

## Disk Cleaning

Some of our everyday, normal actions contribute to an increase in useless clutter that seems to plague hard drives, and as disk drive capacity grows, so does the problem of wasted space. The large number of files and folders many of us have on our disks makes it pretty much impossible to get a handle on the problem without a helping hand. The Cleaning menu contains commands to help with some of these problems.

Use the Find Duplicate Files... command to locate files on you disk that have copies in more than one location.

Use the Find Invisible Items... command to create a list of invisible files and folders.

Use the Scan Preferences Folder command to scan the Preferences Folder for unused preferences files.

Use the Scan for Empties... command to create a list of empty files and folders.