

NAPLES COMPUTERS HOW-TO • PC & MAC BASICS

How to Free Up Storage Space (Phone and Computer)

This guide shows how to free up storage space when your phone or computer says it's full, on an iPhone, an Android phone, Windows 11, and a Mac.

Where does it all go?

- ☐ Photos and videos
Usually the biggest category on a phone
- ☐ Temporary and cache files
Leftovers from updates, downloads, and everyday use
- ☐ Apps you forgot you installed
Easy to find and clear once you know where to look

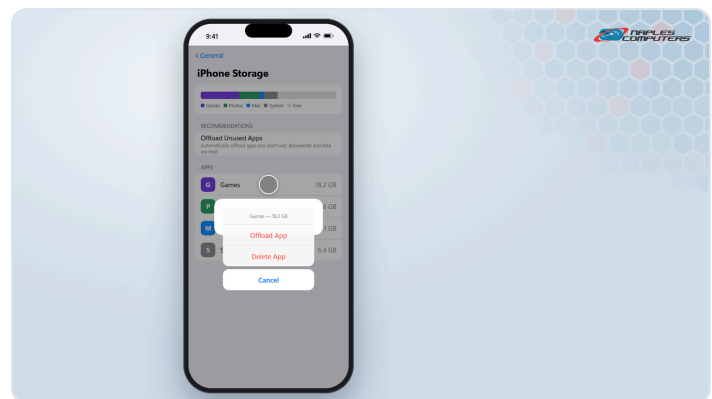
Step by step

IPHONE**1 iPhone: free up storage**

Settings → General → iPhone Storage.

WHAT TO DO

Tap an app you don't use, then Offload App.



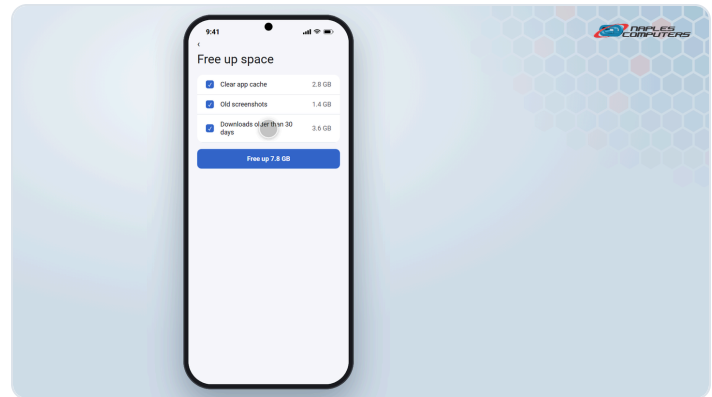
ANDROID

2 Android: free up storage

Settings → Storage → Free up space.

WHAT TO DO

Check what's safe to remove, then confirm.



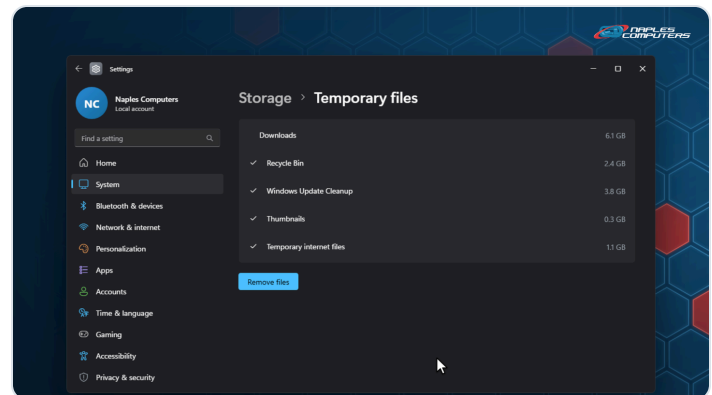
WINDOWS 11

3 Windows 11: free up storage

Settings → System → Storage → Temporary files.

WHAT TO DO

Check the boxes, then click Remove files.



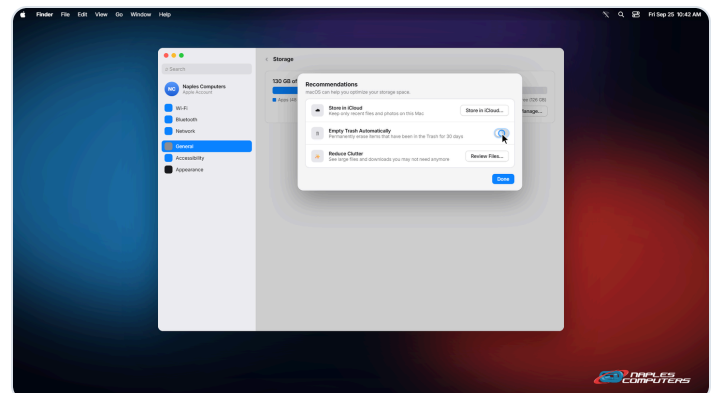
MAC

4 Mac: free up storage

System Settings → General → Storage.

WHAT TO DO

Click Manage, then turn on Empty Trash Automatically.



A few tips

- ☐ Check your photo backup first
If photos are already backed up, deleting local copies is safe
- ☐ Empty the Recycle Bin or Trash
Deleting a file doesn't free space until you empty it
- ☐ Big apps you rarely use?
Offloading or uninstalling them is the fastest win, phone or computer

Recap: free up storage

☐ iPhone: Settings, General, iPhone Storage, Offload App

☐ Android: Settings, Storage, Free up space

☐ Windows 11: Settings, System, Storage, Temporary files

☐ Mac: System Settings, General, Storage, Manage

Before deleting anything, make sure your photos are backed up (iCloud, Google Photos, or OneDrive); once they're safely in the cloud, removing local copies is safe.



Still running out of space?

Call 239-513-1960

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