

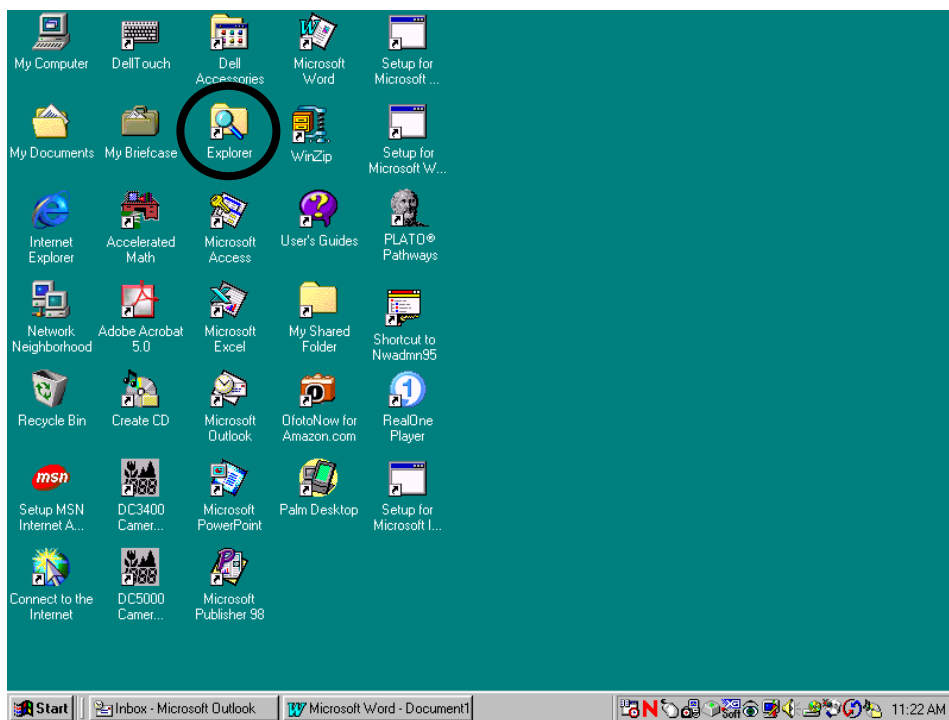


Mansfield Public Schools – Technology Department

Deleting Files from Your Personal Network Drive

Users of the Mansfield Public School’s computer network are assigned space on the network server. This space is referred to as your personal network drive, or more commonly as your “P drive”. At the end of each school year, users are requested to free up space on the network by deleting any unnecessary files. Please follow these instructions for deleting files that you no longer need.

From your desktop, double-click on the Explorer icon to open Windows Explorer.

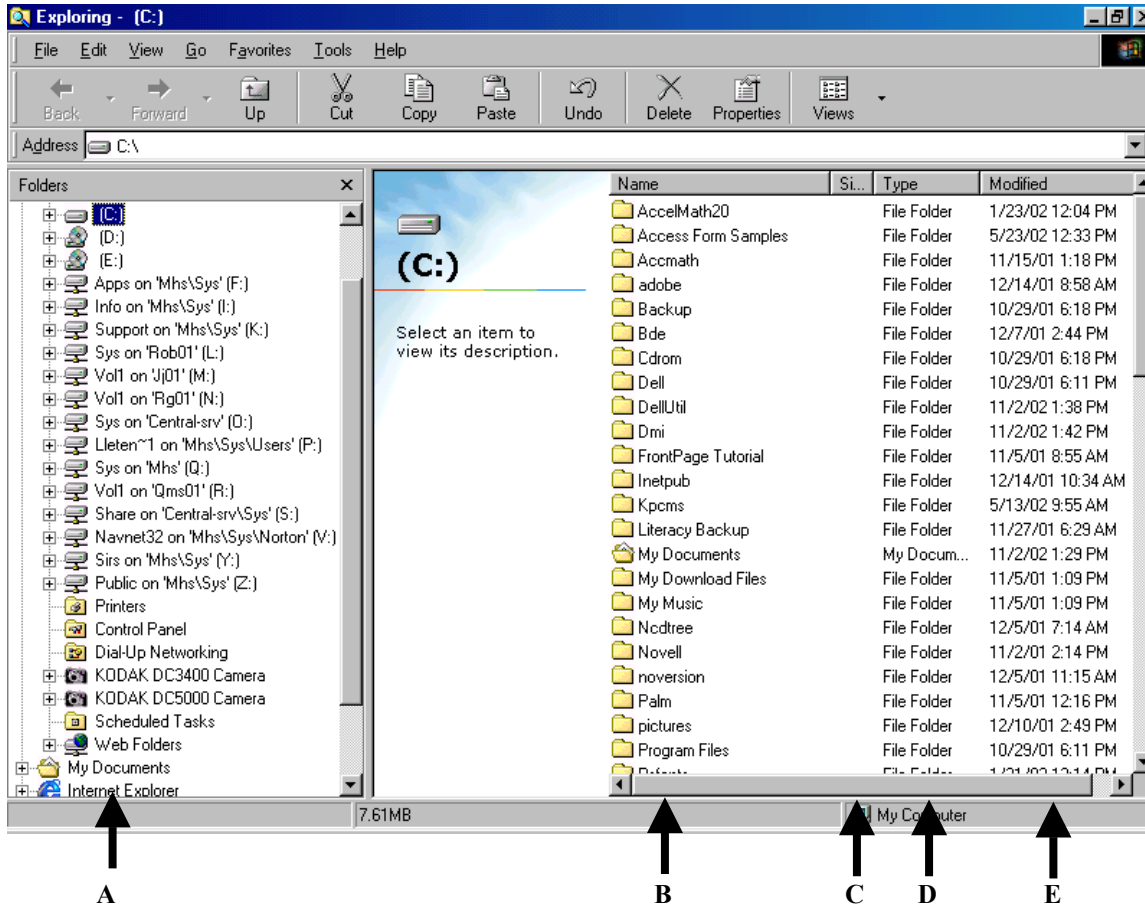


If you don't have an icon on your desktop that looks like the one circled above, click on Start, Programs, and find Windows Explorer

This will open the Windows Explorer Screen as pictured below:

Before we start deleting files, a word about Windows Explorer.....

What is Windows Explorer? Think of Windows Explorer as being a filing cabinet for everything on your computer. Programs, documents, pictures, folders and files are all stored on your computer. Windows Explorer shows you how, and where they are stored.



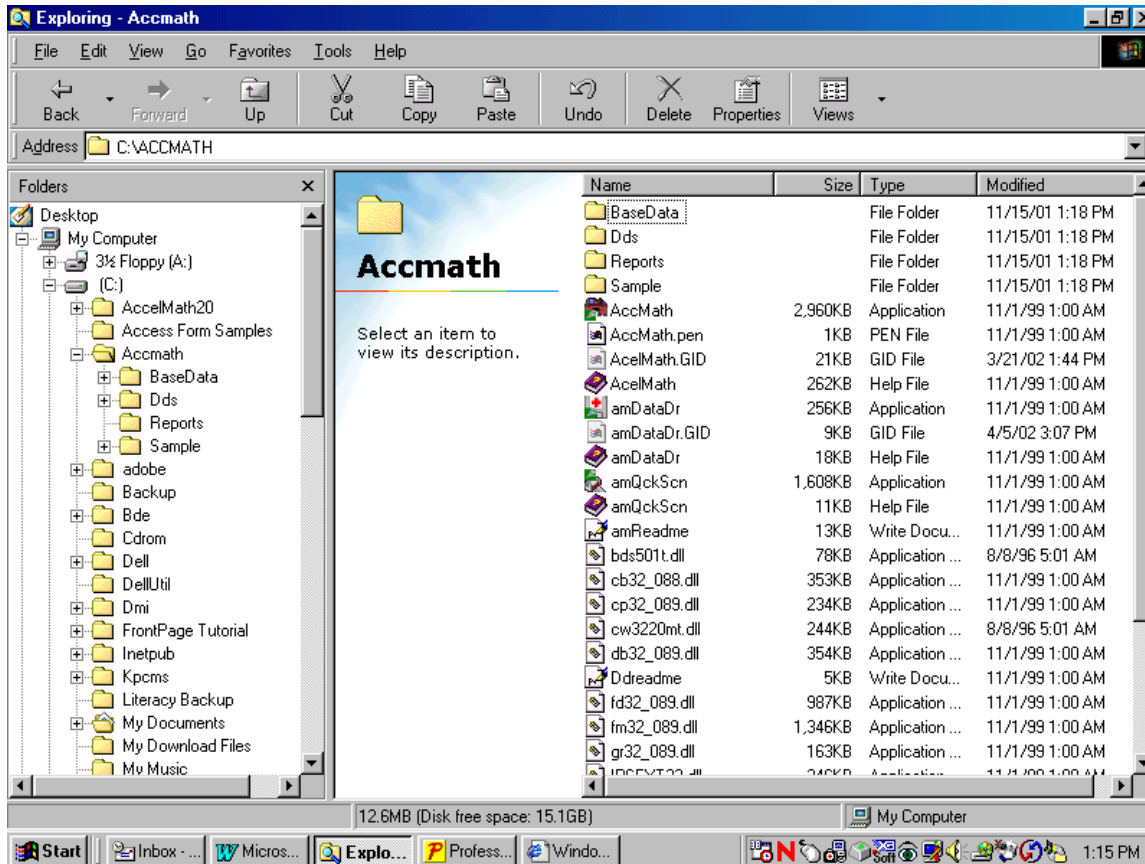
Please refer to the listing below for a description of the Windows Explorer screen:

(Note: If your screen does not look like this, choose View from the toolbar and select Details)

A – Explorer Bar – The left side of the screen shows you the drives and folders you have access to. If you look at the example above, you will see that several drives are listed (C, D, E, F, I, K, L, N, O, P, Q, R, S, V, Y, Z). Depending on your network connections, your screen may not have all of these drives listed.

A ⊕ (plus symbol) indicates that the drive is “expandable”, meaning that there are folders and files within the drive or folder. If you click on the plus symbol, the drive will expand to show you additional folders and files.

B – Folder / File List – The right side of the screen shows the folders and files located on the drive you selected on the left side of the screen. In the example above, you will notice that the C drive is selected (highlighted) on the left side of the screen. The right side of the screen displays the folders and files stored on the C drive. If a folder icon is closed, you can double-click it to display the folders and files within the selected folder. Confused??? Let me show you an example:



Looking at the left side of the screen displayed above, you can determine that I have selected to view the contents of the Accmath folder on the C drive. You can tell this because the Accmath folder is “open” and is expanded (there is a minus symbol next to the folder). The right side of the screen displays the contents of the Accmath folder – that is, what files are contained within the Accmath folder.

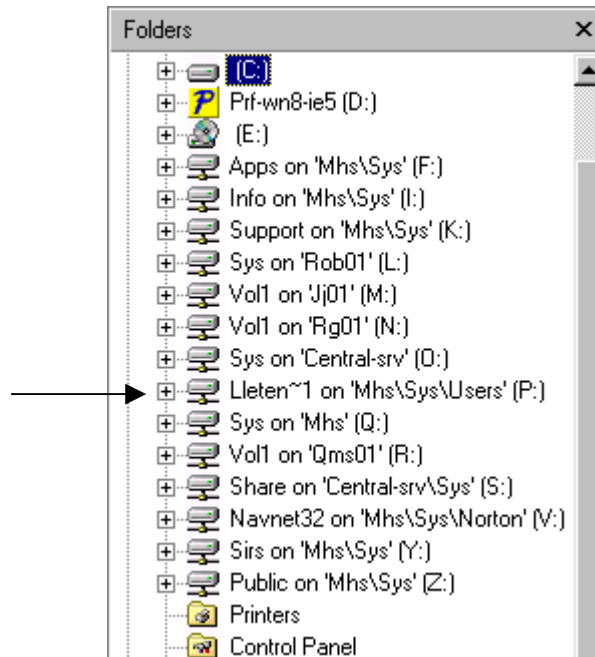
C – Folder / File Size – The size column indicates the size of each of the files listed.

D – File Type – The file type, whether it is an application, word document, excel spreadsheet, powerpoint presentation, picture or other file type is displayed in this column.

E – Date Last Modified – The date the file was last accessed is displayed in this column. It is not the date it was created, it is the date it was last opened.

Deleting Files from Your P Drive.

1. Open Windows Explorer
2. On the left side of your screen, click on the ⊕ symbol next to your P drive.



3. On the right side of the screen, click on the word “Modified” to sort the files and folders by the date last modified. Click once to sort descending and twice to sort ascending

The screenshot shows a list of files and folders in Windows Explorer, sorted by the 'Modified' date. The 'Modified' column header is highlighted, and a black arrow points to it. The list includes folders like 'AccelMath20', 'Access Form Samples', 'Accmath', 'adobe', 'Backup', 'Bde', 'Cdrom', 'Dell', 'DellUtil', 'Dmi', 'FrontPage Tutorial', 'Inetpub', 'Kpcms', 'Literacy Backup', 'My Documents', 'My Download Files', 'My Music', 'Ncdtree', and 'Novell'.

Name	Size	Type	Modified
AccelMath20		File Folder	1/23/02 12:04 PM
Access Form Samples		File Folder	5/23/02 12:33 PM
Accmath		File Folder	11/15/01 1:18 PM
adobe		File Folder	12/14/01 8:58 AM
Backup		File Folder	10/29/01 6:18 PM
Bde		File Folder	12/7/01 2:44 PM
Cdrom		File Folder	10/29/01 6:18 PM
Dell		File Folder	10/29/01 6:11 PM
DellUtil		File Folder	11/2/02 1:38 PM
Dmi		File Folder	11/2/02 1:42 PM
FrontPage Tutorial		File Folder	11/5/01 8:55 AM
Inetpub		File Folder	12/14/01 10:34 AM
Kpcms		File Folder	5/13/02 9:55 AM
Literacy Backup		File Folder	11/27/01 6:29 AM
My Documents		My Document...	11/2/02 1:29 PM
My Download Files		File Folder	11/5/01 1:09 PM
My Music		File Folder	11/5/01 1:09 PM
Ncdtree		File Folder	12/5/01 7:14 AM
Novell		File Folder	11/2/01 2:14 PM

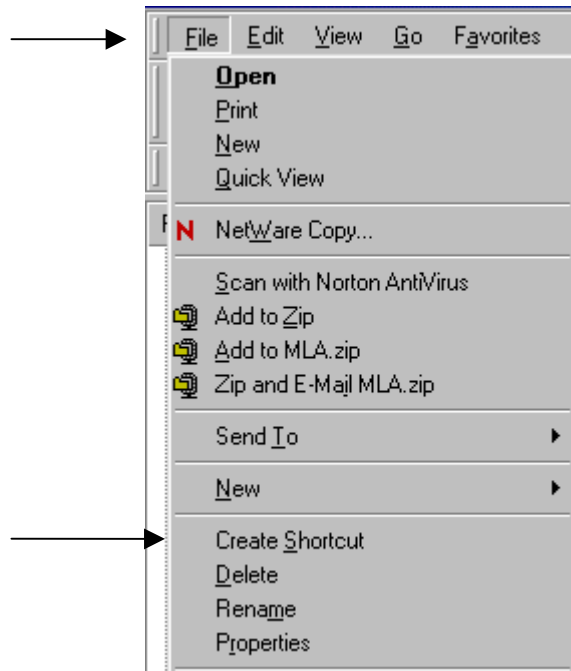
4. Review the files to determine which ones you no longer need. You may need to actually open the file to determine this. You can open the file by double clicking on the file name.

5. Once you determine that you would like to delete a file, highlight the file by clicking on it once. The filename will become highlighted as in the example below.



99KB Microsoft W... 1/24/02 11:

6. From the Windows Explorer toolbar, click on the word File and choose Delete from the list.



7. If you would like to delete the file, click Yes.
8. Continue steps 5-7 until you have deleted all unnecessary files.

A Word of Caution!!!!

- If you do not know what the file is, DO NOT DELETE IT.
- If you can't open the file to determine what it is, DO NOT DELETE IT.
- Be careful deleting files with an extension of .exe. This indicates that it is a program and the program will no longer work if the file is deleted.
- Once a file is deleted, it is gone.

The purpose of saving things to a network drive is so that the file can be shared and backed up. You **should** store all documents, spreadsheets, powerpoint presentations and other important files on your P drive. When you are finished with the file, please remember to delete it from

your P drive. You **should not** install applications (identified with a file extension of .exe) to your P drive. Applications should be installed to your C drive.

Space is limited on the server so your attention to this is appreciated.