Introducing Space Wizard

Space Wizard identifies files that are commonly discardable, infrequently used, excessively large, or duplicate other files on your disk. Because these files may be unnecessary, Space Wizard lists them, and lets you take appropriate action on those files you specify to free up disk space. It will not do anything to any files without your explicit instructions. It is a good idea to run Space Wizard before you install applications and before you optimize a drive.

Space Wizard has two methods of helping you create more disk space: express and comprehensive. In both cases, Space Wizard identifies files that may be unnecessary and gives you the option to compress, delete, or move them to another storage area.

If you decide the files are still necessary, you can choose to leave them on your disk. Space Wizard also checks your Recycle Bin and offers to empty it if it contains deleted files.

Space Wizard is customizable. For example, you can:
- Add file types to commonly discardable files list.
- Add folder names to commonly discardable folders list.

To free disk space, click here to start Space Wizard.

The Disk Space sensor in Norton System Doctor can automatically monitor disk space and alert you when the disk becomes too full.

{button ,AL(`About temporary files and folders;About commonly discardable files and folders;About infrequently used files;About large files;About duplicate files;About the Disk Space sensor',0,`',`)}
Related Topics

About selecting a drive

After you select a drive on the Drive Selection page, Space Wizard scans the disk and loads a listing of its contents into memory. If anything changes following this scan (for example, if you switch tasks and create a new file with your word processor), the change is not noted by Space Wizard until it scans the disk again.

If you want to refresh the listing in memory, click Back to return to the Drive Selection page, then click Next to force a rescan of the drive.

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{button ,AL(`Introducing Space Wizard;To open Space Wizard',0,`',`')}   Related Topics

About Space Wizard and the Recycle Bin

If there are files in the Recycle Bin, Space Wizard asks whether you want to remove them. If you answer yes, the removal is immediate. Thus, if you click the Next button, then go back to the Empty Recycle Bin page, the option to delete the Recycle Bin contents is dimmed, because the Recycle Bin is currently empty.

{button ,AL(`Introducing Space Wizard;To open Space Wizard',0,`',`')}   Related Topics

About temporary files and folders

Space Wizard looks for temporary (.TMP) files, which are usually created by programs and intended to be short-lived. It also looks at files stored in folders that normally hold only temporary files (folders whose names are TEMP, TMP, or CACHE). The files it finds are listed on the Temporary Files and Folders page and are selected by default.

To deselect all selected files and select all deselected files, right-click the file list and choose Invert Selection from the context menu.

{button ,AL(`Introducing Space Wizard;About selecting a drive;About commonly discardable files and folders;To open Space Wizard',0,`',`')}   Related Topics

About commonly discardable files and folders

The Commonly Discardable Files/Folders page lists files that are often unnecessary and expendable. These can be files with extensions that indicate they are secondary, such as backup (.BAK) files, or files stored in folders typically used to store unnecessary files (such as folders named JUNK).

You can add your own specifications for files and folders that you want to be considered "discardable." Right-click on the file list and choose Configure Files or Configure Folders from the context menu.

To quickly select more than one file, hold down the Shift key and click the files you want to select.

{button ,AL(`Introducing Space Wizard;About temporary files and folders;About adding file types to the commonly discardable files list;About adding folder names to the commonly discardable folders list;To open Space Wizard',0,`',`')}   Related Topics

About adding file types to the commonly discardable files list

You can add additional file types to the Commonly Discardable Files/Folders page by right-clicking the file list and choosing Configure Files from the context menu.

When you click Add to add a file type to the list, the Add Files Specification dialog box appears. This dialog box lists all file extensions the Windows <u>Registry</u> is aware of. To add a file type to the Commonly Discardable Files/Folders page, just choose one from the list.

{button ,AL(`Introducing Space Wizard;About temporary files and folders;About commonly discardable files and folders;About adding folder names to the commonly discardable folders list;To open Space Wizard',0,`',`')}   <u>Related Topics</u>

About adding folder names to the commonly discardable folders list

You can add additional folder names to the Commonly Discardable Files/Folders page by right-clicking the file list and choosing Configure Folders from the context menu.

In addition to specifying full paths to folders, you can use wildcards to specify general folder names. The asterisk (*) is allowed as the first character. Specifying *\BACKUP would match any folder names that end in "BACKUP", for example C:\BACKUP and D:\BRIEF\BACKUP.

{button ,AL(`Introducing Space Wizard;About temporary files and folders;About commonly discardable files and folders;About adding file types to the commonly discardable files list;To open Space Wizard',0,`',`')}   Related Topics

About infrequently used files

Space Wizard can find files based on their "last access" date, the date the file was last accessed (read or changed) either by you or by an application. If a file has not been accessed recently, it may be unnecessary to your system's operation or to your day-to-day work. Space Wizard lists files not access in a time period you specify (weeks, months, or years) and lets you choose to compress, delete, or move them.

Because the "last-accessed" file attribute is new to Windows 95, Space Wizard only reports last access dates for files accessed after you installed Windows 95. Files that may have existed on your system before you installed Windows 95 do not appear in the list of infrequently used files.

To deselect all selected files and select all deselected files, right-click the file list and choose Invert Selection from the context menu.

{button ,AL(`Introducing Space Wizard;To open Space Wizard',0,`',`')}   Related Topics

About large files

You can scan for files that are taking up large amounts of disk space. Be careful about deleting a file just because it's large. Many important applications consist of large files.

💡 To deselect all selected files and select all deselected files, right-click the file list and choose Invert Selection from the context menu.

{button ,AL(`Introducing Space Wizard;To open Space Wizard',0,`',`')}   Related Topics

About duplicate files

The Duplicate Files page lists files for which there are one or more copies. Both the original file and the copies are listed.

Scanning for duplicate files can take a few moments if you have a large number of files on your disk.

It is possible that at least one file from every group of duplicates can be deleted. For safety, you cannot delete all copies of any file listed－at least one copy must remain (it need not be the original). Also note that sometimes even duplicate files are necessary.

If you need help deciding whether to delete a duplicate file, look at the Accessed column. A recent date may indicate that, in fact, the file is being used and you should not delete the "duplicate."

{button ,AL(`Introducing Space Wizard;To open Space Wizard',0,`',`')}   Related Topics

About uncompressing files

When you install Space Wizard, Norton UnZip is also installed on your system.   It is a Windows program that lets you uncompress or view the contents of ZIP files created by Space Wizard to make more space on your disk. It also uncompresses files created by any of these compression utilities:

- WinZip
- PKZIP 1 and 2
- SEA ARC
- LHA 2.1x.

Double-click a compressed file in Windows Explorer to open Norton UnZip or, if you have another compression utility installed, that utility's main window.

Caution: If you compress any files that are required for Windows to operate, you will not be able to boot into Windows, nor will you be able to use Norton UnZip. You must use a DOS uncompression utility, like PKUNZIP.

To open Space Wizard

You can open any of the Norton Utilities programs from Norton Utilities Integrator.

To open Space Wizard:

1 Double-click Norton Utilities Integrator on the Windows desktop.

2 Click Improve Performance in the left pane of the Integrator.

3 Click Space Wizard in the right pane.

▶   Or click here

to open Space Wizard now.

To free up disk space

Use Space Wizard to scan your disk for files that may be unneeded. Have Space Wizard compress, delete, or move the files to free up disk space.

Caution: Space Wizard's comprehensive search method finds all files that meet the criteria you specify, including some which may be necessary to your system and should not be deleted. If you are unsure if a file is important, move or compress it instead of deleting it.

To free up disk space

▶ Click here
to open Space Wizard.

Starts Express mode, the fastest way (with the least number of options) to reclaim disk space.

Starts Comprehensive mode, the most complete way (with the greatest number of options) to reclaim disk space.

⚠️ **Caution:** Space Wizard's comprehensive search method finds all files that meet the criteria you specify, including some which may be necessary to your system and should not be deleted. If you are unsure if a file is important, move or compress it instead of deleting it.

Lets you select the disk on which you want to create more space.

Stops the scan of the selected drive, listing the results of the scan (up to the point at which it was stopped).

Stops building the list of files meeting your criteria. The resulting list shows only the files found up to the point at which the compilation was stopped.

Lists the files that meet your selection criteria. You can compress, delete, or move any or all of the files in this list. The action you choose is applied to all files preceded by a check mark. Click on a filename to check or uncheck it.

⦿ To deselect all selected files and select all deselected files, right-click the file list and choose Invert Selection from the context menu.

Shows the total space occupied on the disk by the selected files (the files preceded by check marks).

Shows the available space on the selected disk.

Compresses the selected files (those preceded by a check mark).

🟡   **Caution:** Make sure these files are not necessary to run Windows. If you compress any files that are required for Windows to operate, you will not be able to boot into Windows or use Norton UnZip. You must use a DOS uncompression utility, such as PKUNZIP.

Deletes the selected files (those preceded by a check mark).
⦿ Unless these files are in a directory under Norton Protection, you will not be able to recover them. Make sure these files are not necessary to run Windows or any of your software applications before you delete them. If you are unsure, move or compress the files instead.

Moves the selected files (those preceded by a check mark).

Closes Space Wizard.

Empties the Recycle Bin immediately without further confirmation.

Does not empty the Recycle Bin. You can empty it later by clicking Back to access this page again.

Lets you change the numeric value by clicking the up and down arrows or entering a number directly into the box. Files not accessed in the period of time you indicate are considered "infrequently used" and are added to the list of candidates for compression, deletion, or movement.

🔵   The feature that indicates when a file was last accessed is new to Windows 95. Consequently, the "last accessed" date gets tracked from when Windows 95 was first installed. If a file was last accessed before Windows 95 was installed, the file does not have a "last accessed" date.

Lets you select the unit of time by choosing one from the drop-down list. Files not accessed in the period of time you indicate are considered "infrequently used," and are added to the list of candidates for compression, deletion, or movement.

The feature that indicates when a file was last accessed is new to Windows 95. Consequently, the "last accessed" date gets tracked from when Windows 95 was first installed. If a file was last accessed before Windows 95 was installed, it does not have a "last accessed" date.

Lets you change the numeric value by clicking the up and down arrows or entering a number directly into the box. Files greater than or equal to the size you indicate are considered "large" files, and are added to the list of candidates for compression, deletion, or movement.

Lets you select the unit of size (kilobytes or megabytes) by choosing one from the drop-down list. Files greater than or equal to the size you indicate are considered "large" files, and are added to the list of candidates for compression, deletion, or movement.

Bypasses the scan for duplicate files. This speeds the disk search, but prevents a thorough search for unnecessary files.

Performs a scan for duplicate files. Scanning for duplicate files takes a few moments, but a thorough search for unnecessary files is not complete without it.

Lists the files that have one or more duplicate copies on the selected disk. For safety, you cannot select all copies of a file for compression, deletion, or moving. At least one file in each group remains unchecked.

Lists the files that met your selection criteria. Click Back to change your criteria defining the size of "large" files, then click Next to rescan the disk.

Lists the files that met your selection criteria. Click Back to change your criteria defining the time period that determines "infrequently used" files, then click Next to rescan the disk.

Lists the files and folders that are often used for temporary and scratch purposes.

⦿ To add file types and folders to select files for this search, right-click the list and select Configure Files or Configure Folders.

Lists the temporary files and folders on the selected disk. This includes files and folders used for caching purposes.

Lists the file specifications (paths and file types) used as the criteria for determining what is defined as "commonly discardable."

Lists all file types currently on your system. You can add any of these file types to the list that Space Wizard considers as "commonly discardable" file types.

Lets you remove a selected item from the File Specifications list box.

Lists all file types (as defined by file extensions) currently registered for your computer.

Shows a description of the extensions currently registered for your computer.

Lets you add a folder name (including an optional path specification) to the list of folders currently defined as containing "commonly discardable" files. This command button is available as soon as you begin typing in the New Folder Specification box.

Lets you remove a selected item from the folder specification list box.

Lets you specify a folder to add to the list of folders currently defined as containing "commonly discardable" files. In addition to the full path, you can use wildcards (* and ?) to specify groups of folders. The asterisk (*) is allowed as the first character. For example, specifying `*\BACKUP` can result in matches that include C:\BACKUP and D:\BRIEF\BACKUP.

🟡 You can display a list of folders by clicking the folder icon at the right.

Displays a list of your computer's folders from which you can choose one to add to the list below.

Lists the folders (including an optional path specification) currently defined as containing "commonly discardable" files.

Click Preserve Path to save a file's original path when it's moved.

For example, the file C:\TEMP\HABEL.TXT, if moved to a floppy disk, would be A:\TEMP\HABEL.TXT.

Choose Space Wizard method

Space Wizard uses two methods to identify files that are potentially unnecessary, and then allows you to <u>compress</u>, move, or delete them to free up disk space.

Choose the method Space Wizard uses to search for files on this screen.

- Select one option, then click Next to continue.

Express
Search the disk for temporary or other commonly discardable files. These files either have extensions that identify them as temporary (.TMP) or backup (.BAK) files, or are located in folders such as "TEMP" or "CACHE", that typically contain unnecessary files. This option does not allow you to specify search criteria. After the search, Space Wizard presents a list of potentially unnecessary files.

Comprehensive
Search the disk for potentially unnecessary files using criteria you specify. In addition to searching for temporary and discardable files, this option allows you to search for other types of potentially unnecessary files, including:

- Infrequently used files for which you specify date the file was most recently accessed
- Large files for which you specify the minimum size
- Duplicate files
- **Caution:** Space Wizard's comprehensive search method finds all files that meet the criteria you specify, including some which may be necessary to your system and should not be deleted. If you are unsure if a file is important, move or compress it instead of deleting it.

Drive Selection

Space Wizard searches for potentially unnecessary files one drive at a time.
Select a drive from the drop-down list, then click Next to continue.

Empty Recycle Bin

Space Wizard can empty all the files in the Recycle Bin for you to free up disk space. Select this option only if you are sure you do not want to recover any of those files.

🟡 Select one option, then click Next to continue.

Yes, empty the recycle bin now
Immediately and permanently delete the files in the recycle bin.

No, do not empty the recycle bin now
Leave the deleted files in the recycle bin and use Space Wizard to find other files that can be deleted, compressed or moved.

🟡 You may be able recover these files later using UnErase Wizard, as long as the disk space has not been overwritten by other data.

Space Wizard Results

Space Wizard displays the list of potentially unnecessary files on this screen. Each file is identified by its filename, folder location, file size, date it was last modified, and date it was last accessed.

If you used the Express search method, the list shows temporary and commonly discardable files.

If you used the Comprehensive search method, the list shows all of the files that you selected as you went through Space Wizard, including temporary files, large files, infrequently accessed files, and duplicate files.

To create disk space, select files to delete, move, or compress:

1   Make sure only the files you want to work with are checked. To deselect all selected files and select all deselected files, right-click on the list and choose Invert Selection from the context menu.

2   Click one of the following:

Compress

Compress the selected files into a .ZIP file. Specify a filename and location for the .ZIP file on the Select Zip File dialog box.

Delete

Delete the selected file or files. Unless these files are in a directory under Norton Protection, you will not be able to recover them. You should make sure these files are not necessary to run Windows or any of your software applications before you delete them. If you are unsure, move or compress the files instead.

Move

Move the selected file or files to a specified location. Specify a location for the file in the Choose Folder dialog box.

3   Click Finish to close Space Wizard.

●   **Caution:** The comprehensive method finds all files that meet the criteria you specify, including some which may be necessary to your system and should not be deleted. Review the files carefully before deleting, moving or compressing them.

Temporary Files/Folders

Space Wizard displays the list of temporary files and files stored in folders that normally hold only temporary files (such as \TEMP or \TMP) on this screen. Each file is identified by its filename, folder location, file size, date it was last modified, and date it was last accessed.

To select the files you wish to delete, move, or compress:

1   Make sure that only the files you want to work with are checked. To deselect all selected files or select all deselected files, right-click on the list and choose Invert Selection from the context menu.

2   Click Next to continue.

To take a look at a file, right-click it and choose QuickView from the context menu. This item is disabled if Quick View is not installed.

Commonly Discardable Files/Folders

Space Wizard displays the list of commonly discardable files on this screen. Commonly discardable files can have extensions that indicate they are secondary, such as backup (.BAK) files, or be stored in folders typically used to store unnecessary files (such as folders named JUNK). Each file is identified by its filename, folder location, file size, date it was last modified, and date it was last accessed.

To select the files you wish to delete, move, or compress:

1   Make sure that only the files you want to work with are checked. To deselect all selected files and select all deselected files, right-click on the list and choose Invert Selection from the context menu.

2   Click Next to continue.

○   To add file types and folders to select files for this search, right-click the list and select Configure Files or Configure Folders.

Infrequently Used Files Search Method

Space Wizard allows you to find files that have not been used recently and therefore may be unnecessary to your system's operation or to your day-to-day work. It finds files based on their "last access" date the date the file was last accessed (read or changed) either by you or by an application. You can specify the number of months, weeks, or years that you want a file to be unused before Space Wizard adds it to the list of candidates for deletion, moving, or compression.

To specify the time limit:

1   Enter the number of weeks, months, or years a file has not been accessed.

2   Select months, weeks, or years as the time period.

3   Click Next to continue.

Because the "last-accessed" file attribute is new to Windows 95, Space Wizard only reports last access dates for files accessed after you installed Windows 95. Files that may have existed on your system before you installed Windows 95 do not appear in the list of infrequently used files.

Infrequently Used Files

Space Wizard displays the list of infrequently used files on this screen. Each file is identified by its filename, folder location, file size, date it was last modified, and date it was last accessed.

To select the unused files you want to delete, move, or compress:

1   Make sure that only the files you want to work with are checked. To deselect all selected files and select all deselected files, right-click on the list and choose Invert Selection from the context menu.

2   Click Next to continue.

To take a look at a file, right-click it and choose QuickView from the context menu.

Large Files Search Method

Space Wizard allows you to find files that take up a lot of disk space. They may include graphic or multimedia files that are not necessary to your system's operation or to your day-to-day work.

To specify the filesize that you want Space Wizard to search for:

1   Enter the number indicating the minimum MB or KB that you want Space Wizard to select as large files.

2   Select Mbytes or Kbytes as the filesize of the files you want selected as large files.

3   Click Next to continue.

Caution: Be careful about deleting a file just because it's large. Many important applications consist of large files.

Large Files

Space Wizard displays the list of files that are equal to or larger than the file size you specified. Each file is identified by its filename, folder location, file size, date it was last modified, and date it was last accessed.

To select the large files you want to delete, move, or compress:

1   Make sure only the files you want to work with are checked. To deselect all selected files and select all deselected files, right-click on the list and choose Invert Selection from the context menu.

2   Click Next to continue.

To take a look at a file, right-click it and choose QuickView from the context menu.

Skip Duplicate File Processing

Use this screen to specify whether you want Space Wizard to search for duplicate files as candidates
for deletion, moving, or compression.

⬤ Select one option, then click Next to continue.

Yes, skip duplicate file processing
Click if you do not want to search for duplicate files.
No, perform duplicate file processing
Click to search for duplicate files.

Duplicate Files

Space Wizard displays the list of duplicate files that are on your system. Each file is identified by its filename, folder location, file size, date it was last modified, and date it was last accessed.

To select the duplicate files you want to delete, move, or compress:

1   Make sure that only the files you want to work with are checked. To deselect all selected files and select all deselected files, right-click on the list and choose Invert Selection from the context menu.

2   Click Next to continue.

⦿   To take a look at a file, right-click it and choose QuickView from the context menu.