

2021 Spring Cleaning Guide

Tips to Clear a Full Hard Drive

Clear your hard drive to keep your data safe and your computer tuned. This is not meant to be an all-inclusive guide; these are recommendations from your point of sale provider. Be sure to consult with a computer specialist to assist you further.



Tip # 1

- Run the built-in Windows Disk Cleanup utility
 - To locate the Disk Cleanup utility; in your computer search bar, type in “disk cleanup”



Tip # 2

- Clear the temp files in %temp%
 - In your computer search bar, type in **%temp%**
 - Select ALL items in this folder and delete
 - *If any files say they cannot be deleted, check the “skip” box, and continue*



Tip # 3

- Clear the temp files in C:\Windows\Temp
 - In your computer search bar, type in **C:\Windows\Temp**
 - Select ALL items in this folder and delete
 - *If any files say they cannot be deleted, check the “skip” box, and continue*



Tip # 4

- Empty the Recycle Bin
 - The Recycle Bin is typically located on the desktop on your computer



Tip # 5

- Relocate GuestVision backups to external flash drives
 - GuestVision backups can be found in any, or all, of the following places:
 - *C:\Program Files (x86)\GuestVision\databkp*
 - *C:\Program Files\GuestVision\databkp*
 - *C:\ProgramData\dbbuilder\guestvision\backup*