Running the Disk Cleanup Utility

**1.** Right-click Start ➢ Computer Management.

**2.** Right-click the drive and choose Properties.

**3.** On the General tab, click the Disk Cleanup button. The Disk Cleanup utility will start to calculate the system data.

**4.** After the analysis is complete, you will see the Disk Cleanup dialog box (shown in Figure 3.36) listing files that are suggested for deletion and showing how much space will be gained by deleting those files. Click OK.



**5.** When you are asked to confirm that you want to delete the files, click the Yes button. The Disk Cleanup utility deletes the files and automatically closes the Disk Cleanup dialog box.