

Folder_Size_Analyzer — QuickStart Guide

What this tool does

Folder_Size_Analyzer scans any folder you choose and creates clean CSV reports showing:

- Folder sizes
- File counts
- Created / modified dates
- Optional file-level details
- A complete summary of your scan

No installation required — just double-click the script.

You can download the tool from: https://github.com/TechPoov/Folder_Size_Analyzer/releases

1. Prepare Your Config File

In the same folder as the script, there must be a file named:

`Folder_Size_Analyzer.config`

A simple example:

```
[Job1]
ScanFolder=C:\Data
OutputFolder=C:\Reports
Mode=Folders
MaxDepth=0
Debug=0
```

Meaning:

- Scan `C:\Data`
- Save CSV reports in `C:\Reports`
- `Mode` can be: **Folders**, **Files**, or **Both**
- `MaxDepth=0` means scan unlimited subfolders
- `Debug=0` keeps logs clean

You can add multiple jobs: `[Job2]`, `[Job3]`, etc.

2. Run the Tool

Double-click:

`Folder_Size_Analyzer.vbs`

That's it.

The tool reads your config, scans folders, handles errors safely, and produces CSV outputs.

No command-line. No installation.

3. Where Reports Go

For each job, you will get:

1. Data CSV

Contains the main output:

- Folder sizes
- File counts
- Dates

2. Log CSV

Shows steps, warnings, and any errors.

3. Debug Log (*only if Debug=1*)

Detailed step-by-step trace.

4. Summary CSV (one per run)

Located next to the script:

- Status of each job
 - Start/end time
 - Duration
 - Output file paths
 - Folder count, file count, error count
-

4. Choosing the Right Mode

- **Folders** → Good for high-level space reports
- **Files** → Good for detailed file listings
- **Both** → Full detail for both folders and files

Most beginners start with:

```
Mode=Folders  
MaxDepth=0
```

5. Common Mistakes (and Fixes)

✖ Output folder does not exist

→ Create the folder manually before running.

✖ Wrong mode spelling

→ Use exactly: `Folders`, `Files`, or `Both`.

✖ Network drive access denied

→ Map the drive or ensure read permissions.

✖ Config filename mismatch

→ Must match `.vbs` name; keep both in same folder.

6. Typical Workflow

1. Create the `.config`
2. Set `ScanFolder`
3. Set `OutputFolder`
4. Run the script
5. Open the CSV in Excel
6. Sort/filter to analyze results

Most users finish a useful report in **under 1 minute**.

7. When to Use This Tool

- To find which folders consume the most space
- To build monthly storage reports
- To audit shared network drives
- To clean up large or old folders
- To produce CSVs for management dashboards

8. Support

If logs show errors, open the **Log CSV**.

Everything is timestamped and human-readable.

For deeper troubleshooting, set:

Debug=1

This generates a detailed debug trace.

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“A tool becomes powerful the moment its user stops guessing and starts knowing.”