

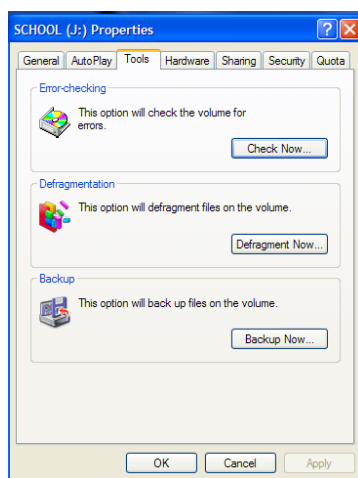
Computer Troubleshooting

Scandisk and Defrag

AN EXPLANATION OF SCANDISK AND DEFRAG

Scandisk and Defrag are important utilities that come with Windows, to help you tune up your Windows file system (hard drive) and make sure it's running properly. Scandisk checks your drive to make sure there aren't any problems with it, and Defrag (short for Disk Defragmenter) organizes your file system to help Windows read files faster.

You can usually find Scandisk and Defrag on your Start menu under "Programs" then "Accessories" and "System Tools". Another easy way to access both programs is to open "My Computer", and right-click on the drive you want to tune up. On the context menu choose "Properties" and then select the "Tools" tab. If you use this second method to start Scandisk and Defrag, you should see a window like the one below:



Just like you periodically get your oil changed in your car, you should run Scandisk and Defrag now and then, to keep everything running smoothly. You should run Scandisk and Defrag at least once a month. Later versions of Windows will automatically run Scandisk before starting up, if the computer was not shut down properly before the boot.

It should be noted that running Scandisk and Defrag *more* than once a month is still helpful. Also, the more often you run Defrag, the less time it will take, because there is less work to do.

WHAT'S THE POINT?

Regular maintenance on your disk drives can keep your computer running at peak performance. Most people ignore this and after a while wonder why their computer runs slow or appears to slow down. In many cases running these programs can and will improve the performance of their machine. Scandisk and defrag should be run at least once per month at a minimum.

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RUNNING DEFRAG LAB ACTIVITY

Run DEFRAG on your classroom workstation and your computer lab workstation. Follow the instructions below to complete the activity. Record the ANALYSIS RESULTS in the space provided below.

1. Double click **MY COMPUTER**
2. Right Click on the drive to work on and select **PROPERTIES** from the menu
3. Select the **TOOLS** tab
4. Select **Defragment Now**
5. Click on the **ANALYSIS** button
6. Click on **VIEW REPORT** when the analysis is complete
7. **Record the VOLUME INFORMATION in the space below – yes you have to write each line of information**
8. Click on **DEFRAGMENT** to complete the process

DELL COMPUTER (in Lab)

COMPAQ COMPUTER (on counter)