Cleaning Your Hard Drive

As you work with your computer, it often stores temporary files on the hard drive that it thinks it will be needing at a later date. Often these files are never used again, and simple take up space and slow your computer down.   To keep your computer running smoothly, it is periodically wise to remove unneeded files from the hard drive. Do this by following these steps.

1.   Click **Start** in the bottom lefthand corner.

2.   Move to **All Programs** and a list of programs will pop up.

3.   Go to **Accessories** (near the top) and an additional pop up will appear.

4.   Slide over and down to **System Tools**. Another pop up will appear.

5.   Slide over and on to **Disk Cleanup.**

6.   Click on **Disk Cleanup**.

7.   A window appears and the computer shows its progress as it looks for unneeded files.

8.   Many different types of files will be listed in a window that pops up when it is finished looking. Some file types will have check marks. If you are certain that other unmarked file types are no longer needed, you may add checks to their boxes. If you are not certain, leave them alone. Simple press **OK** at the bottom.

9.   Click **Yes** and be patient. When the process is finished, you will be returned to the regular desktop.