

Tools for cleaning up files

The quickest way to free up space in department or Documents folder

1. Delete or remove anything that is personal or non-work related
2. Delete the largest unneeded files
3. Find/delete files that you can delete as a group (i.e a folder containing many old pictures, PDFs, powerpoints, old-outdated information, or obsolete applications like wordperfect)
4. When you are done – empty your Recycle Bin, so that the files are GONE!

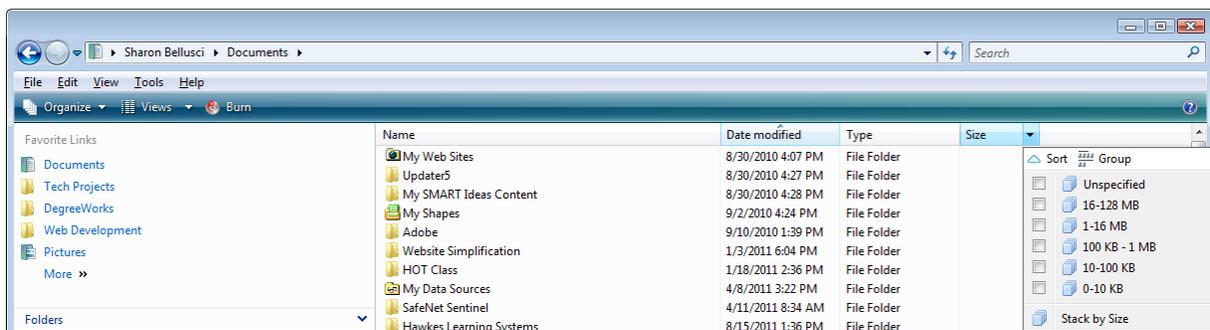
What is considered large?

- Anything over 16MB
- Folders containing a large number of items over 1MB
- Photos, movies, audio, PDFs
- Powerpoints
- Documents with photos, graphics, etc
- Access Databases

Find the largest files in your Documents folder

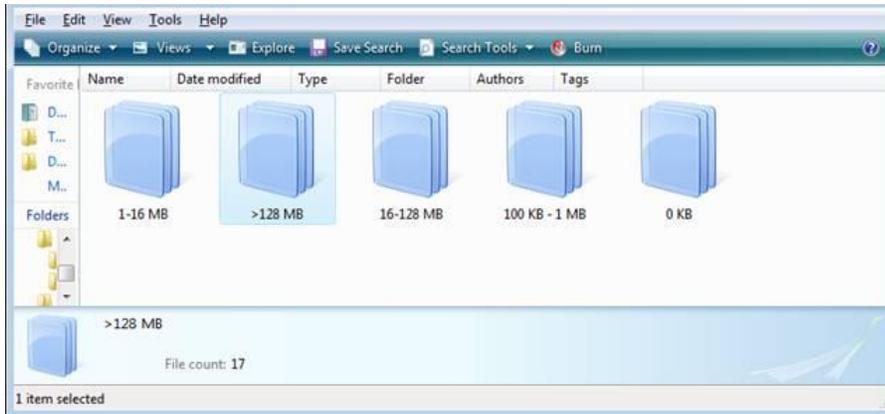
Here are the steps to create a group or list of files by size:

1. Browse to your **Documents** folder
2. Hover over the **Size** column until you see a drop-down arrow. Click on the drop-down arrow next to the **Size** header and select **Stack by size**



Be patient, it may take a while for the files to be indexed and organized into like-sized folders.

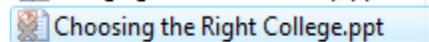
3. Double click on any blue folders that says **>128MB** , **16-128MB**, or **1-16MB**. These folders contain the largest files.



4. Files that are of significant size will be listed. You can review this list and delete unneeded files.

DO NOT delete anything that looks like a system file, program, or anything that is unknown to you.

DO NOT open archived files (gray-shaded X icon) if you don't think you will delete them. Opening archived files will increase your file storage space.



Another tool for reviewing your Documents folder

Download this free tool called jdiskreport

<http://www.JGoodies.com/freeware/JDiskReport/>

1. Click on **Download the latest version**
2. Click on the file for the Windows platform
3. At the File Download – Security Warning “Do you want to run or save this file” Click on **Run**
4. At the next Security warning “Are you sure you want to run this software?” Click on **Run**
5. At the JDiskReport Setup Wizard, click on **Next**
6. At the Choose Components window, click on **Next**
7. At the Choose Install Location window, click on **Install**, then click on **Finish**
8. Click on **Finish**
9. The JDiskReport icon will appear on your desktop.

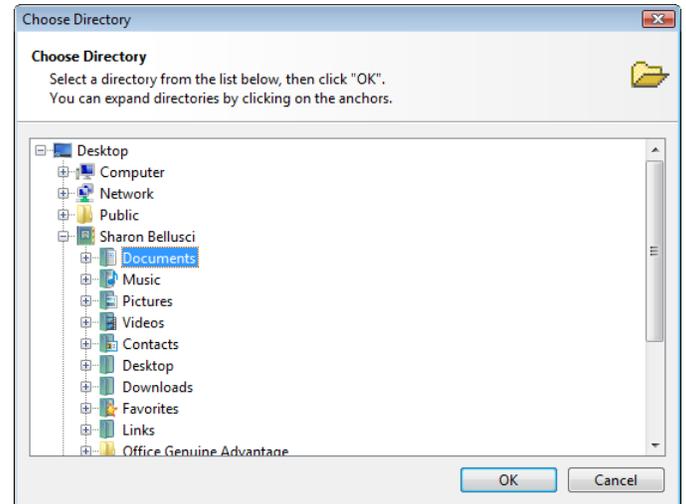
Click on the JDiskReport icon to launch the tool:

- 1) Click on **Scan a file tree**
- 2) Select the plus sign to open your **Named Folder**
- 3) Click on **Documents**

- 4) Click **OK**

To use JDiskReport on your department folder

- 1) Click on **Scan a file tree**
- 2) Click on the plus sign to open **Computer**
- 3) Click on the plus sign to open **network**
- 4) Click on the plus sign to open **Dept**
- 5) Click on the plus sign to open **your department folder**
- 6) Click on any folder to select it for scanning



Here are some of the features. You can use the Help to learn more about this tool

Size Views

The size views quickly show you how much space the files and folders consume on your disk drives. The size pie chart is probably the best to find monster files and folders. You can switch to the table view and toggle the display of files to get more detailed information about a folder.

Top 50 Lists

These tables show the list of 50 largest files, least recently modified files, and most recently files. This is a good place to find large and obsolete files.

Size Distribution

The size distribution views help you to learn more about the different file sizes that exists on your disk drives. Look at these views to check whether the size distribution is what you expected it to be.

If you are in 'Show file size' mode, you can see how much space is consumed by large, medium sized, and small files. In 'Show number of files' mode, you see how many files are large, of medium size, and small.

Modified Distribution

The modification distribution views provide you with information about when how much space and how many files have been modified.

Type Distribution

The type distribution statistics are collected from the file extensions that exist on the analyzed file tree. You can see which file type consumes space and how many files of a given file type you have.

When you are done – empty your Recycle Bin, so that the files are GONE!