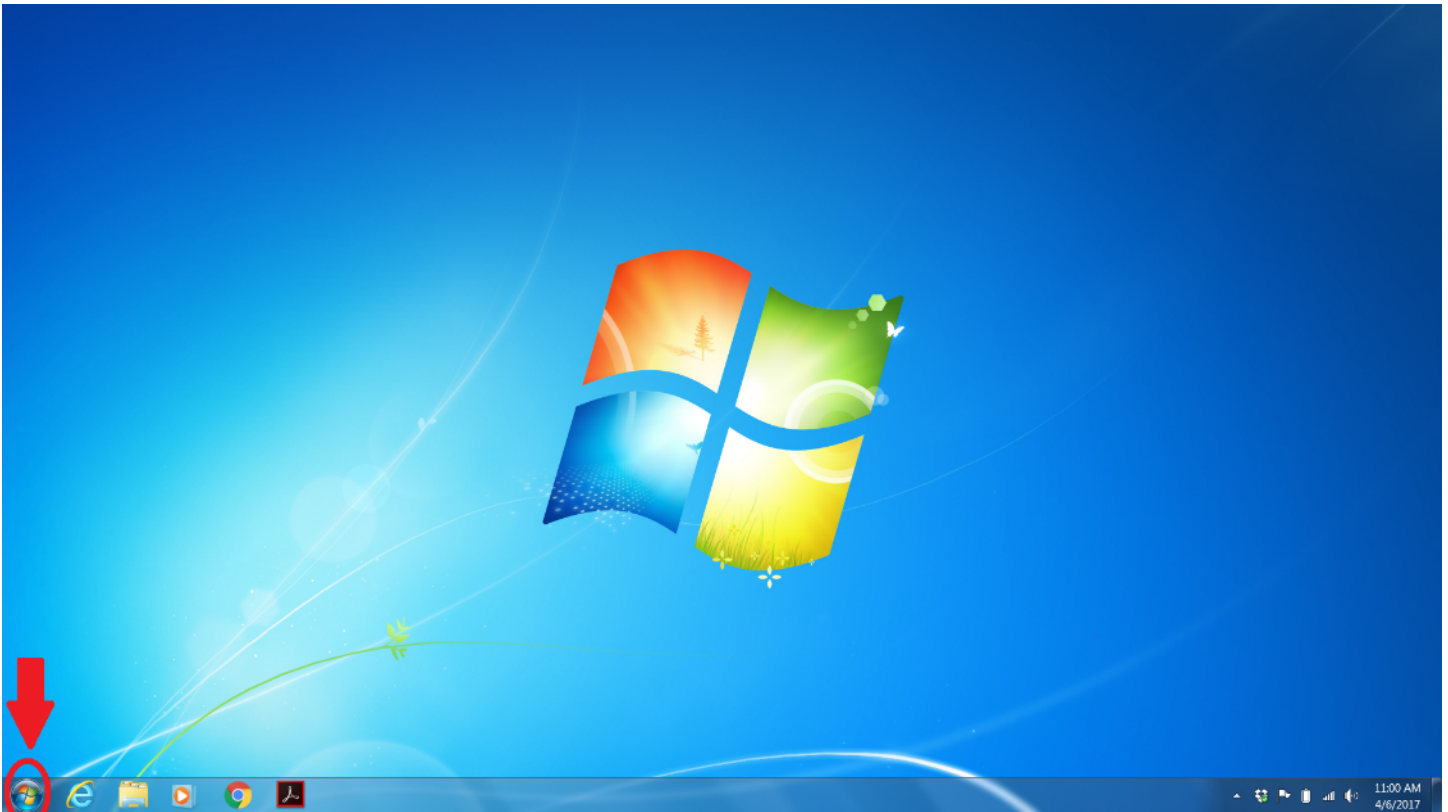
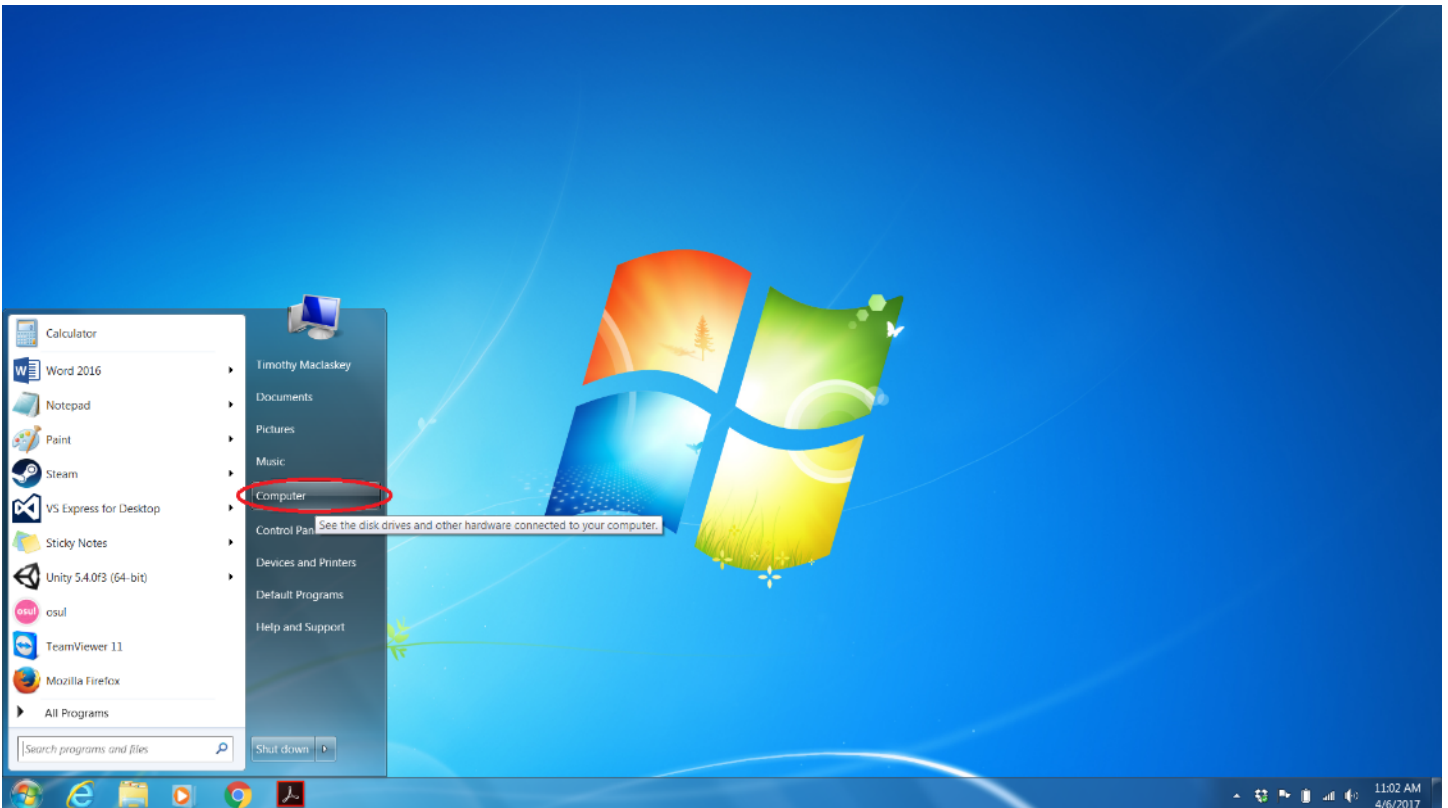


Clearing Disc Space

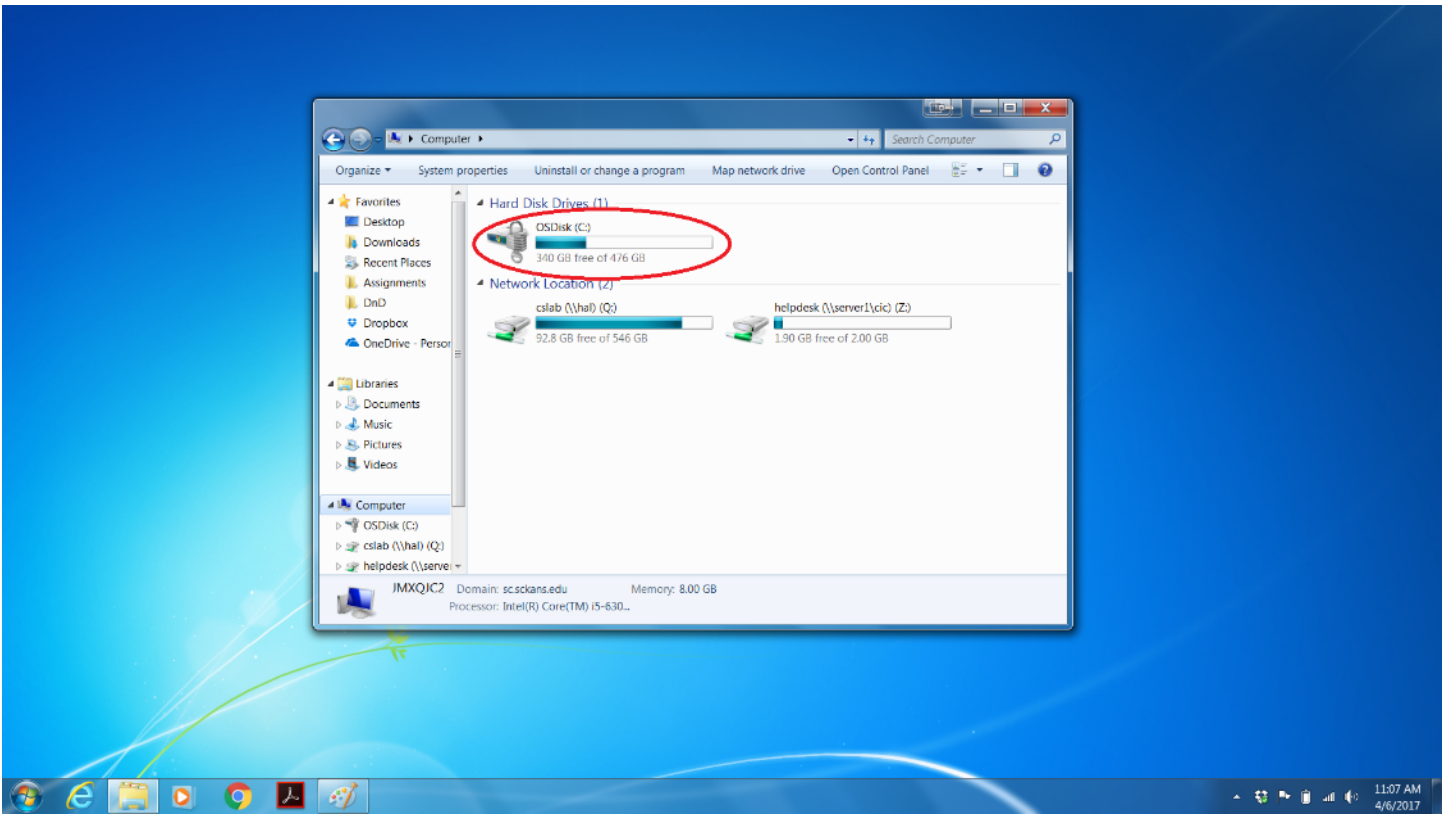
Step 1: Click the windows icon at the bottom left of the screen



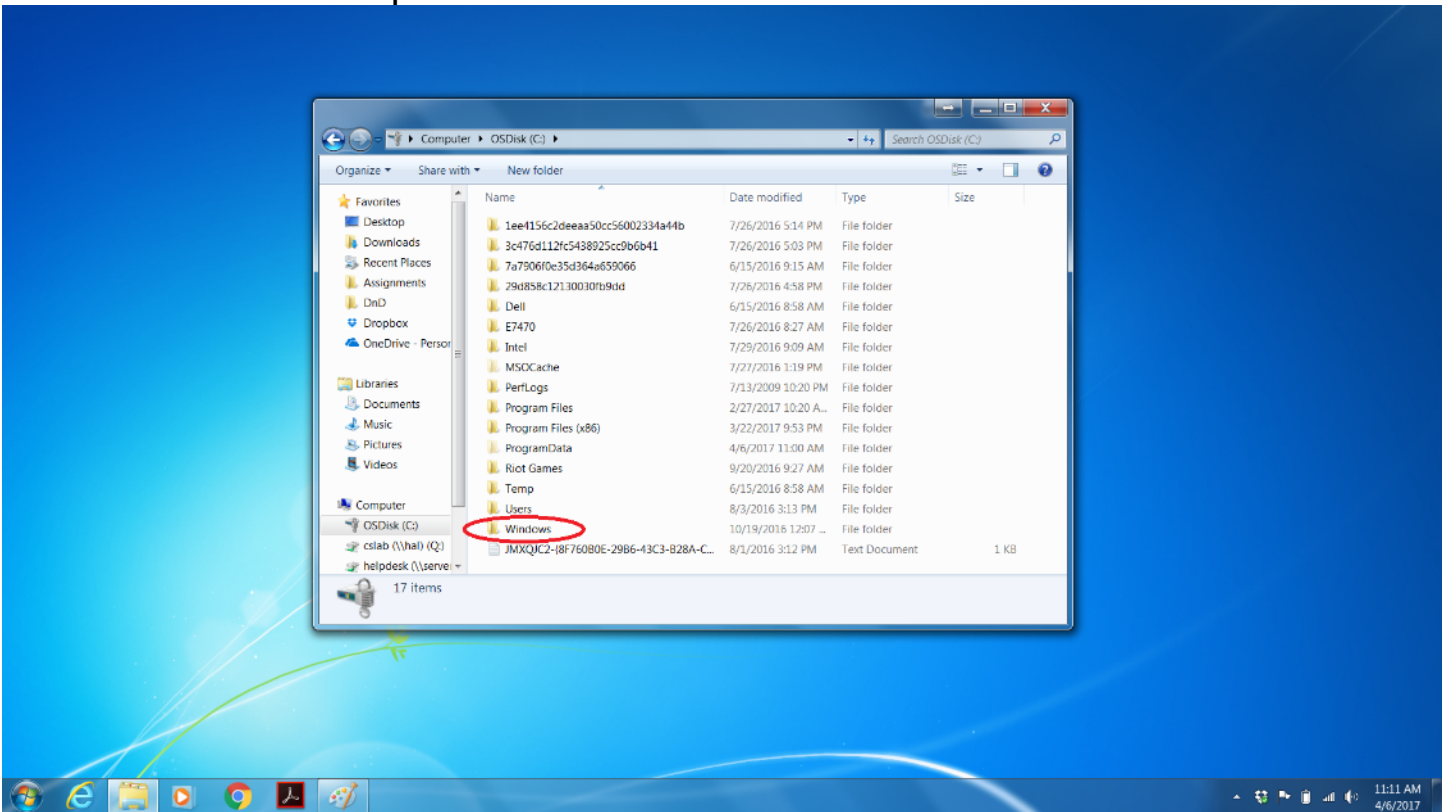
Step 2: Click on “Computer” along the right side of the taskbar



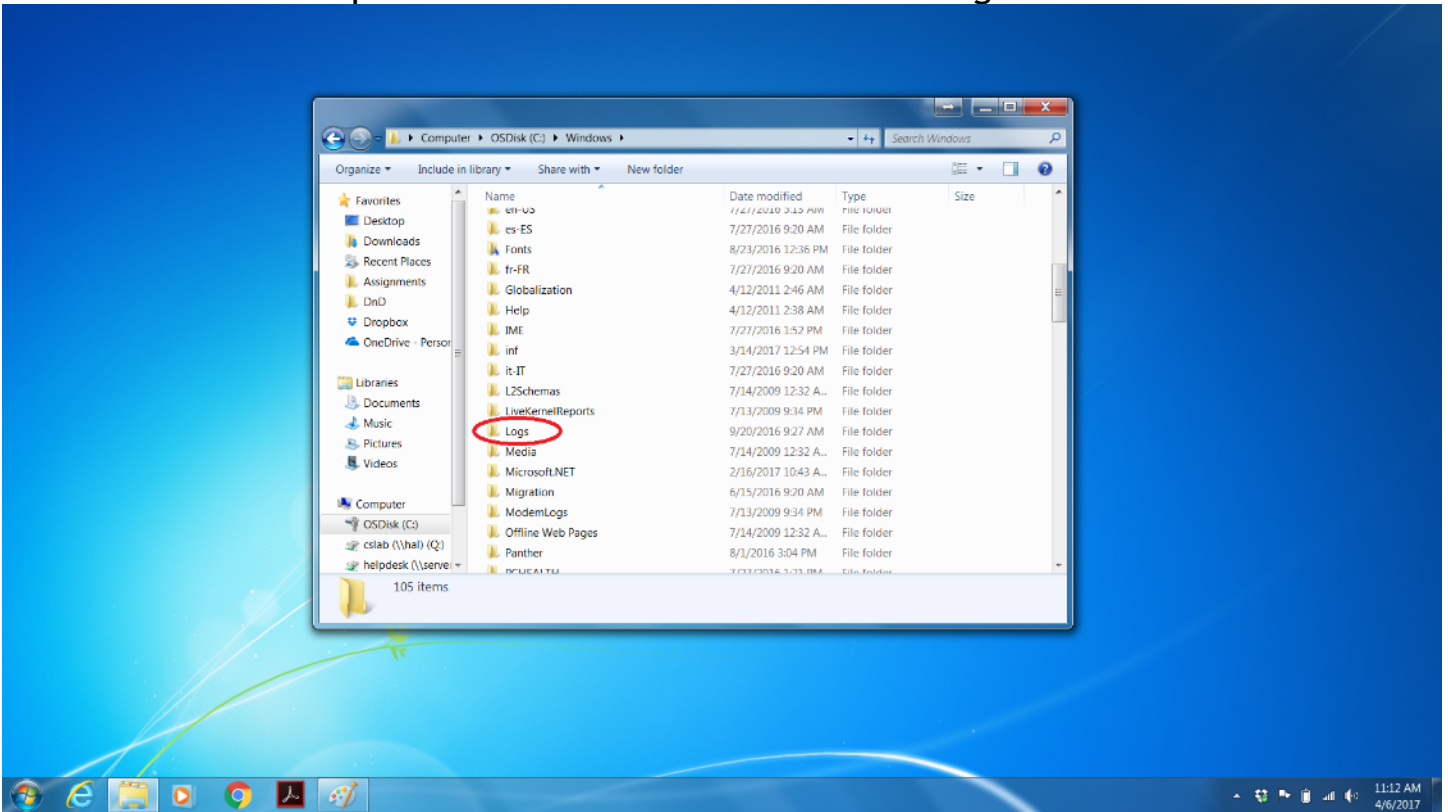
Step 3: Double click on “OSDisk (C:)”



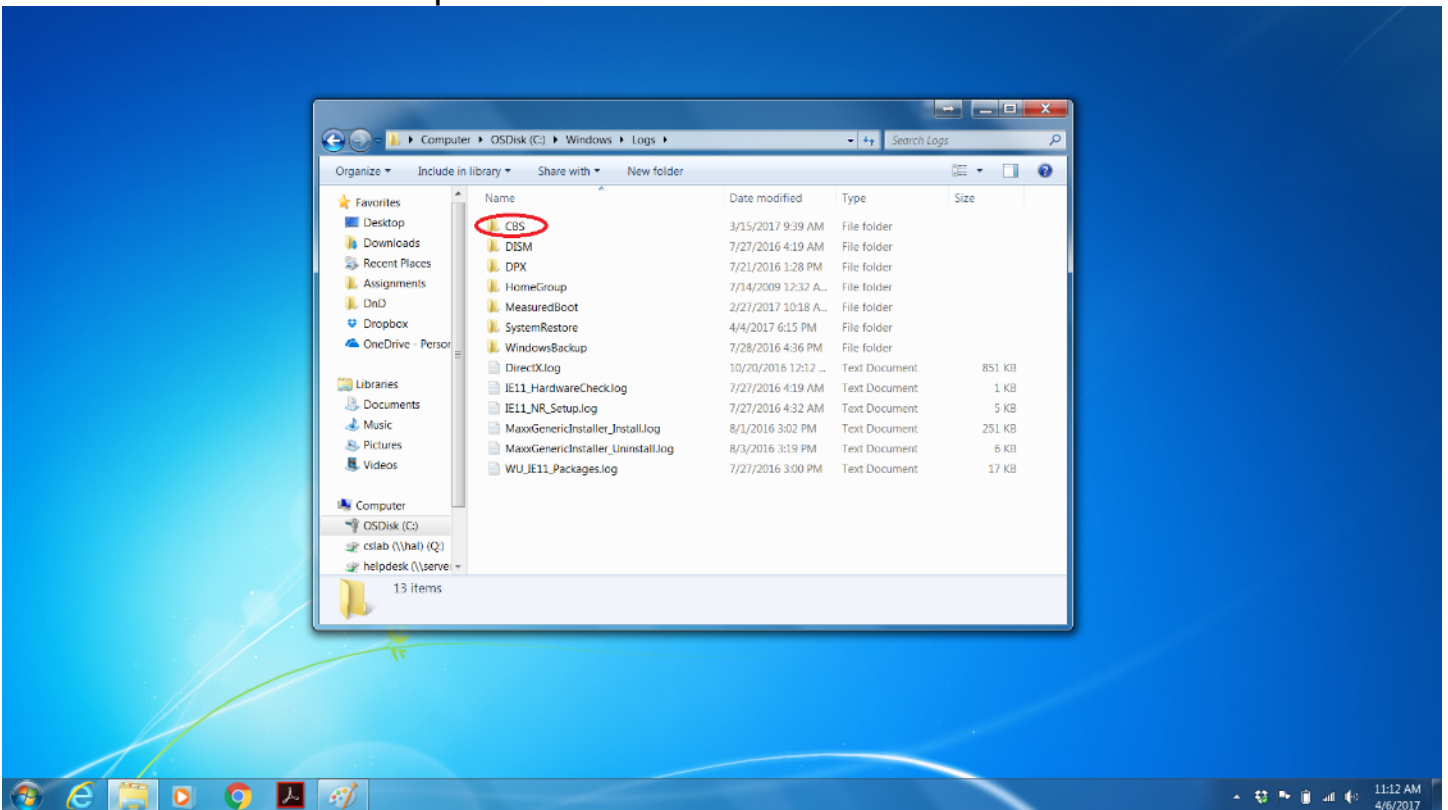
Step 4: Double Click on the “Windows” Folder



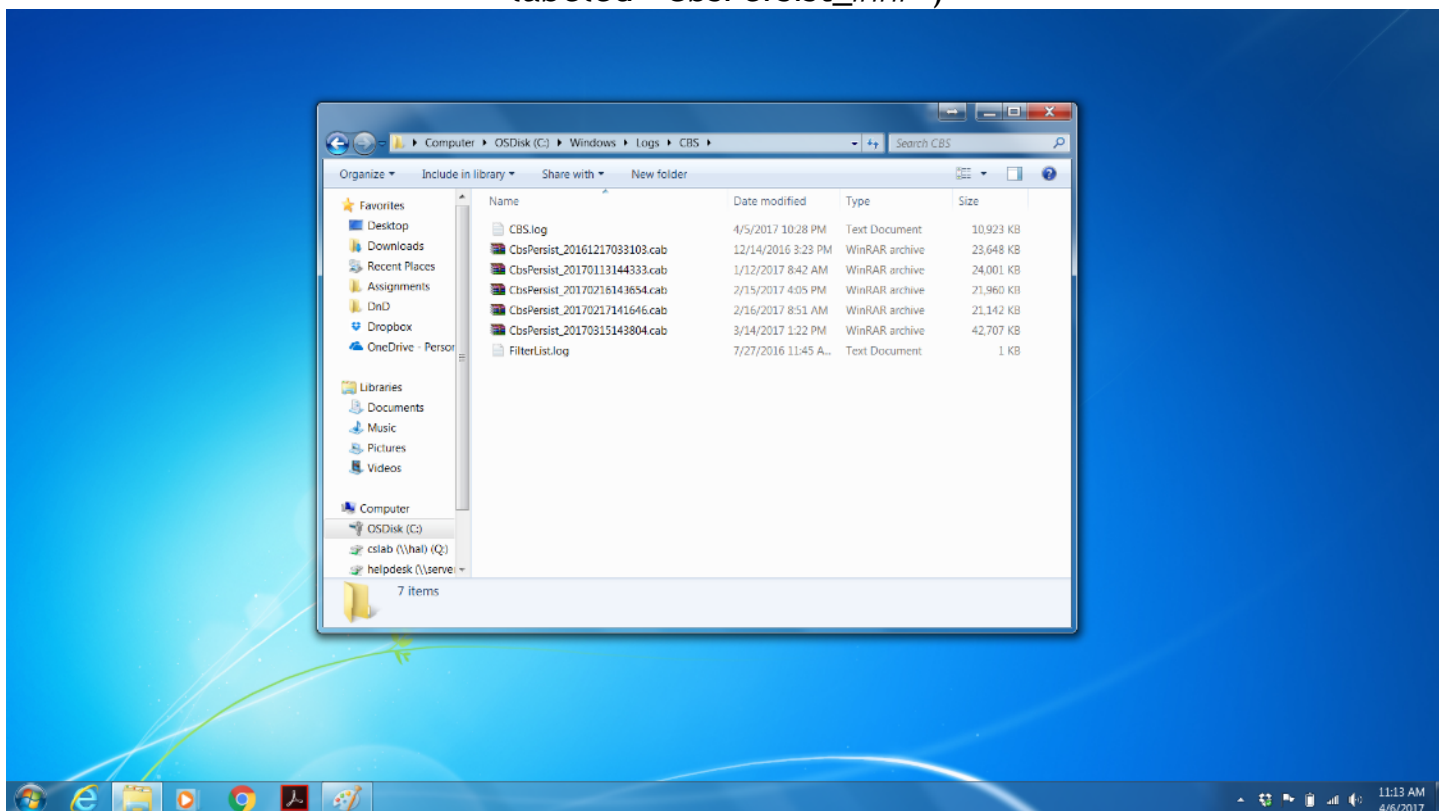
Step 5: Find and double click on the “Logs” Folder



Step 6: Double click on the “CBS” Folder

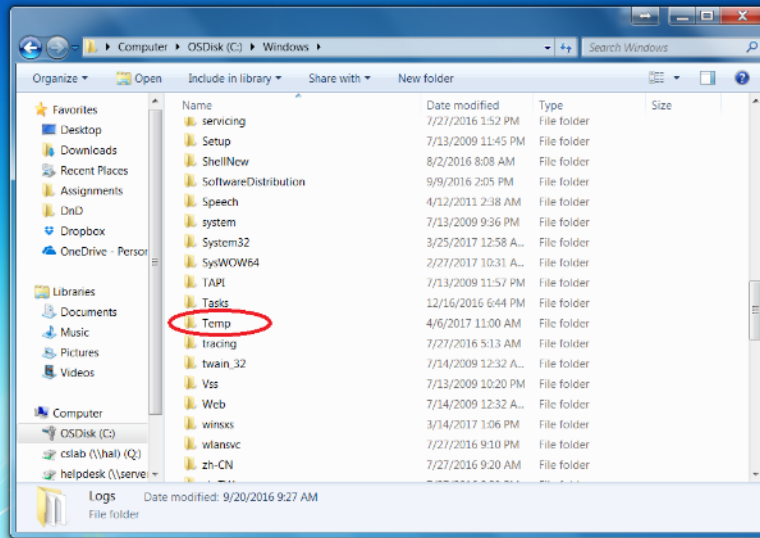


Step 7: Delete everything in this folder **EXCEPT** for what is shown below (Note: The numbers do not matter, instead you are ensuring to keep the “.cab” file types labeled “CbsPersist_####”)

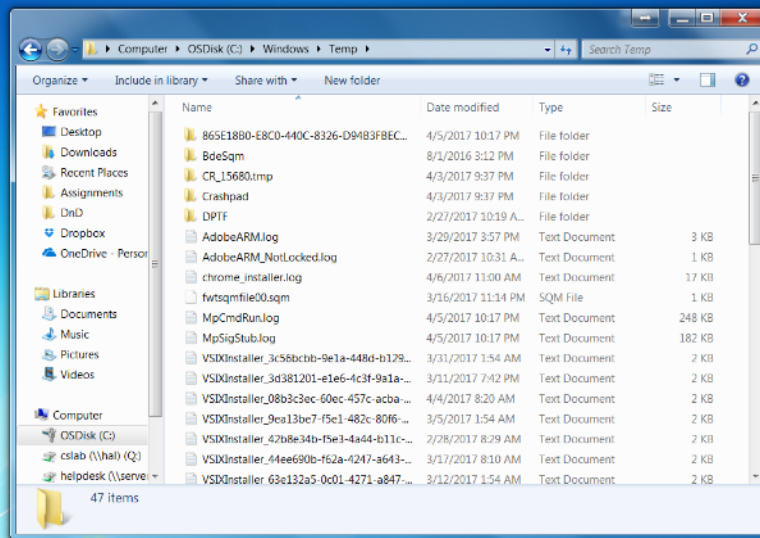


Step 7: Go back to Step 4 and reopen the “Windows” folder

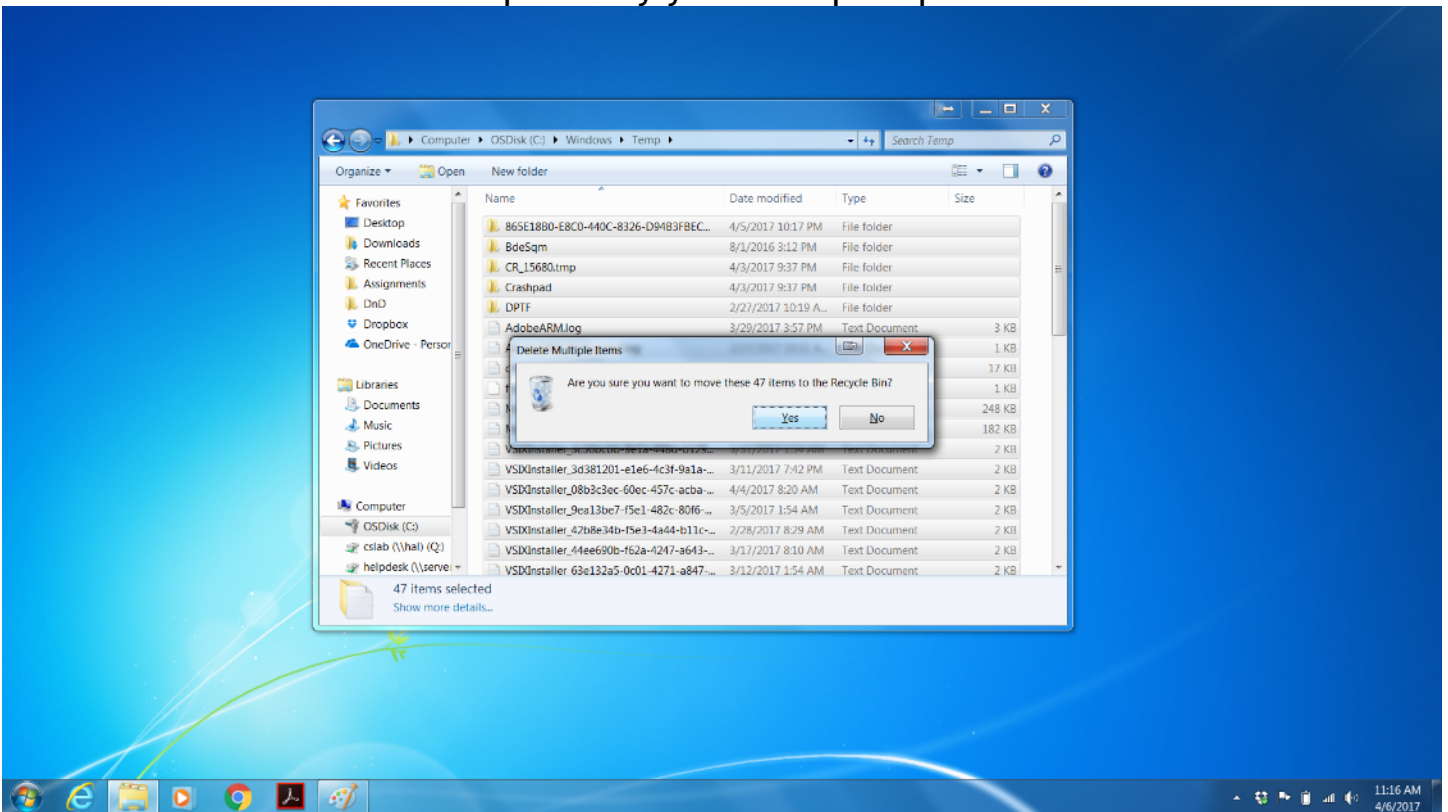
Step 8: Find the folder labeled “Temp” and double click it



Step 9: Once in the “Temp” Folder, press Ctrl+A to select everything, and then press Delete

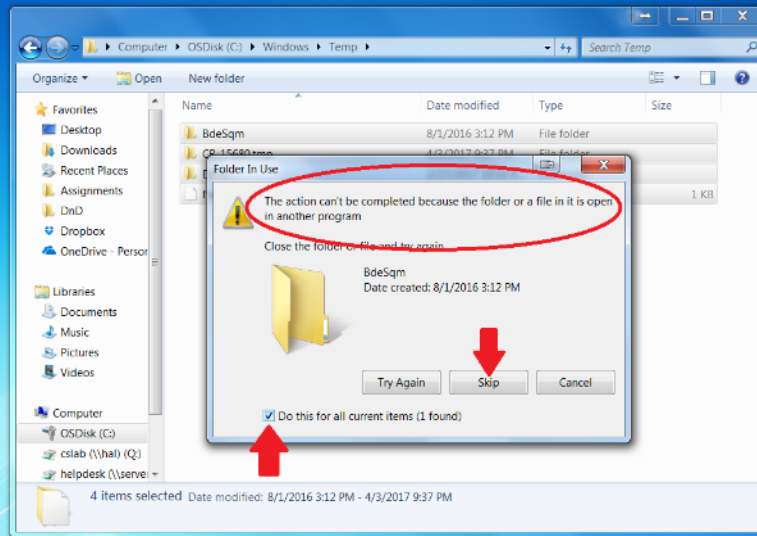


Step 10: Say yes when prompted

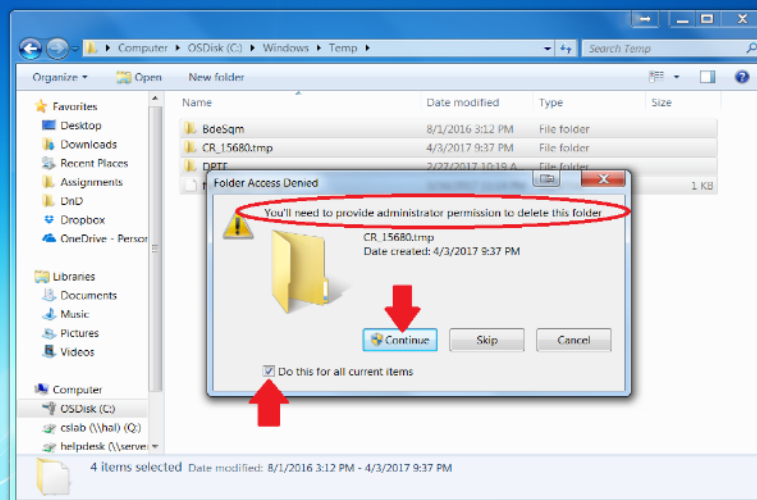


Step 11: A window will pop up saying that the folder/file is already open. Click the checkbox at the bottom left and then press skip. (Note that step 11 and step 12 may

be swapped, but the order does not matter)



Step 12: A window will pop up saying that administrator permission is required to delete certain files. If you have admin access, you can perform this step, otherwise the assistance of the SC Helpdesk is needed. Make sure the checkbox is checked at the bottom left, and click continue.



Step 13: At this point, the disc space has been cleared out. It is suggested that you empty your recycling bin afterwards to ensure everything has been deleted.