

Cleaning Up Google Drive for Alumni

Kyle Oliveira - 2024-03-15 - Comments (0) - Google Drive

As you look to make changes to your Google Drive data to get under your storage quota, you may find it helpful to work the the files that have the greatest effect on your storage - ones that are especially large, or filetypes that you may not use much. This document helps you to identify and effectively target files that you may not need to get your overall storage, or to minimize the number of files that you do transfer to another storage location. Once you've cleaned your data up, please refer to our help article on [migrating your data to a personal account](#).

Identifying the largest files in your Drive.

Go to the [Storage](#) section of [Drive](#). The list will default to the largest files first.

Identifying files of a specific type.

You can use the [advanced search](#) in Drive to identify files that can use up lots of space like videos and audio files.

1. Log into [Drive](#) dashboard and click the advanced search icon  to the right of the search field at the top of the page.
2. From the Type drop-down menu, select **Video** or **Audio**.
3. From the Owner drop-down menu, select **Owned by me**.
4. Click **Search**.

Finding unused files.

Use the advanced search options to find files that haven't been modified for a long time.

1. Log into [Drive](#) dashboard and click the advanced search icon  to the right of the search field at the top of the page.
2. Select **Owned by me** from the **Owner** drop-down menu.
3. From the **Date modified** drop-down menu, select one of the options.
 1. You can choose **Custom...** and use the **Before date**.

Finding copies.

Copies of Google Docs default to the title "Copy of" followed by the rest of the original title. Perform a search for "Copy of" in Drive to find some of your duplicates.

Tip: Click List view in the upper right corner to make it easier to identify duplicates.

Trashing files.

Right-click on any file in Drive and select **Move to trash**. The file will be moved into your **Trash** and remain there for 30 days before it's permanently deleted.

Note: Files that are not owned by you will only be removed from your Drive. Files that are shared with you but owned by someone else do not count against your storage.

Permanently deleting files.

Files that have been moved to **Trash** will automatically be deleted after 30 days. They can be deleted earlier.

To empty your entire Trash, click on **Empty trash** when viewing your Trash folder.

To delete a specific file, right-click on any file and click on **Delete forever**.

Note: Data that sits in your Trash still counts towards your storage.

Note: If you have a lot of trashed files, it may take a long time to empty your trash. Consider purging files in smaller increments.

Thanks to <https://uit.stanford.edu/project/google-workspace-optimization/clean-up-drive>

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