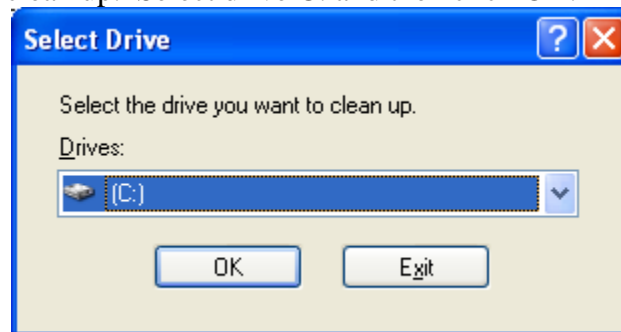


How do I use the Disk Cleanup Utility?

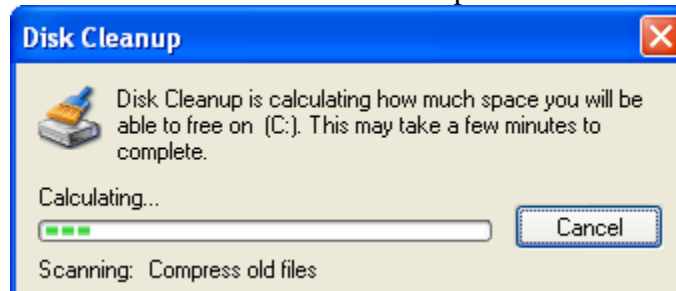
The Disk Cleanup Utility is a basic tool that can be used to safely delete unneeded files from the system to free up disk space. The utility will scan the hard drive and search for specific items to delete. You can choose which items you would like the utility to delete or leave alone.

The utility can be started a couple of different ways. The first way to start the utility is to click on the Start button and then the Run command. In the command box type **cleanmgr** and then click OK. The other way is to browse to the program icon by clicking Start > All Programs > Accessories > System Tools > Disk Cleanup.

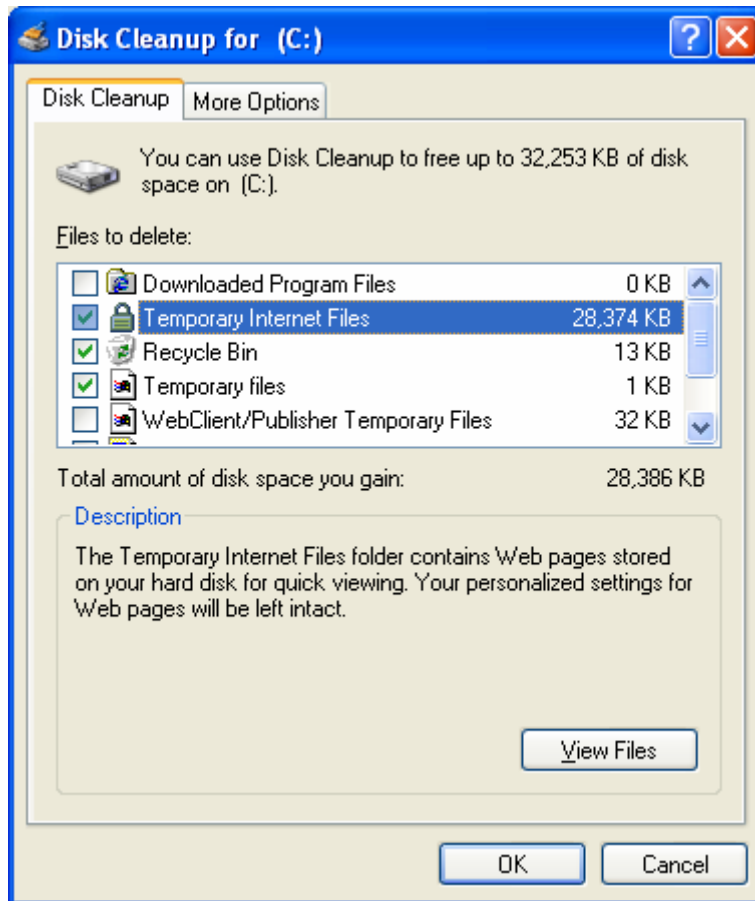
If you have more than one hard drive in your system, you will be asked which drive you would like to clean up. Select drive C: and then click OK.



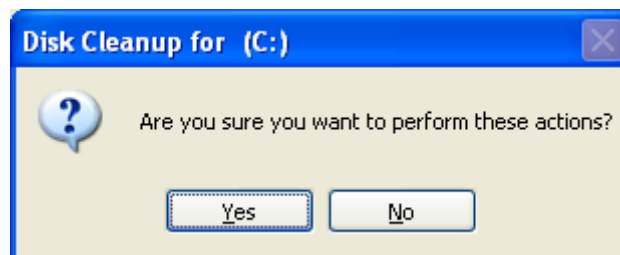
If you only have one hard drive in the system, the cleanup process will begin automatically and you will see the screen below while it performs its scan of the system.



Once the preliminary scan has completed, the main option screen will appear. From this screen you can select which items you would like to delete. You can view a description of each item by clicking on it. In most cases you will only want or need to select the Temporary Internet Files, Recycle Bin and Temporary Files as shown on the next page.



After making these selections, click OK and then Yes on the confirmation screen shown below.



The Disk Cleanup Utility will perform its actions as shown below and then the program will exit automatically.

