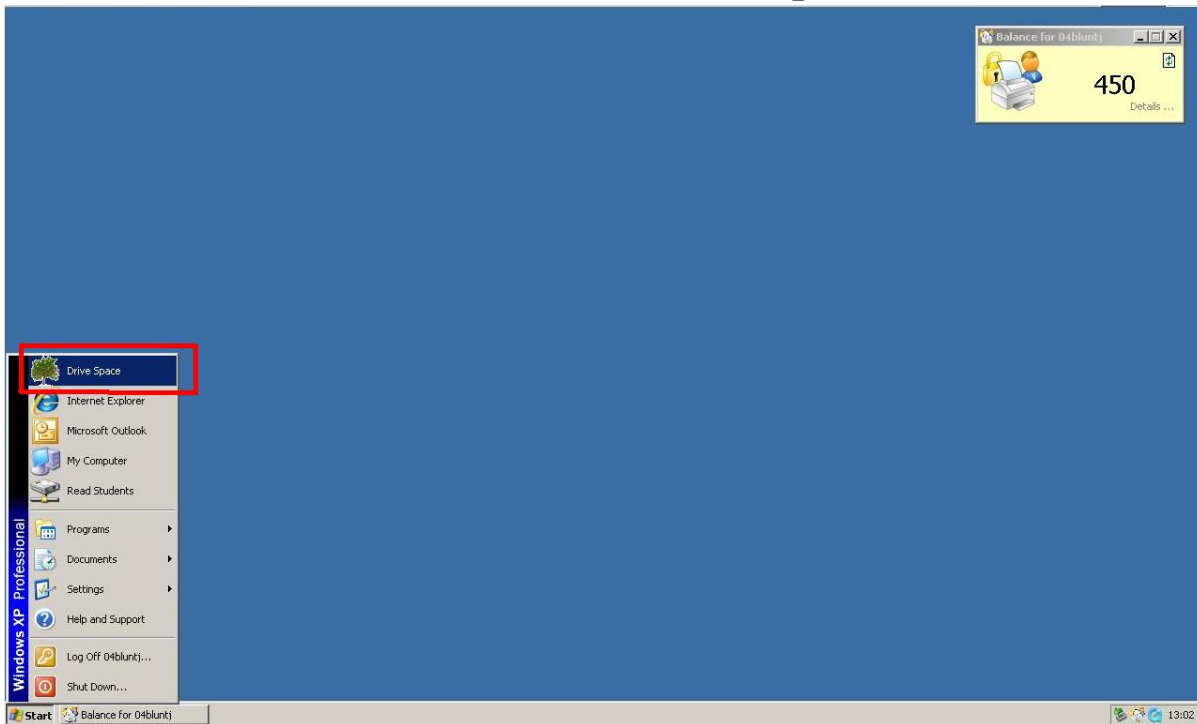


Guide to check work area space



To open the program in order to check your work area usage, go to: 'Start' and click on 'Drive Space'

The program opens up and scans your work area to let you know what space you have used, and which files are taking up the space.

By clicking on any of the large colour blocks, you can see the type of file that is taking up your space, as well as the file name and location. You then need to decide whether you need to keep the files, or whether you can delete them.

You may also see a large section of colour made up from lots of little boxes. These are all files of the same type.

The screenshot shows the WinDirStat application window. The top pane displays a file tree for the 'Students (N:)' directory. The bottom pane shows a treemap visualization of the file system's disk usage. A large blue block represents the largest file, 'Movie large 1.wmv'. A red block represents a large number of small files of the same type, 'Windows Media Audio/Video file'. A green block represents another type of file, 'JPG Image'. A cyan block represents 'Microsoft Office Word Document'. A yellow block represents 'Microsoft Office Publisher Document'. A magenta block represents 'Microsoft PowerPoint Presentation'. A cyan block represents 'Microsoft Office Access Application Database'. A green block represents 'GIF Image'. A red block represents 'SVG File'. A cyan block represents 'Microsoft Excel Worksheet'. A cyan block represents 'Shockwave Flash Object'. A cyan block represents 'Data Base File'. A green block represents 'Windows Media Library'.

Name	Subtree Percent...	Perce...	> Size	Items	Files	Subdirs	Last Change	Attri...	Extension	Color	Description	> Bytes
Students (N:)		[0:03 s]	16.2 MB	305	229	76	30/09/2009 11:12:52		.wmv	Windows Media Audio/Video file		8.5 MB
ICT		80.5%	13.0 MB	114	102	12	30/09/2009 11:09:24	C	.jpg	JPEG Image		2.9 MB
Year 9		91.0%	11.9 MB	103	92	11	30/09/2009 11:09:24	C	.doc	Microsoft Word Document		1.3 MB
Skills Building		87.6%	10.4 MB	55	50	5	30/09/2009 11:09:21	C	.pub	Microsoft Office Publisher Doc...		829.0 KB
Mediator		82.2%	8.5 MB	4	4	0	30/09/2009 11:09:15	C	.ppt	Microsoft PowerPoint Present...		664.0 KB
Movie large 1.wmv		99.5%	8.5 MB				20/04/2007 09:47:22	AC	.mdb	Microsoft Office Access Applic...		464.0 KB
Mediator1.mdb		0.3%	23.2 KB				25/09/2008 12:58:45	AC	.gif	GIF Image		446.8 KB
Mediator1.bak		0.2%	16.7 KB				24/09/2008 09:27:51	AC	.svg	SVG File		280.9 KB
Mediator1.IPJ		0.0%	1.2 KB				24/09/2008 09:27:52	AC	.xls	Microsoft Excel Worksheet		272.0 KB
Databases		10.5%	1.1 MB	2	2	0	30/09/2009 11:09:20	C	.swf	Shockwave Flash Object		173.6 KB
Animated gifs		4.2%	446.8 KB	17	17	0	30/09/2009 11:09:21	C	.db	Data Base File		156.1 KB
Spreadsheets		1.2%	128.0 KB	2	2	0	30/09/2009 11:09:15	C	.w...	Windows Media Library		108.0 KB

File Type

Same Type of File

File Name

Largest colour block