Tips And Tricks

May 15, 2017

Remove Spaces in Documents

- You receive a document where spaces are used instead of tabs or centering
- On home ribbon, click show/hide button
- Highlight word, sentences, or paragraphs where this occurs
- Click on center align button (or ctrl + E) to remove leading and trailing spaces
- Click on left align to restore text alignment with spaces removed

Free Up Storage Space

- New setting that automatically frees up select files (file types).
- Click on settings (Windows key +i)
- Click system > storage
- Turn on storage sense to remove temporary files and content in recycle (if over 30 days old)
  - Modify how we free up space

← Settings — □ ✕

⚙ Home

Find a setting 🔎

System

🖵 Display

🖵 Notifications & actions

⏻ Power & sleep

▭ Battery

▭ Storage

🖳 Tablet mode

❐ Multitasking

🖳 Projecting to this PC

✕ Shared experiences

ⓘ About

Storage

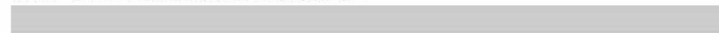## Local storage

🖴 **This PC (C:)**
97.2 GB used out of 684 GB
▰▰▱▱▱▱▱▱▱▱▱

🖴 **Recovery (D:)**
6.04 GB used out of 13.6 GB
▰▰▰▰▰▰▰▰▱▱▱

🖴 **Lexar (F:)**
65.7 MB used out of 29.8 GB
▱▱▱▱▱▱▱▱▱▱▱

Storage sense

Windows can automatically free up space by getting rid of files
you don't need, like temporary files and content in your recycle
bin

🔵 On

Change how we free up space

More storage settings

Change where new content is saved

Manage Storage Spaces

⚙ Change how we free up space

We cleaned up 0 bytes of disk space in the past month.

🖥 Delete temporary files that my apps aren't using

◉ On

🗑 Delete files that have been in the recycle bin for over 30 days

◉ On

Free up space now

If you're running low on space, we can try to free up some now.

Clean now

Have a question?

Get help