

Windows laptops & PCs | Easy | 2 min read

How to free up space with Storage Sense

Storage Sense is a built-in Windows tool that clears out temporary files and the contents of your Recycle Bin for you. It is a safe way to make room on your laptop.

Quick fixes to try first

- Empty the Recycle Bin. Right-click it on the desktop and choose **Empty Recycle Bin**. Check first that nothing in there is needed.
- Look in your **Downloads** folder and delete installers and files you no longer need.
- Move large photos and videos to a USB drive or OneDrive.

Step by step

1. Open **Settings** by pressing the Windows key and I together.
2. Choose **System**, then **Storage**.
3. You will see a bar showing what is using your space. Click items such as **Apps**, **Temporary files** or **Documents** to see more.
4. Turn on **Storage Sense** using the switch. Click it for more settings.
5. Choose how often to run it, such as every month, and how long to keep items in the Recycle Bin and Downloads folder.
6. Be careful with the **Downloads** option. If you set it to delete files after a number of days, anything left there may be removed. Move things you want to keep first.
7. You can click **Run Storage Sense now** to clean immediately.

In Windows 10 the same page is under **Settings, System, Storage**. The exact layout may differ slightly.

If that did not work

- Under **Temporary files** on the Storage page, tick the items you are happy to remove and click **Remove files**. Leave **Downloads** unticked unless you are sure.
- Uninstall programs you never use. See our uninstalling guide.
- Back up your photos before deleting any.

When to get more help

Stop and email us if the drive stays nearly full even after cleaning, you are unsure what is safe to delete, or Windows says it cannot update because of space. Do not delete folders such as Windows or Program Files. Tell us how much space is used and what the **Storage** page shows.

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.