



 **O&O DiskStat**  
Professional Edition

O&O DiskStat  
Rev. 2007-05-03

© 2006-2007  
O&O Software GmbH • Am Borsigturm 48 • 13507 Berlin • Germany

Text, illustrations and examples have been produced with great care. The editor is neither legally nor in any other way liable for incorrect information given and its possible consequences.

This document is protected by copyright. All rights reserved. Without written approval no part of this document may be reproduced through photocopying, microfilming or any other procedure, nor may it be translated into a language used by machines, especially data-processing plants. Rights are likewise reserved for quotation in lectures, on radio and television.

Microsoft, Windows, Windows NT, Windows 2000, Windows XP, Windows Vista and Windows 2003 are registered trademarks of Microsoft Corporation, Redmond, USA. O&O and the O&O-logo are registered trademarks of the O&O Software GmbH, Berlin

# Table of Contents

<b>About O&amp;O DiskStat</b> .....	<b>1</b>
Welcome to O&O DiskStat .....	1
About Licensing .....	2
Difference between Professional and Server Edition .....	2
<b>Installation and System Requirements</b> .....	<b>3</b>
System Requirements .....	3
Installation .....	3
Registration .....	3
Enter the License Code .....	3
Complete Registration .....	4
Trial Version .....	4
Deinstallation .....	5
<b>Getting Started</b> .....	<b>6</b>
Start O&O DiskStat .....	6
Analyzing Drives and Folders .....	6
Analyzing Drives .....	6
Analyzing Folders .....	8
Understanding the Chart .....	9
Treemap .....	9
Deleting Superfluous Data .....	9
<b>Using O&amp;O DiskStat</b> .....	<b>10</b>
Start O&O DiskStat .....	10
Overview of the Hard Disk .....	10
Navigation Through Your Computer .....	11
Display Details of Files and Folders .....	11
Display Chart of an Entire Drive .....	13
Chart Settings .....	13
Display Sub-Charts (Chart Navigation) .....	14
Select Chart Type .....	14
Display Smaller Files and Folders .....	14
Select Number of Folders in a Chart .....	15
Set Chart Colors .....	16
Print/Save/Copy a Chart .....	17
Select Language .....	17
View/Save/Print Reports .....	17
Arrange by Type/Owner .....	17
<b>Support and Contact</b> .....	<b>18</b>
Technical Support .....	18
Authorized Resellers .....	18
<b>End-User License Agreement</b> .....	<b>19</b>

# About O&O DiskStat

## Welcome to O&O DiskStat

Many thanks for choosing O&O DiskStat! O&O DiskStat enables you to analyze used space on your hard disk with the help of Charts (Doughnut, Bar or Treemap). As soon as you start the program you are presented with a concise overview of your entire hard disk. With the help of O&O DiskStat, you can identify and dispose of superfluous files, saving yourself valuable hard disk space in the process!

Using O&O DiskStat is similar to using Windows Explorer. You can navigate through your hard disk simply and clearly and analyze the folder and files on your drives. Unlike with Windows Explorer however, with O&O DiskStat, you can also analyze folders. This you can do either as a percentage or as a whole, depending on your requirements. O&O DiskStat also arranges the largest folders or applications automatically into a Top n list, saving you precious time in establishing space usage!

The following chapters will help you get started and explain how best to use O&O DiskStat.

We hope you enjoy our product, and that it saves you valuable time both at work and at home!

Best regards, O&O Software GmbH  
[www.oo-software.de](http://www.oo-software.de)

## About Licensing

O&O DiskStat may be tested for 30 days free of charge and obligation. The remaining trial period is displayed each time you start the program.

O&O DiskStat is licensed per computer, meaning you must acquire a license for every PC on which you intend to use O&O DiskStat. A single license may not be installed on more than one computer at a time.

## Difference between Professional and Server Edition

O&O DiskStat is available in two versions: **Professional Edition** and **Server Edition**.

Unlike the Professional Edition the Server Edition supports the following additional features:

- Analysis of Network Drives
- Runs on Windows Server Operating System
- Creation of Reports
- Grouping by Owner

If you are interested in using O&O DiskStat in your company or as a technician to provide a service to customers, please contact one of our Authorized Dealers or our Sales Team to get more information on specialized licensing to meet your needs!


# Installation and System Requirements

## System Requirements

### Operating System:

- Windows Vista
- Windows XP
- Windows 2003 Server
- Windows 2000 Professional
- Windows 2000 Server

### .NET Framework 2.0 or higher

 **Note:**  
When it starts, the O&O DiskStat installation program will check if the NET Framework 2.0 is present on your system.

## Installation

In order to install and run O&O DiskStat, it is necessary for you to be a member of the local administrator group or possess an equal level of privileges. If you are a domain administrator, then you usually possess the adequate level of access.

The installation of O&O DiskStat is very easy. Please follow the steps described below:


1. Start the computer on which you would like to have O&O DiskStat installed.
2. Login as a local administrator or a user with sufficient privileges.
3. Start the O&O DiskStat installation file that you downloaded from our server.
4. After the setup program has successfully been installed, please follow the on-screen directions.

## Registration

To register O&O DiskStat you will need the registration code you received after you purchased the product. This registration code is also referred to as the license key, license code, serial number, serial#, or product ID.

To register, first start O&O DiskStat. The registration assistant will appear automatically whenever the unregistered version of O&O DiskStat starts or you have entered the registration code incorrectly.

### Enter the License Code

 **Note:**  
In order to use the product after installation or unlock it at a later time, it is necessary to be in the possession of a valid license key. If you have not entered a valid license key, you will only be able to use O&O DiskStat as a trial version for no more than 30 days.

The Registration Assistant allows a simple registration process. When you click on **Enter Registration Code**, a dialog box will appear. In the registration dialog you can enter your registration code that you received when you purchased O&O DiskStat. Please make sure that you do not confuse the letter "O" with zeros or enter any empty spaces.

**Enter License Code**

Please enter your data in the fields below to activate your copy of O&O DiskStat.

Name

Organization

License Code

[Click here](#) to buy a license code in our online shop now.

If you have problems entering the license code, please contact our support or visit our website for assistance.

E-Mail: [support@oo-software.com](mailto:support@oo-software.com) Website: <http://www.oo-software.com/>

OK Cancel

Entering the License Code

Click **OK** to save the information entered or **Cancel** to abort registration, close the dialog and discard any entered information.

Should you encounter any problems entering your registration information, please do not hesitate to contact our Technical Support.

### **Complete Registration**

If the information you entered is correct, the registration assistant will not appear the next time O&O DiskStat starts.

You can now register your license online to qualify yourself for special services e.g. technical support and updates at special rates.

### **Trial Version**

O&O DiskStat can be tested for 30 days, free of charge and obligation. During the trial period, the registration assistant will appear notifying you about the number of days left in the trial period. The test version allows for the analysis of the system drive. All other drives

can be analyzed only after the full version of O&O DiskStat Professional or Server has been purchased.

## Deinstallation

To remove O&O DiskStat from your System, please do the following:

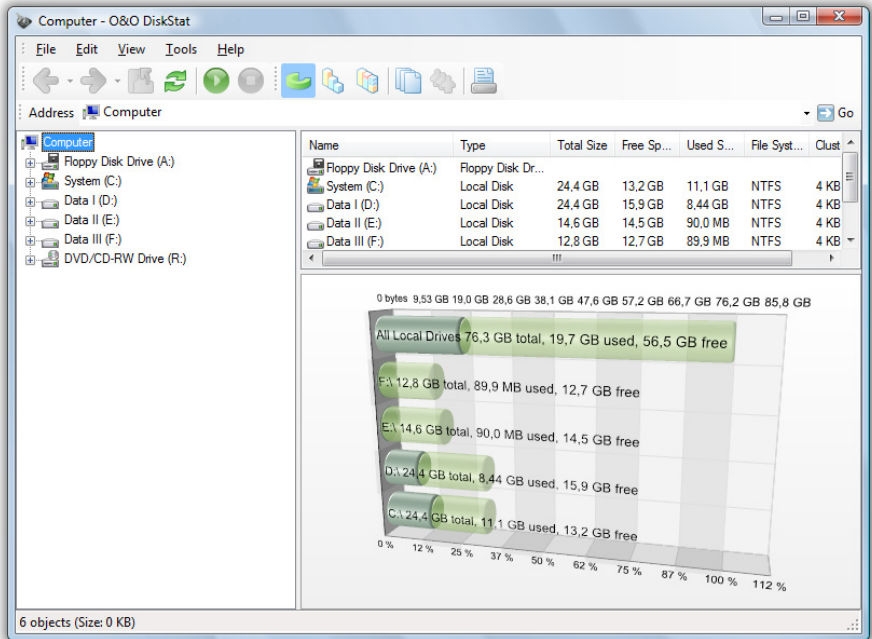
1. Open the **Control Panel** from the Windows Start Menu and select **Add or Remove Programs (Programs and Features** in Windows Vista).
2. Please select **O&O DiskStat** from the list of installed software and click on the **Remove (Uninstall** in Windows Vista) button.

Confirm the deinstallation of O&O DiskStat. After the removal of the software has completed, it may be necessary to restart your computer.

# Getting Started

## Start O&O DiskStat

Once successfully installed you can start O&O DiskStat either under **All Programs/O&O Software/O&O DiskStat** or by double-clicking the program icon on the Desktop. The start page will then appear.



O&O DiskStat displaying occupied and free disk space of all your drives

## Analyzing Drives and Folders

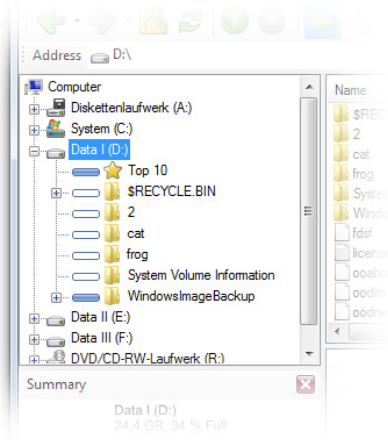
Analyzing your drive lets you see how much disk space individual programs, applications or folders are occupying. The result is displayed in the form of a Chart which shows how the disk space is assigned. Once an analysis is complete you can remove data from your drive that is no longer required, for example old or superfluous files.

### Analyzing Drives

To analyze a drive, please follow these instructions:

1. Start O&O DiskStat. After startup O&O DiskStat shows a chart displaying used and free space on the selected drive.

2. Select a drive you would like to analyze in the Treeview on the left side.



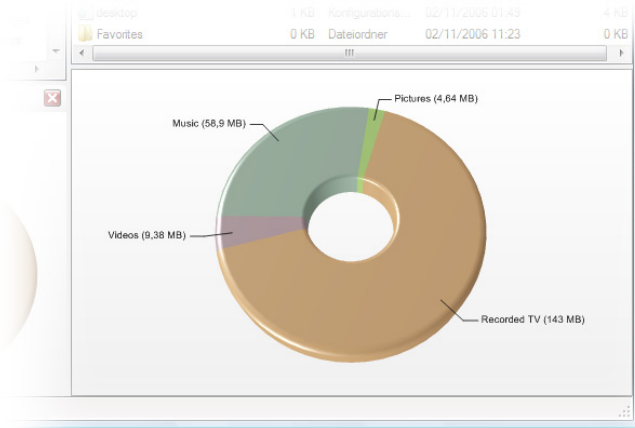
Treeview

3. Now click on **File** and **Start Analysis**.



Toolbar

4. A chart will appear displaying the respective space usage and distribution.



Doughnut Chart of Drive or Folder

The Status Bar shows a progress bar indicating the status of the analysis process.



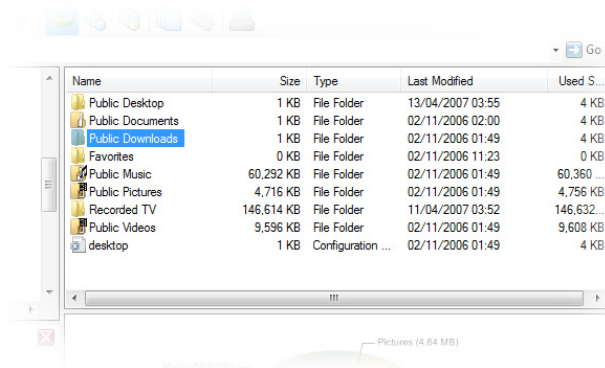
**Tip:**

If you wish to analyze every hard disk, click on My Computer and start the analysis from there. Depending on the size of the disks, this procedure can take several minutes.

**Analyzing Folders**

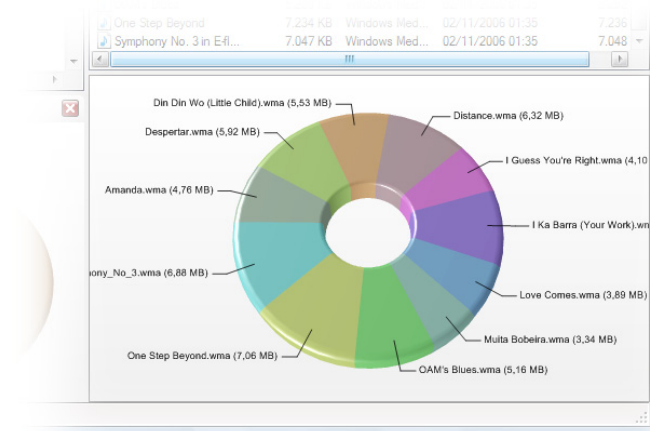
To analyze folders, proceed similar to **Analyze Drives**, as follows.

1. In the folder view area, click on an individual folder.



Folder and File View

2. Now click under **File** on **Start Analysis**.
3. A chart will appear displaying the respective space usage.



Doughnut Chart of a Folder

In the bottom left corner of the screen is a “Summary” which displays the space usage of the entire drive in relation to the currently selected folder.

## Understanding the Chart

The Chart displays files or folders and shows their comparative sizes. Individual sizes are shown in the labels. Smaller files and folders are lumped together and displayed as such. Under **Tools/Options** you can determine in percentage terms what size smaller files/folders should be displayed in. By double clicking on an individual folder in the chart, this folder will then be displayed as a chart itself.

### Treemap

The Treemap display provides a quick overview of the entire tree structure of a drive or folder. In contrast to the other charts, the Treemap also displays sub-files and sub-folders. This allows you to easily identify space wastage located deep within a file system. The file or folder concerned occupies varying amounts of space in the chart, depending on its size. You can determine the maximum depth at which you would like the file or folder to be identified under **Tools/Options**.

## Deleting Superfluous Data

Upon completing an analysis, you can delete selected files and folders:

1. In the chart, right click on the file or folder you wish to delete.
2. Select **Delete** from the context menu.
3. Confirm this in the pop-up window.
4. The selected folder will then be deleted and placed in the Recycle Bin.



### Note:

You cannot uninstall programs through the Chart. This must be carried out under the Control Panel of your computer.

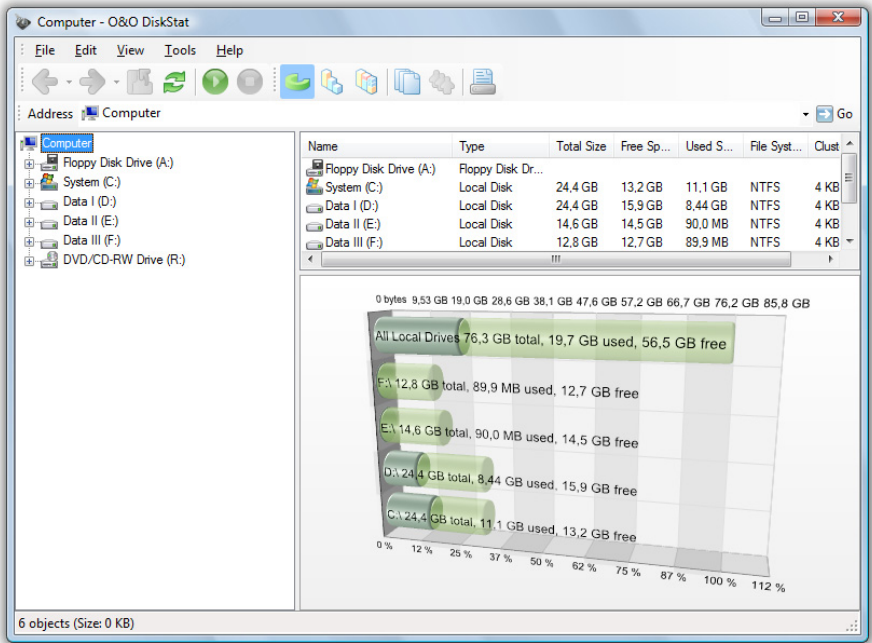
# Using O&O DiskStat

## Start O&O DiskStat

Once successfully installed you can start O&O DiskStat either under **All Programs/ O&O Software/ O&O DiskStat** or by double-clicking the program icon on the Desktop.

## Overview of the Hard Disk

The start screen of O&O DiskStat displays a general overview showing used and free space of all drives. Only the system drive (normally C:) is shown with the trial version of O&O DiskStat.



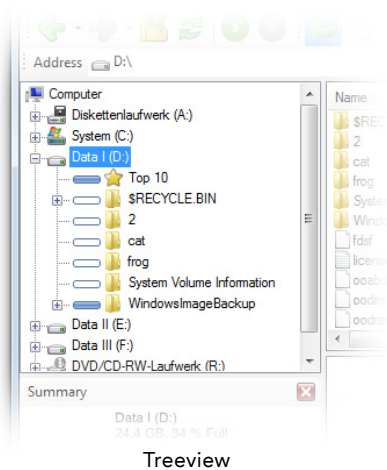
O&O DiskStat displaying occupied and free disk space of all your Drives

### Note:

On Windows Vista mapped network drives may not always appear. In this case, set the value EnableLinkedConnections of the registry key HKEY\_LOCAL\_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Policies\System to 1.

## Navigation Through Your Computer

In the Treeview, just as in Windows Explorer, you have a general summary of all the folders and subfolders in the drives. The Analysis of the **Top 10** list enables detection of the largest files and folders on the drives.

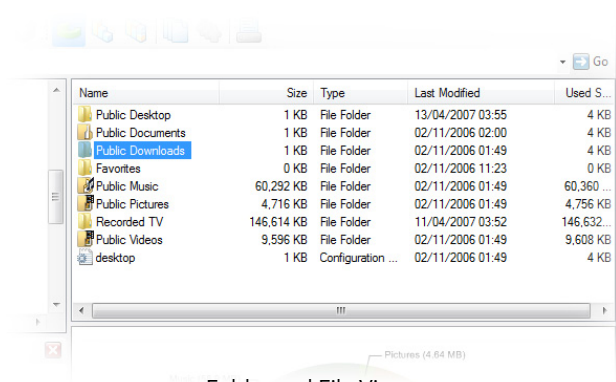


**Note:**  
The diagram of the drive or parts thereof will only be displayed when a complete analysis of the drive has been carried out.

**Note:**  
If an analysis of the entire drive is taking too long, you can analyze individual folders parallel to it.

## Display Details of Files and Folders

File view allows for different drive details or underlying folders to be displayed in a list. The details depend on the analysis level, i.e. My Computer (highest level), Drive, Top 10 or Folder. You can find the different properties by going to the Menu and selecting **View/Choose Details**.

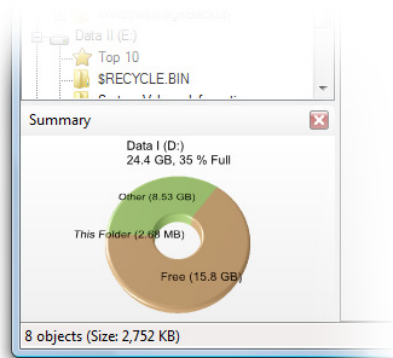


<b>Name</b>	Name of Drive or Folder, e.g. Volume (E:)
<b>Size</b>	Size of Drive/Folder/File
<b>Typ</b>	Type of Drive/Folder/File, e.g. "Word Document".
<b>Last Modified</b>	Date last changed
<b>% of Parent Folder</b>	Size of File/Folder as percentage of Parent Folder
<b>% of Drive</b>	Size of Folder/File as percentage of used space on drive
<b>Size of Files</b>	Size of all files in actual Folder (not in Subfolders)
<b>Size of Subfolders</b>	Size of all Subfolders in the actual folder
<b>% of Files</b>	Size of all files in the same folder as actual file, as percentage
<b>% of Subfolders</b>	Size of folder as a percentage of all other Subfolders
<b>% of Total Drive</b>	Size of Folder/File as a percentage of the entire drive (free and used)
<b>Owner</b>	Name of creator of file or folder
<b>Attributes</b>	Meta information of file or folder
<b>Free Space</b>	Free space on a particular drive

<b>Used Space</b>	Hard disk space being used by the Folder/File. With NTFS File Systems, size is normally rounded up to 4KB (Cluster Size), so a 1 Byte file occupies 4 KB of the hard disk.
<b>File System</b>	e.g. NTFS or FAT32
<b>Cluster Size</b>	The smallest unit of memory on the hard disk. With NTFS File Systems, normally 4KB. Every file on the hard disk occupies at least this amount of space.
<b>In Folder</b>	Path to specified file (only with Top 10)

## Display Chart of an Entire Drive

The window in the bottom left corner shows a Summary chart for each current analysis. You can see the amount of free or used space on the drive and how much the current folder is using.



Summary Chart

## Chart Settings

Charts can be displayed in different styles and a number of individual settings can be applied.

### Display Sub-Charts (Chart Navigation)

The charts are interactive. By double clicking on a certain area you can display a chart in an effort to maximize readability of the chart. This enables you to navigate to the smallest of Subfolders.

### Select Chart Type

There are three types of chart: Bar, Doughnut and Treemap. You can set the type of chart under **View/Chart/Chart Type**.



Toolbar

### Display Smaller Files and Folders

Smaller files and folders are summarized in one area of a chart. Under **Tools/Options** you can set the minimum size of these files and folders, so that they are also displayed in the chart.

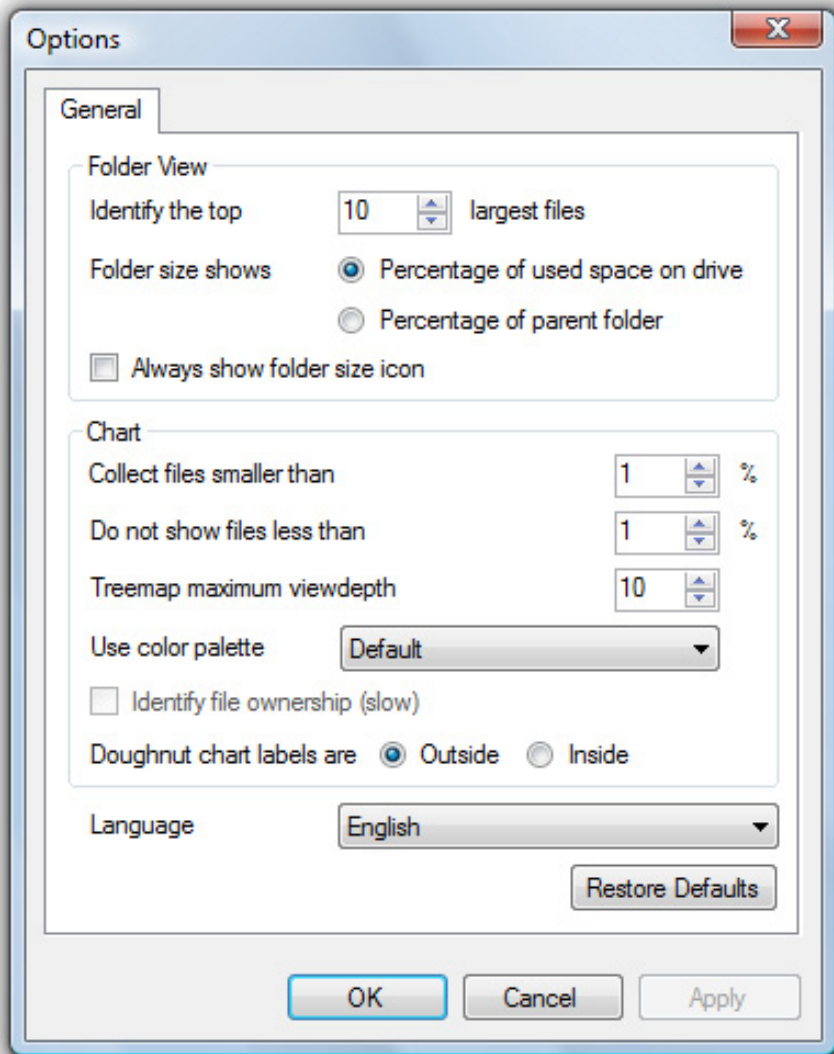


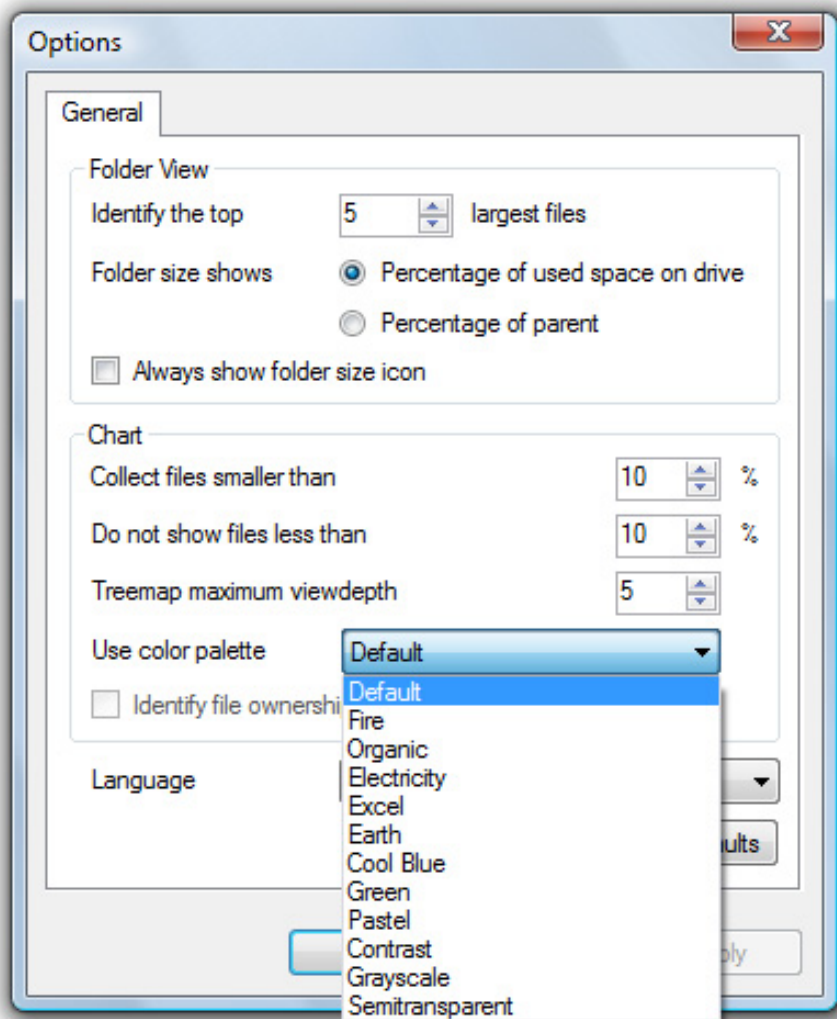
Chart Settings

### Select Number of Folders in a Char

By default, a chart will display the Top 10 largest Folders/Files. You can change this under **Tools/Options**. If you increase the amount to be displayed, you must repeat the analysis to get the appropriate results.

## Set Chart Colors

Under **Tools/Options** you can determine the colors of a chart.



Color Palette

## Print/Save/Copy a Chart

There are several options available in the **Menu** under **File** or in the **Chart Context Menu**:

- **Print Chart**
- **Save Chart**
- **Copy Chart**

## Select Language

In the **Menu** under **Tools/Options** you can choose between the languages English or German. The **Standard** Option means O&O DiskStat will attempt to adopt the language of your computer's system settings. Should you change the language settings, you will need to restart the program for the settings to take effect.

## View/Save/Print Reports

Owners of an O&O DiskStat Server Edition can view reports.

**View Reports:** Click on **File** and then **Report/View Report**. A report appears in your web browser which shows first the largest files/folders on the drive, and then the files/folders from the analyzed folder.

**Save Reports:** Click under **File** on **Report/Save Report** as. You can then select under which format the report should be saved (XML or HTML).

**Print Reports:** Click under **File** on **Report/Print**. You can also preview a print request under **File/Report/Print Preview**.



### **Note:**

A complete report is created once an Analysis is finished.

## Arrange by Type/Owner

Owners of a Server Edition can select under **Group by** under **View/Chart** how files and folders should be organized within a chart. The options are:

- **Type:** The type of files will be displayed.
- **Owner:** This Option is especially suited to company networks. It displays which owner has the largest files. In order to activate this method, the option **Identify Ownership** must first be selected under **Tools/Options**. Please note that this can slow the analysis procedure down.

# Support and Contact

## Technical Support

To receive more information about O&O DiskStat, please visit our website, [www.oo-software.com](http://www.oo-software.com), and get the latest information about product developments and support. Also included on our website are regularly updated FAQs and Knowledge Bases that offer the most common problems and questions regarding our products.

All registered customers receive installation and product support free of charge for the first 90 days after registration. When contacting our support department, please do not forget to have your registration code ready.

In addition, it may be helpful to read our frequently asked questions (FAQ) section of our website before you contact our support department. It is always possible that your specific question or problem may have already been addressed.

## Authorized Resellers

For answers to all questions regarding the licensing and purchase of our software products, our authorized reseller partners in over 30 countries stand ready to assist you. Their names and addresses may be found at our website under the 'Purchase' heading. We would also be more than happy to assist you in finding the partner closest to you.

O&O Software GmbH  
Am Borsigturm 48  
13507 Berlin  
Germany

Tel +49 (0)30 4303 4303  
Fax +49 (0)30 4303 4399

E-mail [info@oo-software.com](mailto:info@oo-software.com)  
[sales@oo-software.com](mailto:sales@oo-software.com)

Web [www.oo-software.com](http://www.oo-software.com)

# End-User License Agreement

## IMPORTANT – PLEASE READ CAREFULLY

This end user license agreement is a legally binding contract between yourself (as a natural or a legal person) and the company O&O Software GmbH (O&O) for the software product named above. By installing the software product, you declare your agreement with all conditions of the license agreement.

If you do not agree with the conditions of the license agreement, you are not entitled to install or use the software product. Should this be the case, you can return the software product along with a copy of the invoice or receipt to the distributor from whom the product was purchased in exchange for a full refund.

The software product is protected by copyright laws and international copyright contracts as well as other laws and agreements concerning intellectual property.

### 1. Subject of the contract

The subject of this contract is the computer program, the description thereof and the user manual as well as any other accompanying written material. This will henceforth also be referred to as "software".

O&O wishes to point out that, at the current state of technology, it is not possible to create software that works perfectly in all applications and combinations. The subject of this contract is therefore a software program that is fit for the purposes detailed in the description and the user manual.

### 2. License granting

For the duration of this contract, O&O grants you the simple, non-exclusive and personal right (henceforth referred to as "license") to use a copy of the software on a single computer. If this single computer has multiple users, this user right applies to all users of the system.

As a license-holder, you may physically transfer the software (i.e. saved on a data carrying medium), on condition that it not be used on more than one computer at a time. Further use, especially repeated installation, use, and subsequent uninstallation on various computers (floating license) is prohibited.

The software product may only be used on the operating system type corresponding to the version number.

#### (a) O&O DiskStat Professional Edition

You are entitled to install and use the software product on a computer with one of the following operating systems: Microsoft Windows 2000 Professional Edition, Microsoft Windows XP (all editions) or Microsoft Windows Vista (all editions).

#### (b) O&O DiskStat Server Edition

In addition to the operating systems mentioned in 2 (a), you are entitled to install and use the software product on a computer with one of the following operating systems: Microsoft Windows 2000 Server or Microsoft Windows 2000 Advanced Server or Microsoft Windows Server 2003 (all editions).

### **Test license**

You are permitted to install and use the software product for evaluation purposes free of charge and obligation. You are not permitted to sell or market the product in combination with other products (either commercially or non-commercially) without obtaining prior written authorization from O&O Software GmbH.

Backup copies: You are further permitted to make copies of the software product, purely for backup and archiving purposes.

### **3. Description of further rights and limits**

The license-holder is prohibited from;

- (a) altering, translating, reverse-developing, decompiling or disassembling the software without the advance written permission of O&O
- (b) creating products derived from the software or making copies of the written material, translating or altering the written material or creating products derived from the written material
- (c) distributing copies of the software to third parties
- (d) changing or removing the copyright mark on the copies of the software
- (e) renting out, - or lending the software

The license holder is permitted to transfer all rights from this license agreement permanently to another person, provided that the recipient also agrees to all conditions of this license.

The license holder must use the software only in compliance with all relevant laws.

### **4. Ownership of rights**

Any ownership rights applying to the software, including but not limited to copyright laws, belong to O&O. Any not explicitly claimed rights are reserved by O&O.

The purchase of a license for a product simply grants a right to use the software as described in the conditions of the license agreement. This does not imply a right to the software itself. In particular, O&O reserves all publication, multiplication, processing and utilization rights to the software.

### **5. Reproduction**

The software and accompanying written material are protected by copyright laws. The user has the right to create copies of the software for back-up and archiving purposes. He or she is thereby also obliged to reproduce O&O's copyright mark on the physical medium or in the program. A copyright mark present in the software may not be removed. Copying or reproducing the software in original or altered form, or merged with or included in other software, is explicitly forbidden.

Provided you pass on only the test version, you may reproduce the installation data as often as you wish. However, you may only pass on exact copies and may not alter these in any way.

For such reproduction, you may not demand any kind of compensation. You may not distribute or market this product in combination with other products - whether commercially or non-commercially - without the advance written permission of O&O.

## **6. Length of the agreement**

This agreement is valid indefinitely. The right of a license-holder to use this software is removed automatically and without notice if he or she violates one of the terms of this agreement. At the end of the period of right to use, the license-holder is obliged to destroy the software, all copies of the software, and the written material.

## **7. Compensation for breach of contract**

O&O would like to point out that you are responsible for any damages arising from breach of copyright if you violate these contract terms.

## **8. Changes and Updates**

O&O is entitled to update the software as it wishes. O&O is not obliged to make updated versions available to license holders who have not registered their product with O&O, or who have not paid the update fee. Any additional software code that is made available to you as an update is considered a part of the software and is therefore subject to the terms of this agreement.

## **9. O&O's Guarantees and Responsibility**

- (a) O&O guarantees the original license-holder that the data medium carrying the software is free of errors at the point of delivery, assuming normal operating conditions and a normal level of maintenance.
- (b) If the delivered data carrier is faulty, the purchaser can demand a replacement during the 24-month guarantee period. For this, he or she must return the data carrier, any back-up copies and the written material along with a copy of the invoice or receipt to O&O or to the dealer where the product was purchased.
- (c) If a fault as described in clause 9 b is not corrected by means of a replacement delivery within a reasonable time period, the purchaser can demand either that the sale price be reduced or that the contract be canceled.
- (d) For these reasons and for those mentioned in clause 1 of this contract, O&O accepts no responsibility for mistakes in the software. In particular, O&O does not guarantee that the software will meet the particular requirements and demands of the purchaser or that it will function together with other software he or she has chosen. The purchaser is responsible for the correct choice of software and the consequences of the use of that software, as well as the results aimed at or intended. The same principle applies to the written material that accompanies the software. If the software is fundamentally unfit for use as described in clause 1, the customer has the right to cancel the contract. O&O has the same right should the creation of software that is fundamentally fit for use as described in clause 1 not be practically possible.
- (e) O&O is not responsible for any damages, unless such damages are caused deliberately or arise from gross negligence on the part of O&O. In contracts with traders, an assumption of responsibility for gross negligence is excluded. This does not apply to assurances by O&O that refer to specific characteristics. Responsibility for damages not included in such an assurance will not be accepted.

## **10. Third-Party Licenses**

This product contains code licensed under the terms of the Mozilla Public License Version 1.1. The source code version of the covered code is available at [www.oo-services.com/mpl](http://www.oo-services.com/mpl).

The software contains Code that we used with kind permission from Steven Roebert.

## **11. Competency**

If the license-holder is a registered merchant under German law, the law that applies to this contract is the law of the Federal Republic of Germany. In this case, the state and federal courts of the Federal Republic of Germany assume responsibility.

If you have any questions regarding the licensing of O&O software or you wish to contact O&O, please get in touch with us as follows:

O&O Software GmbH  
Am Borsigturm 48  
13507 Berlin  
Germany

Tel +49 (0)30 4303 4303  
Fax +49 (0)30 4303 4399

E-mail [info@oo-software.com](mailto:info@oo-software.com)  
[sales@oo-software.com](mailto:sales@oo-software.com)

Web [www.oo-software.com](http://www.oo-software.com)