

## ScanDisk Can Compress Old Files

Compressing old files is available in Windows 2000 and XP, but exclusively on NTFS-formatted drives. It compresses files older than 50 days. If you need the extra disk space, compressing old files is a good idea.

1. Click Start...All programs...Accessories...System Tools...Disk Cleanup.
2. Put a check in the Compress Old Files box.

The compressed files are still accessible--Windows decompresses them on the fly when you open them--but they may take a little longer to open. You can tell a file is compressed because its file name is blue in Windows Explorer.

Whenever you want to return a compressed file to its uncompressed state, right-click it and select *Properties*. Click the *Advanced* button, uncheck *Compress contents to save disk space*, and click *OK*.

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