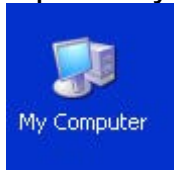


Cleaning Your “P-Drive”

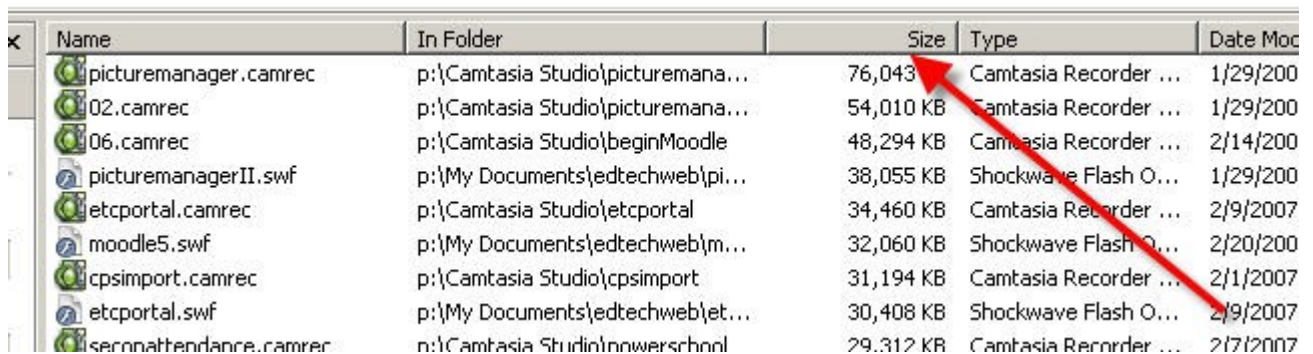
1. Open “My Computer” by double-clicking it.



2. Open your “P-Drive” by double-clicking it.
3. With your “P-Drive” open, click F3.
4. The Search Panel should open on the left side.
5. Type * in the Search field (Shift – 8)



6. This should bring up a list of EVERYTHING on your P-Drive, whether it's in a folder or not.
7. Click on the word **size** at the top of the window. This will display all files, from largest to smallest.

A screenshot of a Windows Explorer window showing a list of files. The columns are Name, In Folder, Size, Type, and Date Modified. A red arrow points to the "Size" column header. The files are sorted by size in descending order.

Name	In Folder	Size	Type	Date Mod
picturemanager.camrec	p:\Camtasia Studio\picturemana...	76,043	Camtasia Recorder ...	1/29/200
02.camrec	p:\Camtasia Studio\picturemana...	54,010 KB	Camtasia Recorder ...	1/29/200
06.camrec	p:\Camtasia Studio\beginMoodle	48,294 KB	Camtasia Recorder ...	2/14/200
picturemanagerII.swf	p:\My Documents\edtechweb\pi...	38,055 KB	Shockwave Flash O...	1/29/200
etcportal.camrec	p:\Camtasia Studio\etcportal	34,460 KB	Camtasia Recorder ...	2/9/2007
moodle5.swf	p:\My Documents\edtechweb\m...	32,060 KB	Shockwave Flash O...	2/20/200
cpsimport.camrec	p:\Camtasia Studio\cpsimport	31,194 KB	Camtasia Recorder ...	2/1/2007
etcportal.swf	p:\My Documents\edtechweb\et...	30,408 KB	Shockwave Flash O...	2/9/2007
seronattendance.camrec	n:\Camtasia Studio\Innwerschool	29,312 KB	Camtasia Recorder ...	2/7/2007

8. You may want to do the following with large files that you don't need: burn it to a CD, save it on a “flash” drive, save it to an external hard drive, or delete it.