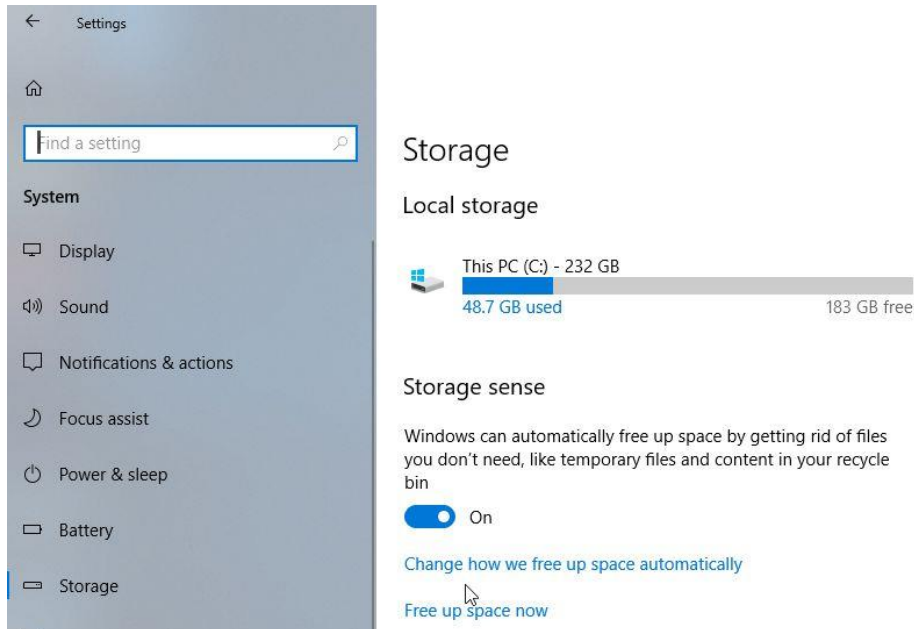


Cleaning Temporary files and Recycle bin

Windows 10 has an automated cleaning process that regularly cleans up temporary files that apps are not using, and files that have been in the recycle bin for more than 30 days.

If you are running short of disk space, you can run this cleaning process manually as follows: *Start > Settings > System*, click on *Storage*, then *Change how we free up space automatically*



Then tick the boxes you want and click *Clean now*. In Windows version 1803 or higher, you can also choose the period for Recycle bin and Downloads. To see your version of Windows, go *Start > Settings > System > About*, then scroll down to *Windows specifications*.

