
MINIMIZING DISK SPACE USAGE IN DIGITA VIRTUAL OFFICE

<i>In General</i>	1
<i>Digita FileCabinet</i>	1
<i>Microsoft Outlook</i>	3

In General

This document explains various ways to reduce the amount of disk space used by Digita Professional Suite™ applications and Microsoft® Outlook® when run through Digita Virtual Office. You may occasionally need to perform these procedures to free up disk space.

Digita FileCabinet

The following procedures will help reduce the amount of disk space used by Digita FileCabinet™ data.

Adjust the settings in your scanner software

To reduce the amount of space used to store scanned documents, set your scanner software to scan documents in black and white (instead of in grayscale or in color).

Archive infrequently accessed documents to an alternate location

Digita FileCabinet enables you to free up disk space by moving older, seldom-used documents from the active data location and storing them in an archive location. By moving these documents to a different location (such as CD, a local hard drive, or an archive storage drive) and then compacting the client data, you can reduce the amount of disk space required in Digita Virtual Office.

Note: After you move documents from the active data location to local media, you will be able to access those documents only if you have access to the local media.

1. Make sure that no one else is working in, printing files to, or backing up client data to Digita FileCabinet.
2. In Digita FileCabinet, choose File > Archive.
3. Click the *Create archive* option.
4. Click the appropriate option.
 - *Append the archive to this volume* — Click this option to add to an existing volume of archived documents.
 - *Begin a new volume with this archive* — Click this option to start a new volume of archived documents, and then enter the volume label and any applicable comments in the fields provided.

5. Click the Continue button.
6. Click the appropriate option.
 - *All contents of selected drawers* — Click this option to archive all of the documents in all of the folders in the drawers you will select later in this process.
 - *Specific folders of selected drawers* — Click this option to limit the archive to the documents contained in specific folders within the selected drawers.
7. Click the Continue button to open the Archive dialog.
8. In the left pane, highlight the drawers you want to archive and click the Select button to move them to the right pane.
9. Verify that the path listed in the Archive location group box points to your local drive or your archive drive. (Local drives all have a \$ after the initial letter; for example, C\$ on Client (V:) is your local C: drive. Use **W:\CABINET_ARCHIVE** as the path to the archive storage drive location.) To change the archive location, click the Modify button.

Note: Do not use the archive location to store live production data. The archive drive allows you to store archived data at a lower cost, and does not perform at the same level as the production file servers.

10. Click the Archive button to begin the archive process.

During the archive process, data is deleted from the Digita FileCabinet data location and stored only in the archive data location. After the archive process is complete, you can click a volume icon in the folders window to view archive information or double-click a volume icon to access archived documents.

Note: After archiving, we recommend that you compact the data for optimal space savings. Please read the “Compact Digita FileCabinet data files” section on page 2 for more information.

Restoring archived data

Follow these steps to restore data that your firm backed up to the archive storage drive.

1. In Digita FileCabinet, choose File > Archive.
2. Click the *Restore archive* option and click Continue.
3. Verify that the restore path is **W:\CABINET_ARCHIVE**.
4. Highlight the volumes you want to restore, and click the Restore button.

Compact Digita FileCabinet data files

Due to the architecture of the Digita FileCabinet drawer data files, it is possible for the data files to contain unused space, which results in larger files than necessary. This issue is most common after you delete or archive data. To reduce the amount of unused space in the data files, you should compact the data files periodically.

1. Make sure that no one else is working in, printing files to, or backing up client data to Digita FileCabinet.

2. In Digita FileCabinet, choose Help > Repair > Compact tab.
3. In the Drawers available to compact pane on the left, highlight the drawers that contain the data files you want to compact, and click the Select button.
4. Click the Compact Drawers button.
5. When the process is complete, click OK.

Microsoft Outlook

The following procedures will help reduce the amount of disk space used by Microsoft Outlook data.

Compact the Outlook data file (or PST)

Outlook stores data in PST files. If you delete items (such as email messages or appointments) from a PST file, the size of the file does not change unless you compact the file.

Note: Depending on the size of the PST file, it might take several minutes to compact the file. We recommend that you compact PST files every 1 – 2 months.

1. In Outlook, click the File tab in the ribbon and then click the **Info** link on the left.
2. Click the Account Settings button, and choose Account Settings.
3. Click the Data Files tab, highlight the data file that you want to compact, and click the Settings button.
4. Click the Compact Now button.
5. When the process is complete, click OK.

Empty the Deleted Items folder

When you delete items in Outlook, they go into a Deleted Items folder by default. You can set up Outlook to delete these items automatically or you can manually delete them.

Automatically empty the Deleted Items folder

1. In Outlook, click the File tab in the ribbon and then click the **Options** link on the left.
2. In the Outlook Options dialog, click the **Advanced** link on the left.
3. In the Outlook start and exit section, mark the *Empty Deleted Items folder when exiting Outlook* checkbox.
4. Click OK.

Manually empty the Deleted Items folder

1. In Outlook, click the Mail button in the folder list.
2. Right-click the Deleted Items folder, and choose Empty Folder from the context menu.

Move inactive Outlook items to an archival data folder

You can create an additional, archival Microsoft Outlook data file (called a PST file) to limit the size of your active PST file. You can then back up old items such as email messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents in the archival PST file.

Note: If your firm is paying for additional premium production storage space, you might be able to save money by moving older items to archival PST files and storing the files on the archive storage drive.

Follow these steps to create an archival PST file.

1. In Outlook, click the File tab in the ribbon and then click the **Info** link on the left.
2. Click the Account Settings button, and choose Account Settings.
3. Click the Data Files tab, and then click the Add button.
4. In the Create or Open Outlook Data File dialog, enter or navigate to **W:\MSOFFICE_ARCHIVE** as the path for the PST file.
5. Enter a name in the *File name* field to indicate that the PST will be used for old items (for example, add “archive” to the file name). If multiple users will create archive PST files in this location, further customize the file name to indicate the user to whom the PST file belongs (for example, Jsmith_archive.pst).
6. Click OK to create the PST file.
7. In the Create Microsoft Personal Folders dialog, you can specify a unique name for the PST file and set a password. It’s helpful to give the PST file a recognizable name (such as Jsmith_archive) because the name will appear in various lists within Outlook. When you’ve finished making changes in this dialog, click OK.
8. In the Account Settings dialog, click the Close button.

The new PST file appears in the Outlook folder list. You can select messages or folders and drag them into the archive PST file. If you move large quantities of messages into the archive PST file, you should compact your data folders as outlined in “Compact the Outlook data file (or PST)” on page 3.