

## Tips for Cleaning up your Data

[Windows 7](#)  
[Windows 8.1](#)  
[Windows 10](#)  
[MAC](#)

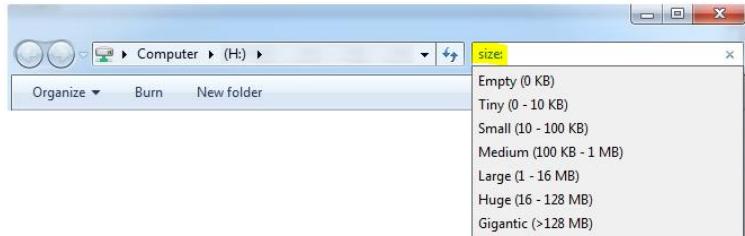
### Windows 7 Enterprise:

1. Open *Windows Explorer*
2. Click the drive letter in the left-hand column for where you want to search (i.e. H:\)
3. On the *Address Bar* > click the right-hand side in the *Search* field:



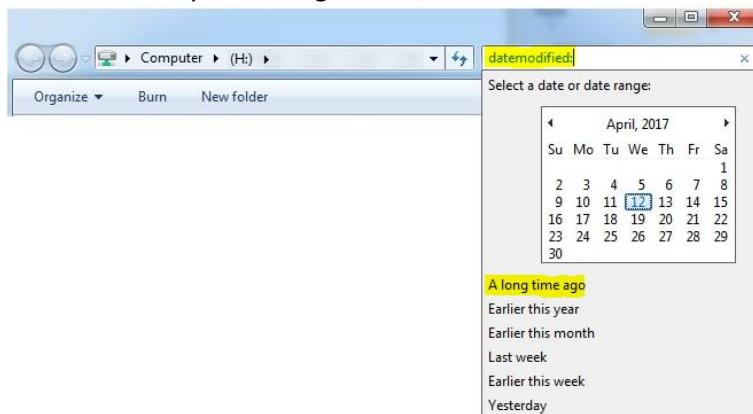
#### Search for Larger Files:

Within the *Search* field > click **Size** as the *search filter* and then select different sizes of files. Try searching for **Gigantic**, then **Huge**, then **Large**, then **Medium**. Select the found file(s) to delete those which you no longer need/use:



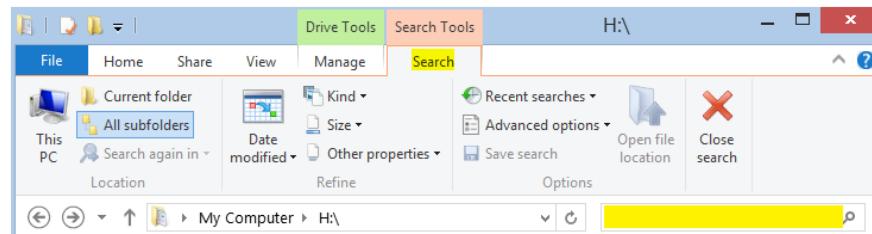
#### Search for Older Files:

Within the *Search* field > click **Date modified** and then select **A long time ago**. Select the found folder(s)/file(s) to delete those which you no longer need/use:



## Windows 8.1 Enterprise / Windows 10 Enterprise:

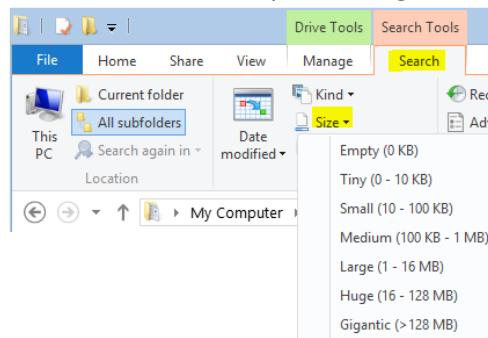
1. Open *File Explorer*
2. Click the drive letter in the left-hand column for where you want to search (i.e. H:\)
3. On the *Address Bar* > click the right-hand side in the *Search* field:



(Search Tab and menu should now appear as an option)

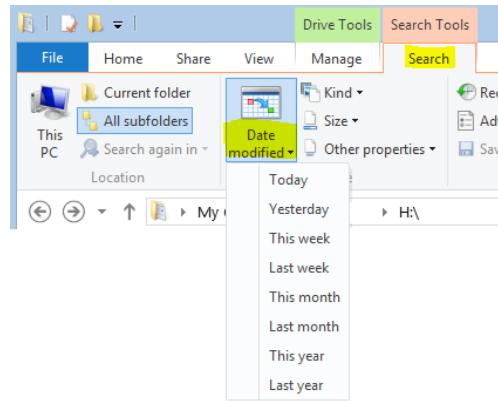
### Search for Larger Files:

Click **Size** and then select different sizes of files. Try searching for **Gigantic**, then **Huge**, then **Large**, then **Medium**. Select the found file(s) to delete those which you no longer need/use:

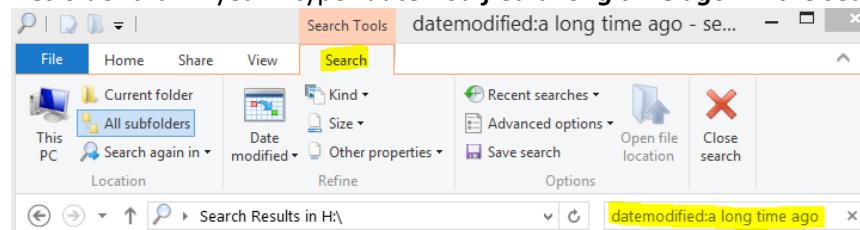


### Search for Older Files:

Click **Date modified** and then select different date ranges. Select the found folder(s)/file(s) to delete those which you no longer need/use:



**TIP:** To search for files older than 1 year > type “**datemodified:a long time ago**” in the Search field:

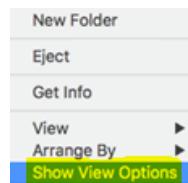


## MAC:

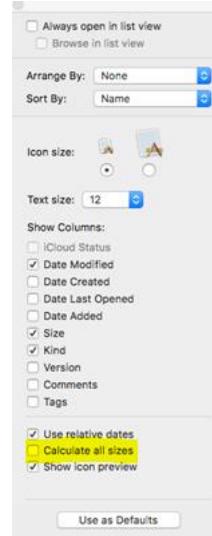
1. Click the *Network Home* icon located in the *Dock*:



2. By default, the *Finder* window will not display folder sizes. Right Click anywhere in the *Finder* window and select **Show View Options**:



3. Click the option **Calculate all sizes**:



## Search for Older and/or Larger Files:

Within the Home Drive > sort by **Size** to find the larger folder(s)/file(s) or by **Date Modified** to find the older folder(s)/file(s) and delete those which you no longer need/use:

Name	Date Modified	Size	Kind
Movies	Today, 1:30 PM	1.07 GB	Folder
My Pictures	Today, 1:30 PM	10.6 MB	Folder
filetwo.jpg	Today, 1:28 PM	10.5 MB	JPEG image
filethree.doc	Today, 1:28 PM	2.1 MB	Microsoft Word document
Visual Studio 2010	Today, 1:28 PM	1.1 MB	Calendar