

# Improve your computer's health

---

## Cleanup Your Hard Drive

With use your computer accumulates trash. Information that is no longer needed - mostly temporary files. A good practice is to clean this trash off your disk at least once a week and it is easy to do so.

### Here's how:

Beginning with the Start icon in the lower left corner of your computer screen and click the links in this order:

- **Start**
- **All Programs**
- **Accessories**
- **System Tools**
- **Disk Cleanup**

At this point you will see a small window showing what items you can safely get rid of – mostly temporary and recycle bin files. Click **OK** and then click **Yes**. That's it, you're done.

I hope this information has made your day a little better. Drop us a line at [support@NancyPrince.com](mailto:support@NancyPrince.com) with suggestions on things you would like to learn more about.

To your success,

Techie Tom