

FOLDERSIZES
disk space management



FolderSizes Help

© 2003-2008 Key Metric Software, LLC.

Table of Contents

| | |
|---|-----------|
| Foreword | 0 |
| Part I Introduction | 5 |
| 1 Introducing FolderSizes | 5 |
| 2 Getting Started..... | 5 |
| 3 How to Buy | 6 |
| 4 Product Registration..... | 6 |
| 5 Personal Edition Licenses..... | 7 |
| Part II Using FolderSizes | 7 |
| 1 Navigating Folders..... | 7 |
| 2 The Detail View..... | 8 |
| 3 The Graph View..... | 10 |
| 4 The Drive Space View..... | 10 |
| 5 Printing..... | 11 |
| 6 Exporting | 11 |
| 7 Context Menus..... | 12 |
| 8 Command Line Support..... | 12 |
| Overview | 12 |
| Advanced Uses | 15 |
| Scheduling Execution | 16 |
| 9 Shell Context Menu Integration..... | 17 |
| 10 Regular Expression Support..... | 18 |
| Part III Tools | 19 |
| 1 Options..... | 19 |
| General Settings | 19 |
| Scanning | 20 |
| Drive Panel | 21 |
| Update Checker | 21 |
| Detail View | 21 |
| Graph Pane | 22 |
| Folder Map | 23 |
| Subfolder Depth | 23 |
| Export | 23 |
| File Reports | 24 |
| Printing Options | 25 |
| 2 Add / Remove Programs..... | 26 |
| 3 Map Network Drive..... | 26 |
| 4 Configure Windows System Restore..... | 26 |
| 5 Empty Recycle Bin..... | 26 |

| | | |
|----|---------------------------------|----|
| 6 | Command Prompt Here..... | 26 |
| 7 | Update Check..... | 27 |
| 8 | Excluded Folders..... | 27 |
| 9 | File Extension Researcher | 27 |
| 10 | FilterZip..... | 28 |
| | About FilterZip | 28 |
| | Saving / Loading Jobs | 29 |
| | Filter Properties | 29 |
| | Test Run vs. Execute | 29 |
| 11 | FolderSizes Search..... | 30 |
| | About FolderSizes Search | 30 |
| | Search Paths | 31 |
| | File Name Masks | 31 |
| | Date Range | 32 |
| | File Sizes | 33 |
| | Name Lengths | 33 |
| | Attributes | 33 |
| | File Owners | 35 |
| | Search Results List | 35 |
| 12 | Scan Filtering..... | 35 |
| | About Scan Filtering | 35 |
| 13 | FolderSizes Scheduler..... | 36 |
| | About the Scheduler | 36 |
| | Scheduled Task List | 36 |
| | Scheduled Task Editor | 37 |

Part IV File Reports 39

| | | |
|---|--------------------------------|----|
| 1 | About File Reports..... | 39 |
| 2 | Mutiple File Report Paths..... | 40 |
| 3 | Top N..... | 41 |
| | Largest Files | 41 |
| | Oldest Files | 41 |
| 4 | Special..... | 42 |
| | Duplicate Files | 42 |
| | Temporary Files | 43 |
| 5 | File Types..... | 43 |
| | File Types Detail | 43 |
| | File Types by Size | 43 |
| 6 | File Attributes..... | 44 |
| | File Attributes Detail | 44 |
| | File Attributes by Size | 44 |
| 7 | File Owners | 44 |
| | File Owners Detail | 44 |
| | File Owners by Size | 44 |
| 8 | File Sizes..... | 45 |
| | File Sizes Detail | 45 |
| | File Sizes by Size | 45 |

| | | |
|-----------|--------------------------|-----------|
| 9 | File Names | 45 |
| | File Names Detail | 45 |
| | File Names by Size | 45 |
| 10 | File Dates | 45 |
| | File Dates Detail | 45 |
| | File Dates by Size | 46 |
| | Index | 47 |

1 Introduction

1.1 Introducing FolderSizes

FOLDERSIZES
disk space management



Welcome, and thank you for using FolderSizes.

FolderSizes is a powerful, network-aware disk space analysis tool designed to help you manage disk space usage. It can quickly isolate a variety of space-wasting files (such as large, temporary, and duplicate files) – plus, it reveals file distribution by type, attributes, size, owner, date, or filename length. All within an intuitive and fully interactive user interface.

FolderSizes helps you to reclaim valuable hard drive space by providing you with visual feedback relative to file system object distribution and size. Simply select a folder or hard drive, and FolderSizes does the rest - producing insightful, visual reports on what drives, files and folders are consuming the most space.

The remainder of this help file describes the numerous features provided by FolderSizes in greater detail.

Thanks for using FolderSizes, and remember, your feedback is extremely valuable to our ongoing product development efforts. If you have any comments or suggestions about FolderSizes, please visit the FolderSizes website at <http://www.foldersizes.com/> or contact us via email (support@foldersizes.com).

Success,

Mark Richards
CEO & President
Key Metric Software, LLC.
<http://www.keymetricsoft.com>
mark@keymetricsoft.com

1.2 Getting Started

FolderSizes was designed to be intuitive and easy to use.

The first time FolderSizes is launched after installation, the Welcome Wizard will walk you through the major sections of the user interface. You are free to cancel this introduction if you wish.

Once the FolderSizes user interface is fully visible, the upper right-hand window panel will present some options for getting started. These options include (but are certainly not limited to):

- Scanning your local root drive (usually your "C:\ drive")
- Entering a local or network (UNC) path into the [Path field](#) near the top of the screen
- Selecting a path from the [Folder Browser](#) docking window
- Accessing this help file to learn more about FolderSizes

This listing of options just scratches the surface of what FolderSizes can do. Other major functional areas of FolderSizes include the [File Reports](#), integrated [search system](#), scan [filtering](#), and much more.

1.3 How to Buy

FolderSizes is commercial software. If you decide to continue using FolderSizes beyond the initial 15-day evaluation period, you must license it for permanent use.

For more information on how to purchase FolderSizes, please visit <http://www.foldersizes.com>. A wide variety of purchase methods are available.

Please also feel free to contact us at sales@foldersizes.com if you have any questions or comments.

We appreciate your patronage and support.

1.4 Product Registration

To continue using FolderSizes beyond the initial 15-day evaluation period, you must [purchase](#) a product registration key.

Once you complete the simple and secure online purchase process, you will be sent an email that contains your product registration information. To enter registration information into FolderSizes, launch the program and click the Enter Key button that appears in the Time Limited Evaluation Notice window. Alternatively, you can click the Help menu and select Register FolderSizes.

When entering your product registration key, you must enter both the Name and Registration Key values exactly as they were sent to you. To minimize the potential for errors, it is recommended that you copy and paste both the license name and registration key into the fields presented in the Product Registration window.

If you are having problems entering the registration key that you received, please check the following:

- **Your product registration email message indicates which version of FolderSizes the registration key unlocks. Please make sure the version of FolderSizes you are running matches accordingly.** For example, you cannot unlock version 3.6 of FolderSizes

with a version 4.x registration key (you must download and install version 3.6). You can always download the latest version of the software from <http://www.foldersizes.com>.

- If an error appears indicating the registration information is invalid, please ensure that it's being entered exactly as it appears in your registration email message. The best to do so is to copy and paste the registration data into the appropriate fields within the FolderSizes product registration window. Highlight the registration data in your email client and right-click to copy; right-click again in the product registration window fields to paste.
- If you receive an error indicating that the registration key entered is expired (or is for the wrong product version), you may need to either upgrade your registration key to a newer version, or downgrade your version of FolderSizes to a previous version. Keys are generally good across major product versions (e.g. a version 3 key will unlock any version 3.x product installation, but will not unlock a version 4.x product installation).
- If you need further assistance, please feel free to contact us at support@foldersizes.com.

1.5 Personal Edition Licenses

With the release of FolderSizes v4.7, a new **Personal Edition** license type was introduced.

Personal Edition licenses are designed **specifically for home users**, and **may not be used** within any business or organizational unit (including commercial, non-profit, educational, etc.). Personal Edition licenses are available at a [discounted price](#), and may be limited in terms of the quantity that can be ordered. Other [purchase restrictions](#) may also apply.

IMPORTANT: When using a FolderSizes Personal Edition license, the following application features **will be unavailable**:

- Access to remote / network paths
- Access to the built-in scheduler
- Ability to export reports in XML file format
- Ability to execute FolderSizes on a Windows Server operating system
- Access to command line features

Personal Edition license users that require access to the features above may [contact our sales department](#) for information on how to upgrade to a **Professional Edition** license.

2 Using FolderSizes

2.1 Navigating Folders

FolderSizes provides you with an array of options for navigating to various folders located throughout your computer system. Navigating to a specific folder will cause a file system scan to begin automatically, the results of which will be displayed (in the [detail view](#) and [graph view](#)) progressively.

- **Folder Browser** – The docking window panel on the left hand side of your screen. You can use the Folder Browser to select any folder on your system for scanning.
- **Toolbar Buttons** – The primary application toolbar provides you with a number of navigation-oriented buttons, similar to Windows Explorer. These can be used to move back, forward, and up within the folder hierarchy contained within the Folder Browser. The refresh toolbar button can also be used to refresh the contents of the currently selected

folder.

- **Path Field** – There is a drop-down edit box on the primary application toolbar that remembers each folder you visit (up to a certain number). You can then easily select folder paths from this drop-down box in order to access them quickly. You can also enter file system (including UNC) paths directly into the path edit box.
- **Double-clicking** – Subfolder names displayed within the upper right-hand window pane can be double-clicked, which has the effect of "drilling into" them (e.g. opening them for scanning and display of its subfolders).
- **Right-clicking** – There is extensive support for right-clicking throughout the FolderSizes user interface. Right-clicking a folder or drive name will expose additional navigation and functional options.

Note that you can also stop any folder scan in progress by clicking the stop button on the primary application toolbar. When you stop a folder scan, the system will halt scanning immediately and present the results aggregated thus far.

About Special Folders

As you may already be aware, the Windows operating system contains a number of "special" folders, designed for specific non-storage functions. Examples of special operating system folders include "My Computer" and "Control Panel", neither of which actually stores any file system objects. Selecting a special folder within FolderSizes will simply result in the note "there are no items to display", since there's nothing to scan.

About Network Folders

The FolderSizes Folder Browser window exposes the contents of your "Network Places" folder, which may contain your network drive mappings and/or recently accessed network folders. Please note that if the user running FolderSizes does not have the proper access rights to enumerate (or scan) files within the network folder, the folder scan will fail to complete properly. Further, scanning of network folders may be considerably slower than scanning local folders, since they are being accessed via a network connection.

2.2 The Detail View

The FolderSizes Detail View provides powerful insight into disk space usage. It's a bit like the traditional Windows Explorer file view on steroids, providing you with a wealth of additional information for each folder and file, including:

- **Name** - The name of the file system object (file or folder).
- **Size** - Actual size of the file system object.
- **Allocated** - Size of the file system object on disk (includes cluster size computations).
- **Last Change** - Date the file system object last changed.
- **Last Access** - Date the file system object was last accessed.
- **Created** - Date the file system object was created.
- **Files** - Count of files associated with the object. When viewing a folder, this is the number of files it contains.

- **Folders** - Count of folders associated with the object. When viewing a folder, this is the number of sub-folders it contains.
- **% of Parent** - Percentage of the parent file system path this object consumes.
- **Owner** - Name of the file system object owner (NTFS only).
- **Attributes** - Summary of file system [attributes](#), using the following combination of letters to represent specific attributes:
 - **R** - Read only
 - **H** - Hidden
 - **S** - System
 - **D** - Directory
 - **A** - Archive
 - **N** - Normal
 - **T** - Temporary
 - **C** - Compressed
 - **E** - Encrypted
 - **O** - Offline
- **Avg. file size** - Average file size.
- **Depth** - Depth of the file system object in relation to the root scan path.

Not all of these columns are displayed by default. You can control which columns are displayed by right-clicking any detail view column header and placing a check mark next to each of the columns you wish to have displayed. Note that the detail view export facilities will output the same columns that are visible in the main interface.

FolderSizes is Dynamic

One of the many compelling features of the FolderSizes detail view is that it updates in real-time, as a file system scan progresses. Just [navigate](#) to a file system folder or drive and watch the results populate dynamically.

Just like with the Folder Browser, the Drive Space, and the Graph View panels, you can right-click any folder or file in the detail view to gain access to a [powerful context menu](#) that's full of useful tools. Double-clicking a folder name in the detail view will cause FolderSizes to "drill down" into that folder, allowing you to explore it further (files are opened with their default program handler when double-clicked).

A single click (with the left mouse button) in any of the detail view column headers will cause FolderSizes to sort by that column. Click the same column again to reverse the sort order. Note that the graph view display is always sorted in the same order as the detail view.

Folder and file entries in the detail view are color coded according to their file properties. For example, by default system folders and files are colored red, and compressed objects are colored blue. The colors can also be customized within the [options](#) window.

The detail view also has a wealth of display modes from which you may select. For example, clicking the View toolbar button reveals the ability to change the detail view subfolder display depth, the file size display unit (e.g. GB, MB, KB, automatic, etc.), and more. Even more options are available in the View main menu - please **explore and experiment!**

2.3 The Graph View

The main FolderSizes graph view, which appears within the lower right-hand half of the screen, provides valuable visual information about the sizes of the sub-folders contained within the scanned folder.

Different Types of Graphs

FolderSizes provides several different types of file system data visualization mechanisms, as follows:

- **Bar Graph** - This presents a series of horizontal bar graphs correlative to the current detail view display. You can view more or less bar graph entries by manipulating the [Subfolder Depth](#) setting (via the View menu).
- **Pie Graph** - Similar to the bar graph implementation, but within a fixed space (e.g. no scrolling) for a more compartmentalized view of spatial distribution of sub-folders.
- **Folder Map** - Based upon the TreeMap concept first designed by Ben Shneiderman, the folder map provides a complete view of all subfolders (all all levels of depth) within a single, space-constrained view. Unlike bar or pie graphs, this view allows for deep visualization of the target file system structure without the need for scrolling or drill-downs.

Common Features

With the exception of the folder map, the order in which the FolderSizes view displays subfolders is determined by the sort order of the list report contained within the upper right-hand half of the screen. In other words, to sort the graph contents, just sort the detail list above it.

Clicking sections of a FolderSizes graph will highlight the corresponding folder in the detail list at the top of the screen. Double-clicking a bar will drill into the associated folder. Hovering over certain graph sections will reveal the associated folder information in a small pop-up window.

The toolbar that appears directly above the graph view allows you to access common graph-related features such as [options](#) (including colors, fonts, etc.), [export](#) to file, and switching between the available graph types (e.g. pie or bar graph).

2.4 The Drive Space View

The Drive Space panel is, by default, located (docked) in the bottom left hand corner of the FolderSizes application window. The sole purpose of the Drive Space panel is to periodically scan all of your system's fixed hard drives and report on their total & free space, as well as the file system type (e.g. FAT32, NTFS, etc.).

This powerful tool allows you to see, in "real time", the results of any changes you make to your file system (e.g. the deletion of a large temp folder, or the removal of a program). The Drive Space panel will quickly (within a few seconds of the action) reflect such changes, showing you the net result.

The drive space panel has two tabs between which you can toggle at will. The first is a details view with columns representing each fixed drive's total and free space. The second is a graph view which displays a pie chart for the fixed drive currently selected from the associated drop-down box.

Numerous [options](#) are also available.

2.5 Printing

The folder view scan results (shown in the upper-right window pane of the FolderSizes screen) can be printed by selecting File | Print from the main menu.

Several of the [File Reports](#) also support printing. It is also possible to [Export](#) the contents of any report (in HTML format, for example) and print them within a third-party application.

2.6 Exporting

FolderSizes has powerful report exporting capabilities built into it. Exported report contents can often be imported or otherwise consumed by third-party applications for additional processing.

A wide range of export formats are available, including:

- **HTML** – The files produced by the HTML report will depend upon the report context. For example, if you are exporting the main application window's contents (e.g. the detail view and the graph) to HTML, both a web page and image file will be produced. A CSS (cascading style sheet) file will also be copied to the export destination folder – this file is used to format the HTML page's appearance.
- **XML** – Exports in XML format are created with "full subfolder depth". This means that whatever drive or folder is selected in the Folder Browser pane is used as the root of the XML report, and everything beneath that point is included. XML can be consumed by a variety of third-party applications.
- **CSV / TSV** – Comma and tab separated value export formats, respectively, allow you to produce simple delimited, text-based exports that be consumed by applications such as Microsoft Excel.
- **Clipboard** – The main application detail view contents can be exported directly to the Windows clipboard.
- **Image** – The main application graph can be exported directly as an image file in a range of formats (including JPEG, PNG, Bitmap, and Tiff). The graph image can also be exported to the Windows clipboard.

Report exporting functionality can be accessed by selecting File | Export from the main application menu.

All of the [File Reports](#) also support exporting their contents to a variety of formats.

Note: FolderSizes ships with an XSLT file that transforms XML export files into HTML and renders them in compatible browsers (e.g. IE 5.5 or greater, Firefox, etc). You can modify the

XSLT script yourself if you like - it's located in a directory named "xslt" beneath your FolderSizes installation root.

2.7 Context Menus

All folders and drive listings within the FolderSizes interface can be right-clicked to display an operating system shell menu. This menu allows you to do most of the things that you can do by right-clicking within Explorer, including the display of OS folder / file properties, searching, etc. Choosing these functions simply calls upon the Windows shell for their implementation (so you can be assured that they are safe to use).

Places where you can right-click folder / file / drive names include:

- The Folder Browser panel
- The Detail View
- The Drive Space View
- The Graph View
- Most File Reports
- In Search results

The FolderSizes context menu has a wide range of functionality, including unique "Cmd Prompt From Folder" and "Explore From Folder" capabilities that work even when right-clicking on a *file* (the action simply references the containing folder).

2.8 Command Line Support

2.8.1 Overview

FolderSizes supports command-line execution (e.g. from a command prompt) with parameters. Parameters are not case sensitive. These can be used to schedule specific operations, or to call certain functions from a batch file, for example. Note that passing command line parameters into FolderSizes will automatically suppress the display of the splash screen and the welcome wizard (if they are configured to display normally).

Important Note: With the release of FolderSizes v4.6, a fully integrated [task scheduler](#) is available and can be used to formulate command line arguments as well as schedule execution of various FolderSizes reports.

Supported Command Line Parameters

- A "**path**" parameter, which *must exist* if any other command-line operations are to be executed. An example which would allow you to scan the temp folder on your D drive would look like:

```
Example: foldersizes.exe /path:"d:\temp"
```

- An "**export**" parameter, which will export the generated report to disk once the file system scan has completed. Note that file format of the export will be deduced by the file extension passed in. You must provide a complete path for the export file, like this:

```
HTML example: foldersizes.exe /path:"d:\temp" /export:"d:\tmp
\myreport.html"
```

```
CSV example: foldersizes.exe /path:"c:\windows" /export:"d:\tmp
\myreport.csv"
```

```
XML example: foldersizes.exe /path:"c:\program files" /export
:"d:\tmp\myreport.xml"
```

To export a generated report in multiple formats at once, separate the export paths with a pipe ("|") symbol, like this:

```
HTML & CSV example: foldersizes.exe /path:"d:\" /export:"d:\tmp
\myreport.html|d:\tmp\myreport.csv"
```

- A "**graphtype**" parameter, for switching between the "bar", "pie", and "map" graph types available for inclusion within reports exported in HTML format (does not apply to other export file formats such as CSV, TXT, or XML). For example, if you wanted to export an HTML report via the command line, but prefer to have a pie graph (versus the default bar graph), you can do something like the following:

```
Example: foldersizes.exe /path:"d:\" /export:"d:\report.html" /
graphtype:"pie"
```

- A "**date**" parameter that will force any output path names (specified by the "/export" command line parameter) to include the current date and time in **mm-dd-yy_HHMMSS** format. For example, if you pass in an "/export" path of "d:\temp\test.html" and include the "/date" parameter, the output path will be transformed into "d:\temp\test_01-03-04_092322.html" (only using the current date and time, of course). This can be useful when you need to schedule report generations and need to output them into a common folder (the date will help ensure their uniqueness).

```
Example: foldersizes.exe /path:"d:\" /export:"d:\myreport.xml" /
date
```

- A "**filereport**" parameter, which tells FolderSizes to immediately launch a specific type of file report and display it on-screen. The "filereport" flag must be followed by one of the types listed below.

```
Example: foldersizes.exe /path:"d:\temp" /filereport:"largest" /
export:"d:\largest_files.html"
```

- "**largest**" - largest files in the scanned folder
- "**oldest**" - oldest files in the scanned folder
- "**temporary**" - temp files in the scanned folder
- "**duplicate**" - duplicate files in the scanned folder
- "**types**" - file types in the scanned folder
- "**typesgraph**" - file types (graph view) in the scanned folder
- "**attrs**" - distribution of files by file attributes
- "**attrsgraph**" - graph view of file distribution by attributes
- "**owners**" - distribution of files by owner
- "**ownersgraph**" - graph view of file distribution by owner
- "**sizes**" - distribution of files by size
- "**sizesgraph**" - graph view of file distribution by size

- **"names"** - distribution of files by filename length
- **"namesgraph"** - graph view of file distribution by filename length
- **"dates"** - distribution of files by date
- **"datesgraph"** - graph view of file distribution by date

Note: It is possible to generate and export multiple File Reports at once from the command line. See the [Advanced Uses](#) topic of this help chapter for additional details.

- A **"search"** parameter, which causes FolderSizes to initiate a search from an existing search job definition file. **Important:** when using the "search" command line argument, the purpose of "path" argument (which is always required; see above) changes. For searches, the "path" argument must reference a fully qualified search job file path. You must also include the "search" command line argument, like this:

```
Example: foldersizes.exe /path:"d:\search_job.xml" /search /
export:"d:\search_out.html" /exit
```

The example above loads a search job file that already exists in the "d:\search_job.xml" path. You must create the search job file in advance (please see [this topic](#) for additional information) in order to execute a search from the command line.

It is possible to execute a search and then export the results in multiple formats at once. See the [Advanced Uses](#) topic of this help chapter for additional details. Note that search results can be exported in one of three formats: HTML (.html), comma separated values (.csv), and tab delimited text (.txt).

- A **"subdisplaydepth"** parameter, which sets the [subfolder display depth](#) prior to the command line job being executed. Does not apply to File Reports (applies only to normal explorations that appear in the main application window).

```
Example: foldersizes.exe /path:"d:" /subdisplaydepth:"3" /exit
```

- A **"noshowreport"** parameter, which will suppress the showing of HTML report exports in the default web browser (even if this option is enabled within the options window).
- A **"scanfilter"** parameter, which receives the *full path* of a [scan filter](#) to apply to the current session. Note that passing this command line parameter in enables scan filtering for both normal scans (which are viewed in the main window) and file reports. The scan filter will be applied for the duration of the FolderSizes process lifecycle (e.g. until the window is closed, either via /exit or some other means).

```
Example: foldersizes.exe /path:"d:" /filereport:"largest" /
scanfilter:"d:\scan-filter.xml" /exit
```

Note: You need to already have a scan filter defined and saved to a file before you can use the "/scanfilter" command line parameter. To learn more about managing scan filters, see [this topic](#).

- There is also an **"exit"** parameter, which will cause FolderSizes to exit once all the command line scanning options are completed. This allows for the generation of an HTML report (for example) on a scheduled basis, with FolderSizes automatically terminating in between executions.

2.8.2 Advanced Uses

There are several advanced uses of FolderSizes command line support that we will outline here.

File Report Export Combinations

To execute a [File Report](#) from the FolderSizes command line, you use the **/filereport** parameter is used to specify the *type* of File Report (e.g. "largest files", "oldest files", etc.) that is desired.

However, what if you wanted to generate more than one type of File Report at the same time, and then export each of them... all with a single command? This is absolutely possible to do, but you must follow the command line syntax carefully. The trick is to use a pipe symbol (e.g. "|") to delimit the arguments associated with the **/filereport** and (optionally) the **/export** command line parameters.

This concept is easier to grasp once you see it in action. Here's an example that uses the FolderSizes command line to generate both "largest files" and "oldest files" reports, which are both then exported to different file locations (in different file formats) within the c:\temp\ folder on the local hard drive. Note how the arguments passed to **/filereport** and **/export** are delimited by pipe symbols.

```
foldersizes.exe /path:"c:\windows" /filereport:"largest|oldest" /  
export:"c:\temp\largest.html|c:\temp\oldest.csv" /noshowreport /  
exit
```

As you can probably determine by studying the example above, the order of arguments passed into **/filereport** must correlate to those passed into **/export**. The result of the execution of the command above is that the "largest files" report is created and exported to c:\temp\largest.html (in HTML format), and the "oldest files" report is created and exported to c:\temp\oldest.csv (in CSV format). In both of these cases, FolderSizes *automatically deduces* the export file type based upon the export path file extension you provide.

See also: [Multiple File Report Paths](#).

Ancillary Parameters

The example above also uses the **/noshowreport** command line parameter to suppress the display of the resulting reports in a web browser instance on-screen. You can achieve a similar affect by disabling the "show report" option entirely within the [export section](#) of the FolderSizes options window, but the **/noshowreport** parameter is more granular.

Finally, the sample above uses the **/exit** command line parameter to close FolderSizes once the report generation and export processes are complete. Note that if the execution of the command line job results in an on-screen error within FolderSizes, the **/exit** parameter will not be properly honored. For this reason, we recommend always testing your use of command line parameters carefully before using them for production purposes.

Important: Before attempting to export any File Report to disk, make sure you know which *export file formats* are supported by that specific report. For example, the hierarchical nature of the Duplicate Files report limits its supported export file format to HTML (and not CSV or TXT). If you attempt to generate and export any File Report to an unsupported file format, an on-screen error will be displayed.

Two More Examples

Here's an example of a fairly complex command line process that generates four different File Reports (including a graph report) directly to disk in a single pass.

```
foldersizes.exe /path:"d:\" /filereport:"largest|oldest|temporary|
datesgraph" /export:"c:\temp\largest.html|c:\temp\oldest.csv|c:
\temp\tempfiles.html|c:\temp\datesgraph.jpg" /noshowreport /exit
```

And one more that demonstrates the execution of a single FolderSizes search job, which is then exported in multiple formats:

```
foldersizes.exe /path:"d:\search_job.xml" /search /export:"d:
\search_out.html|d:\search_out.csv|d:\search_out.txt" /exit
```

As you can see in both of the examples above, the "export" command line argument is capable of accepting multiple paths, delimited by a pipe (|) symbol. The output format of the export file is deduced from the file extension you provide.

2.8.3 Scheduling Execution

You can use the Scheduled Tasks facility within Windows to run FolderSizes on a scheduled basis.

Important Note: As of FolderSizes v4.6, a fully integrated [task scheduler](#) is available and can be used to formulate command line arguments as well as schedule execution of various FolderSizes reports.

As an example of how this powerful capability might be used, you could create a scheduled task that uses FolderSizes to scan a remote (network) file system and then export the results as HTML directly into a sub-folder on your web server. The core command might look something like this:

```
foldersizes.exe /path:"\\computer\share" /export:"\\webserver\share
\folder" /exit /noshowreport
```

Now that we've defined an example, setting it up within Scheduled Tasks is straight-forward. Navigate to the Scheduled Tasks folder (found within Start | Accessories | System Tools on Windows XP) and select File | New | Scheduled Task. You'll be presented with a window that allows you to fully define the scheduled task.

Most of the settings within a Scheduled Task are fairly self-explanatory and are well covered

by existing Windows documentation (you can also press F1 on a specific field if you need help). Perhaps the most important thing to keep in mind is that you must enter a **fully qualified**, quoted path to your FolderSizes executable into the Run field. Here's an example entry:

```
"C:\Program Files\FolderSizes\FolderSizes.exe" /path:"\\computer\share" /export:"\\webserver\share\folder" /exit /noshowreport
```

Use the remaining tabs within the Scheduled Task window to configure the task's schedule, along with any other settings you require. Once complete, click OK and you'll be prompted for the username and password of an executing user (see Tip 2 below). Assuming you enter valid user credentials, the task will now be scheduled.

Helpful Tips

Important: It is highly recommended that you use the **/exit** command line parameter with scheduled jobs like this one, to ensure that the FolderSizes.exe process terminates once the job is complete.

Tip 1: Always test your command line job thoroughly *before* scheduling it to ensure that no error messages appear on-screen. If such errors occur during Scheduled Task execution, they could cause the task to (effectively) hang.

Tip 2: When creating a Windows Scheduled Task, you must enter the name and password of the executing user. Be sure to enter the credentials of a user that has permission to access the file system path(s) being scanned.

Tip 3: When publishing exports to a shared folder on a scheduled basis, you may want to use the **/date** command line parameter to append the current date to exported filenames. This will help to ensure that export files aren't over-written each time the job executes.

Tip 4: Within the Scheduled Tasks listing window, you can right-click on a task and select "Run" to execute it immediately. Doing so can be a handy way to ensure that a task operates as expected prior to relying on it for production use.

2.9 Shell Context Menu Integration

FolderSizes installs a powerful extension to the Windows shell context menu. This extension allows you to right-click any normal folder within Windows and run key FolderSizes reporting functions against it.

If FolderSizes is already running when one of its shell context menu extension items is selected, it will simply perform the associated task immediately. If it is not already running, then it will be launched automatically, and will proceed to scan the provided path.

The context menu extension provides access to all FolderSizes [File Reports](#), as well as the normal scans (the results for which are shown in the main user interface).

Note: the shell context menu extension folder can even be accessed from within FolderSizes itself. Simply right-click a folder within the Folder Browser pane, and you'll see that the shell context menu is still available (and works as expected!).

2.10 Regular Expression Support

Regular expressions are formulas that can be used to match strings of text that follow some pattern. They allow their users to succinctly express a set of character matching rules that would otherwise require a large number of switches and logical operations.

When you first see a regular expression, it may appear somewhat intimidating and complex. But, in reality, regular expressions can be as simple or involved as you wish and still be effective. Once you understand the meaning of a handful of special regular expression characters (called metacharacters), you'll be able to match filename patterns with ease.

This help file will not provide an in-depth tutorial on the formation of regular expressions, simply because a large number of these exist on the Internet today for free. Simply visit your favorite search engine and enter "regular expressions" into the search box. You'll find a variety of guides and other useful materials to help you along.

There are, however, subtle differences between the regular expression syntax engines that various applications employ. The charts below provide an overview of the regular expression metacharacters and abbreviations supported by FolderSizes.

Metacharacter Meaning

| | |
|------------|--|
| . | Matches any single character. |
| [] | Indicates a character class. Matches any character inside the brackets (for example, [abc] matches "a", "b", and "c"). |
| ^ | If this metacharacter occurs at the start of a character class, it negates the character class. A negated character class matches any character except those inside the brackets (for example, [^abc] matches all characters except "a", "b", and "c"). If ^ is at the beginning of the regular expression, it matches the beginning of the input (for example, ^[abc] will only match input that begins with "a", "b", or "c"). |
| - | In a character class, indicates a range of characters (for example, [0-9] matches any of the digits "0" through "9"). |
| ? | Indicates that the preceding expression is optional: it matches once or not at all (for example, [0-9][0-9]? matches "2" and "12"). |
| + | Indicates that the preceding expression matches one or more times (for example, [0-9]+ matches "1", "13", "666", and so on). |
| * | Indicates that the preceding expression matches zero or more times. |
| ??, +?, *? | Non-greedy versions of ?, +, and *. These match as little as possible, unlike the greedy versions which match as much as possible. Example: given the input "<abc><def>", <.*?> matches "<abc>" while <.*> matches "<abc><def>". |
| () | Grouping operator. Example: (\\d+)*\\d+ matches a list of numbers separated by commas (such as "1" or "1,23,456"). |
| \\ | Escape character: interpret the next character literally (for example, [0-9]+ |

matches one or more digits, but `[0-9]\+` matches a digit followed by a plus character). Also used for abbreviations (such as `\a` for any alphanumeric character; see table below). If `\` is followed by a number `n`, it matches the `n`th match group (starting from 0). Example: `<{.*?}>.*?</\0>` matches "`<head>Contents</head>`".

| | |
|----|--|
| \$ | At the end of a regular expression, this character matches the end of the input. Example: <code>[0-9]\$</code> matches a digit at the end of the input. |
| | Alternation operator: separates two expressions, exactly one of which matches (for example, <code>T the</code> matches "The" or "the"). |
| ! | Negation operator: the expression following <code>!</code> does not match the input. Example: <code>a!b</code> matches "a" not followed by "b". |

Abbreviations

| | |
|-----------------|--|
| <code>\a</code> | Any alphanumeric character: <code>([a-zA-Z0-9])</code> |
| <code>\b</code> | White space (blank): <code>([\t])</code> |
| <code>\c</code> | Any alphabetic character: <code>([a-zA-Z])</code> |
| <code>\d</code> | Any decimal digit: <code>([0-9])</code> |
| <code>\h</code> | Any hexadecimal digit: <code>([0-9a-fA-F])</code> |
| <code>\n</code> | Newline: <code>(\r \r?\n)</code> |
| <code>\q</code> | A quoted string: <code>(\"[^\"]*\") ('['\']*')</code> |
| <code>\w</code> | A simple word: <code>([a-zA-Z]+)</code> |
| <code>\z</code> | An integer: <code>([0-9]+)</code> |

3 Tools

3.1 Options

3.1.1 General Settings

The options contained with the General Settings dialog are as follows:

Refresh

- **Automatically refresh right pane while scanning** - This option allows the folder scan results to appear dynamically, as the folder scan progresses. Turning this off will cause the display to be empty until the entire folder scan has completed.
- **Refresh rate slider bar** - Determines how frequently the scan result panes update while a folder scan is in progress.

Scan Path History

- **Scan path history** - Indicates how many folder scan paths are "remembered" by the history drop-down box located beneath the primary application toolbar.

Miscellaneous

- **Show splash screen on startup** - Toggles the splash screen display upon application start.
- **Show welcome screen on startup** - Enables or disables display of the "welcome" screen that appears when FolderSizes starts.
- **Enable tooltips** - Enables or disables the tool tips that appear when you hover over toolbar buttons, graph folders, and other areas of the FolderSizes user interface.
- **Enable shell context menu** - Enables or disables integration with the Windows shell context menu. When enabled, a special FolderSizes sub-menu will appear when you right-click a folder within Windows Explorer or the Windows desktop, providing quick access to key disk analysis functions.
- **Default cluster size** - This setting is used only when FolderSizes cannot automatically determine the cluster size of a local or remote file system path.

3.1.2 Scanning

Scanning options are those relating to operations that take place during normal folder scans (e.g. in the main application window), file report scans (e.g. available in the file report generation window), and FilterZip file collection scans.

Reparse Points

- **Follow reparse points** - Reparse points are available only within certain Windows operating systems, such as NT/2k/XP. They allow for specific types of actions (such as redirection) to occur during the parsing of file system paths. Mount points and symbolic links (also known as directory junctions) are forms of reparse points. Generally speaking, you will not want FolderSizes to follow reparse points – doing so can cause the inclusion of duplicate or unintuitive paths.

Performance

- **Cache file owner lookup data across multiple scans** - When enabled, this option stores (or caches) file owner data for files that it encounters, speeding up file owner lookup operations for future scans. You should strongly consider enabling this option when scanning remote (network) file systems. Note that cache values are held in memory until FolderSizes is terminated or the cache is manually cleared (see below).
 - **For remote (network) paths only** - By default, file owner data will be cached for remote file system paths only. Remote paths are those accessible through mapped drives and/or UNC path (e.g. "\\server\share") notation.
- **Maximum cache memory allocation** - Designates the maximum amount of memory (in Kb) that can be consumed by the file owner data lookup cache. If you're scanning large remote file systems and have a lot of memory in the FolderSizes host computer, consider doubling or tripling the default value of 2048.
- **Clear cache now** - Click this button to purge the file owner data lookup cache immediately.

Misc. Options

- **Disable WOW64 file system redirection when running on 64-bit computers** - This

option, enabled by default, disables file system redirection on computers running a 64-bit Windows operating system. This usually provides a more comprehensive view of file system assets than would otherwise be available in 64-bit a environment.

3.1.3 Drive Panel

The Drive Panel options window offers you very granular control over which types of drives are displayed in the docking [Drive Space](#) panel (which is displayed in the lower left by default).

Drive Types

- **Fixed drives** - These include local hard drives. Recommended.
- **Removable drives** - Usually consists of thumb drives, etc.
- **CDROM drives** - CDROM, CDRW, DVD, etc.
- **Remote (network) drives** - Includes any mapped network drives. Note that this can slow application performance slightly on slower networks (and is therefore not recommended for use within a wireless network environment).
- **RAM disk drives** - Any type of memory-based drive.
- **Unknown drive types** - Anything else not otherwise categorized. Not recommended.

Other Options

- **Ignore these drive letters** - Allows for specification of drives that should not be included (floppy drives, for example) in the drive space panel. Separate multiple drive letters with semi-colons.
- **Automatically refresh every X seconds** - Specifies how frequently the drive space panel should automatically refresh itself.
- **Ignore drives of indeterminate size** - When this switch is engaged, FolderSizes will ignore any drive that it cannot successfully query for size information.

3.1.4 Update Checker

The Update Checker options window allows you to customize the behavior of the Update Checker component of FolderSizes to use an HTTP proxy server.

Proxy

- **Use HTTP proxy server** - When engaged, this switch causes the update checker to use an HTTP proxy server.
- **Address** - The host name or IP address of the HTTP proxy server.
- **Port** - The port of the HTTP proxy server (common values include 80, 8080, etc.).

3.1.5 Detail View

Folder and File List

As file system object names appear within the right-hand scan results Window pane, they are assigned colors based upon their file attributes. You can use this section of the options dialog to determine which colors are used to represent the various file attributes.

Additionally, you can elect to show large folders in bold. By default, large folders are defined as those that are larger than 20% of the size of their parent folder (e.g. the scanned folder). This percentile value can be adjusted to suit your needs.

Performance Options

- **Fast shell icon collection mode** - When enabled, FolderSizes will use a faster mode of extracting file system object icons from the Windows shell for display in various detail views. The (minor) caveat is that some objects with unique icons (such as special system folders, etc.) will be represented in a more generic form. This option impacts presentation of icons only.

Note: Fast shell icon collection mode is particularly beneficial when visualizing and reporting against network paths.

3.1.6 Graph Pane

The display of the primary FolderSizes graph can be customized in a number of different ways, as follows:

Background

- **Primary background color** - If the gradient background effect is enabled, this will be the starting color of the gradient. If the gradient is disabled, this will be the sole graph background color.
- **Secondary background color** - If the gradient background effect is enabled, this will be the ending color of the gradient. If the gradient is disabled, this secondary color is not used.
- **Use gradient effect** - Determines whether or not the gradient background effect is used. If disabled, only the primary color will be used to generate the graph background.
- **Effect type** - If the gradient graph background effect is enabled, this setting allows you to manipulate its direction.

Text

- **Graph title font** - Select the font you prefer to use for graph titles.
- **Graph label font** - Select the font you prefer to use for graph labels.

Pie Graph

- **Don't show pie slices for objects less than X** - Allows the pie graph view to exclude the smallest file system objects from view, thereby potentially reducing clutter. Set this to 0 if you want to see everything.
- **Exclude pie graph labels** - Optionally turns off pie slice labeling.

3.1.7 Folder Map

The FolderSizes folder map is a hierarchical view of folders stemming from the current analysis path. Each folder / subfolder is represented by a series of nested rectangles.

Map Colors

- **Starting color** - Folders shown as shallow depth (e.g. closest to the root of the file system path being reported against) are displayed in this color.
- **Ending color** - The deepest subfolders (e.g. those furthest from the root reporting path) are shown in this color.
- **Rectangle border color** - Defines the color of the rectangle used to border folder map items.

Misc. Options

- **Scale rectangle fonts to fit available space** - Enable this option to automatically maximize the size of fonts contained within folder map rectangles.
- **Highlight rectangles as the mouse moves over them** - Enable this option to highlight folder map rectangles as the mouse passes over them.

3.1.8 Subfolder Depth

By default, FolderSizes shows subfolders in the graph and detail view at a single level of depth. That is to say, only immediate children of the scanned drive or folder are displayed, and you can then "drill into" any subfolder by double-clicking them (either in the graph or in the detail view).

Setting the subfolder display depth to more than a single level will produce detail and graph views that contain subfolders matching that depth. Setting the subfolder display depth to 0 (zero) will cause the detail and graph views to display all levels of depth (which, on large drives or folders, can produce very large report data sets indeed).

Note: The current subfolder display depth can also be switched instantly via the View menu.

3.1.9 Export

Sets the various items to be included within the Export function (accessed via the File menu). Most of these options are fairly self-explanatory and define which specific report elements should be included during export operations.

HTML Export Options

- **Include graph image** - Determines whether the lower-right graph image is included in HTML exports.
- **Include drive space information** - Applies to the drive space docking panel information.
- **Include folder listing table** - Determines whether the primary interface detail view contents are included in HTML exports.

- **Launch browser after HTML report is generated** - Automatically opens HTML exports in the default web browser after generation is complete.
- **Limit bar graph exports to this many folders** - Specified the maximum number of graph bars to appear in HTML exports (has no impact on pie graph exports).
- **Merge CSS template into HTML export files** - When engaged, this option causes the CSS template found in the "templates" subfolder of the FolderSizes installation root to be merged into HTML export files (as a style block in the HTML header). If this option is turned off, the CSS template file will be copied to the same location as the HTML export file (and linked to from within it).

Text Export Options

- **Include column headers** – Indicates whether text column headers should be included.
- **Wrap files in quotes** – Enables or disable the wrapping of fields in quotes.
- **Include UTF-8 BOM (byte order marker) in export files** - This option applies only to text file export formats (e.g. ".csv" and ".txt"). Inclusion of a BOM (byte order marker) will allow third-party applications (such as MS Notepad and/or Excel) to unambiguously identify that such files are Unicode with UTF-8 encoding. If you are opening (or otherwise processing) these text files with third-party applications that cannot interpret BOMs, you can disable their inclusion here. Note that BOMs are *never* added to export files of HTML or XML formats, because they contain their own character set declarations.

XML Export Options

- **Use FolderSizes XSLT file** - When engaged, this option causes the XSLT file found in the "XSLT" subfolder of the FolderSizes installation root to be copied to the same location as the XML export file (and linked into it). Disabling this option will prevent the use of XSLT entirely.
- **Full owner lookup** - Turning on this option will force FolderSizes to query for folder ownership data during the XML export process. Since FolderSizes recurses the entire folder tree during XML export, this can be a slow process (especially for remote / network paths). This option is off by default.
- **Sub-folder depth** – Determines the maximum level of subfolder depth applicable to XML export operations. Entering 0 (zero) into this field causes full depth to be used.

3.1.10 File Reports

Options

These options affect the behavior of the file reports. These are generally fairly self-explanatory.

- **Entries in the Largest Files report** – how many entries will be retained in the "Largest Files" report.
- **Entries in the Oldest Files report** – how many entries will be retained in the "Oldest Files" report.

Enabled Reports

The remaining check boxes in the File Reports options window enable or disable the generation of specific File Reports. Note that you should always disable the file reports that don't interest you, as doing so will increase File Report generation speeds and reduce memory utilization.

- **Largest Files** - Enables or disables the [Largest Files](#) report.
- **Duplicate Files** - Enables or disables the [Duplicate Files](#) report.
- **File Dates** - Enables or disables the [File Dates](#) report.
- **Oldest Files** - Enables or disables the [Oldest Files](#) report.
- **File Attributes** - Enables or disables the [File Attributes](#) report.
- **File Names** - Enables or disables the [File Names](#) report.
- **File Types** - Enables or disables the [File Types](#) report.
- **File Owners** - Enables or disables the [File Owners](#) report. Note that enabling this report can slow the overall File Report generation process considerably. It is therefore disabled by default.
- **Temp Files** - Enables or disables the [Temp Files](#) report.
- **File Sizes** - Enables or disables the [File Sizes](#) report.

The following check boxes allow you to control whether certain file reports will include file ownership information. Note that file owner extraction tends to slow the generation of file reports that utilize it, especially when scanning remote (network) file systems. Note that in such circumstances, use of the [file owner data cache](#) is recommended.

If any of the following options are disabled (e.g. unchecked), the owner of the files they contain will appear as "unknown."

- **Enable file owner lookup in Largest Files report**
- **Enable file owner lookup in Oldest Files report**
- **Enable file owner lookup in Duplicate Files report**

3.1.11 Printing Options

The Printing section of the options window allows you to control what information appears in the header and footer of printed detail view reports.

Detail Reports

By default, FolderSizes will create context-aware headers and footers for detail view printouts. These will include useful information such as the path scanned to produce the report, the date and time the report was generated, the total scan size, etc. However, if you prefer you can override the context-aware header / footer generation and supply your own values in the provided fields.

- **Header (center)** - Appears at the top center of the report.
- **Footer (left)** - Appears at the bottom left of the report.
- **Footer (center)** - Appears at the bottom center of the report.

- **Footer (right)** - Appears at the bottom right of the report.

3.2 Add / Remove Programs

This is a shortcut to your operating system's Add / Remove Programs applet, and is provided as a matter of convenience. The Add / Remove Programs facility allows you to install and uninstall programs in an orderly fashion.

Note: More modern versions of Windows (such as Windows XP, Vista, etc.) provide valuable information about the disk space consumption of each installed program.

3.3 Map Network Drive

This is a shortcut to the standard Windows Map Network Drive facility, which allows you to map a network drive so that it appears as a local drive. Such drives can be accessed directly by FolderSizes via the Folder Browser pane.

Note: You may need to refresh the Folder Browser pane (via the View menu) after mapping (or un-mapping) network drives in order for it to reflect the change.

3.4 Configure Windows System Restore

This tool provides access to your operating system's built-in System Restore configuration. Windows System Restore often has a considerable impact on available local disk space, and it's often worth reviewing its configuration to ensure they are consistent with how you use your computer.

Important: Making changes to Windows Restore settings can impact your operating system's ability to help you recover from certain types of problems. Be sure to review your operating system's Windows Restore feature documentation carefully before altering making any changes to this facility.

3.5 Empty Recycle Bin

This menu option provides a shortcut to the standard Windows Empty Recycle Bin function. We recommend that you empty your Windows Recycle Bin on a regular basis to minimize impact to available drive space.

3.6 Command Prompt Here

After performing any successful file system scan, FolderSizes enables the Command Prompt Here menu option (located beneath the Tools main menu).

Selecting this tool causes FolderSizes to launch a command prompt window (e.g. a "DOS window") within the active folder path.

This feature is also exposed through numerous right-click (e.g. context) menus throughout

the FolderSizes user interface. You can even right-click a *file* and select this option, in which case the command prompt window is launched within the file's parent folder path.

3.7 Update Check

This function, accessible from both the Tools menu and the main application toolbar, checks for available updates to the current installed version of FolderSizes. Once the Update Check completes, you'll have the option of clicking buttons to download the most recent version, or find out what's new.

Note: this function makes a connection to the FolderSizes website in order to retrieve an XML file that contains current version information. Absolutely no other information is retrieved or transmitted during this operation.

3.8 Excluded Folders

The Excluded Folders window allows you to specify which folders, if any, are excluded from scans performed by FolderSizes.

Within the Excluded Folders window, simply click the browse button to find the folder that you wish to exclude from scans, and then click the Add button. Select a folder from the list and click the Delete button in order to remove an excluded folder.

Note: folder exclusions use "containment" logic. In other words, any files, folder, or subfolders contained within an excluded folder will be excluded from scans performed by FolderSizes. You can also enter partial paths (e.g. "windows/system32") which will allow folders on non-local drives to also be ignored.

3.9 File Extension Researcher

The FolderSizes File Extension Researcher tool helps you to determine the potential function (or application association) of a given file extension (such as ".PDF" or ".DOC").

It's important to understand that there is no central authority governing the use of file extensions by software applications. So even though many file extensions are predominantly associated with a single application (e.g. ".doc" = Microsoft Word Document), such direct associations are absolutely not guaranteed. Further, you will often encounter file extensions for which the operating system has no known software association. The File Extension Researcher helps you to determine the potential origin of such files.

To use the File Extension Researcher, enter a file extension (such as ".pdf" or ".doc") and click the Go button. You will be presented with two distinct pieces of information:

- **Shell Association** - The operating system shell has special, intrinsic knowledge of *some* file types and their application associations. The shell uses this knowledge to (among other things) open files with specific extensions with a default application.

- **All Potential Associations** - This is a more complete listing of functional / application associations. This list will often yield results even when the Windows shell has no knowledge of a particular file extension.

The "All Potential Associations" listing shown within the File Extension Researcher pulls information from a file extension database contained within FolderSizes. This database contains thousands of mappings between file extensions and application / functional associations, but it can never be entirely complete (because there's no central registry for file extensions from which to cull such data).

You can also click the Research Online button, which will launch your web browser and search for details (and other potential associations) on the file extension you entered. Note that the source for such information will generally be a third-party website that specializes in it (and has no association with FolderSizes or its parent company, Key Metric Software).

Finally, you can browse the entire file extension database contained within FolderSizes by clicking the "View All Extensions" button. The resulting window will allow you to browse known file extensions by their first letter, or by numeric / symbolic grouping.

3.10 FilterZip

3.10.1 About FilterZip

FolderSizes FilterZip is a powerful tool that allows you to recursively scan folders and hard drives for files that match specific criteria and compress them (into a zip file) in a single pass.

Zip files produced by the FilterZip system are compatible with popular third-party compression programs such as WinZip and PKZip.

To use FilterZip, you create FilterZip Jobs which have three main components:

- The folder or drive contents to include.
- The criteria (or filter properties) that each file within the above folder must match.
- The destination zip file location.

The folder contents to include specifies which folder acts as the "root" of the FilterZip job. The folder you select can reside anywhere on your system, or on a network path (specify the path in UNC format). You can also elect to have FilterZip act recursively – which is to say that it will scan every subfolder contained within the specified root folder.

The [filter properties](#) use a combination of traditional file search criteria combined with regular expression filename matching. Filter properties are further described in a [separate section](#) of this help file.

Finally, the zip file location specifies where the resulting compressed file will reside. For maximum performance, locate the zip file somewhere within your local file system (network paths are also supported, but will slow compression operations considerably).

3.10.2 Saving / Loading Jobs

All of the various fields and switches within the FilterZip window comprise (in combination) a FilterZip Job. FilterZip Jobs can be saved to the file system, which provides a number of advantages:

- Saved FilterZip Job files can be re-used simply by loading them at a later date.
- FilterZip Job files can be shared among multiple FolderSizes installations, either by saving them to a network drive or via some other means (e.g. emailing them to a remote office).
- FilterZip Job files can be easily backed up.

FilterZip Job files are stored in XML format and consume a relatively small amount of drive space.

3.10.3 Filter Properties

The FilterZip user interface allows for the specification of Filter properties, which are simply a set of criteria that each encountered file must meet in order to be included in the resulting zip file. The following criteria may be used:

- **Filename regular expression** - This first field specifies the regular expression that filenames must match in order to be included in the resulting zip file. More information about the use of regular expressions (including how to use the built-in presets) is provided in a [separate section](#) of this help file.
- **Include files with attributes** - Some files contain special file system attributes such as "read-only" or "system" which differentiate them from "normal" files. Use this set of checkboxes to include files that contain the corresponding attributes. By default, "temporary" and "archive" files are included.
- **Only include file sizes** - Set the drop-down box to "no filter" to include files of all sizes. Otherwise, use the drop-down box to specify whether the file size must be "greater than" or "less than" the specified size. The file size itself is expressed in kilobytes.
- **Only within date range** - Set the drop-down box to "no filter" to include all files regardless of their date stamp. Otherwise, select "last accessed", "created", or "modified" to specify which file date stamp is used for comparisons. Finally, specify the start and end dates.

Please note that several preset [regular expression](#) filters have been provided for your convenience, and are accessible via the Reference button on the FilterZip window. Presets include regular expressions that match images, music, movies, documents, and other common file type sets, and can easily be tweaked according to your needs.

More information can be found in the section titled Using Regular Expressions.

3.10.4 Test Run vs. Execute

One of the most convenient aspects of the FilterZip system is the Test Run facility. Once you've defined a FilterZip Job within the user interface, you can click the Test toolbar button in order to review exactly which files will be matched by the job.

Test runs perform a search for the files that match the criteria specified by the FilterZip Job, but do not engage the compression (zipping) step of the process. Therefore, no files are zipped, copied, or moved. This allows you to safely test FilterZip Job criteria (e.g. filter properties) prior to executing.

3.11 FolderSizes Search

3.11.1 About FolderSizes Search

FolderSizes includes an internal search facility that provides powerful features not found in other file system search tools.

What is the FolderSizes Search Facility?

The FolderSizes Search system allows you to search multiple file system paths at the same time, including local, mapped, and UNC paths. What's more, the FolderSizes Search window provides flexible search criteria, which are further described in the remainder of this chapter.

The FolderSizes Search window toolbar provides access to a number of common functions:

- **Start** - Start the search process with the specified criteria.
- **Stop** - Cancels a search currently in progress.
- **Load** - Loads a previously saved search job definition.
- **Save** - Saves the currently defined search job to file. This file can be loaded again later for re-use.
- **Reset** - Resets all search job criteria to their default values.
- **Print** - Prints the current search results listing.
- **Export** - Allows you to export the search results listing to HTML, CSV, or TXT file formats.
- **Help** - Presents this help information.
- **Close** - Closes the search window.

The Search window also shows a listing of [search paths](#), used to specify one or more target file system paths for searching.

Available search criteria are listed below (click for details).

- [File Name Masks](#) - Provides advanced file and folder name pattern matching.
- [Date Range](#) - Allows matching of file system objects within a specified date range.
- [File Sizes](#) - Allows matching of file system objects with specified size attributes.
- [Name Lengths](#) - Allows matching of file system objects with specific name lengths.
- [Attributes](#) - Provides file and folder attribute matching capabilities.
- [File owners](#) - Provides file system object owner matching.

Loading and Saving Search Job Files

As mentioned briefly above, the search window's "Save" toolbar button allows you to save the

currently defined search criteria (including paths, file name masks, etc.) to a file. This file can later be re-loaded using the "Load" toolbar button.

This feature can be particularly valuable when you wish to execute a FolderSizes search using the [command line interface](#).

3.11.2 Search Paths

FolderSizes Search has the ability to search multiple local, mapped, and UNC file system paths in a single pass.

Use the Add Path button to include as many paths you wish to the search paths list box. Select a search path and click the Remove Path button to delete it. Select the Search Subfolders checkbox if you wish to have the search system recurse into subfolders.

You can also use the Up and Down buttons to re-order entries in the search paths list box. FolderSizes will search them in the order you specify.

3.11.3 File Name Masks

FolderSizes Search includes the ability to find files and folders with names matching one or more specified patterns.

Two primary name matching methods are provided.

Wildcard Matching

Uses traditional wildcard characters (such as *.*) to match file path parts. In this mode of operation, multiple name masks can be used by separating each with a semi-colon. For example:

```
*.jpg;*.png;*.gif
```

The mask above will match any file or folder name that contains ".jpg", ".png", or ".gif".

You can also selectively exclude portions of a mask by preceding it with a tilde ("~") character. For example:

```
*.*;~*.jpg
```

The example mask above will match all file or folder names containing a period, **except** those containing ".jpg" (note the tilde character that precedes the ".jpg" portion of the mask).

Regular Expressions

Provides a more advanced pattern matching capability. See the [Regular Expression Support](#) section of this help file for additional information.

Note that when using regular expression mode, you cannot separate multiple masks with semicolons (as you would with wildcard matching, described above). This is not supported because a single regular expression is sufficiently expressive to do this on its own.

Other Options

Additional file name mask switches include:

- **Case sensitive comparisons** - Controls whether wildcard or regular expression match patterns are compared to file and folder names in a case sensitive manner.
- **Compare filename only (not the full path)** - When engaged, this switch indicates that only the relative file or folder name is compared against the name mask. Turn this switch off to match entire file or folder name paths.

File Name Mask Presets

The Presets button provides quick access to a number of pre-defined (and user customizable) name masks. Click the Presets button and select the name of the mask that you wish to use.

To customize the available file name mask presets, click the Preset button and select the Manage Presets option in the resulting menu. The Preset Mask Editor window will appear, allowing you to edit existing masks and define up to two custom file name mask entries.

Note that file name mask presets are comprised of traditional wildcard-based pattern matching expressions, each separated by a semi-colon.

3.11.4 Date Range

FolderSizes Search can find files by date range.

Search Criteria

- **Any date** - Selecting this option means that file dates will not be considered during searching.
- **Preset date range** - A handy set of built-in date range presets (such as "within last day", "within last week", etc.).
- **Custom date range** - Allows you to enter the exact start and end dates against which file dates are tested.

If anything other than "any date" is selected, the date type and match mode drop-down boxes will become enabled.

- **Date type** - Can be set to "modified", "created" or "accessed". Most file system objects carry all three date/time stamps, and this option allows you to specify which should be used

during the search process.

- **Match mode** - "Include" will return any file system objects that match the date/time criteria provided. "Exclude" mode will return any file system object that does *not* meet these criteria.

3.11.5 File Sizes

FolderSizes Search can find files that match specified size conditions.

To use this capability, select the Specify Size radio button and select the type of comparison you'd like to perform from the drop-down box (options include "greater than", "less than", "equal to", and "between"). Finally, enter the minimum and / or maximum file sizes, based upon the type of comparison.

3.11.6 Name Lengths

FolderSizes Search can find file system objects with names matching a specified length.

To use this capability, select the Specify Length radio button and select the type of comparison you'd like to perform from the drop-down list (options include "greater than", "less than", "equal to", and "between"). Enter the minimum / maximum file name lengths based upon the selected comparison type.

You can also use the "Count the full path length" check box to indicate that the entire file system path (not just the file name portion of the path) should be used during the matching process.

3.11.7 Attributes

FolderSizes Search can find only files having attributes of the specified type.

To use this capability, select the attribute check boxes that you'd like to match during search operations. This facility has two operating modes that determine how file attributes are matched.

Match Any

In this mode of operation, a file system object encountered during scanning will be considered a match if it utilizes *any* of the selected attributes. For example, if you set the "directory" switch in this mode, any directory will be matched - even if that directory also has other attributes (such as "hidden" or "system") set.

Match All

Essentially the reverse of the above - any file or folder encountered will be considered a match *only* if it matches *all* of the selected attributes. For example, if you set the "directory" switch in this mode, *only* directories that have no other attribute associated with them will match (e.g. folders that also have "hidden" or "system" attributes set will *not* be returned).

Attribute Definitions

| Attribute | Meaning |
|---------------|---|
| Archive | The file or directory is an archive file or directory. Applications use this attribute to mark files for backup or removal. |
| Compressed | The file or directory is compressed. For a file, this means that all of the data in the file is compressed. For a directory, this means that compression is the default for newly created files and subdirectories. |
| Directory | Identifies a directory (folder). |
| Encrypted | The file or directory is encrypted. For a file, this means that all data in the file is encrypted. For a directory, this means that encryption is the default for newly created files and subdirectories. |
| Hidden | The file or directory is hidden. It is not included in an ordinary Windows directory listing. |
| Normal | The file or directory does not have another attributes set. This attribute is valid only if used alone. |
| Not indexed | The file is not to be indexed by the content indexing service. |
| Offline | The file data is not immediately available. This attribute indicates that the file data has been physically moved to offline storage. This attribute is used by Remote Storage, the hierarchical storage management software. |
| Read-only | The file or directory is read-only. Applications can read the file, but cannot write to it or delete it. For a directory, applications cannot delete it. |
| Reparse point | The file or directory has an associated reparse point. |
| Sparse | The file is a sparse file. |
| System | The file or directory is part of the operating system, or is used exclusively by the operating system. |
| Temporary | The file is being used for temporary storage. File systems attempt to keep all of the data in memory for quick access, rather than flushing it back to mass storage. |

3.11.8 File Owners

FolderSizes Search allows for wildcard-based matching of file owner names and domains.

Use patterns in the form of domain\username. For example, to find files belonging to the username "administrator" in any domains, use the pattern "*\administrator" (without the quotes). Owner name match patterns are not case sensitive.

Note: using the file owner matching feature can slow search operations considerably.

3.11.9 Search Results List

Each file that matches your specified [search criteria](#) will be shown in the detail listing located in the lower part of the search window.

Customizing Columns

To customize the columns displayed within the search results listing, right-click the detail list column header (the portion of the detail list that contains the column names). You will be presented with a pop-up menu that lists all the potential columns that can be shown; select the ones you wish to see and de-select the ones you don't. Your column display preferences will be remembered between searches.

Sorting Search Results

Left-click any search results detail list column header to sort by the corresponding column. Click the same column again to sort it in the opposite direction.

Other Capabilities

You can also right-click any file system object presented within the search results detail listing to show a menu of helpful functions. This menu will allow you to open file system objects, delete them, open a command line prompt directly within the parent folder, and more.

Double-clicking a file system object within the search results listing will cause it to open with the default handler program (as determined by the Windows shell).

Using the search window toolbar, your search results can also be printed, exported, and more.

3.12 Scan Filtering

3.12.1 About Scan Filtering

The FolderSizes Scan Filtering feature provides powerful scan-time file filtering capabilities. With scan filtering, you can specify precisely which files should be included in various disk space analysis results.

Within the Scan Filtering window, there are a series of tabs that define the filtering criteria and how they are applied. All but the first of these tabs are identical to those exposed through the [FolderSizes Search](#) facility.

You can load, save, and reset filter criteria using the appropriately named buttons on the Filter Options tab. You will also find two check boxes that control how scan filtering is applied.

- **Apply scan filtering to normal scans** - Applies scan filtering settings to reports generated in the main FolderSizes application window.
- **Apply scan filtering to File Reports** - Applies scan filtering settings to reports generated within the [File Reports](#) window.

3.13 FolderSizes Scheduler

3.13.1 About the Scheduler

FolderSizes provides an integrated scheduling facility that allows you to schedule the generation of FolderSizes reports. These reports can further be exported to various file formats.

The FolderSizes scheduler integrates with the scheduling subsystem of the host computer's Windows operating system. It generates the [command line](#) parameters required to generate given reports, and registers them with the Windows scheduler - all within a clear, easy-to-user visual interface.

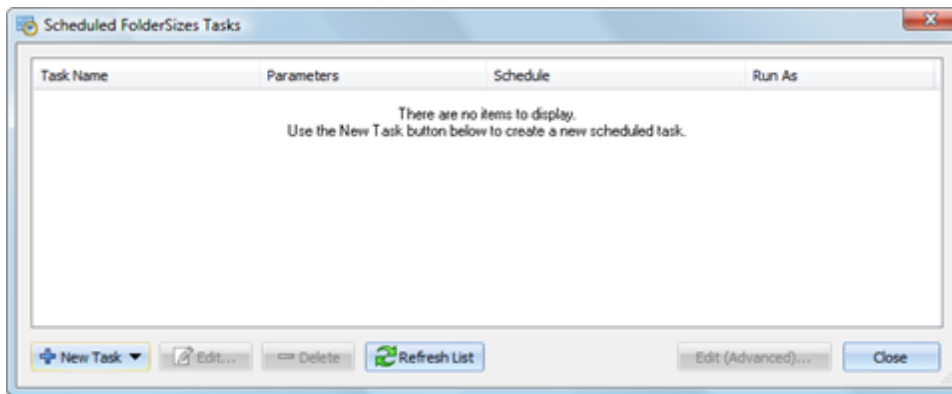
A FolderSizes scheduled task can be one of the following types:

1. **Normal scans** - Produce reports generated by exploring file systems within the main FolderSizes window.
2. **File Reports** - Produce reports generated by use of the File Reports tool (e.g. largest files, oldest files, etc.). All file report types, including graph types, are accessible from within the scheduler.
3. **Searches** - Produce search result reports, generated by use of the FolderSizes search facility.

You can have as many different types of FolderSizes reports scheduled for executing whenever you like. Further, their scheduled execution can overlap if needed.

3.13.2 Scheduled Task List

When you click the Scheduler button in the main FolderSizes toolbar (or select Tools | Task Scheduler from the main menu), a listing of scheduled FolderSizes tasks will appear.



FolderSizes Scheduled Tasks

From this screen, you'll be able to view, edit, and delete existing scheduled tasks - as well as create new ones.

Creating a New Scheduled Task

To create a new scheduled task, click the New Task button that appears near the bottom of the Scheduled FolderSizes Tasks window. You'll be prompted to choose among the three available task types: normal, file report, or search. The [scheduled task editor window](#) will be launched in the appropriate mode based upon your selection.

Editing or Deleting an Existing Scheduled Task

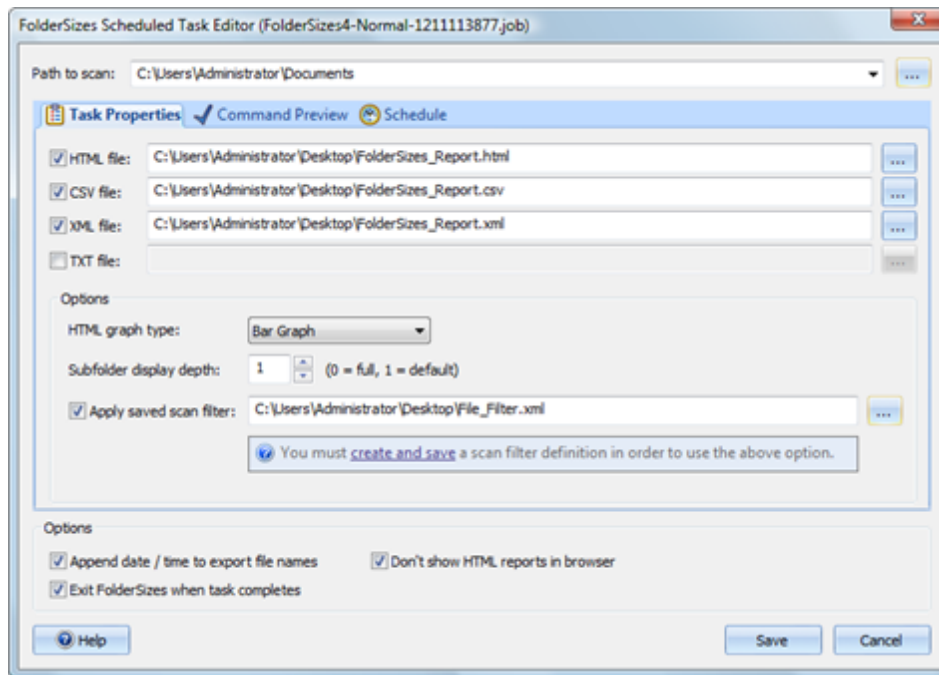
To edit or delete an existing scheduled task, first select it in the task task list. Next, click the Edit or Delete button to take the desired action. When editing a task, the system will automatically determine the task type (normal, file report, or search) and open the [scheduled task editor](#) window in the appropriate mode.

Note that you can also click the Edit (Advanced) button, which will open the scheduled task within the Windows Task Scheduler. The Windows Task Schedule editor provides to various, slightly more advanced / obscure scheduled task settings.

3.13.3 Scheduled Task Editor

The FolderSizes scheduled task editor window has three modes of operation - one each for the three different [types of supported scheduled tasks](#) (normal scans, file reports, and searches).

Below is a screen shot of the scheduled task editor in normal scan editing mode. When editing other scheduled task types, the window will look subtly different - mainly in terms of the fields available in the task properties tab.



Editing a "Normal Scan" Scheduled Task

First, enter the scan path into the field near the top of the scheduled task editing window (note that this field isn't present when editing a scheduled search task). This will indicate the starting point within the file system for generation of your report, and contain any local or network path (including UNC paths).

The Task Properties Tab

Next, configure the properties of your report within the Task Properties tab. As noted above, the contents of the task properties tab will vary depending upon the type of task being editing (e.g. normal, file report, or search). You'll find that the task properties correlate closely with the parameters available through the FolderSizes [command line interface](#).

The Command Preview Tab

You can switch to the Command Preview tab at any time to view the command line parameters that will be used to produce your report. This can be helpful for troubleshooting purposes, or just to get a better sense of what's happening behind the scenes.

The command line arguments being generated correlate to those described in the [Command Line Support](#) section of this help guide.

The Schedule Tab

Once your task properties have been defined, select the Schedule tab within the task editor window and define your task execution schedule. There are four main types:

1. **One time** - Indicates that a scheduled task should execute only once, at the date/time

specified.

2. **Daily** - Allows for recurrence of the scheduled task every N days.
3. **Weekly** - Allows for recurrence of the scheduled task every N weeks, on the weekdays of your choice.
4. **Monthly** - Allows for recurring monthly task execution, either based upon the day of the specified month(s), or a day of week at a specific frequency (e.g. the first Monday of every month, etc.).

Saving the Scheduled Task

Once your scheduled FolderSizes task has been defined, click the Save button. You will be prompted to provide authentication credentials for your new task.



Scheduled Task Auth Credentials

Here, you'll be required to enter the username and password for a Windows user account that will be used to execute FolderSizes based upon the schedule you've defined for your task.

Important note: Make sure you enter the username and password of a Windows account that has appropriate access to the file system path being scanned (e.g. reported against) and written to (e.g. the file export targets) by your FolderSizes scheduled task. Remember, FolderSizes will be launched within the context of this user account - if the account doesn't have necessary access to the appropriate file system path, neither will FolderSizes!

Once valid authentication credentials are provided, the scheduled task editor window will close, and your task will appear within the [scheduled task list](#).

4 File Reports

4.1 About File Reports

In addition to the interactive drive space exploration provided through the main interface, FolderSizes can produce a range of useful File Reports. These are reports that are specifically focused on the files within your system; they are extremely valuable in identifying drive space usage patterns throughout your system.

It's easy to generate and view File Reports within FolderSizes. Simply click the File Reports button in the application toolbar (or click the arrow to the right of the button to go directly to a specific report type). The Report Generator window will appear.

When the Report Generator window appears, you must first tell it which folder or drive you wish to report on. If you know the path of the drive or folder you wish to use, you can enter it manually (e.g. type "C:" into the edit box to have your C drive scanned or a UNC path to scan a network share). Or, click the Browse button to browse the folders, drives, and shared available on your system or on the network. You can also click the down arrow to the left of the edit box to view your most recent report path entries.

Note: It is also possible to generate File Reports against multiple file system scan paths. See [Multiple File Report Paths](#) for details.

Use the Options button in the toolbar to customize the File Report generation process, including the selection of which specific File Reports will be generated during a scan. Please note that you should always consider disabling File Reports that do not interest you – doing so increases file system scanning speeds and reduced memory utilization. Also: a note about the File Owners reports

Once you have selected a reporting path, click the Start Scan button. This will begin the file system scanning process, which will ultimately result in the output of every enabled file report.

The File Reports have a number of common properties and capabilities, available from the toolbar:

- **Exclusions** - Modify the excluded folders list.
- **Print** - Print the currently selected File Report.
- **Export** - Export the currently selected File Report in HTML, CSV, or TXT file format.
- **Options** - Shortcut to the File Reports section of the FolderSizes [options](#) window.
- **Filtering** - Allows for advanced filtering during File Report generation. Be sure to engage the "Apply scan filtering to File Reports" switch in the [Scan Filtering](#) window.
- **Help** - Shows this help file.
- **Close** - Closes the File Report generation window.

Note: once a reporting scan begins, a small window will appear indicating that the scan is currently in progress. This window also allows you to cancel the reporting scan at any time.

4.2 Multiple File Report Paths

FolderSizes version 4.0 introduced the ability to generate File Reports against multiple file system scan paths.

You can specify multiple scan paths in a couple of different ways.

- Type them directly into the path(s) edit box, with each path delimited by pipe (the "|" character) symbols.

- Use the "multiple paths" button to manage them.

Using the second option is generally recommended because it provides greater scan path validation potential, and allows you to visualize the order of scan paths being used. To use this method, click the "multiple paths" button within the File Reports main window. This will cause the Multiple Path Manager window to appear.

This window shows a listing of all the paths that will be scanned during File Report generation. To add to this list, you can browse for (or enter directly) a file system path and click the Add button. Note that network paths, specified in UNC format (e.g. "\\computer\share") are fully supported.

To remove a path from this list, select it and click the Delete button. You can also select a path and modify it, then click the Replace button to update the existing entry. Manage the order of entries in the path list by selecting a path and clicking either the Up or Down button.

When you settled upon a single set of scan paths, click the OK button. The Multiple Path Manager window will close, and the scan paths will be entered into the File Report window paths edit box in pipe-delimited format.

Note that multiple, pipe-delimited paths can also be passed in through the [FolderSizes command line](#).

4.3 Top N

4.3.1 Largest Files

The FolderSizes Largest Files report provides a listing of the largest files contained within the scanned folder.

The Largest Files Report also contains a helpful banding graph that provides a visual indicator of the percentage of scanned folder space consumed by each listed file. The graph is always sorted from largest to smallest (from left to right) in order to better convey this information. You can also hover over any particular colored band within the graph to see the file name (and size) associated with that band.

The Largest Files Report can be sorted by any column; simply click the column by which you wish to sort. Click the same column again to reverse the sort order.

By using the Export button, the contents of the Largest Files Report can be exported for external analysis or display.

You can print the Largest Files Report by using the Print button at the bottom of the report generator window. The list will print exactly as it appears in the report (e.g. in the current sorted order, etc.).

4.3.2 Oldest Files

The FolderSizes Oldest Files report provides a listing of the oldest files contained within the scanned folder.

Windows files have multiple date/time stamps associated with them; "date modified", "date created", and "date accessed". The Matching Options section of the Oldest Files Report allows you to determine which of these date/time stamps should be used for comparing files. You can also filter the report scan results by minimum file age.

The Oldest Files Report can be sorted by any column; simply click the column by which you wish to sort. Click the same column again to reverse the sort order.

By using the Export button, the contents of the Oldest Files Report can be exported for external analysis or display.

You can print the Oldest Files Report by using the Print button at the bottom of the report generator window. The list will print exactly as it appears in the report (e.g. in the current sorted order, etc).

4.4 Special

4.4.1 Duplicate Files

The Duplicate Files report locates and lists duplicate files throughout the scanned folder (and its sub-folders).

How duplicate files are identified depends upon the Attributes drop-down box setting. You can elect to compare the name and size of files, a combination of the name, size, and date - or simply file names alone.

Once the Duplicate Files report has been generated, the upper half of the report interface will expose the names of the duplicate files discovered during the scan, along with the file count and total aggregate size. Clicking on a duplicate filename will reveal the specific path, size and owner of each duplicate instance in the lower half of the report interface.

As with all File Reports, the Duplicate Files report can be sorted by any column in either ascending or descending order. Simply click a column header to sort by that column – click again to reverse the sort order.

The Duplicate Files report has the ability to ignore files smaller than a specific threshold, which defaults to 100Kb. Setting this threshold to a higher value increases the speed of File Report scans, and reduces system memory utilization. You can also set this option to "all files" to ensure that no file is omitted.

The Duplicate Files report can be exported to HTML format. Although printing is not supported directly within this particular report, you can easily export the results to HTML format, and then print them from within your web browser of choice.

Note: If you need more advance duplicated file detection and management capabilities, please consider our Duplicate File Detective software product, available on the web at <http://www.duplicate-file-detective.com>.

4.4.2 Temporary Files

The FolderSizes Temporary Files report provides a listing of any temp files contained within the scanned folder (and its subfolders).

Temporary files are identified via the temp file mask, configurable at the bottom of the report window. The mask is a semi-colon delimited list of character patterns – if a filename contains any of these patterns, it will be considered a temporary file. Feel free to change the temp file mask if you wish to do so (your changes will be remembered automatically).

The Temporary Files report can be sorted by any column; simply click the column by which you wish to sort. Click the same column again to reverse the sort order.

By using the Export button, the contents of the Temp Files Report can be exported for external analysis or display.

You can print the Temp Files Report by using the Print button at the bottom of the report generator window. The list will print exactly as it appears in the report (e.g. in the current sorted order, etc).

4.5 File Types

4.5.1 File Types Detail

The FolderSizes File Types Detail report provides you with a listing of which file types are consuming the most space within the scanned folder.

For example, scanning a folder may reveal the presence of a large number of JPEG Image files. The File Type Report will indicate how many of these files exist, and how much space they consume (within the scanned folder and all of its subfolders).

The File Types Detail report can be sorted by any column; simply click the column by which you wish to sort. Click the same column again to reverse the sort order.

By using the Export button, the contents of the File Type Report can be exported for external analysis or display.

The File Types Detail report can also be filtered to show only files larger than a certain number of Kb. To filter the display, simply adjust the minimum file size display value and click the refresh button.

You can print the File Types Detail report by using the Print button at the bottom of the report generator window. The list will print exactly as it appears in the report (e.g. in the current sorted order and with the current filter settings).

4.5.2 File Types by Size

The FolderSizes File Types by Size report provides a graphical representation of the same data displayed within the [File Types Detail](#) report.

Like any other File Report, the File Types by Size graph can be printed or exported (in image file format) via the Print and Export buttons, respectively.

The File Types Graph also provides a display filter mechanism which allows you to show (in the graph) only the X largest file classes. This configurable constraint provides a means of limiting the number of sections that appear in the File Types Graph, which in turn makes the graph easier to read.

4.6 File Attributes

4.6.1 File Attributes Detail

The FolderSizes File Attributes Detail report indicates the distribution of file attributes throughout the scanned file system. For example, the File Attributes Detail report can show you how much disk space is allocated to system and hidden file objects.

Like any other File Report, The File Attributes Detail report can be printed or exported via the Print and Export buttons, respectively.

4.6.2 File Attributes by Size

File Attributes by Size is a graphical representation of the output provided by the [File Attributes Detail](#) report.

4.7 File Owners

4.7.1 File Owners Detail

The FolderSizes File Owners Detail report is designed to show the distribution of files within a given path (e.g. drive, network folder, etc.) by owner. The report shows how much disk space is consumed by each user, including the percentage of the parent path. Note that both the file sizes as well as allocated size (e.g. "size on disk") are displayed. In some cases the allocated size could be smaller than the base size if some (or all) of the scanned files are compressed.

Important note: because the File Owners Detail report is markedly slower than the other File Reports (due to the nature of the Windows OS), it is disabled by default. You must explicitly enable it by clicking the Options toolbar button within the File Report Generator window.

Like any other FolderSizes File Report, The File Owners Detail report can be printed or exported via the Print and Export buttons, respectively.

4.7.2 File Owners by Size

File Owners by Size is a graphical representation of the output provided by the [File Owners Detail](#) report.

4.8 File Sizes

4.8.1 File Sizes Detail

The File Sizes Detail report allows for files encountered during file report generation to be classified within a series of user-defined file size ranges.

A default set of file size ranges are defined, but can be edited, removed, or added to via the Edit Ranges button.

Like any File Report, the File Sizes Detail report results can be printed or exported in a variety of formats (including HTML, CSV, etc.). Column sorting preferences will be retained between File Reporting sessions, but can be cleared via the Clear Sort Preference button.

4.8.2 File Sizes by Size

This is a graph-oriented view of the [File Sizes Detail](#) report.

4.9 File Names

4.9.1 File Names Detail

The File Names Detail report allows for files encountered during file report generation to be classified within a series of user-defined filename length ranges.

A default set of filename length ranges are defined, but can be edited, removed, or added to via the Edit Ranges button.

Like any File Report, the File Names Detail report results can be printed or exported in a variety of formats (including HTML, CSV, etc.). Column sorting preferences will be retained between File Reporting sessions, but can be cleared via the Clear Sort Preference button.

4.9.2 File Names by Size

This is a graph-oriented view of the [File Names Detail](#) report.

4.10 File Dates

4.10.1 File Dates Detail

The File Dates Detail report allows for files encountered during file report generation to be classified within a series of user-defined file date ranges.

A default set of file date ranges are defined, but can be edited, removed, or added to via the Edit Ranges button. You can also choose which file date/time stamp is used during the classification process (date accessed, created, or modified).

Like any File Report, the File Dates Detail report results can be printed or exported in a variety of formats (including HTML, CSV, etc.). Column sorting preferences will be retained between File Reporting sessions, but can be cleared via the Clear Sort Preference button.

4.10.2 File Dates by Size

This is a graph-oriented view of the [File Dates Detail](#) report.

Index

- A -

Add / remove programs 26
Advanced command line uses 15

- B -

Bar graph 10

- C -

Command line support 12
Command prompt here 26
Context Menus 12

- D -

Detail view 8
Detail view settings 21
Drive panel settings 21
Drive space view 10
Duplicate files 42

- E -

Empty recycle bin 26
Excluded folders 27
Export settings 23
Exporting 11

- F -

File attributes 44
File attributes by size (graph) 44
File dates 45
File dates by size (graph) 46
File names 45
File names by size (graph) 45
File owners 44
File owners by size (graph) 44
File report settings 24
File reports 39

File sizes 45
File sizes by size (graph) 45
File types 43
File types by size (graph) 43
FilterZip 28
FilterZip filter properties 29
FilterZip test runs 29
Folder Map 10, 23
FolderSizes search 30

- G -

General settings 19
Getting started 5
Graph panel settings 22
Graph view 10

- H -

How to buy 6

- I -

Introducing Foldersizes 5

- L -

Largest files 41
License 7
Loading FilterZip jobs 29

- M -

Map 23
Map network drive 26

- N -

Navigating folders 7

- O -

Oldest files 41

- P -

Personal 7
Personal Edition 7
Pie graph 10
Printing 11
Printing settings 25
Product registration 6
Purchase 6

- R -

Register 6
Regular expression support 18

- S -

Saving FilterZip jobs 29
Scan filtering 35
Scan settings 20
Scheduled Task 36
Scheduled Task Editor 37
Scheduled Tasks 36
Scheduler 36
Scheduling 36
Scheduling command line execution 16
Search 30
Search attributes 33
Search date range 32
Search file name masks 31
Search file owners 35
Search file sizes 33
Search paths 31
Shell context menu 17
Subfolder depth settings 23

- T -

Task Editor 37
Temporary files 43
Treemap 23

- U -

Update check 27

Update checker settings 21

- W -

Windows system restore 26