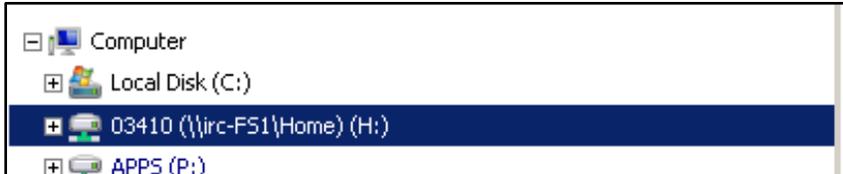**How to Check for and Delete LARGE files in your Network Space**
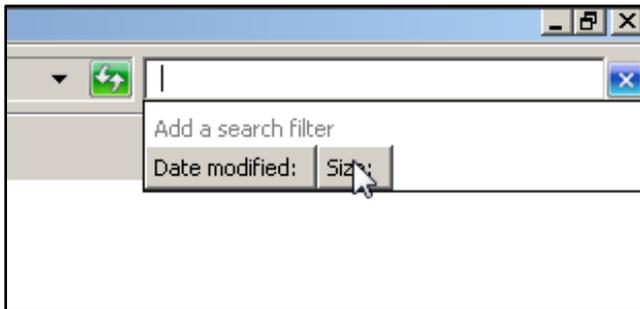
1. Double-click on the Computer icon on your desktop:
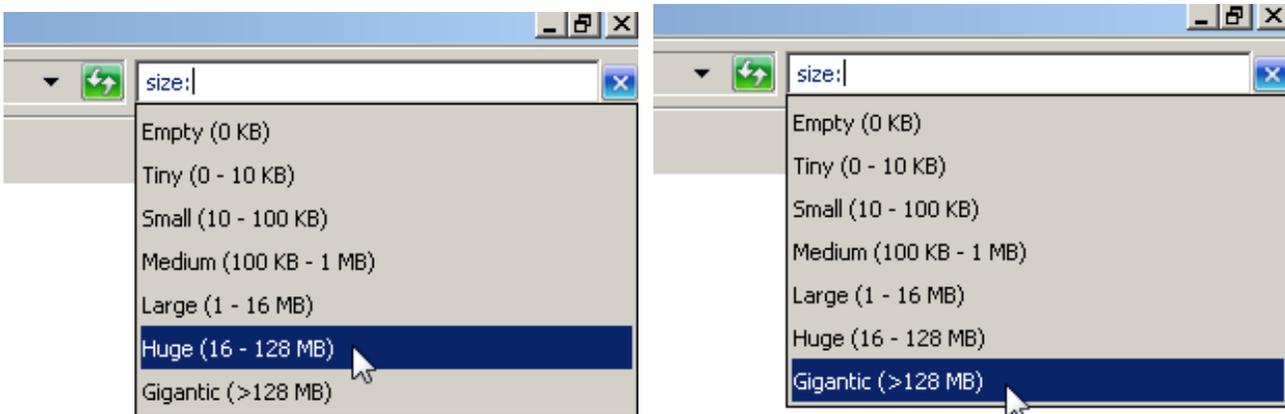

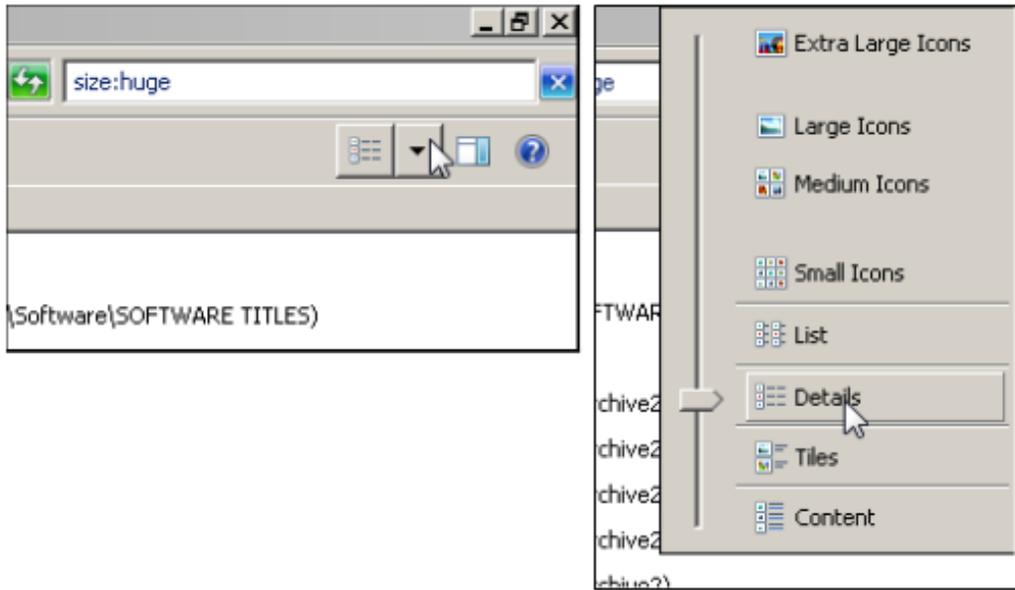2. Click once on the drive you want to check… your H:\ drive.

3. On the top right of your window, click in the search box and then on **Size**.

4. Choose the size of file you want to search for… like **Huge** or **Gigantic**.

5. It will start searching immediately. After it is done, click on the drop-down arrow to show the details of each file:

6. Click on the **Size** header to sort by size.

Type	Size ▾
	115,513 KB
	88,417 KB
	57,335 KB
	50,108 KB
	47,994 KB
	44,056 KB
	33,180 KB
	31,049 KB
	22,754 KB
	19,602 KB
	18,250 KB
	16,625 KB

7. Then, click to select any files you want to delete and press the Delete key. (You can use Ctrl-Click to select multiple individual items OR Click and Shift-click to select a range of items.) BE SURE that you don't need the items any longer before you delete, since they won't go to a Recycle bin… they will be gone.