

## Disk Cleanup for Windows XP - Why do I need to run it? How to use it.

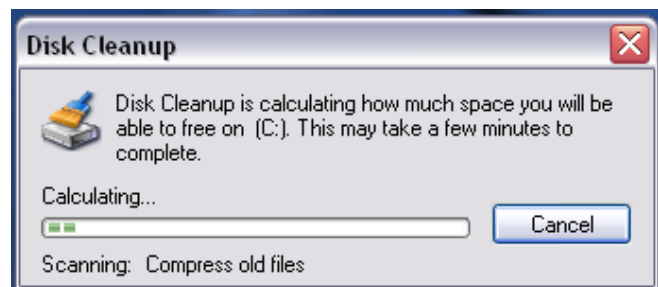
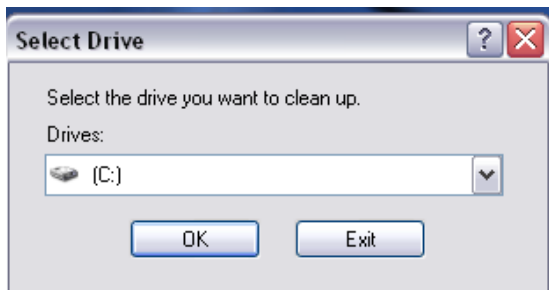
The Disk Cleanup tool helps you free up space on your hard disk by searching your disk for files that you can safely delete. You can choose to delete some or all of the files. Use Disk Cleanup to perform any of the following tasks to free up space on your hard disk:

**Note: If you are uncomfortable with any of these steps, [contact us](#) for assistance.**

- Remove temporary Internet files.
- Remove downloaded program files. For example, ActiveX controls and Java applets that are downloaded from the Internet.
- Empty the Recycle Bin.
- Remove Windows temporary files.
- Remove optional Windows components that you are not using.
- Remove installed programs that you no longer use.

You can start Disk Cleanup, by doing any of the following:

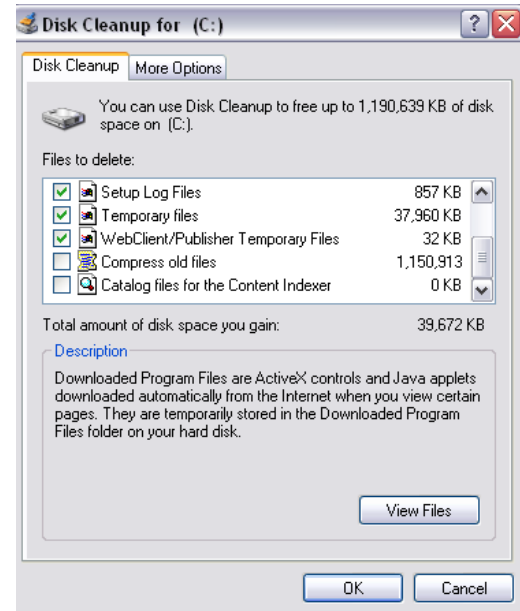
- Click **Start**, and then click **Run**. In the **Open** box, type **cleanmgr**, and then click **OK**.  
-or-
- Click **Start**, point to **All Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Cleanup**.  
-or-
- In Windows Explorer or My Computer, right-click the disk in which you want to free up space, click **Properties**, click the **General** tab, and then click **Disk Cleanup**.



## Remove Files Stored on Your Hard Disk

To remove files stored on your hard disk that you no longer use, follow these steps:

1. Click **Start**, and then click **My Computer**.
2. Right-click the disk in which you want to free up space, and then click **Properties**.
3. Click the **General** tab, and then click **Disk Cleanup**.
4. Click the **Disk Cleanup** tab (if it is not already selected), click to select the check boxes next to the files that you want to remove, and then click **OK**.  
*NOTE: To spare yourself any potential headaches in the future, make sure the following items are **NOT** checked: "Office Setup Files", "Compress old files", "Catalog files for the Content Indexer"*
5. Click **Yes** to proceed with this action, and then click **OK**.



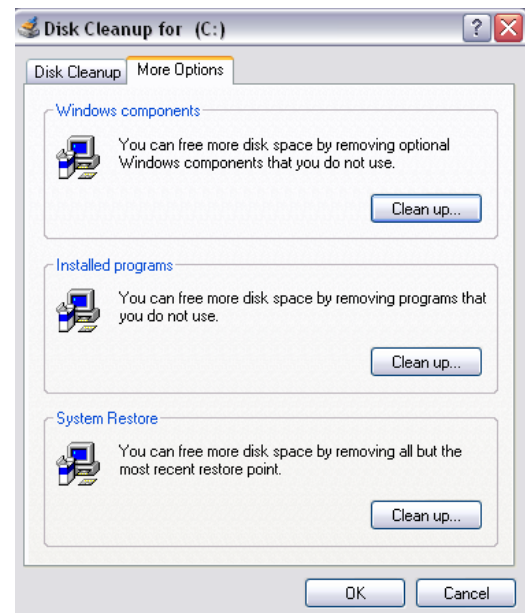
## Remove Windows Components

To remove Windows components that you are not using, follow these steps:

1. Click **Start**, and then click **My Computer**.
  2. Right-click the disk in which you want to free up space, and then click **Properties**.
  3. Click the **General** tab, and then click **Disk Cleanup**.
  4. Click the **More Options** tab, and then under **Windows components**, click **Clean up**.
- The Windows Components Wizard starts.
5. In the **Components** list, click to clear the check box next to the component(s) that you want to remove.
    - A shaded check box next to a component indicates that only some of its subcomponents are installed.

If you want to remove a subcomponent, click **Details**, click to clear the check box next to the subcomponent(s) that you want to remove, and then click **OK**.

6. Click **Next**.
7. In the Completing the Windows Components Wizard page, click **Finish**.
8. Click **OK**, click **Yes** to proceed with this action, and then click **OK**.



## Remove Installed Programs

To remove programs that you no longer use, follow these steps:

1. Click **Start**, and then click **My Computer**.
2. Right-click the disk in which you want to free up space, and then click **Properties**.
3. Click the **General** tab, and then click **Disk Cleanup**.
4. Click the **More Options** tab, and then under **Installed programs**, click **Clean up**.

The **Add or Remove Programs** dialog box is displayed.

5. In the **Currently installed programs** list, click the program that you want to remove, and then click **Remove** (or **Change/Remove**).
6. If you receive a prompt to confirm the removal of the program, click **Yes**.
7. Repeat step 5 and 6 to remove other programs that you no longer use, and then click **Close**.
8. Click **OK**, click **Yes** to proceed with this action, and then click **OK**.

## Remove Restore Points

To remove all restore points except the most recent restore point, follow these steps:

1. Click **Start**, and then click **My Computer**.
2. Right-click the disk in which you want to free up space, and then click **Properties**.
3. Click the **General** tab, and then click **Disk Cleanup**.
4. Click the **More Options** tab, and then under **System Restore**, click **Clean up**.
5. Click **Yes** to remove all but the most recent restore point.
6. Click **OK**, click **Yes** to proceed with this action, and then click **OK**.