



**CEREBRO TECH**  
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# TECH TUESDAY

[ tips and tricks everyone should know ]

## Tip of the day: How to clean up your Windows computer hard drive

In this week's tips and tricks, we'll go through ways to clean up your hard drive, reducing the clutter and creating space for those all-important new applications or files. So, without further ado, let's get started..

### - Windows Disk Cleanup

1. Go to your Computer window (Start -> Computer)
2. Right-Click your hard-drive and select 'Properties'
3. Under the 'General' tab, click 'Disk Cleanup'
4. Windows will scan your drive and let you know how much space you can save by running Disk Cleanup
5. Select the files that you wish to delete from the drive, and hit OK

### - Uninstall Unwanted Programs

1. Start -> Control Panel -> Uninstall a program
2. Sort the list of programs by file size by clicking the 'Size header'. Now you can see which programs take up the most space on your computer.
3. Click any program that you wish to remove, and click 'Uninstall'

### - Take out the Trash

1. The files in the Recycle Bin are still taking up space on your computer. If you're sure that you would like to remove the files in your Recycle Bin, you can select files and right-click to delete them, or simply click 'Empty the Recycle Bin' to permanently delete all the files

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