

Run Disk Cleanup

January 11, 2012

Garbage on the Computer Drives

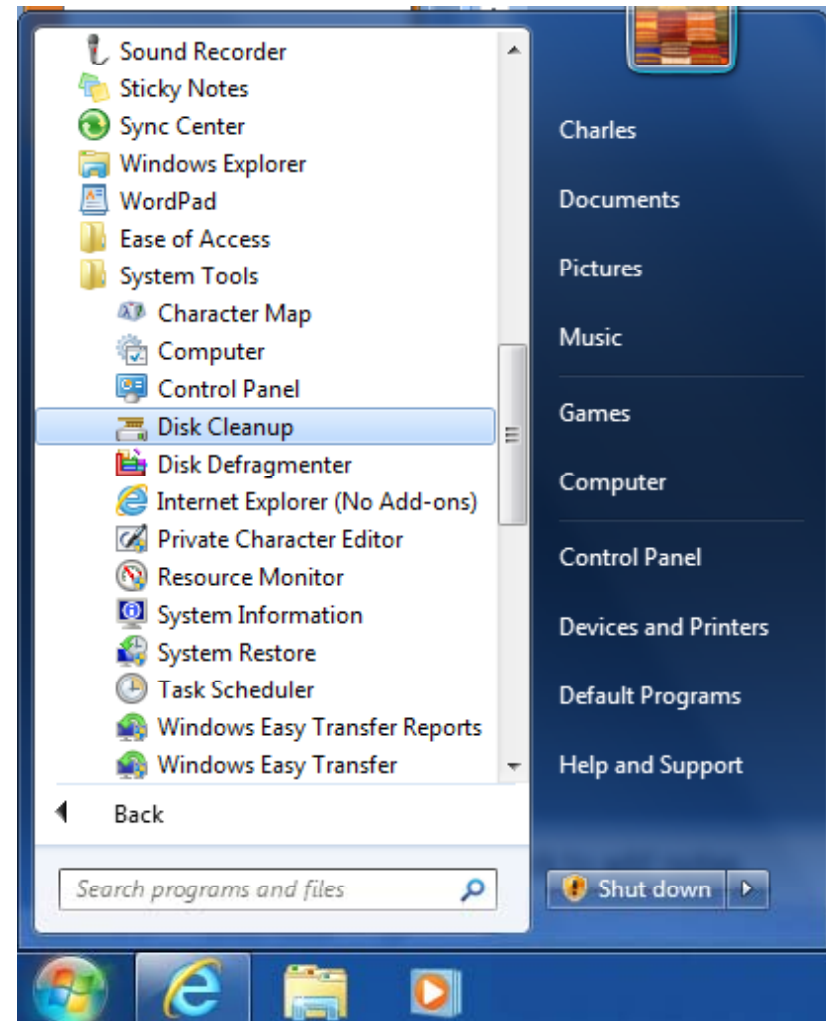
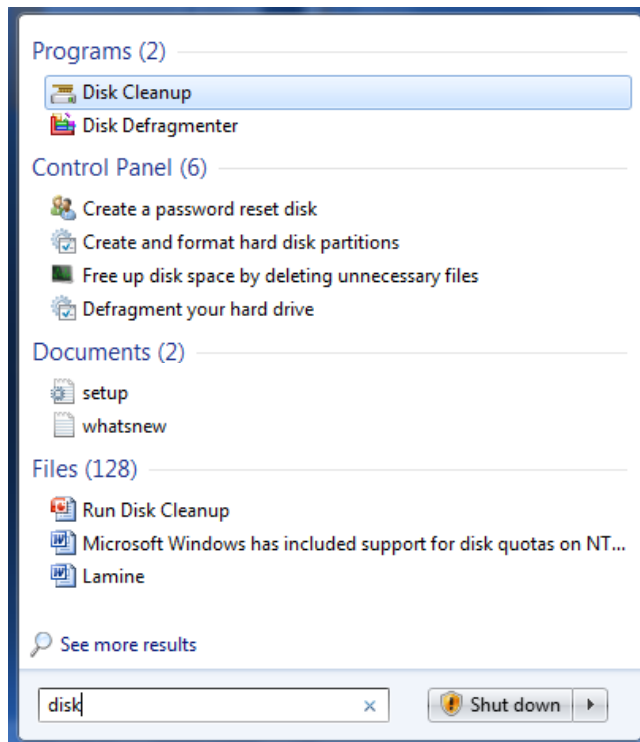
All kinds of temporarily important files and folders make it on our hard drives but occasionally like once a week we will want to delete the data to free up the space for more important work.

So therefore, we will run an application called Disk Cleanup to clean our hard drive or even a flash drive.



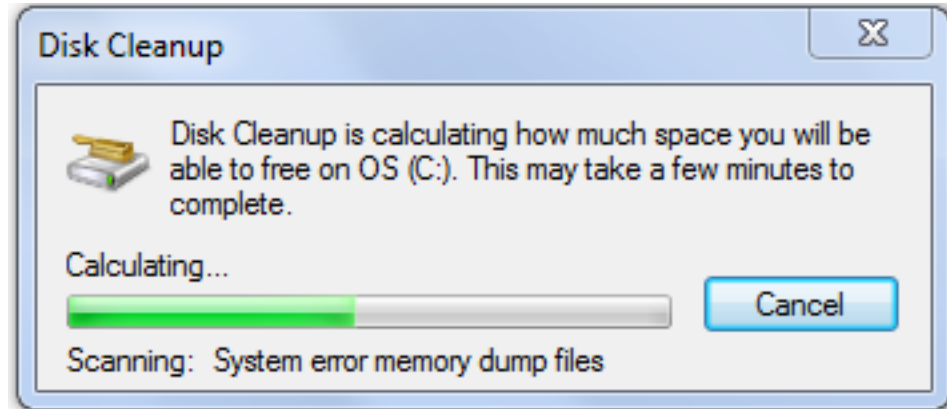
Disk Cleanup in System Tools

To start the Disk Cleanup program, we choose Programs, then Accessories, then System Tools and finally Disk Cleanup. Or we can type “disk” in the search textbox on the Start menu. We can single click Disk Cleanup under the Programs category to start the program.



The Disk Cleanup Window

After selecting the program, the first task completed is calculating the amount of temporary, download and trash files that are on the computer system.

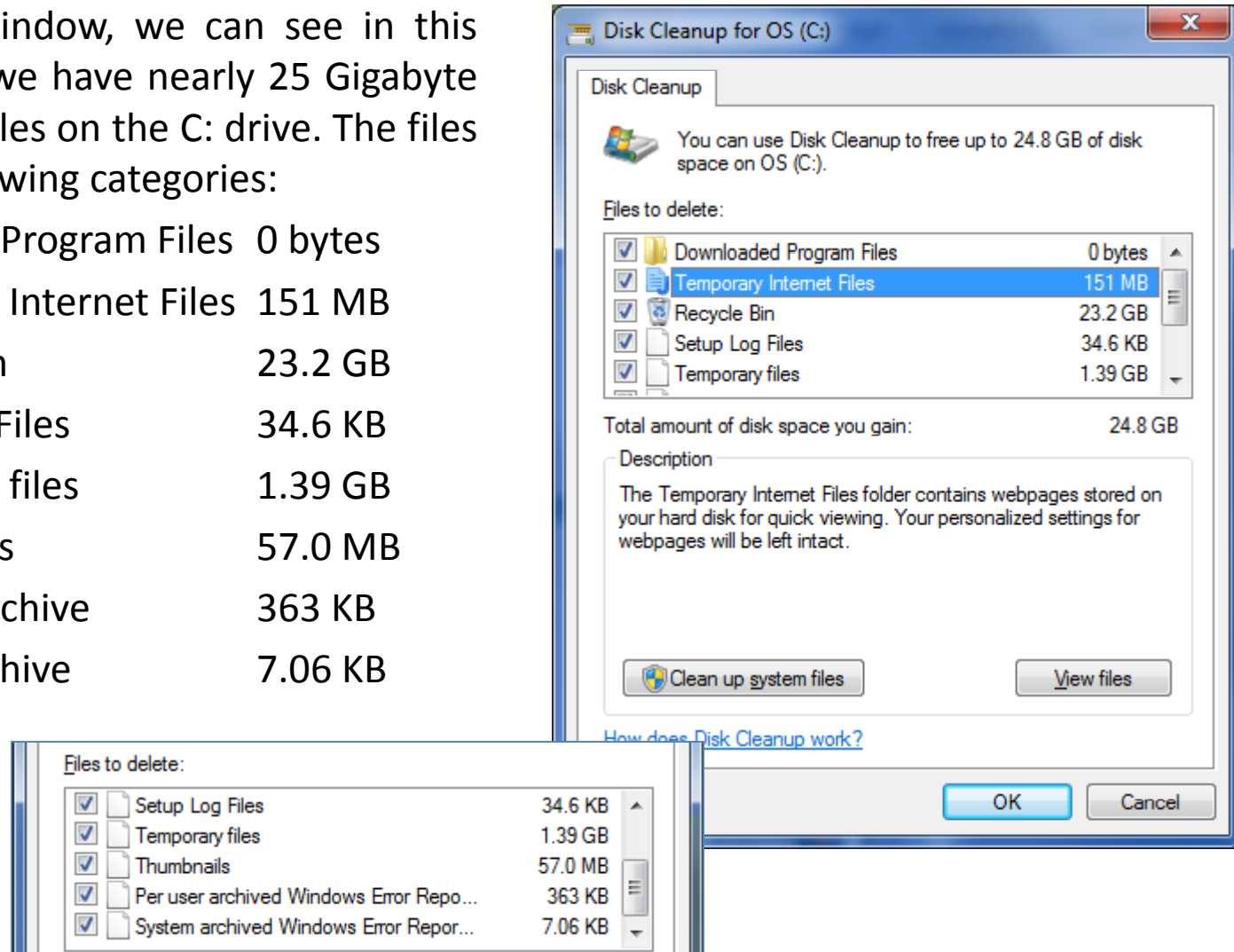


Disk Cleanup for the OS (c:)

In the next window, we can see in this instance that we have nearly 25 Gigabyte of unwanted files on the C: drive. The files are in the following categories:

Download Program Files	0 bytes
Temporary Internet Files	151 MB
Recycle Bin	23.2 GB
Setup Log Files	34.6 KB
Temporary files	1.39 GB
Thumbnails	57.0 MB
Per user archive	363 KB
System archive	7.06 KB

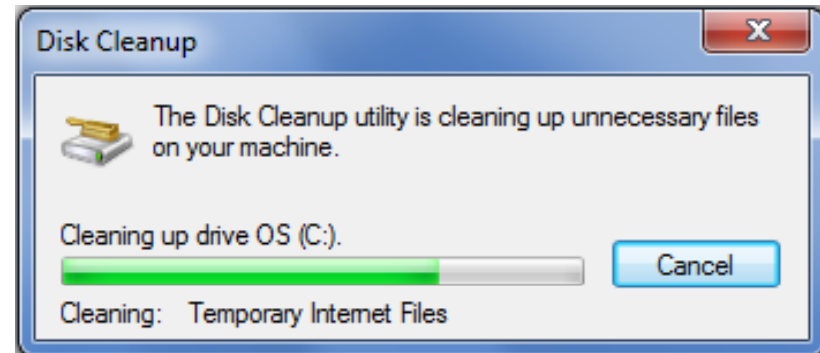
Here we see
the rest of the
files in the list



Running the Utility

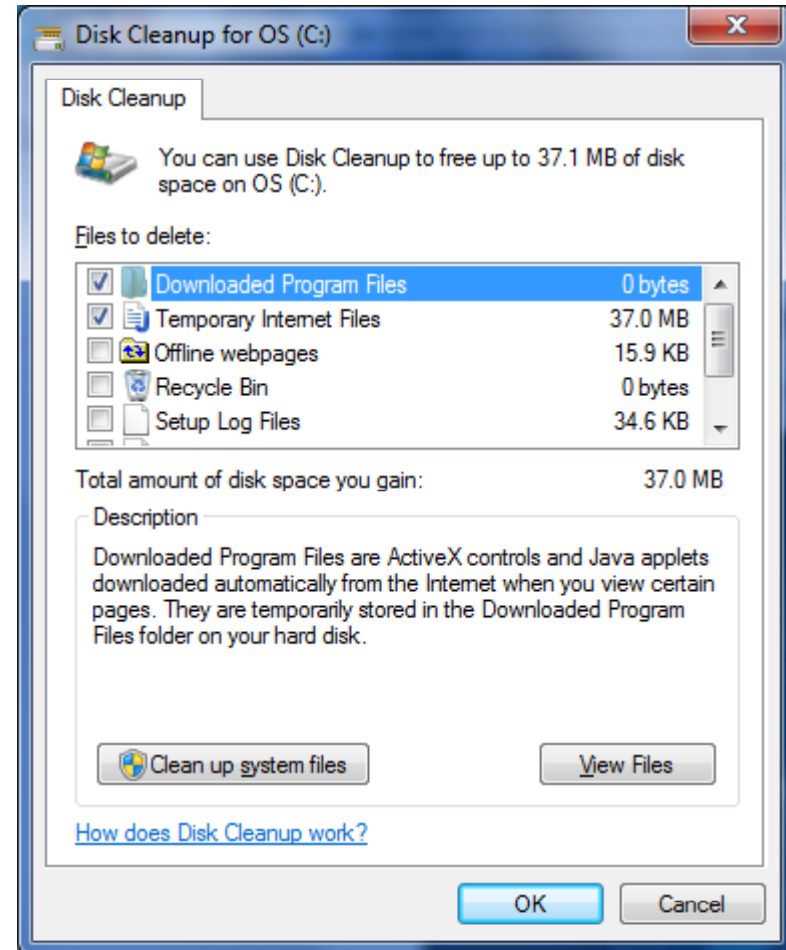
We can annotate the checkbox for each category or leave it unmarked. When we select the OK button, all files are deleted in these groups.

The Disk Cleanup window will show the progress of the operation. There is a Cancel button to stop the process if needed.



Cleaner Hard Drive

After the cleaning process, we have just 37 Megabytes of temporary data on the C: drive. We still have several files because we are running other programs from the Internet even as we clean it, so the hard drive will always contain some temporary files.



The Disk Defragmenter

Next, we should run the Disk Defragmenter to place parts of files and programs together closely on the hard drive. This will also speed up the computer.

