

A banner with a dark blue background featuring a perspective view of binary code (0s and 1s) in a lighter blue color, creating a sense of depth and digital data flow. The text "Data Clean Up" is overlaid in a large, bold, white sans-serif font with a slight drop shadow.

# Data Clean Up

## Decluttering Your Files

**Use various ways to sort and search for files to help identify what you have and possibly no longer need.** If you use Apple's iOS or a Windows operating system you have powerful tools at hand to start sifting through your digital clutter. Start by either launching Finder (iOS), Windows Explorer (Windows 7) or File Explorer (Windows 8). Navigate to the folder. Then use the **Search** bar (hint: look for a magnifying glass icon) to launch your search for different types of documents.

Use these search strategies to get a sense of what you have and delete unnecessary files:

- **Sort your documents and folders by date.** You can quickly arrange by date (ascending or descending) by clicking on the column header **Date Modified**. Take a good look at your oldest items. Ask yourself these questions:
  - If you haven't used the file for more than 2 years, is there a reason to keep it?
  - Is it necessary to keep the information for a specified amount of time due to accreditation, research or grants? If not, these may be good candidates for clean-up.
- **Search for documents and folders by type.** You can sort specifically by the types of files you have. Use the search box and type .pdf or .xls or .doc or .mp3. This will pull a list of all of a particular type of document you have.
  - Are these files databases or applications? If so, contact submit a ticket at [myIT.creighton.edu](mailto:myIT.creighton.edu) to assist with moving these to another location.
  - Are there personal photos or videos that need to be moved to a personal storage device or account? (.jpg, .gif, .mp4, .avi, .wmv, .mov, etc.)
- **Search for documents by name or keyword.** If you have used good naming conventions in the past this will help pull files that are related to one another and make it easier to eliminate.
  - Do you have multiple versions of the same document? Do you need all versions? Keep the most recent or final version.
  - Are there personal files that need to be moved to a personal storage device or account? (i.e. Birthday2012.)