

## **DISK SPACE AVAILABLE, USED**

If you use Windows 95/98/XP and you want to find out how much disk space is left on a floppy or hard drive, follow these steps:

1. Doubleclick My Computer.
2. Rightclick the particular disk drive you want to check.
3. Select Properties.

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### **Low on disk space or out of disk space error messages**

Windows uses disk space for different types of operations such as caching and virtual memory. The computer may not run reliably if the free disk space drops under 100 MB.

To see how much space remains on the hard drive, open My Computer and right-click on the hard drive's icon (C: is most common), and select Properties.

Use the following steps to remove unwanted programs and increase hard drive space:

Click Start, Settings, then Control Panel.

Open Add/Remove Programs.

Click the Install/Uninstall tab and select a program that is no longer used.

Highlight a program's name that will not be used anymore and click Add/Remove.

Click OK to continue and restart the computer when fully finished.

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