

Temporary File Cleanup

By

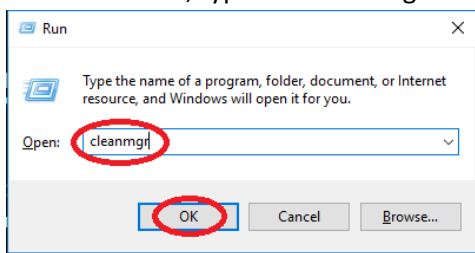
Christopher A. Leonti

Information Technology Support Specialist
College of Ag / Montana Ag Experiment Station
Montana State University-Bozeman
<http://agriculture.montana.edu/it>

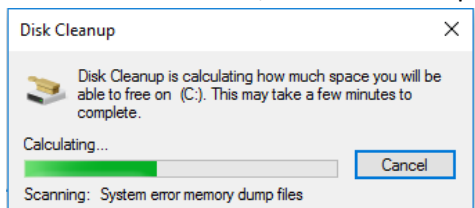
Cleaning up temporary files is good computer maintenance, like an oil change for your car, and can be very helpful if your computer is running low on disk space. Many programs, updates, installations and web browsers use temporary files to function though they are rarely needed after their initial use. Temporary files should be just that – temporary – but sometimes these files are not automatically cleaned up but there is an easy way to remove most of them. The amount of space cleared during this process will vary, but in some cases it is quite substantial.

The directions below are based on a Windows 10 computer, but will work on most versions of Windows.

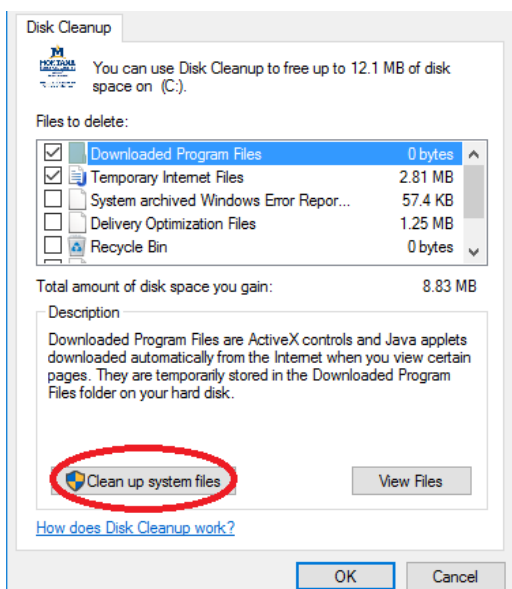
- Close all open programs.
- Ensure all Windows Updates have completed.
- Ensure there are no other updates pending in the notification tray (the small icons to the left of the clock)
- Press the Windows Key + R on your keyboard simultaneously (Windows key is usually between the CTRL & ALT keys).
- In the RUN box, type the following and click OK: **CLEANMGR**



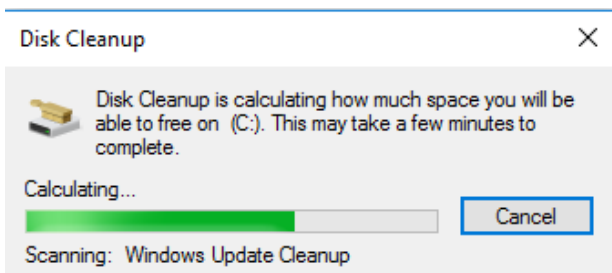
- After a few moments, the Disk Cleanup tool will appear and start scanning the C: drive for space to free up.



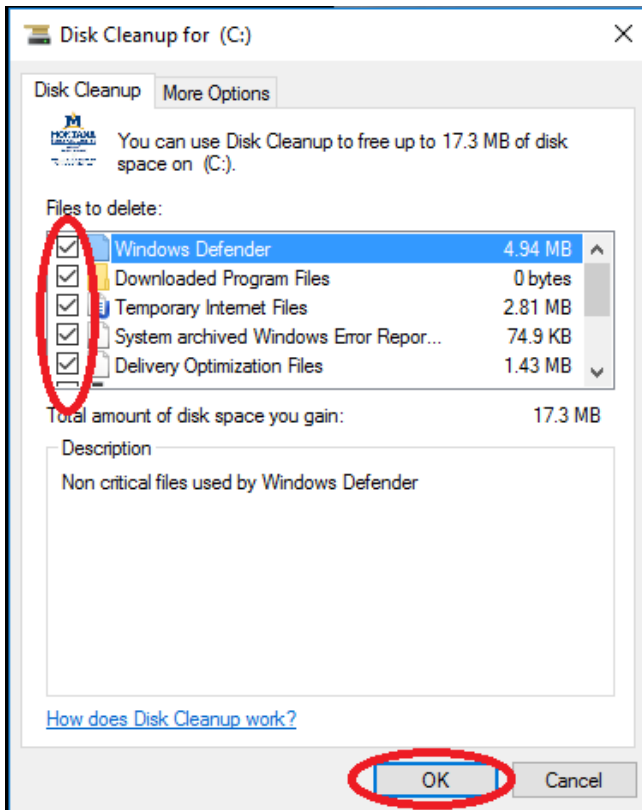
- Click the CLEAN UP SYSTEM FILES button.



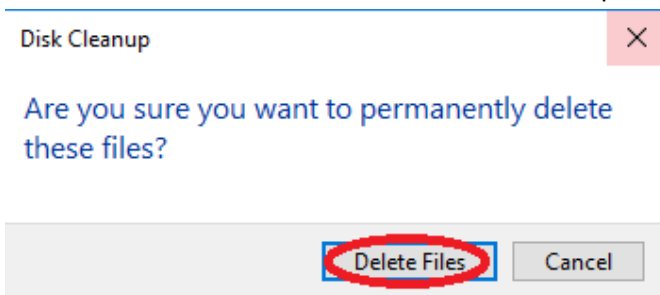
- Another scan of the C: drive occurs.



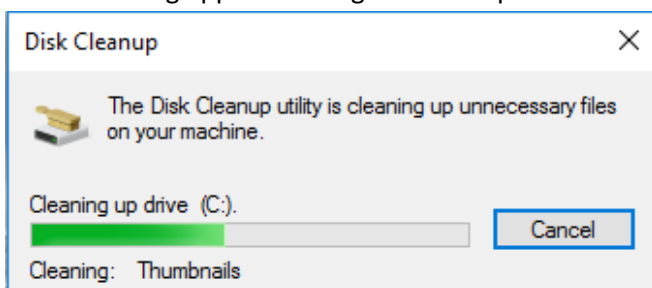
- Ensure all checkboxes are marked, making sure to scroll down to see all items, and then click the OK button.



- Click the DELETE FILES button at the confirmation prompt.



- A status dialog appears during the cleanup.



- If prompted about removing an old version of Windows, confirm the removal.
- Once the cleanup is complete all windows should automatically close.