which files to remove or keep
- ✎ Click in the box at left of list to add or remove files to delete
- ✎ When you select an option:
 - ✎ The amount of space you can gain by removal is shown under the list
 - ✎ there is a description shown in the box below



8. Click on **View Files** that will be removed to open the window. You can open each one to be sure if needed.

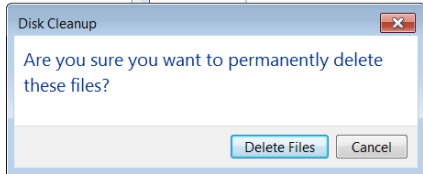
- ✎ When finished, close the window



9. In the **Disk Cleanup** window, click on **Clean up system files** button

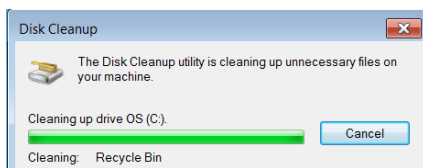


10. The next window will ask if you are sure you want to permanently delete these files
🖱️ If you are, click on the **Delete Files** button



11. The **Disk Cleanup** utility will open

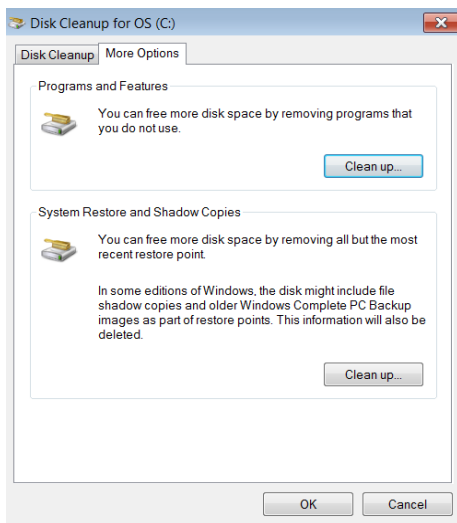
12. When it is finished you will return your current window on the computer



For more cleanup options, click on the **More Options** tab in the **Disk Cleanup** window.

🖱️ **Programs and Features**-You can free space by removing programs you do not use

🖱️ **System Restore and Shadow Copies** –You can free space by removing all but the most recent restore point



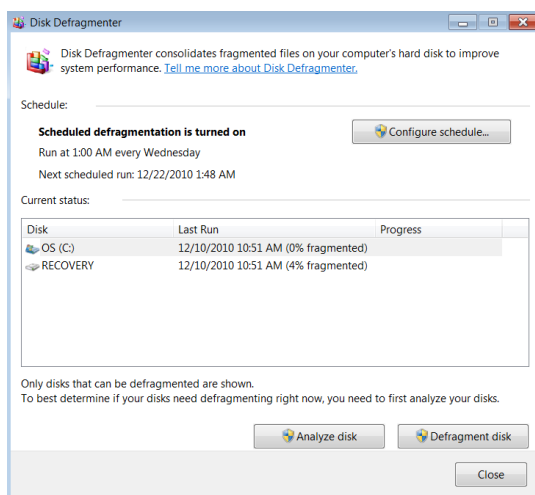


Steps to Defragment Disk

Files and folders on a computer's hard drive break down or become fragmented-noncontiguous. This may cause the system to run slower and experience processing problems. Defragmenting the computer generally improves file retrieval time and overall performance.


Defragmenting reorganizes the hard drive by putting parts of related data back together so that files are organized in a contiguous fashion. As a result, the computer system can access files more efficiently. By re-organizing files and folders, defragmenting will leave the computer's free space in one chunk. This allows new files to be saved in an orderly fashion, thereby reducing the need for future defragmentation.

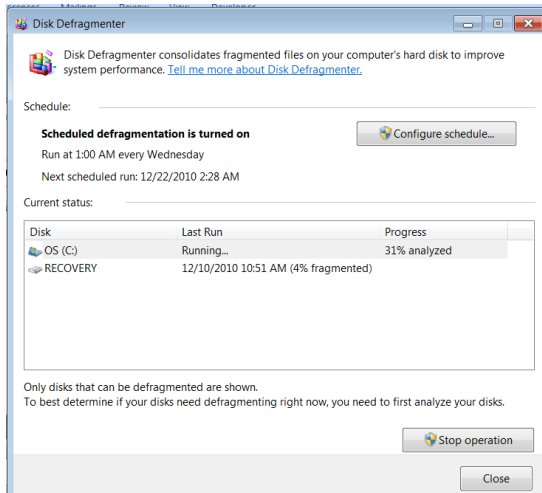
1. Click on the **Start Button**
2. Click on **All Programs**
3. Click on **Accessories Folder**
4. Click on **System Tools Folder**
5. Click on **Disk Defragmenter**







6. Click on **Analyze Disk** button


 You will see it running on the highlighted disk in analyzed percentage

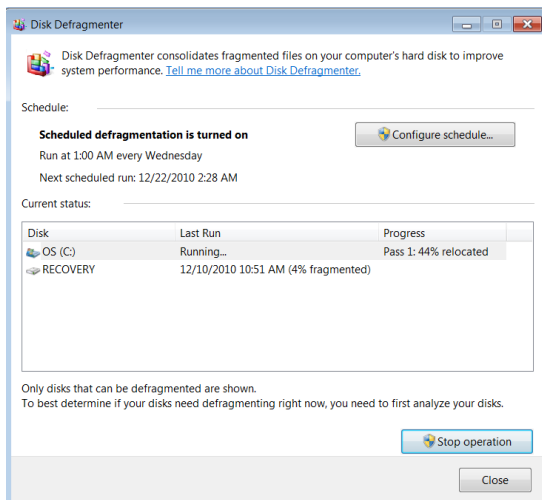


7. Click on **Defragment disk**

 You will see it running in pass: relocated, consolidated percentage

 Each pass number tells you how many times it starts at the beginning

 It may go faster each pass



8. When defragmenting is finished and you have read the window to your satisfaction, **close** the window.