

Windows laptops & PCs | Easy | 2 min read

Disk Cleanup and Cleanup recommendations: clearing space safely

Windows can list files that are safe to remove, such as temporary files and old installers. Used carefully, this can win back several gigabytes without touching your own photos and documents.

Before you start

Look at what is ticked before you clear anything. Cleaning is permanent for some items. If you are not sure, leave it unticked.

Windows 11: Cleanup recommendations

1. Open **Settings**, then **System**, then **Storage**.
2. Click **Cleanup recommendations**.
3. Open **Temporary files**, **Large or unused files**, **Files synced to the cloud** and **Unused apps**.
4. Read the list, tick only what you recognise as safe, and click **Clean up**.

Windows 10: Storage settings

1. Open **Settings**, **System**, **Storage**.
2. Click **Temporary files**, and tick items such as **Temporary files**, **Thumbnails** and **Delivery Optimization Files**.
3. Click **Remove files**.

The classic Disk Cleanup tool

Press the **Windows key**, type **Disk Cleanup**, and open it. Choose the **C:** drive. After the scan, you can click **Clean up system files** to see more, including old Windows Update files. Click **OK** and confirm.

What to be careful with

- **Downloads**: this folder holds files you chose to save. Windows lists it as an option in some versions. Leave it unticked unless you have checked the folder yourself.
- **Recycle Bin**: emptying it is permanent. Look inside first.
- **Previous Windows installation**: removing this means you cannot go back to the older version of Windows.
- **Large or unused files**: only delete those you recognise, and copy important ones to an external drive.

Uninstall programs you no longer use from **Settings**, **Apps**, and move photos and videos to an external drive or the cloud.

When to get more help

Get in touch if the drive remains almost full even after cleaning, if you do not know what is using the space, or if a cleanup option disappeared or is stuck. A full drive can stop updates from installing.

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.