

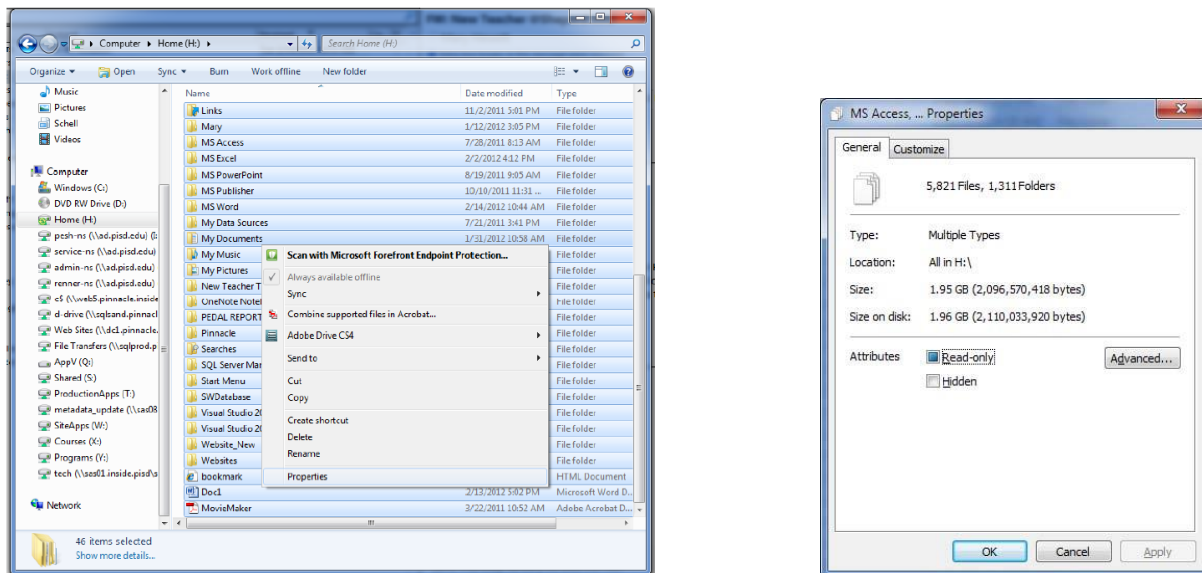
## Home Directory Clean Up Guide

Due to new network restrictions, the district needs to limit the amount of space each employee is using on their Home Drive (H Drive). The maximum amount of space given to each employee is 2 GB (gigs). One easy place to start, is to check and see if you have any personal files on your H drive. Those personal files can be placed on a flash drive, the [Google Drive](#), or even copied to your C: drive temporarily (C:\PisdDocs).

### How Much Space am I Using?

To view the amount of space you are using on your H Drive, see instructions below.

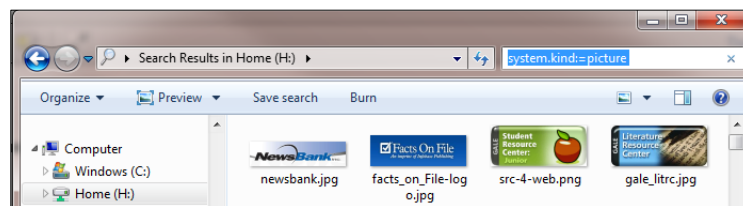
1. Select your H Drive in windows explorer
2. Select all files and folders on your H: drive (click on any file and then press “CTRL A” on the keyboard ).
3. Right click on any of the files and choose **Properties**.
4. The properties window will calculate how much space you are using.



### Searching for Specific File Types in Windows Explorer

1. Open Windows Explorer and click on your H-Drive.
2. In the Search box, type one of the following below.

size:large  
size:huge  
system.kind:=picture  
system.kind:=movie  
system.kind:=video  
system.kind:=music  
system.kind:=document



Pictures, movies and music are usually the largest files. Look for those files first.

Try to remove enough files to decrease your H drive to under 2 GB. We understand that there are always exceptions. If the exceptions are curriculum related and there are no other alternatives, please talk to an Instructional Technology Specialist. Alternatives that might be offered include a flash drive, external hard-drive, or Google Drive.

*NOTES: Do not move files from the H drive to other network files. The files really need to be removed from all network drive space.*