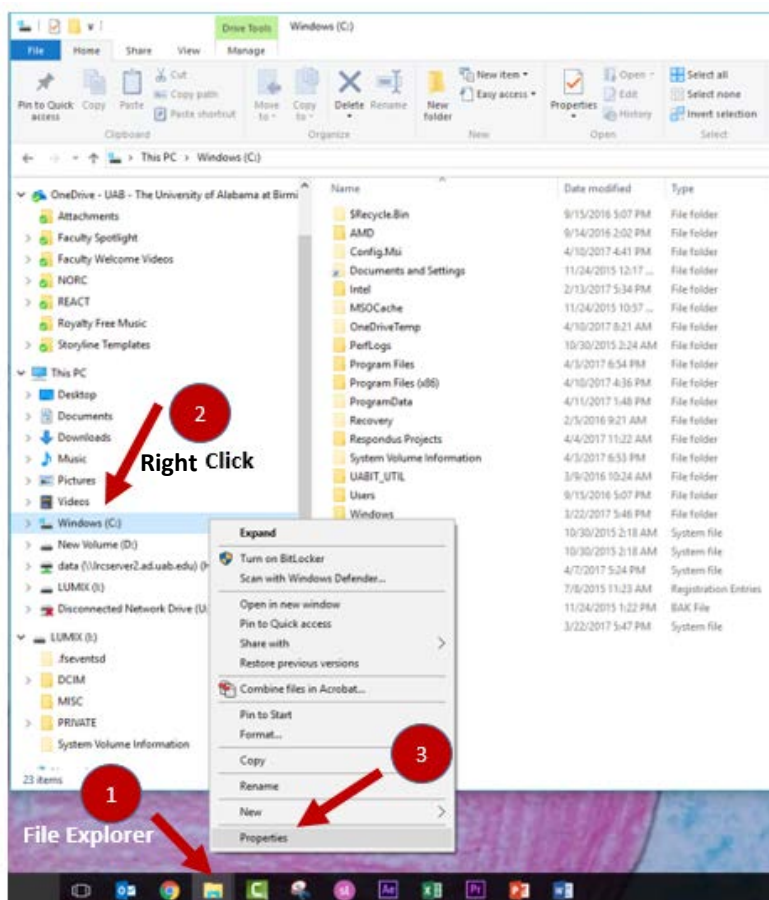


# Tuesday Tip

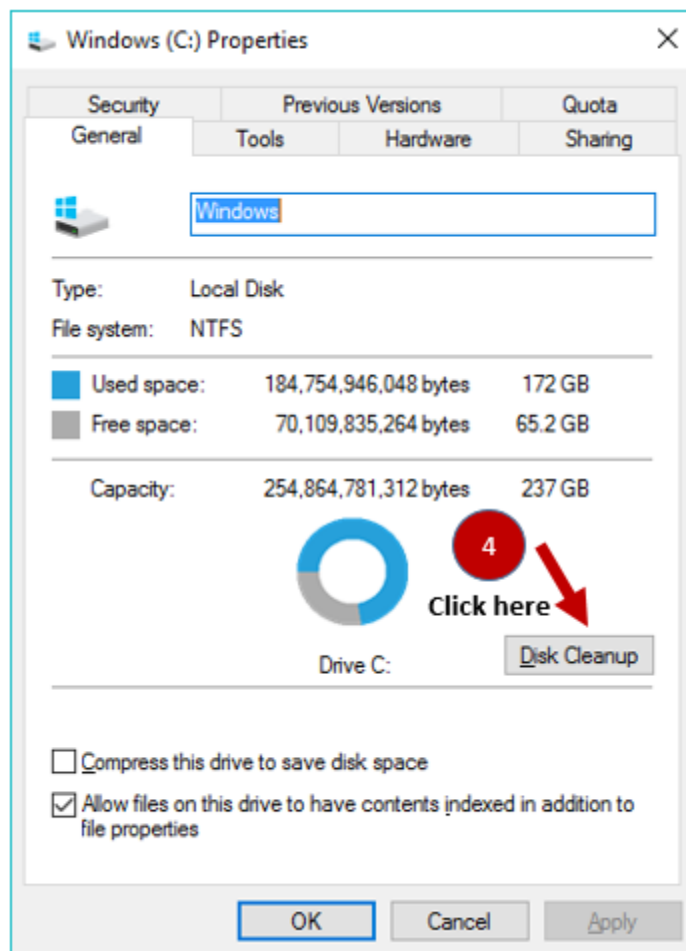
## Spring Cleaning Series

So, you've noticed that your computer is running a little slower and suspect that it may be time to delete some things, but finding the time to sort through files just isn't practical right now (hello, semester end!). Until you can find that time, follow the steps below to quickly free up some space on your hard drive.

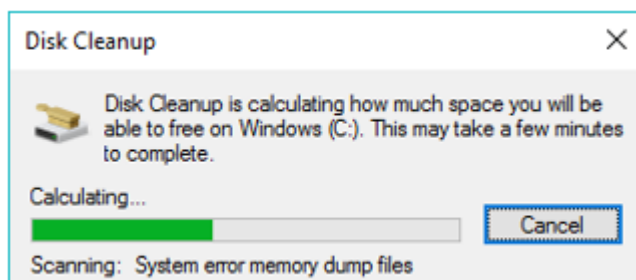
In File Explorer, right click on the hard drive. Then, click on Properties.



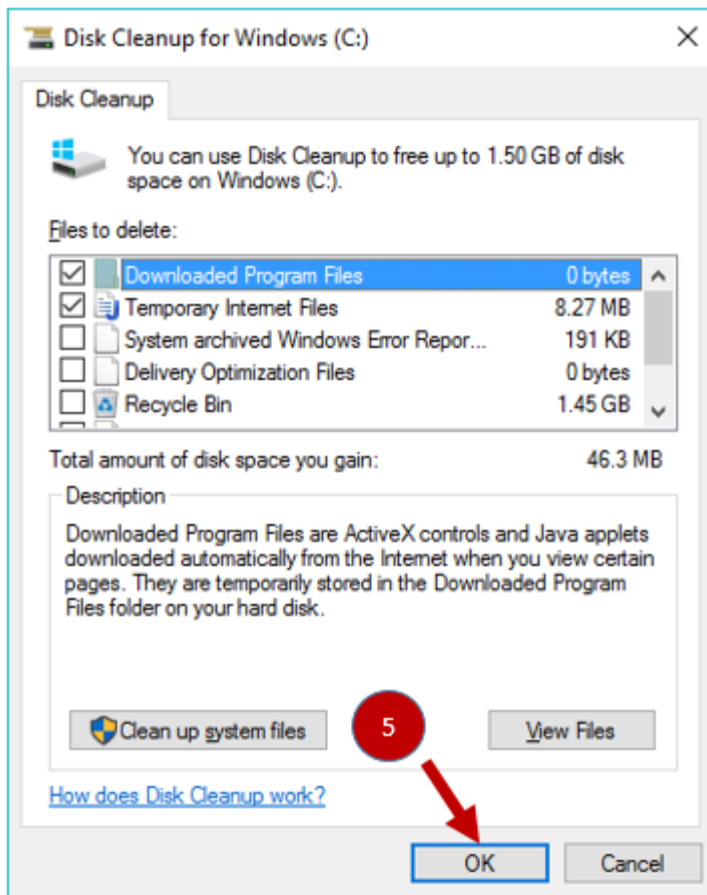
In the Properties dialogue box, click on Disk Cleanup.



This message will appear briefly. No need to click here:



The Disk Cleanup box will be next. While you may choose to check additional boxes, we would recommend using the default. Click OK.



And that's it! Check back next week for more on decluttering your files.

Want more info? Check out [7 Ways to Free Hard Disk Space on Windows](#).

Mac users, there's one for you, too! [7 Ways to Free Disk Space on Your OS X Mac](#)

Happy spring cleaning!

For more information, please contact the [ISS team](#).  
View all of our Tuesday Tips on our [SHP/ISS website!](#)

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