Step 1

- 1. Left Click on [Start]
- 2. Left Click on [My Computer]
- 3. Right Click on [Local Disk (C:)]
- 4. From the drop down menu select (left Click) [Properties]



The pop-up window that appears will allow you to perform a number of functions. Hence the preceeding steps will need to be redone for each of the functions that follow.

Step 2



Under the "General Tab" in the "Local Disk (C:) Properties" menu Left Click on [Disk Cleanup] A popup window titled "Disk Cleanup" will appear. Depending on ho frequently this



function has been performed in the past, this process may take a while.

- 3. When the process finishes you get to determine which files to delete. Make sure that there are no check marks in front of the following items:
 - a. Office Setup files
 - b. Setup Log Files
 - c. Compress Old Files
 - d. Catalog files for content Indexer
- 4. Left Click [OK]
- 5. Answer (left click) [Yes] to the popup window.



Step 3

- 1. Repeat Step 1 above
- 2. Left Click on the [Tools] Tab in the Local Disk (C:) Properties Window
- 3. In the "Error-checking" section Left Click on the [Check Now...] radio button
- 4. Place (left click in the square) a check mark in front "Automatically fix file system errors"
- 5. Left Click on [Start] --- note that the other option that attempts to recover bad sectors will take a lot longer.

- Error-checking	mputer
This option will check the volume for errors. Check Now Defragmentation This option will defragment files on the volume. Defragment Now	Check Disk Local Disk (C:)

- 6. Windows cannot check the file system while it is running. Answer [Yes] the next pop-up window.
- 7. Now reboot the PC [Start] [Turn Off Computer] [Restart] DO NOT TOUCH ANY KEY WHEN NOTIFIED THAT THE DRIVE WILL BE CHECKED

Checking Disk Local Dis	s (C:)			
(i) The disk check cos	id not be performed because the dis	k check utility needs exclusive access	to some Windows files on the disi	. These files can be
eccessed only by	estarting Windows. Do you want to	schedule this disk check to occur the r	text time you restart the compute	r7

Step 4

- 1. Left Click on [Start]
- 2. Right click on [My Computer]
- 3. In the drop-down menue select [Manage]
- 4. Expand the "Event Viewer" by left clicking on the plus sign (+) in front of it.
- 5. Highlight "Application"
- 6. In the right part of the window locate an information file with the "Source" named Winlogon.
- 7. Right click on that file and select [Properties]
- Scroll down in the description field of the "Information Properties" window until you see the disk statstics. Check if there are any bad sectors. Bad sectors are an indication of hardware failure.
- 9. Notify MIS (Ralf Braukmann, Kevin Coon, Dave McLachlan, or Irene Spearns) at Head Office if there are any bad sectors.



🗏 Computer Management				-		Information Properties	2 🗙
및 File Action View Window He 는 → ⓒ 등 문문 ⓒ 등 / 않	elp				_ @ ×	Event	
Computer Management (Local) System Tools System Tools Devent Viewer Computer Name Norosoft Office Diagnosites Norosoft Office Sessions Norosoft Office Sessions Source Manager Storage Storage Device Manager Storage Device Manager Storage Device Manager Storage Stora	Type Warning Unformation Unformation Unformation Unformation Unformation Unformation Unformation Unformation Unformation Warning Warning Warning Unformation Unformation Unformation Unformation Unformation Unformation	Date 4/10/2007 4/10/	Time 8:10:28 AM 8:05:58 AM 8:05:18 AM 8:04:49 AM 8:04:49 AM 8:04:13 AM 8:04:05 AM 8:04:05 AM 8:04:05 AM 8:04:05 AM 8:04:05 AM 8:04:05 AM 8:04:05 AM 8:04:05 AM 8:04:05 AM 10 AM 7:12:28 AM 7:12:38 AM	Source Windows Search Service Windows Search Service Windows Search Service Norton Ghoat SecurityCenter Creative Service for C CoEvIMgr ccSetMgr ccSetMgr ccSetMgr ccSetMgr ccSetMgr CoEvIMgr	Cate A Gath Sear Medi None None None None None None None None	Date 47 //0/2007 Source Wintgon Time: 8/03/58 AM Cetegory: None Type Information Event ID: 1001 User: N/A Computer: DBELT02 Description: User: User: S354113 KB total dak apace. 3/640476 KB in 64947768 21752 KB in 5258 indexes. 0 KB in bad sectors. 183581 KB n use by the system. 65556 KB occupied by the log file. 23512264 KB evaluable on disk.	

Step 5

- 1. Repeat Step 1 above
- 2. Left Click on the [Tools] Tab in the Local Disk (C:) Properties Window
- 3. In the "Defragmentation" section Left Click on the [Check Now...] radio button
- 4. In the "Disk Defragmenter" Window highlight "(C:)" under Volume (left click)
- 5. Left Click on "Defragment"
- 6. Allow the process to finish.

Ererchecking	imputer				^	
This option will check the volume for errors.	🗳 Disk Defragmer	nter				
Check Now	File Action View	Help				
	+ + 🖬 😫					
elegneriation	Volume	Session Status	File System	Capacity	Free Space	% Free Space
The option will defregment files on the volume.	(C;)		NTES	55.66 GB	22.42 G8	40 %
Detragment Now	(E.)		NIFS	37.30 GB	23.65 GB	63
	Estimated dsk usage	e before defragmentati	ion:			
OK Cencel Apply	Estimated disk usage	e before defragmentati e after defragmentation	ton: 11			