

How to remove temp files

Hold the Start button on the keyboard

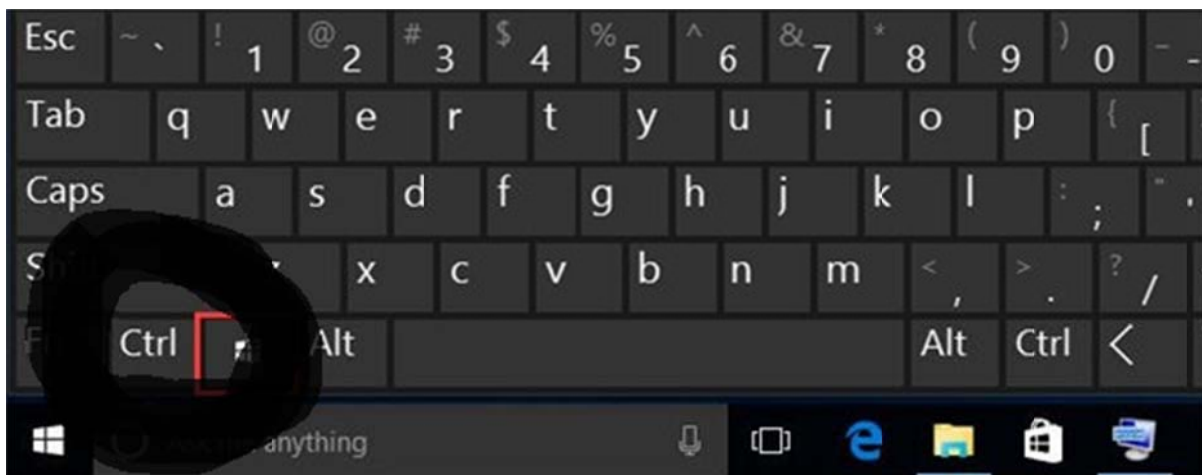


While holding the start button on the keyboard,

Tap the **“R”** key (this is for the run command)

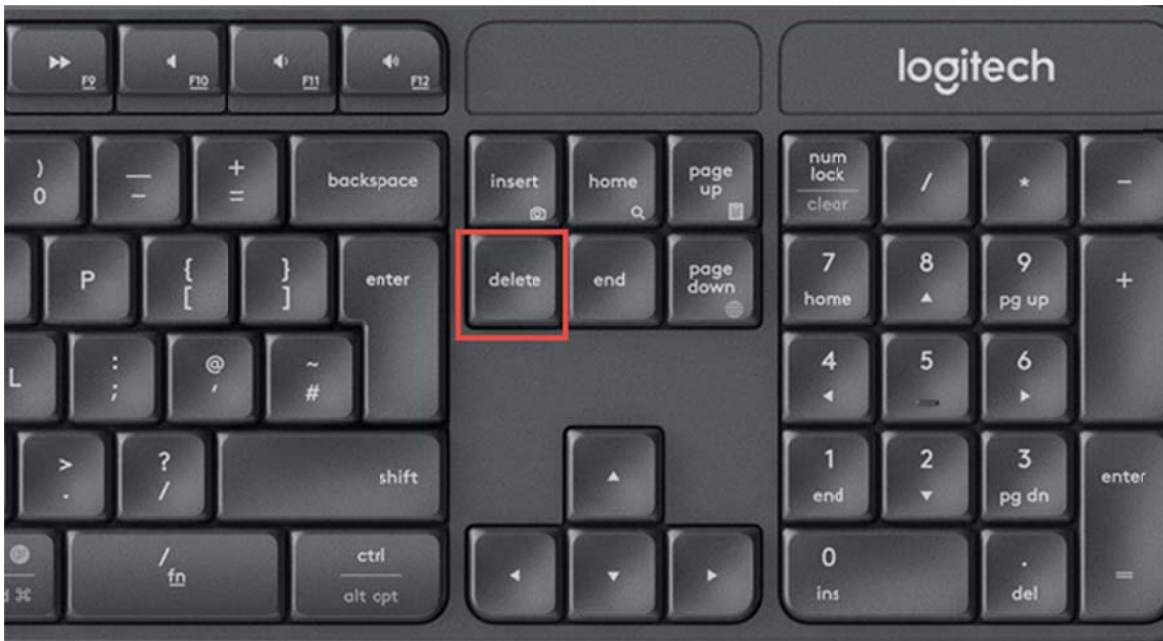
Type %temp% then hit **“Enter”** on the keyboard.

Hold the **Ctrl** button



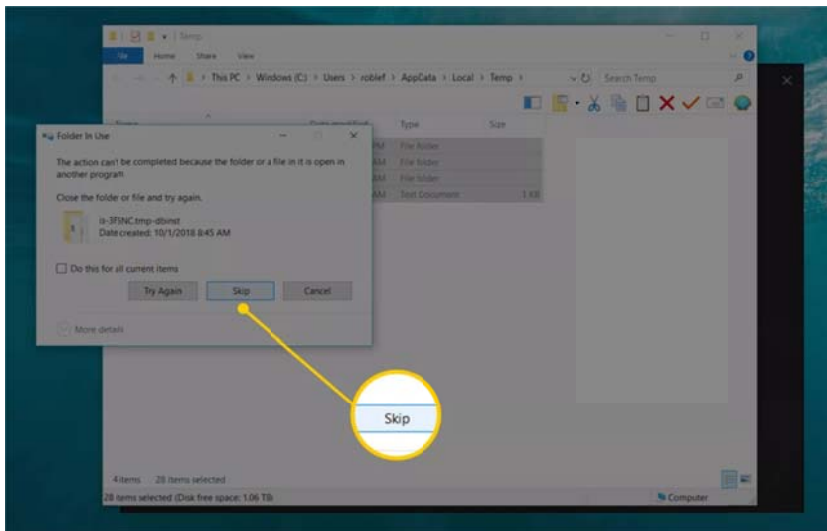
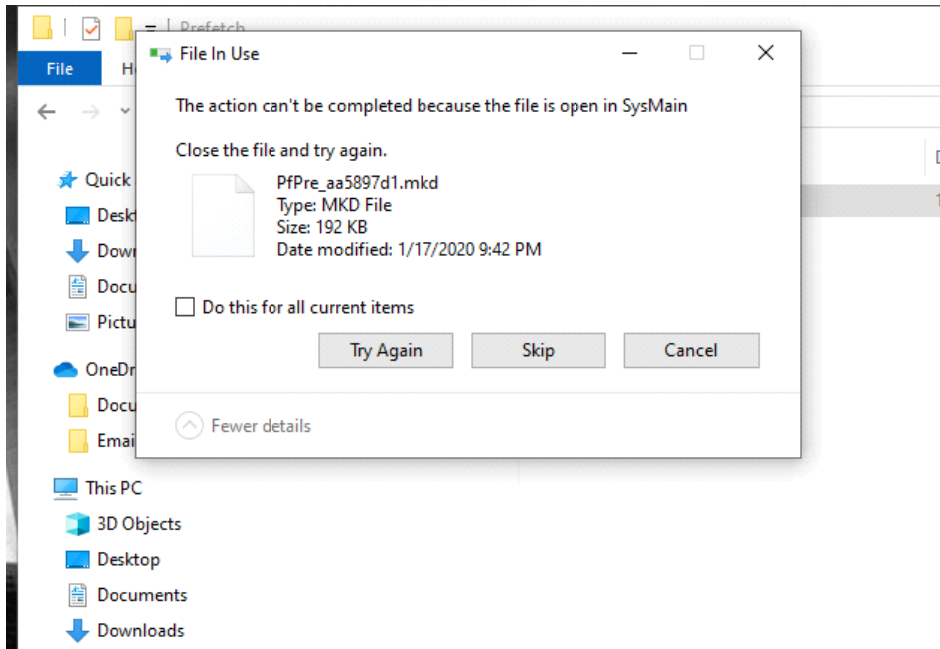
While holding the **Ctrl** button,
Tap the “**A**” key (this is to select all files)

Then press the Delete Key (to delete the temp files)



Depending on your version of Windows, and how your computer is configured, you might be asked to confirm that you wish to Delete Multiple Items. You may even have to select “**Yes**” or “**continue**” on a special Confirm Multiple File Delete window that appears.

If you get the following message on page 3, follow the next step listed under the 2 picture examples on page 3.



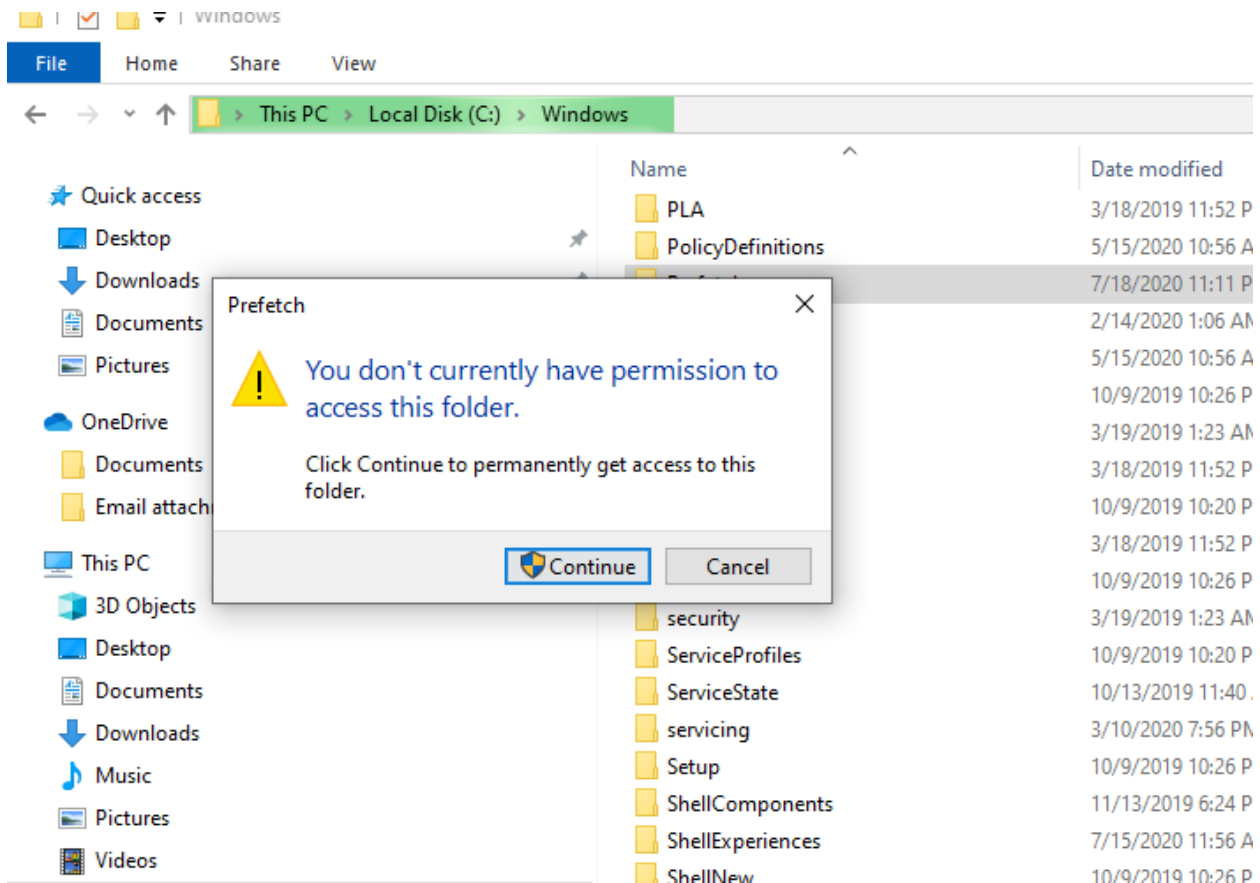
Choose Skip and check the ***“Do this for all current items”*** checkbox if you're presented with a ***“File In Use”*** or a ***“Folder In Use”*** warning during the temporary file deletion process.

Here's the last temp files you will have to delete:

Hold the Windows Button and tap the **"E"** key

Look on the left of the box that popped up and click on **"This PC"** then double click on the **"C"** Drive, next double click on **"Windows"** folder, and finally scroll down until you see a folder named **"Temp"** and double click on Temp folder.

You may get the following error message, just click on **"continue"** and it will grant you permission.



Once inside, While holding the **Ctrl** button,

Tap the **“A”** key (this is to select all files)

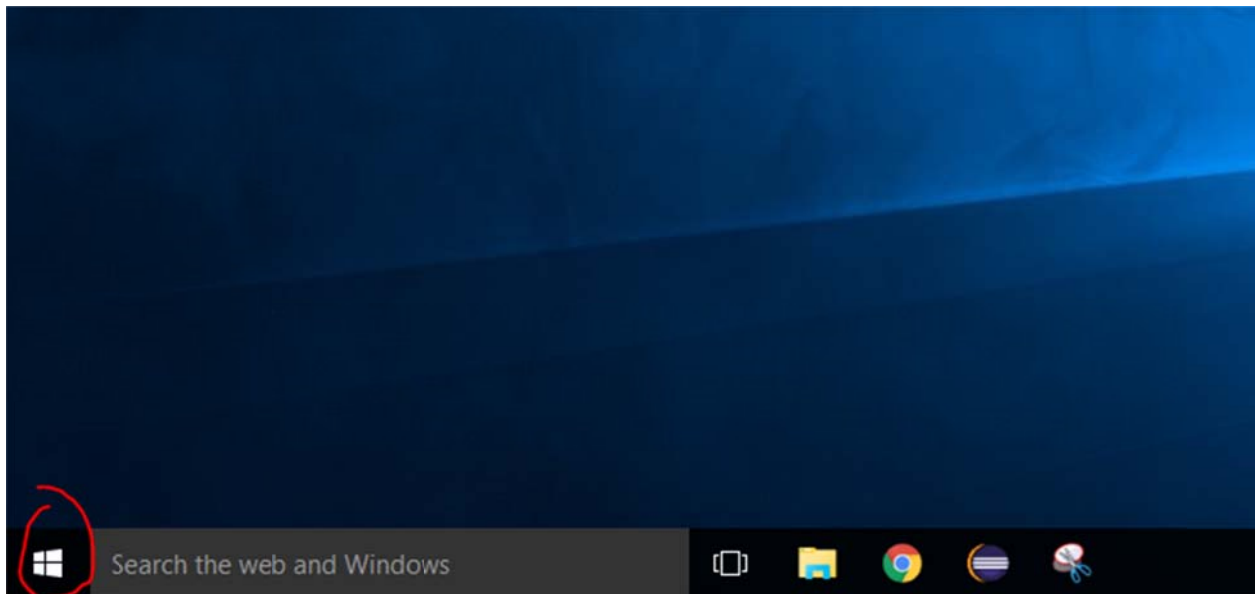
Then press the Delete Key (to delete the temp files)

Follow the steps on page 3 if you get error messages.

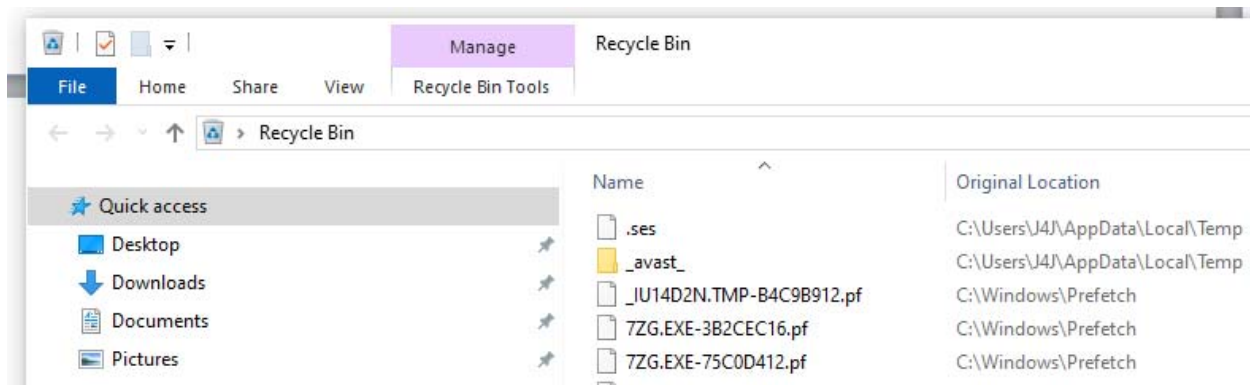
You have now deleted a great amount of temp files that can be stored on a computer for years!

Now go to the recycle bin, usually on the desktop, and empty the recycle bin. If the bin is not on the desktop, hit the Windows start button (bottom left corner) and type **“recycle”**

Then you can click on the recycle bin to empty it.



Emptying the recycle bin:



Click on ***“Recycle bin tools”***, then click on ***“Empty Recycle Bin”***

If you have any errors while emptying the recycle bin, follow the directions on page 3.