

Learn How to Free Up Space

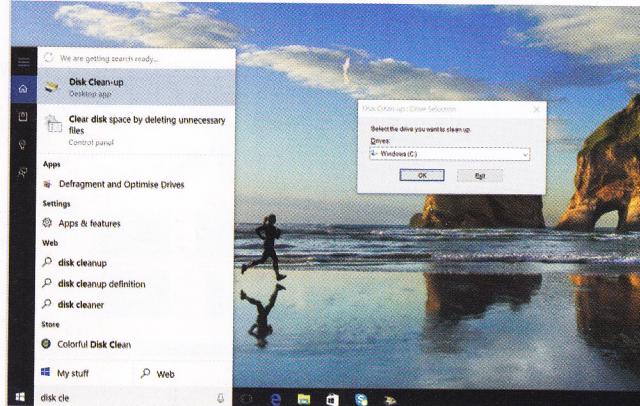
Disk Clean-up is the best way to free up space on your PC. It will clear up redundant files accumulating on your hard drive including temporary files and Downloaded Program files. But that's not the only way you can free up space, as you'll see...

Clearing Space on Your PC

It's worth giving your machine a little spring clean every so often to keep it lean. And that doesn't just mean removing unwanted files and folders from the desktop. Disk Clean-up should be an essential part of your PC maintenance.

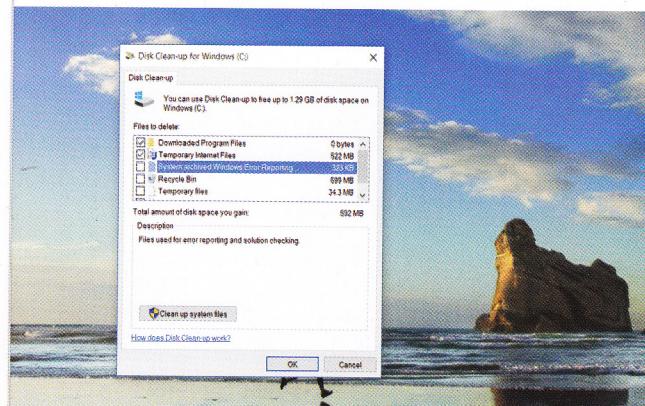
Clean Up

Disk Clean-up is a utility included with every copy of Windows. When you launch it (here we've searched for it using the search box on the taskbar), you'll get this small window appear. It will help you rid your PC of detritus that builds up over time as you download files from the Internet or install and uninstall apps.



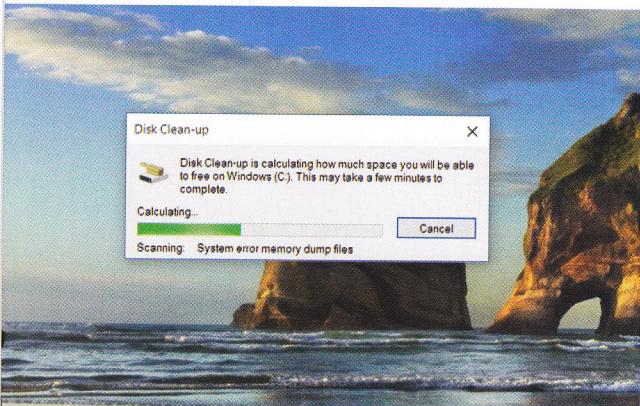
Scan Results

If you're scanning a second hard drive, it's unlikely Disk Clean-up will find a lot on it as it is mostly concerned with Windows files. And that's what we're looking at here in the results window. As you can see, you can check which items you want to remove from your PC. Click OK to remove.



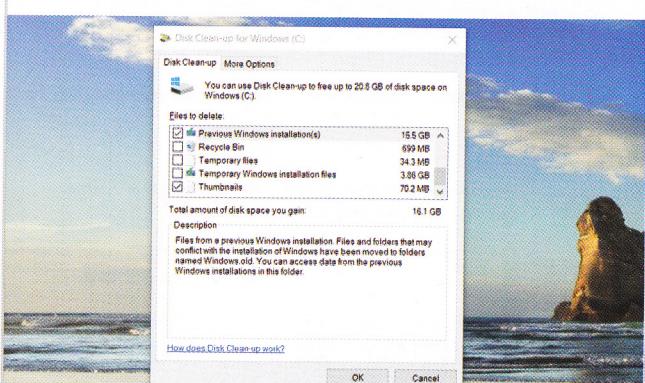
Which Drive?

You'll be asked to select the drive you want to clean up. Most of the time there'll only be one drive you wish to clean up (your C: drive), but it could well be that you've got more than one storage drive on your PC. Disk Clean-up will then begin to scan your drive for things it can sweep up.



System Files

We actually didn't click OK in the last step; instead clicking the Clean Up System Files option. This won't harm your Windows installation, but will clean up extraneous files that some people prefer to keep. If you upgraded from an old copy of Windows, this includes your Windows.old folder on your hard drive.

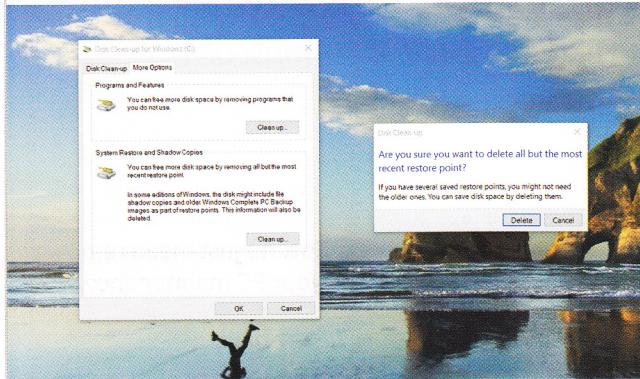


What is an inbox?

Your inbox is where you'll find all your incoming email, both read and unread.

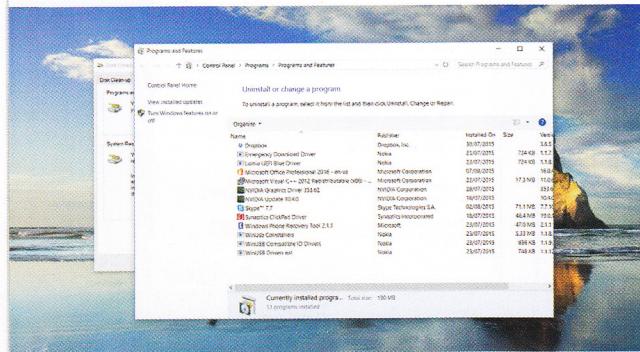
More Options

If you click the More Options tab, you'll see this window, taking you straight to the Add/Remove Programs area of Control Panel. It also gives you the option to remove old restore points that take up space inside Windows. The latest restore point will always be kept in case of a problem with your PC.



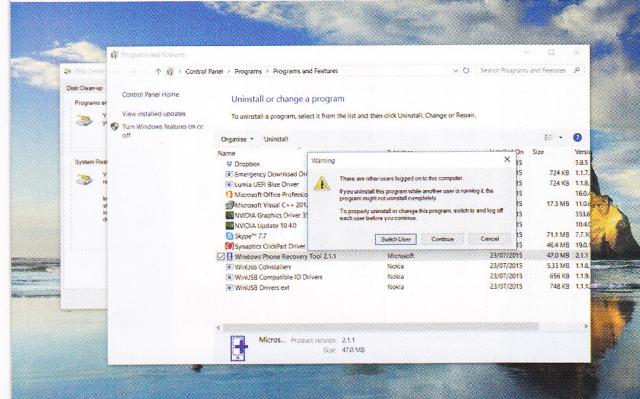
Programs and Features

This area of Control Panel is one of the most used, although it's not designed to be utilised quite as much in Windows 10 – the idea is that you'd uninstall using the method in the final step on this page. Still, it's the only way to see how much space your desktop applications are taking up. You can also access it via Control Panel > Programs.



Other Users

If you try and uninstall a program with other users logged onto the PC, you'll always get a warning that other people may be using the application and so it may not uninstall properly. Get other users to log off before uninstalling programs if this is an issue.



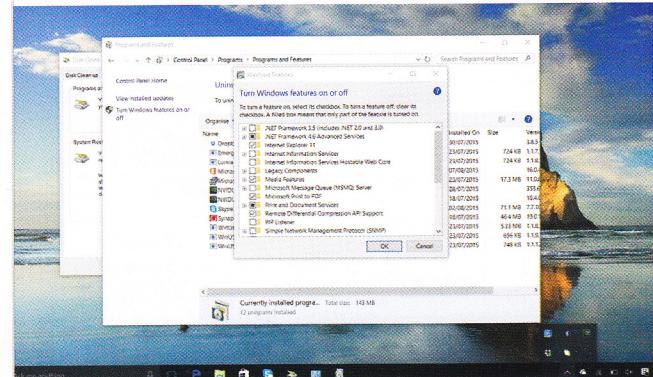
Uninstaller

Each desktop app has a different type of installer (or, in this case, uninstaller). Many are very similar, but you do get ones that differ, and one such is this app from Microsoft. Often you will be asked if you want to repair the application. You don't – you want to uninstall.



Windows Features

This is for advanced users only. Also from this screen you can select Turn Windows Features On or Off. You're able to uninstall elements of Windows that you don't use – perhaps the old Internet Explorer, for example, or Microsoft's Print to PDF plug-in if you have an alternative solution that you use.



Uninstall from Start

You're also able to easily uninstall apps from the Start menu – simply right-click on the app in question and select Uninstall from the menu that appears. It's the best way to uninstall any app, whether it's come from the Windows Store or not.

