

Determining Folder Size – Individual and Entire Contents

Note: An easy way to keep all the bytes straight is to know this: 1000 bytes equals 1KB (kilobytes). 1000KB equals 1MB (megabytes). 1000MB equals 1GB (gigabytes). You will have 10GB of storage. For example, a new Microsoft Word document is 20KB. Be sure to look at the 'Size,' NOT the 'Size on Disk'. You will get a result like "1.95GB" or "4.57GB."

Individual Folder Size Calculation

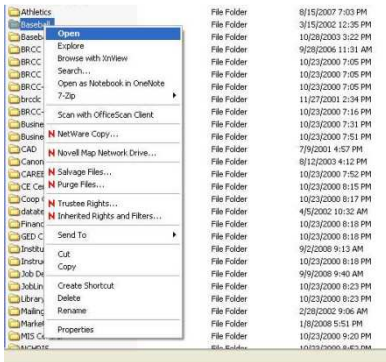
1. Open 'My Computer' on your desktop



2. Double-click the network you want to investigate - G: or H:



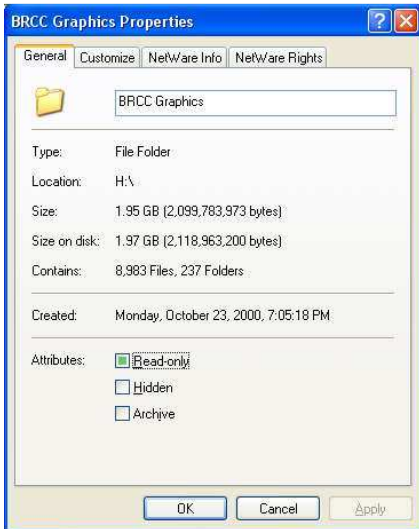
3. Right-click the folder in question



4. Left-click on the 'Properties' menu item at the bottom of the list



5. On the 'General' tab, the 'Size' will calculate



Entire Contents of a Folder (G:\ for example)

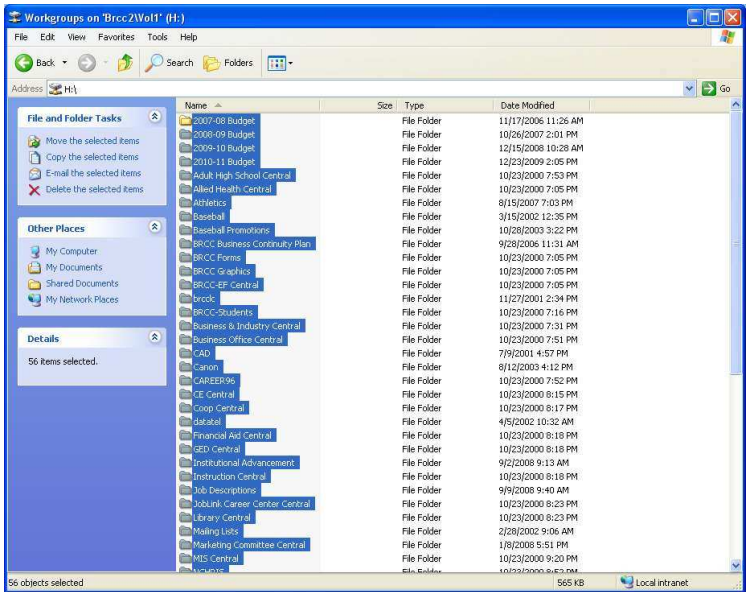
1. Open 'My Computer' on your desktop



2. Double-click the network you want to investigate - G: or H:



3. Press Ctrl + A to select the entire contents of the folder



4. Right-click anywhere on the highlighted contents
5. Left-click on Properties



6. On the 'General' tab, the 'Size' will calculate

