

What is TreeSize Pro?

TreeSize Pro is a powerful and flexible hard disk space manager. It enables you to find out which folders are the largest on your H drive and recover megabytes of space by deleting the largest unwanted files. This can enable you to better manage your H space allocation and stay within your quota. It can be used on any drive on the local PC or on the network.

Use TreeSize Pro to search for old, large, and temporary files, deleting any you no longer need. You can also use it to print reports and export the information to Excel.

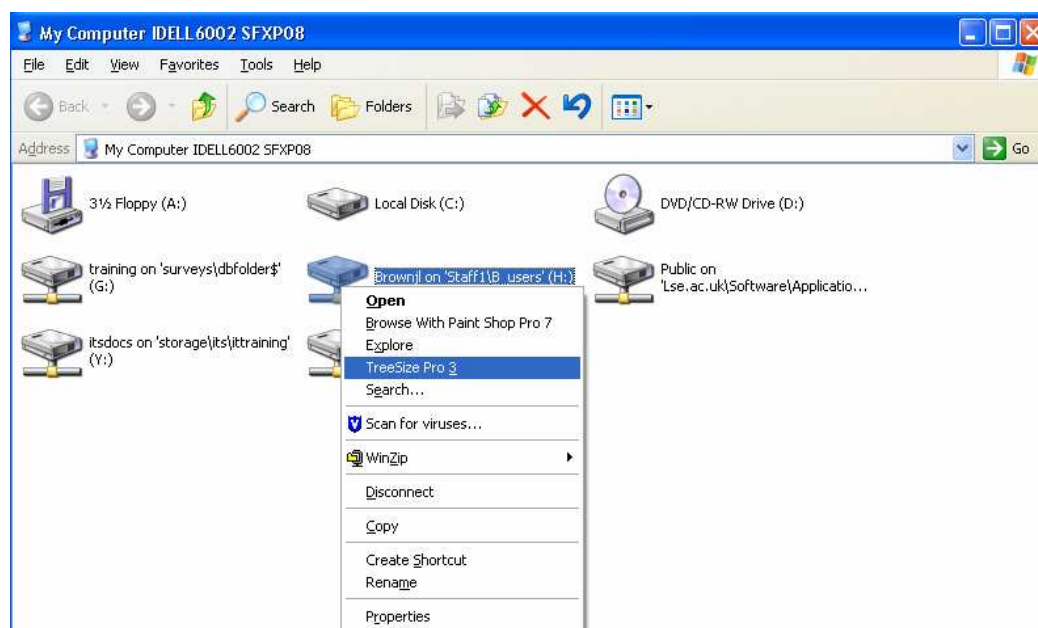
TREE SIZE PRO SHOWS YOU:

- The size of each folder on the selected drive
- Sorts the folders by size
- The number of files in the folder
- When folders or files were last modified or accessed

Getting started with TreeSize Pro

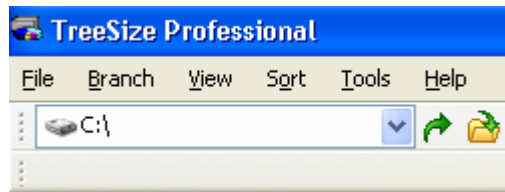
RUNNING TREE SIZE PRO FROM MY COMPUTER

1. Double-click **My Computer** on the Desktop
2. Right-click on the drive you want to check
3. Select **TreeSize Pro 3**
4. TreeSize Pro will scan the drive selected



RUNNING TREESIZE PRO FROM THE START MENU

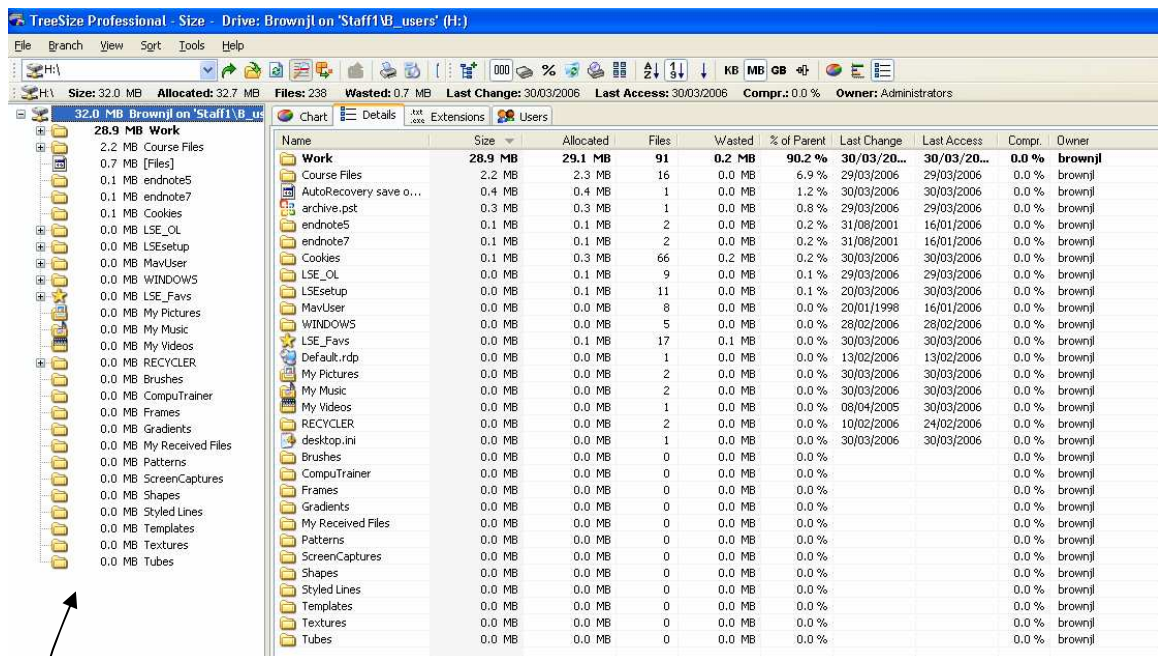
1. Click **Start | Programs | TreeSize Professional | TreeSize Professional 3**
2. By default it will open with the local C: drive selected for scanning.



3. Use the drop-down arrow to select the drive you want to scan
4. TreeSize Pro will scan the drive selected.

USING THE RESULTS OF THE SCAN

When completed, a window similar to this will appear.



The left side of the window shows the folders on the selected drive with the largest at the top.

If you select a folder on the left, the right side of the window displays the contents of that folder, sorted by size.

To expand a folder:

1. Click on the plus sign next to the folder  

To expand all the folders:

1. Click **Branch | Expand | Full Expand**

Managing File Space

You can delete files and folders directly from TreeSize Pro.

1. Select the file or folder and hit the **Delete** key
2. OR, right-click and select the **Delete** menu option

BE CAREFUL WHAT FILES YOU DELETE

- Once deleted from your H space files can only be recovered from the previous night's backup tapes.
- Don't delete any files if you are unsure what they are. They could be files needed for your software applications to run
- An important file that is often very large is your mail archive folder. This is called archive.pst and should not be deleted unless you have made a copy elsewhere
- If you are unsure contact your cluster support team

Printing

TreeSize Pro will print a list of the contents of a drive. There are two options:

1. Print Report – This prints the contents of the left side of the screen and some other useful information
2. Print Folder Contents – This prints the contents of the right side of the window and includes documents as well as folders

Charts

TreeSize Pro can display folder sizes as pie or bar charts. A chart always shows the size of the subfolders of the currently selected folder. A pie chart shows the size, allocated space etc. dependant upon what kind of view type the user selected in the toolbar.