



Tips & Training: Keeping Your Computer Clean

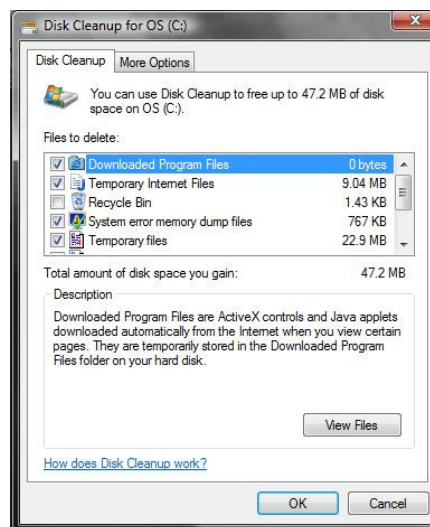
Approx. Time to Complete: 5mins-30mins (OS: XP/Vista/7)

Using Disk Cleanup

- First, Go to **Start>All Programs>Accessories>System Tools** and click on **Disk Cleanup**. If on Windows Vista, select **Files From All Users on This Computer** when prompted.
- When you see this window open (below), select **Drive C**.



- In the next window that opens, you'll see a list of items with check boxes next to them (below). Check *all* the boxes except the one next to "Compress Old Files".



- Finally, click OK and, if prompted, confirm that you want to permanently delete the files.

Repeat this procedure once or twice a month as needed.