

Freeing Up Space on Your Hard Drive

Most of us will eventually get to the point where we are running out of space for new stuff on our hard drive and need to free some up.

One simple way to go about it is:

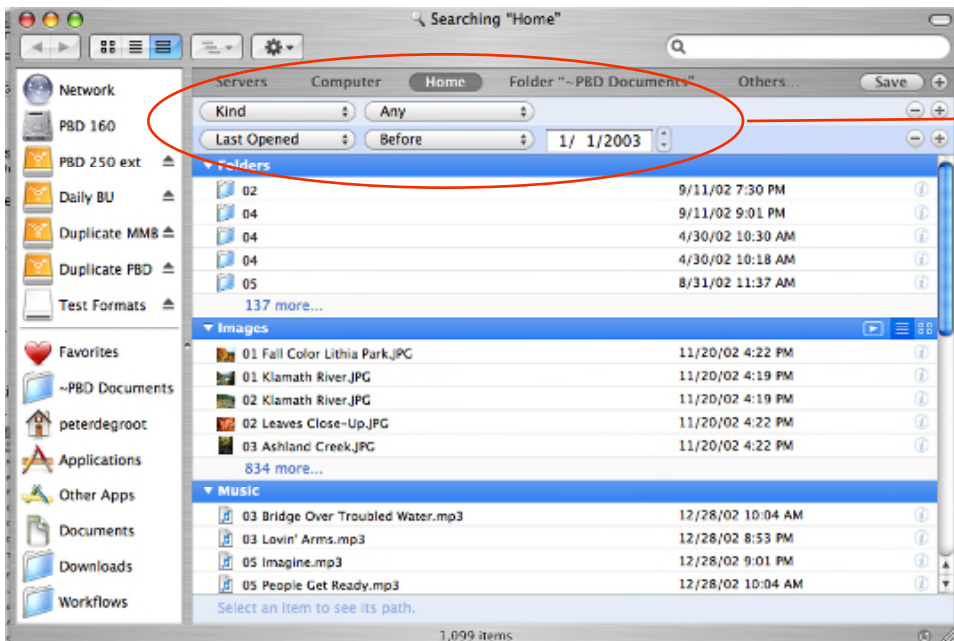
1. Identify old, obsolete and/or very large files
2. Free up space that these files occupy by-
 - A. Deleting them if they are of no further use.
 - B. Copying them to external media (CD, DVD) then deleting them.
 - C. Create a compressed Archive file and delete the uncompressed copy

See **Help**: Burning a CD or DVD, or you can use a third-party app like Toast

Finder Menu: File/Create Archive You will save up to 50% of the space used

To Find-

Old files and folders - use the Finder's "Find" function: Finder Menu: File/Find



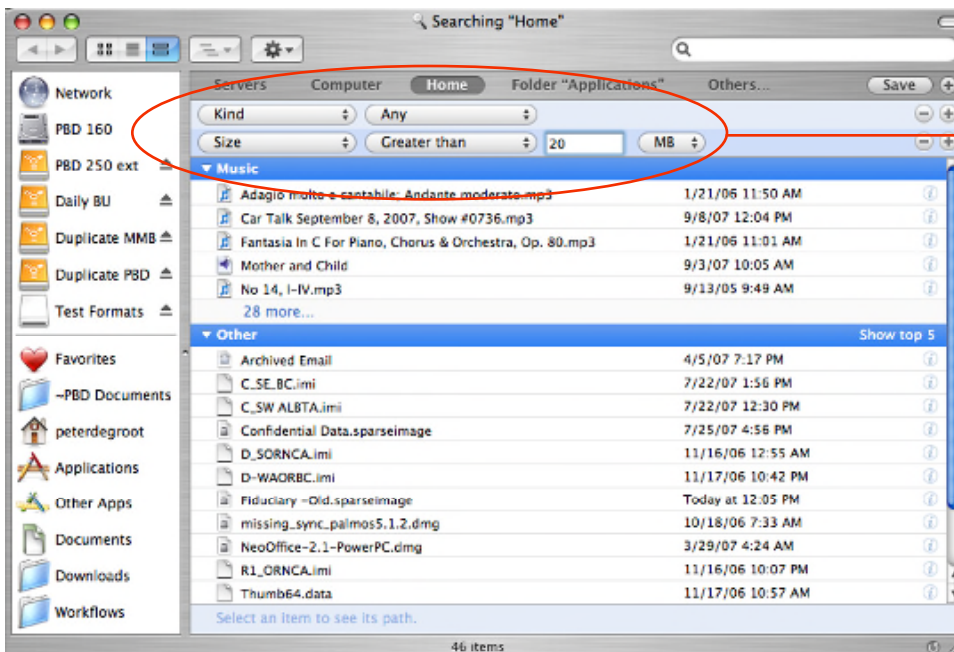
Settings:

Kind Home
Last Opened Any Before 1/1/2003

Notes: Searching "Computer" is dangerous. It will find system files which you shouldn't delete or modify. Searching the Home folder is safer. In any case, **if you don't recognize the file, don't delete it!**

If you want to look for old Applications, search in the Applications folder by Clicking on Others... and selecting it.

Large files :

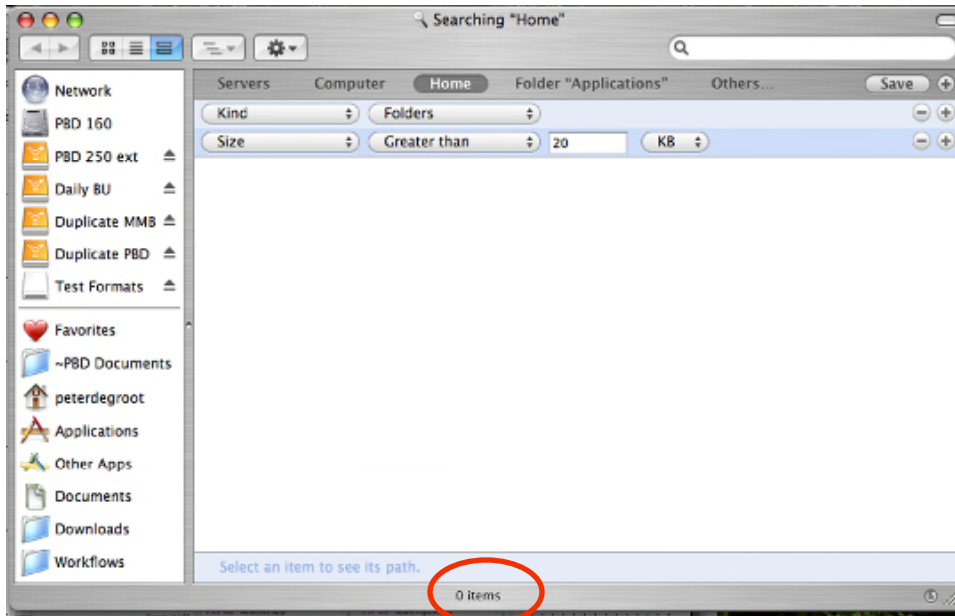


Settings:

Kind Home
Size Any Greater Than 20 MB

You can delete a file directly from these windows by selecting and dragging to the trash, or hitting Option-Delete. However, **Do not delete iPhoto or iTunes files this way.** Delete them only from within iPhoto or iTunes or you may really mess up your iPhoto or iTunes Library.

Note that a “Find” search for large *Folders*, which looks like it should work, does not.



There are several bugs in “Find” and this is one of them. The reason it doesn’t work is that Folder sizes are not included in an item’s metadata, while File sizes are. When you do a “get info” on a folder, the size is actually calculated on the fly.

Fortunately, there is a **free** 3rd party application which finds folder *and* file sizes. It is fairly slow (several minutes) but produces an easy to use color-coded list sorted by size.

WhatSize www.id-design.com/software/whatsize/

