

Mac & Chromebook | Easy | 2 min read

Chromebook: storage full and how to free space

Chromebooks often have small storage, so they can fill up quickly. When that happens, the device slows and may not update. Here is how to make room.

See what is using space

1. Click the **time** in the bottom right, then the **Settings** cog.
2. Choose **System preferences**, then **Storage management**. On some versions, look under **Device**, then **Storage management**.
3. You will see a breakdown of items such as **My files**, **Browsing data**, **Apps and extensions** and **Android storage**.

Delete files you do not need

Open the **Files** app and look in **Downloads**. Right-click files you no longer need and choose **Delete**. Check items before you delete them because deleted files are gone for good unless saved somewhere else.

Use Google Drive

Move big files such as photos and videos to Google Drive. Drag them from **Downloads** to **Google Drive** in the Files app. Check they have uploaded and open correctly, then delete the local copies.

Clear browsing data

In Chrome, press **Ctrl, Shift and Delete**. Choose **Cached images and files** and click **Clear data**. Do not clear passwords or **Cookies** unless you want to be signed out of sites.

Remove apps and extensions

Right-click apps you do not use in the launcher and choose **Uninstall**. In Chrome, click the puzzle piece and choose **Manage extensions** to remove extras.

Use an SD card or USB drive

Many Chromebooks have an SD slot. Files saved there do not use internal storage. Keep a copy of anything important in more than one place.

Careful with offline files

Offline Google Drive files, downloaded films and Android app data can be large. Switch off offline copies for things you do not need.

When to get more help

Contact us if storage stays full after these steps, if the Chromebook says it has no space for updates, or if you are unsure what is safe to remove. Do not Powerwash just to gain space without a backup.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.