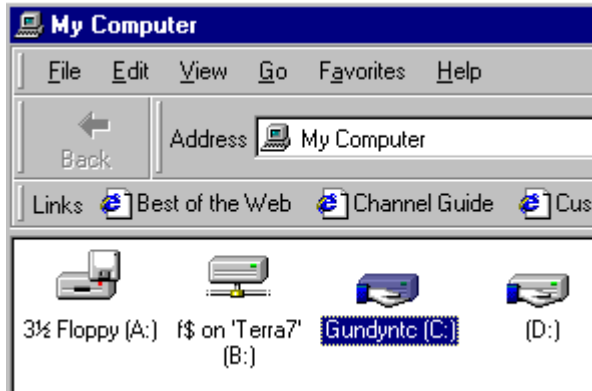


Routine Hard Drive Maintenance Windows 95, Windows 98

The **Scandisk** program performs important maintenance on your computer's hard drive. Please complete these steps **twice each month**.

1. From the Windows Desktop, double-click on the **My Computer** icon. The next screen should appear.
2. Right-click on the **drive labeled (C:)**. It should become blue (indicates that it is selected)

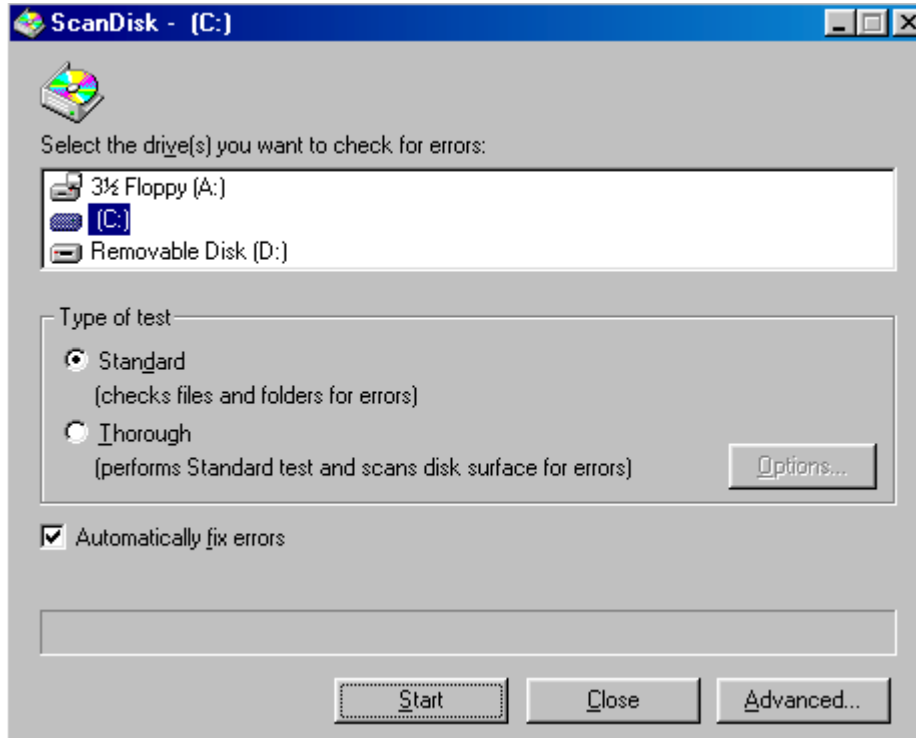


3. From the drop-down menu, select **Properties**.
4. The next window contains two (2) or three (3) tabs, click on the **Tools** tab.



Routine Hard Drive Maintenance Windows 95, Windows 98

5. Click the **Check Now** button to begin the program.



6. Observe that the **Standard** and **Automatically fix errors** options are selected. If they are not, click them.
7. Click the **Start** button to initiate the scan.
8. When the process finishes, just close the program, and mark your calendar for another two weeks or
9. If you have “real” problems with your scandisk failing, use the **Thorough** setting.

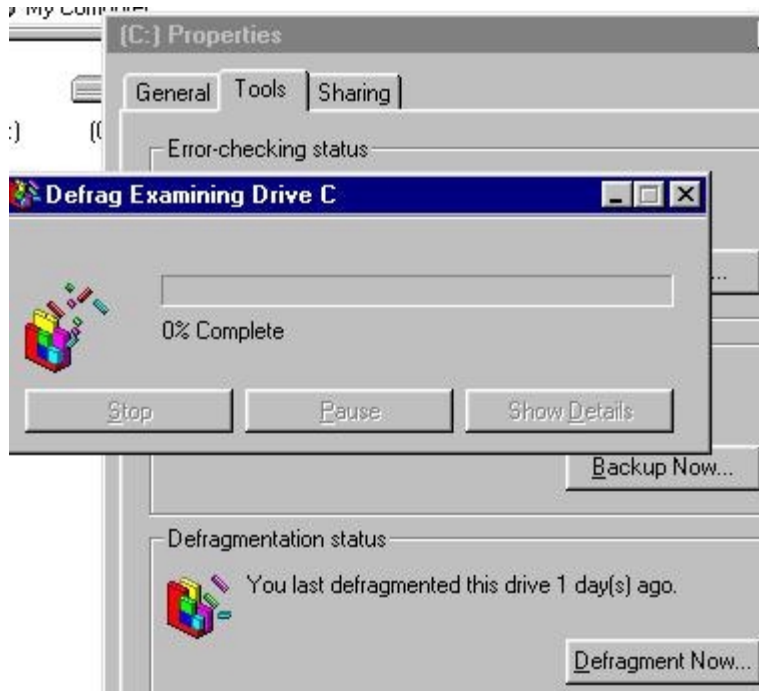
Disk drive fragmentation is caused by the creation, modification, and deleting of files. The result is a file whose contents are scattered across the hard drive. **Perform the defragmentation following your use of the scandisk program.** Trust me, these are necessary maintenance steps to assure clear operation of your system.

The Defragmentation program is located on the same Tools page as Scandisk. If you have just finished a Scandisk, skip to step 5.

1. From the Windows Desktop, double-click on the **My Computer** icon. The next screen should appear.
2. Right-click on the **drive labeled (C:)**. It should become blue (indicates that it is selected)
3. From the drop-down menu, select **Properties**.

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4. The next window contains two (2) or three (3) tabs, click on the **Tools** tab.
5. Click the **Defragment Now** button to begin the program. Perform defrag regardless percentage. Please.
6. The defragmentation process will continue for some time.
7. The window will indicate the progress toward completion.
8. At the end of processing, close the windows and mark your calendar for another two weeks.



Other items.

If your screen saver starts during these processes, it will cause the scandisk or defrag program to restart. This means it will never finish. To eliminate this possibility, turn the screen saver off.

While planning to run this program, it is best not to have other programs running at the same time.

Email your comments about this handout to ccstaff@terra.cc.oh.us

Watch <http://www.terra.cc.oh.us/cc/> for other valuable computer tips.

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