

Cleaning the H: Drive

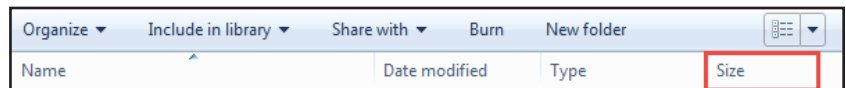
Files accumulated throughout the year can take up needed space on network drives. In preparation for the end of the year, files in the H: drive may need to be moved or deleted based on age and size.

1. From the *Start menu*, select **My Computer** and click the **H: drive**.
2. Maximize the window, if necessary.
3. In the *upper-right corner*, click the **View** button.
4. Select **Details**.



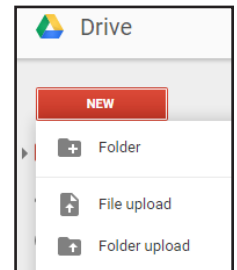
This view will display the name, size and type of files in the drive. To delete files, consider deleting files that take up the most space first, such as video and audio files.

5. Click the **Size** header to sort the files according to their file size.



To Upload Files to Google Drive:

1. From the main *Drive* screen, click the **New** button.
2. Select **File upload**. An open file dialog box will appear.
3. Select the **desired file** to upload.
4. To select multiple files, press and hold the **CTRL** key while selecting the **desired files**.
5. Click **Open**. A pop-up window will appear showing the upload status of each file.



Uploads completed			
W	What to Eat Before Exercise.docx	32.1 KB	Uploaded
W	The Addie Model.docx	18.3 KB	Uploaded

To Delete Files

1. Select a file and press **Delete** on the keyboard. Confirm the delete by clicking **Yes**.
2. To select multiple files, click the first file, hold down **CTRL** and select the files you would like to delete. After selecting all of the files, release the *CTRL* button and then press **Delete**.
3. Confirm the delete by clicking **Yes**.
4. Repeat as needed.