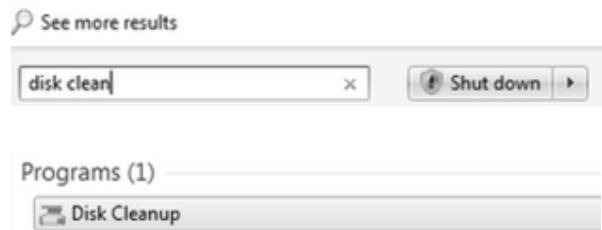


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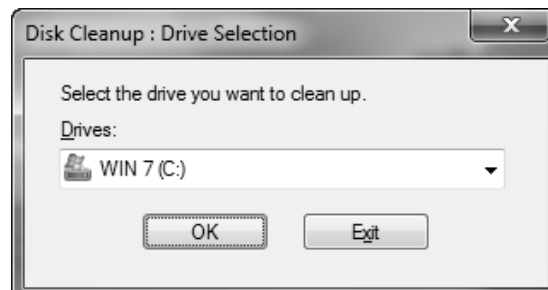
Disk Clean Windows 7

- 1 Click Start button
- 2 Type Disk Clean in Search Bar
Click Disk Clean when it appears at top of window

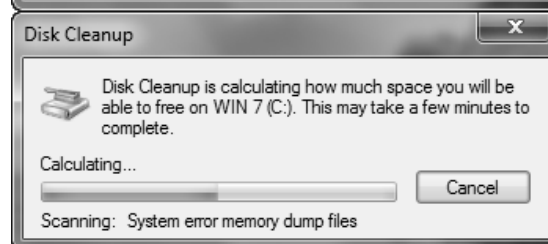


- 3 Click on the Drive you wish to Clean

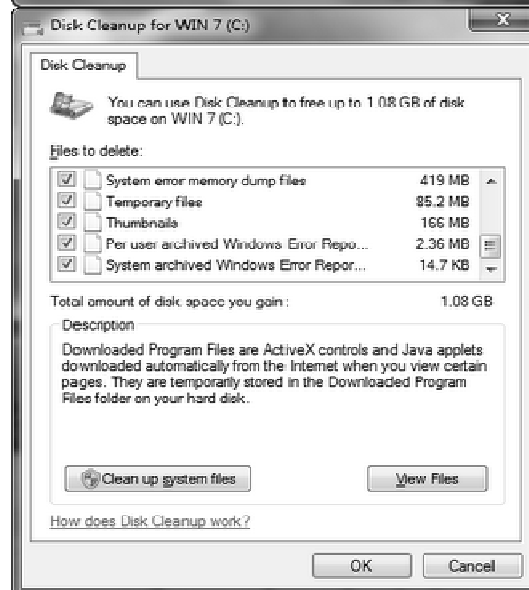
Click OK



- 4 Let Disk Cleanup determine which files can be cleaned up.

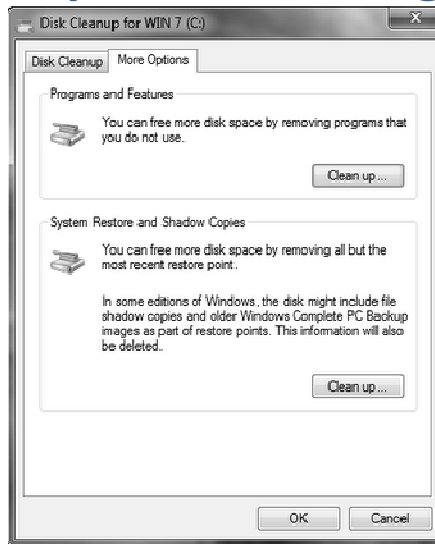


- 5 You will then see a dialog with the files that can be cleaned without any harm to the system. Select the files that you do not need and click OK.



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- 6 If you have admin access, you might want to clean up system files as well. Click on System Files in the above dialog. You will then see a More Options tab which you can use to remove old system restore points and shadow copies.

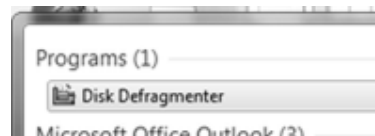
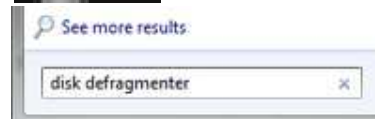


Disk Defragment Windows 7

- 1 Click Start button
- 2 Type Disk Defragment in Search Bar

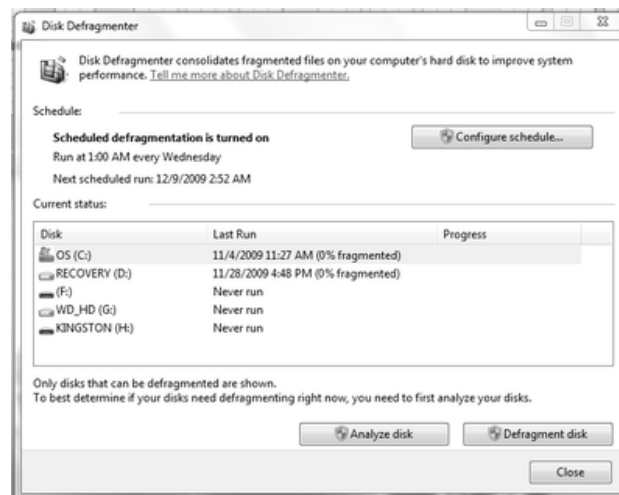


Click Disk Defragment when it appears at top of window



- 3 Click on the Drive you wish to Defragment

Click Defragment now.



You can also schedule defragmenter by clicking on the configure schedule button and choosing the options that you prefer.