



Using Windows XP Disk Cleanup to Remove Files

Using Windows XP Disk Cleanup to Delete Unwanted or Unnecessary Files

For a variety of reasons, including running out of space on your hard drive, you may want to delete a number of files on your hard-drive. An easy way to delete files to free up space without harming any of your installed programs is to use the Windows XP Disk Cleanup Wizard.

The Windows XP Disk Cleanup Wizard will help you remove Temporary Internet files, remove any internet downloaded program files such as ActiveX controls and Java applets that may be running behind the scenes, empty the Recycle Bin, Remove Windows Temporary files, Remove Windows components that you are not using, and remove installed programs that you no longer use. There are two ways to run the Windows XP Disk Cleanup Wizard:

To start Disk Cleanup, click **Start**, click **Run**, and then type `cleanmgr`.

Or, *right-click* on the **C:** drive icon in **My Computer** and click on the **Disk Cleanup** button in the Local Disk (C:) Properties window. The **Disk Cleanup** button is located on the General tab. (See Figure 1 and Figure 2)

Open the items listed that have a *check-mark* by *single-clicking* on the folder, thus, *highlighting* the folder you want to look in. Once the folder is selected, click the **View Files** button to open the folder. (See Figure 3) A folder will open with files that the Disk Cleanup Wizard believes can be safely removed.

To delete the items in the folder, click **Edit** and click **Select All**. All of the items in the folder will now be highlighted. Next, click **File** and then click **Delete**. All of the items in the folder should be deleted from the folder.

The deleted items will be placed in the **Recycle Bin**. You will want to *empty* the **Recycle Bin** to permanently remove the documents from your computer.

If you need help using Disk Cleanup contact the *Client Computing—Information Systems Help Desk* at 660-562-1634.

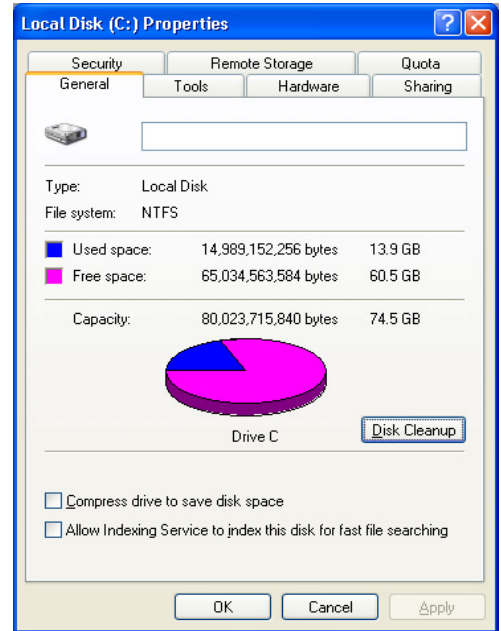


Figure 1. Local Disk (C:) Properties window.

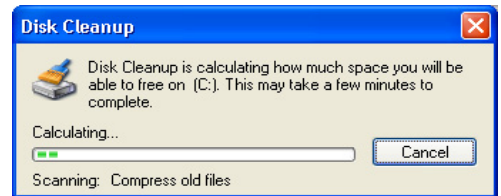


Figure 2. Disk Cleanup calculates space that can be freed up.

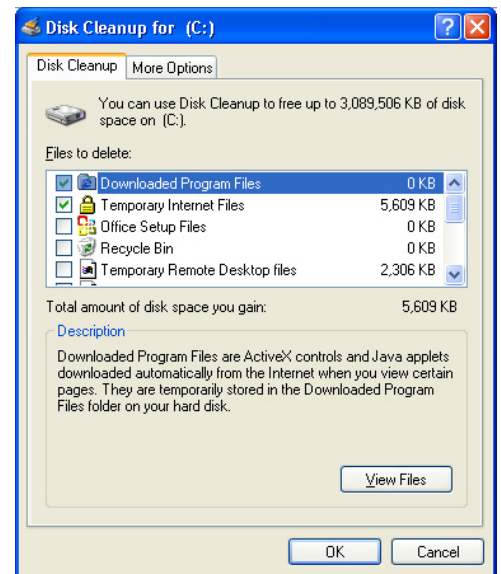


Figure 3. Disk Cleanup options. Click View Files after selecting a folder by single-clicking on the folder.