

WINDOWS MAINTENANCE TIPS

(H E Doyle)

Disk Clean Up (weekly): Start, All Programs, Accessories, System Tools, Disk Cleanup (calculating) Disk Cleanup tab, Files To Delete: Check each box with GB, MB or KB to delete. OK. Or,
Start, My Computer, Right Click. Windows XP (C:), Properties, General tab, Disk Cleanup (Calculating), Files To Delete: Check each box with GB, MB or KB to delete. OK.

Error Check (weekly)* Start, Computer, Right Click Windows XP (C:), Properties, Tools tab

Error Checking, Check Now, Check Disk Windows XP (C:)

Mark box: Automatically fix file system errors

Mark box: Scan for and attempt recovery of bad sectors

Start (progress bar), Disk Check Complete

Restart: will automatically run Check Disk (black screen, white type),
5 stages (allow one hour)

Run Defrag in Safe Mode (Tap F8 key on boot up)

Microsoft Disk Defrag (bimonthly): Start, Computer, Right Click Windows XP (C:), Properties, Tools tab, Click: "Disk Defragmenter"

Click: Analyze (takes a few minutes)

Analysis Report

(If fragmentation is 5% or more, proceed to next step)

Click: Defragment (Allow 45-60 minutes)

(Recommend downloading Smart Defrag from www.iobit.com)