

## Find out how much network storage space you are using

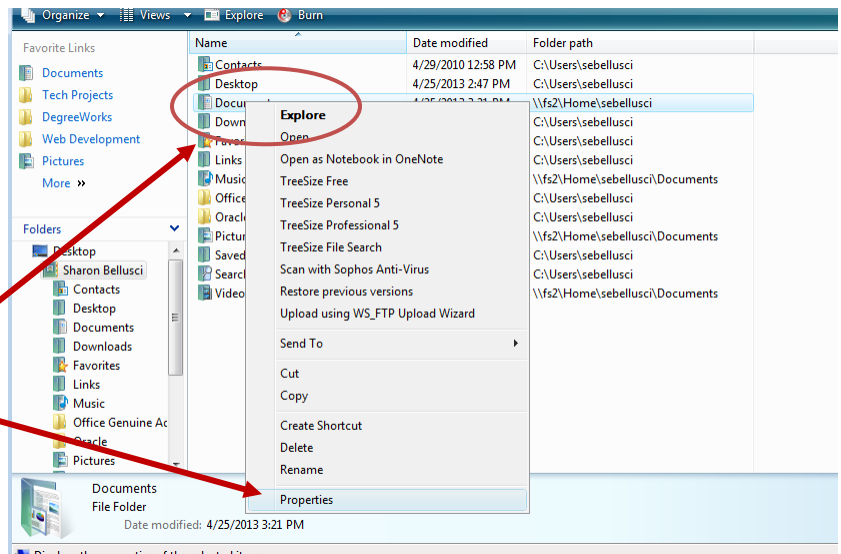
1. Start by clicking on your **named folder**, in the upper left-hand corner of your desktop.

2. You will see a list of folders, including:

- Desktop
- Your named folder
- Documents
- Music, Pictures, Videos
- Various other folders

3. Now right-click on the **Documents** folder and select **Properties**

**Note:** Do not right-click on folders in the Favorite Links list area – this will display the size of the shortcut, not the folder.

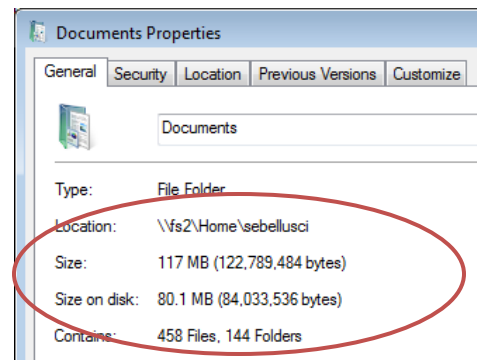


4. The **Document Properties** window displays. Look for **Size:** and **Size on disk:**

**Size:** The computed size of all the files in your folder. This example shows 117 MB. If all of your archived files were opened and activated, this would be the size of your folder.

**Size on disk:** This is the critical number – it shows the current size of the folder. This example shows 80.1 MB

**Size on disk is the real indicator of network storage use.** This is the number to watch and to keep reasonable. A larger **Size** may indicate a need to remove older, archived files.



5. How much space is that and what should I do?

- 1 GB ( Gigabyte ) is very large. 250 pictures take up about 1 GB of storage.
- 1024 MB (Megabyte) = 1 GB. One picture or hundreds of documents take up about 2-4 MB.
- 1024 KB (Kilobytes) = 1 MB. One text-only document takes up about 20 KB.

Size on disk:	What should I do?
Over 5 GB (Gigabytes)	Please look for ways to reduce your storage space If you need help, contact the ITS HelpDesk for assistance
2 GB to 5 GB (Gigabytes)	Please look for ways to reduce your storage space
Under 2 GB (Gigabytes)	Consider yearly maintenance
Any number of MB (Megabytes) or KB (kilobytes).	This is a very small folder size