

## File-space Management

*This document gives advice on how you can increase your available file-space quota by deleting non-essential files and folders from your networked file-space (your 'H' drive)*

### 1. Personal Files

**Important Note:**

These are a user's own files and, if you are doing file management on behalf of that user, please check with him/her before actually deleting any of them.

*.abk	Backup files created by <b>CorelDraw</b> .
*.bak	Backup file used by many applications.
*.tmp	Temporary file used by many applications.
*.wbk	Backup files created by <b>Microsoft Word</b> .
*.xlk	Backup files created by <b>Microsoft Excel</b> .
H:\jccs\office\auto recovery\*.asd	Autosave file created by <b>Microsoft Word</b> (the location given is for a network install of MS Office).
H:\jccs\spss\spss.jnl	Session Journal file keeps track of work that you have done in <b>SPSS</b> .
thumbs.db	<p>Database file(s) generated automatically by the Windows operating system, containing the small images displayed when you view a folder in "thumbnail" view (as opposed to tile, icon, list, or detail view).</p> <p>Note: This file may be hidden. To show Hidden files in Windows Explorer or My Computer, select <b>Tools... Folder Options...</b> and select the <b>View</b> tab. Click to "<b>Show hidden files and folders</b>". At the same time you may also like to click on "<b>Do not cache thumbnails</b>".</p>

In addition, you should check your own files for old or large files that may be deleted, in particular those within the following folders:

H:\jccs\cplus results	Default location for <b>Conversions Plus</b> to save converted files.
H:\jccs\office	Default location for Microsoft Documents created by <b>Microsoft Office 97</b> .
H:\My Documents	
H:\My Documents\HTML	
H:\My documents\My Pictures	
H:\My documents\My Music	Default location for <b>Windows Media Player 10</b> to copy music.

Although not using up space, any files "0 byte" in length can be deleted.

## 2. "Temporary" Files

The following may all be deleted with no adverse results:

H:\*.\$\$\$ H:\*.PM\$ H:\\$WPM*.* H:\PMAIL\*.\$\$\$ H:\PMAIL*.PM\$	<b>Pegasus mail</b> temporary files created by old versions of Pegasus – less common on new accounts.
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### **Important Note:**

Do not delete other files in H:\PMAIL unless you are absolutely certain you know what they are. If in doubt, check with [insrvConnect@Cardiff.ac.uk](mailto:insrvConnect@Cardiff.ac.uk)

H:\jccs\inscap404\Cache	Temporary internet files created by <b>Netscape</b> – less common on new accounts.
H:\jccs\windows\Application Data\Google\GoogleEarth\dbCache.dat	Temporary internet file created by <b>GoogleEarth</b> .  A maximum disk cache size may be set in Google Earth under <b>Tools...Options...Cache</b> tab. Set the "Disk Cache Size (MB):" to 40MB (default 400MB). You may also clear the disk cache here by clicking on the "Clear disk cache" button.
H:\jccs\windows\Application Data\Mozilla\Firefox\Profiles\default.hhq\cache	Temporary internet file created by <b>Mozilla Firefox</b> .

H:\jccs\windows\History	A record of recent sites you have visited/retrieved by <b>Internet Explorer</b> .  Alternatively you may open Internet Explorer and go to <b>Tools... Internet Options</b> and then click on the Clear History button, or change the number of days that History is stored for.
H:\Windows NT 5.1 Workstation Profile\Cookies	A small text file of information that certain Web sites attach to a user's hard drive while the user is browsing the Web site - created by <b>Internet Explorer</b> .
C:\Documents and Settings\ <<username>>\Cookies	You will also need to delete the Cookies directory from your Windows profile on the local PC to prevent it being written back to your network file-space:
H:\???.txt and H:\???.bat where ??? is numerical.	A pair of files created every time the <b>WXP image restore</b> command is run (administrators only).
H:\drwatson.log	Created by a <b>Dr Watson</b> application error.
H:\nal.log	
H:\PWDEXP.log and H:\PWEXP.ERR	Created by <b>Password expiry</b> (successful change / failure).
H:\jccs\windows\Application Data\Microsoft\HTML Help\msdnvs6a.chw	Help index file for MSDN for <b>Visual Studio 6.0</b> . This particular help index file is 34MB in size, and created automatically by Visual Studio.

Any \*.chw files may be deleted to free up space. They are rebuilt automatically the next time you open **Help** and click the **Index** tab.

### 3. Application Files

These are files or folders created when an application is installed. These may be deleted if the application is no longer in use. Reinstalling the software will restore these files.

H:\Application Data\Identities\Outlook	<b>Outlook Express</b>  Note: Check for Outlook mail folders before deleting!
H:\Application Data\Microsoft	<b>Microsoft Office</b> (CD install)
H:\jccs\mscap404	<b>Netscape</b>
H:\jccs\windows\Application Data\Corel	<b>CorelDraw</b>
H:\jccs\windows\Application Data\InstallShield	<b>Microsoft Windows Installer</b>
H:\jccs\windows\Application Data\Jasc Software Inc\Paint Shop Pro 9\Cache	<b>Paint Shop Pro</b>
H:\jccs\windows\Application	<b>Microsoft Office</b>

Data\Microsoft\Clip Organizer	
H:\jccs\windows\Application Data\Microsoft\MSN Messenger	<b>MSN Messenger</b>
H:\jccs\windows\Application Data\Microsoft\Web Server Extensions	<b>Microsoft Office</b>
H:\jccs\windows\Application Data\My-disgo	<b>Disgo USB Memory Stick.</b> This folder is not required with Windows XP.
H:\jccs\windows\Application Data\Serif\DrawPlus	<b>DrawPlus</b>

#### 4. Pegasus Mail

This section applies to both current and (particularly ex-) Pegasus Mail users. If you have a large H:\PMAIL folder, and all temporary files (see “Temporary Files” section) have been deleted, then you should be run up Pegasus Mail from Networked Applications and tidy your mailbox from within the application:

1. Delete unwanted emails: remove any emails within your mailbox(es) that you no longer need to keep.

#### **Important Note:**

Only delete about 10 large messages at a time, and then close the Pegasus folder so it compresses the space. Then go back into the folder and repeat the process.

2. Delete attachments (where not required): open the email message, and select the **Attachments** tab. Highlight the attachment and select the **Delete** button. This allows you to delete large attachments (which you may have saved already to your network file space) from Pegasus, whilst keeping a copy of the original email within Pegasus. This is available on the Windows Pegasus Client only.

Occasionally some users have multiple mailboxes in their file space, e.g. file recovery, ex-Mac Pegasus mail user, accidentally redirecting of mailbox location. In these incidences, contact [insrvConnect@Cardiff.ac.uk](mailto:insrvConnect@Cardiff.ac.uk) for assistance in tidying the mailboxes.

#### 5. GroupWise Archive

If you have a large H:\jccs\grpwise folder, then you should be advised run up the GroupWise Client from Networked Applications, and delete files from the archive from within the application itself.

## 6. Legacy Files/Folders

These folders are a legacy from operating systems that are no longer in use on the network.

### **Windows 3.1**

H:\WIN

### **Windows 95**

H:\Cookies  
H:\CF\_NET4  
H:\CF\_office  
H:\Desktop  
H:\Favorites  
H:\History  
H:\host-news  
H:\NETCACHE  
H:\Netcach2  
H:\NetHood  
H:\Netmail  
H:\NETNEWS  
H:\Recent  
H:\Start Menu  
H:\WP51

### **Windows NT**

H:\Windows NT 4.0 Workstation Profile

#### **Important Note:**

Delete this only if you are happy that no **files** are stored in the profile and that any Internet Explorer favorites have been transferred (Use **Networked Applications...General Software...Utilities...Import NT Favorites** if required).