HOW-TO: LOCATING YOUR COMPUTER SPECS

Have you ever been asked (*or wondered*) any of these questions?

What kind of OPERATING SYSTEM *do I have*?

How much HARD DRIVE *space do I have*?

How much RAM *do I have*?

OPERATING SYSTEM

This is a quick and easy visual guide to determine which Operating System your computer is running. The various Operating System icons shown below are referred to as the "Start Button" and located at the bottom left-hand corner of your screen (**see below*)

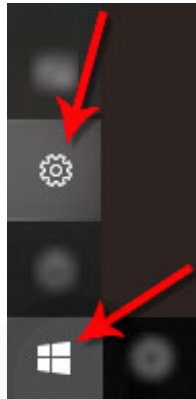|	
Windows 10® Operating System Start Button	**Windows 8® Operating System Start Button**
Windows 7® Operating System Start Button	**Windows XP® Operating System Start Button**

HARD DRIVE & RAM

To view the Hard Drive Capacity and amount of RAM installed on your computer, review the following instructions below.
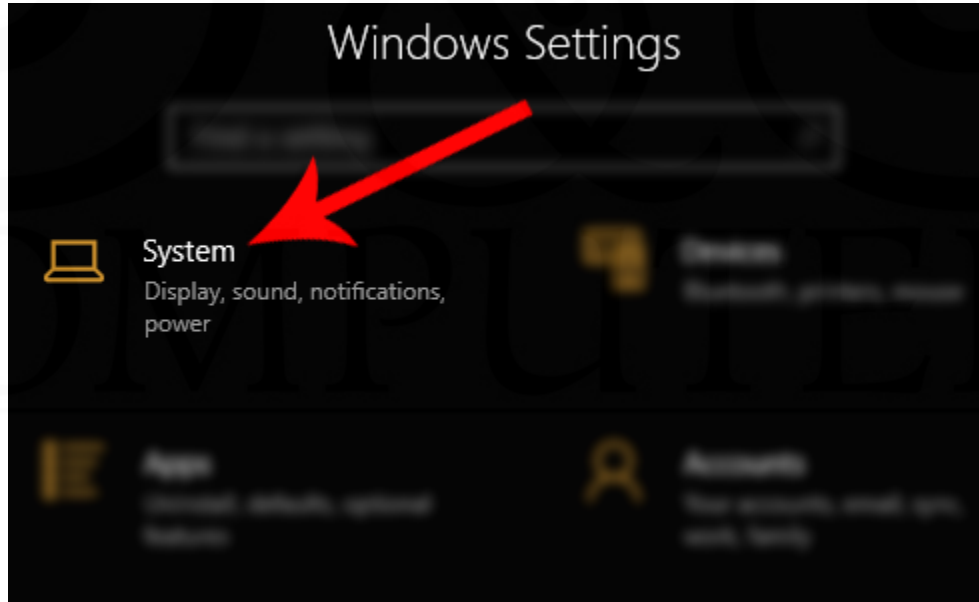
Please note that each section contains steps specific to your Operating System

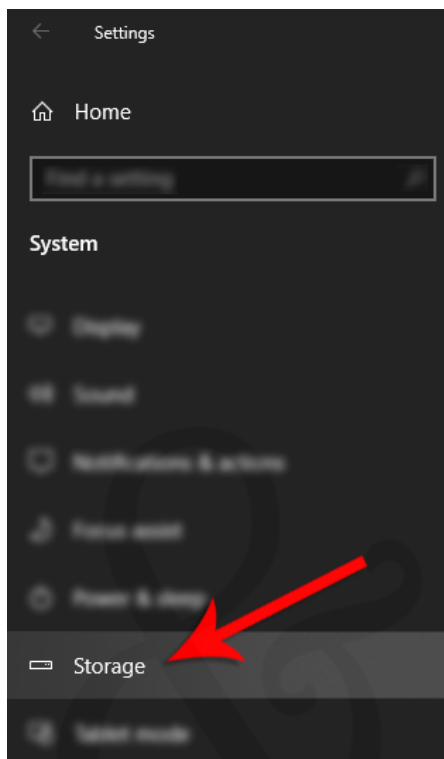**Windows 10® Operating System:** HARD DRIVE CAPACITY

1. Click the **Start Button** located at the bottom left-hand corner of your screen, then select the **Gear Icon** (*see below*)
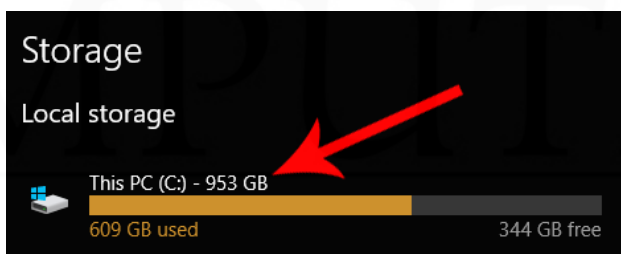

2. This will open the **Windows Settings** section
    2a. Next, click the **System** option located in the top left-hand corner (*see below*)

3. Click the **Storage** option from the list on the left-hand side of your screen (*see below*)
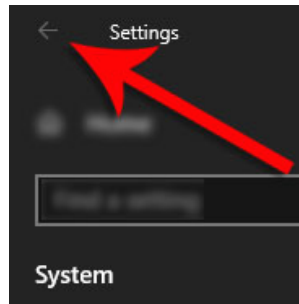

4. From this section, you can view your computer's Hard Drive Capacity in addition to the amount of space you are currently using (*see below*)
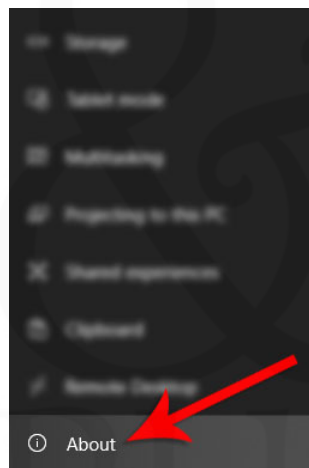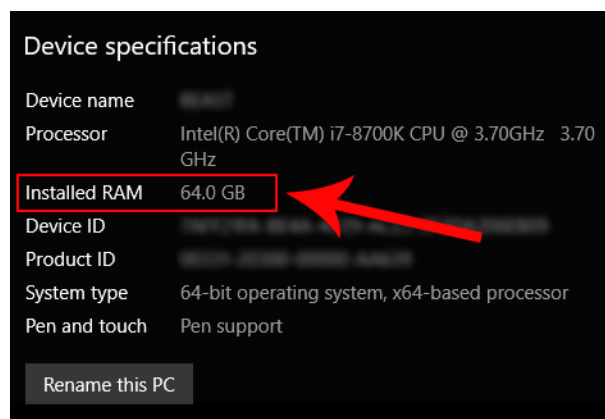
Windows 10® Operating System: INSTALLED RAM

1. Remain on the **Windows System** section to view the amount of Installed RAM on your computer

2. Click the **Back Arrow Button** located at the top left-hand corner of your screen (**see below*)

3. Next, click the **About** option from the list on the left-hand side of your screen (**see below*)

4. Under the **Device Specifications** portion you can view the amount of **Installed RAM** including key System information if needed (**see below*)
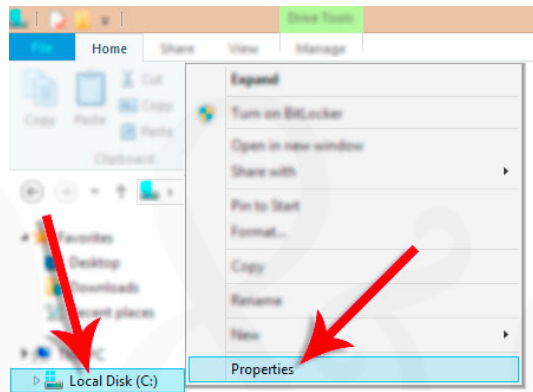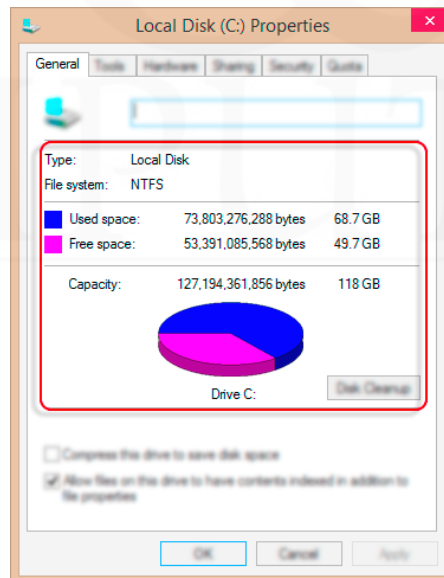
Windows 8® Operating System: HARD DRIVE CAPACITY

1. Click the **File Explorer** icon located on your toolbar (*see below*)

2. Right-click on your hard drive which should be named **Local Disk (C:)**, then left-click on **Properties** (*see below*)
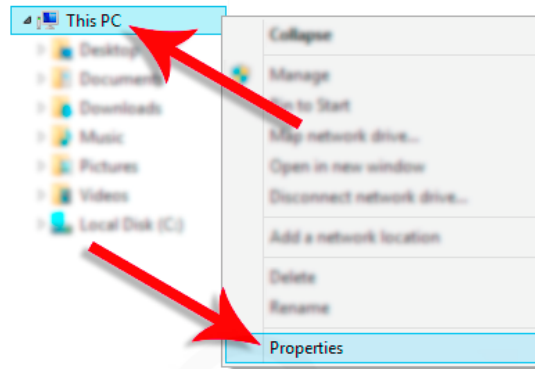

3. From this window, you can view your computer's Hard Drive Capacity in addition to the amount of space you are currently using (*see below*)

Windows 8® Operating System: INSTALLED RAM

1. In the same **File Explorer** window opened in the previous step, right-click on **This PC**, then left-click on **Properties** (*see below*)

2. From this screen you can review the basic information about your computer including the Windows® Edition, Processor, Installed RAM, System Type, etc. (*see below*)

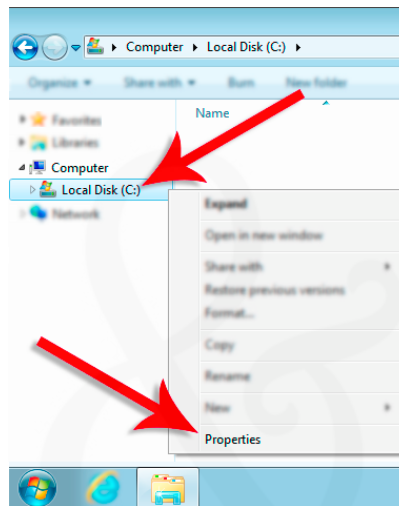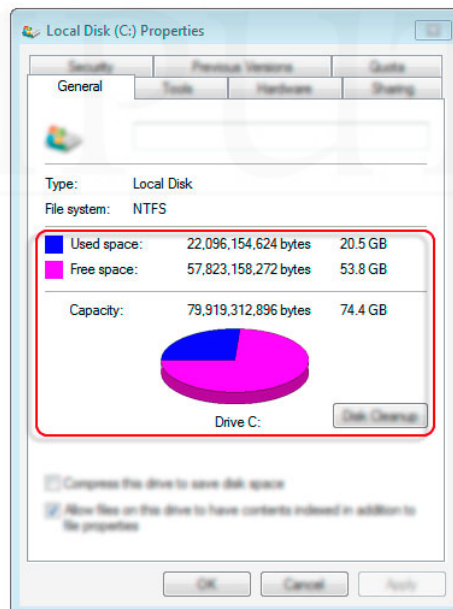**Windows 7® Operating System:** HARD DRIVE CAPACITY

1. Click the **File Explorer** folder generally located at the bottom left-hand corner of your screen near the Start Button (*see below*)

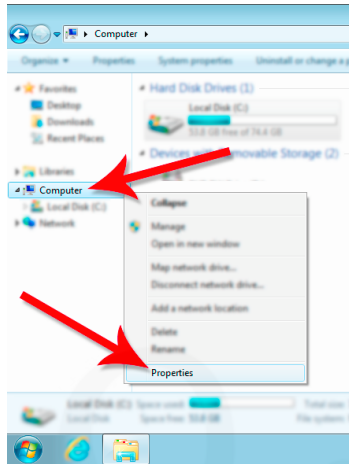2. Under Computer, right-click on **Local Disk (C:)**, then left-click on **Properties** (*see below*)

3. From this window, you can view your computer's Hard Drive Capacity in addition to the amount of space you are currently using (*see below*)
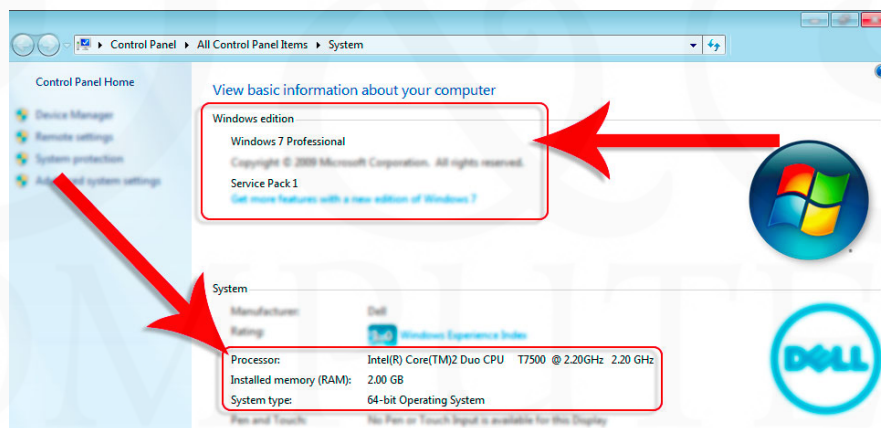
Windows 7® Operating System: INSTALLED RAM LOCATION

1. In the same **File Explorer** window opened in the previous step, right-click on **Computer**, then left-click on **Properties** (*see below*)
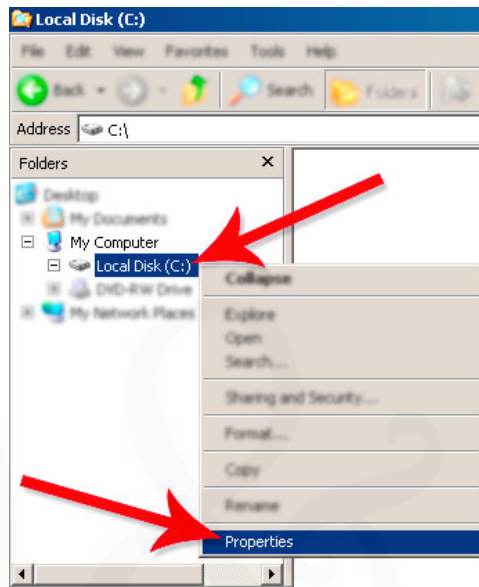

2. From this screen you can review the basic information about your computer including the Windows® Edition, Processor, Installed RAM, System Type, etc. (*see below*)
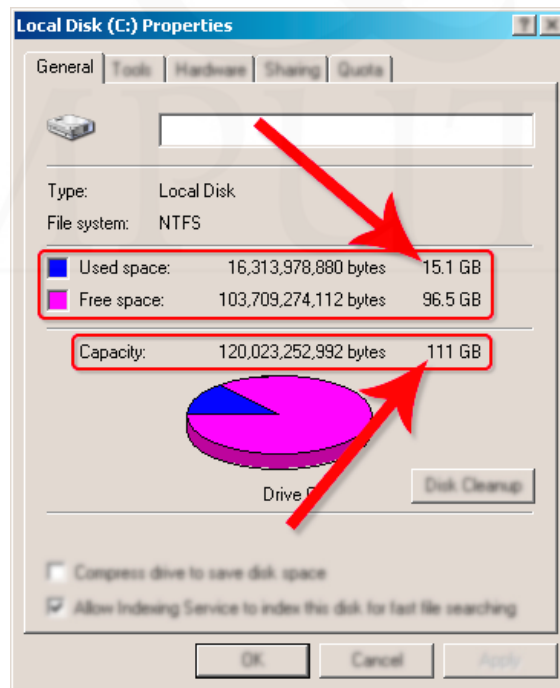
Windows XP® Operating System: HARD DRIVE CAPACITY LOCATION

1. Open File Explorer and right-click on **Local Disk (C:)** under My Computer, then left-click on **Properties** (*see below*)
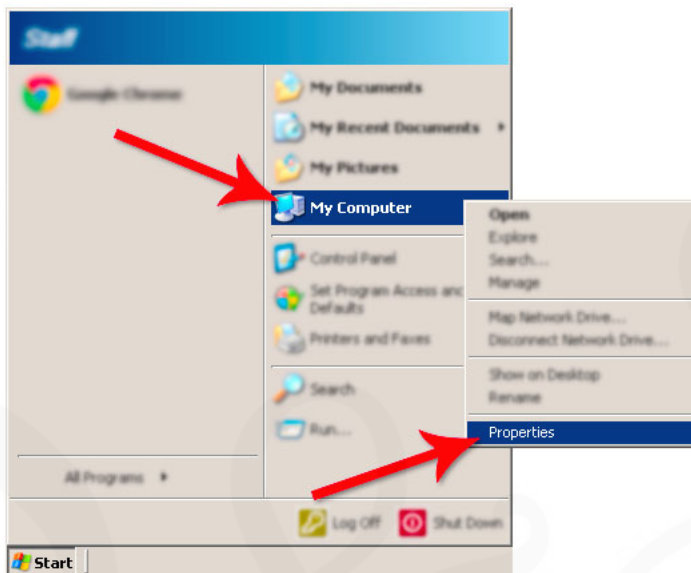

2. From this window, you can view your computer's Hard Drive Capacity in addition to the amount of space you are currently using (*see below*)

Windows XP® Operating System: INSTALLED RAM LOCATION

1. Click the Start Button and right-click on My Computer, then left-click on Properties (*see below*)

2. On the General tab in this window you can review basic information about your computer including the System Type, Processor, Installed RAM, etc. (*see below*)