PC Tech UpTime, Inc.

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PC COMPUTER MAINTENANCE INSTRUCTIONS

The purpose of this article is to help computer users enjoy the fastest speed possible from their computer by using the built-in maintenance features that your computer already has built inside the system. Three main types are: Disk Cleanup, Error Checking, and Defragment. To help simplify the maintenance procedure it is best to print these instructions out before you get started! This is the general instructions to get to the "MyComputer", "Computer", and "This PC". All of these names describe the root location of your main hard drive, or C:\ drive.

To begin go to the "START" button on Windows XP or the pearl



button on Windows Vista / Windows7. It's

located on the bottom left of the desktop screen. On **Windows 8.0** press the Windows key on the keyboard or hover in the lower left taskbar area and click. You will end up in the new Start Menu, Click in the lower right task bar to get "All Programs" there find "This PC" icon (this is the well-known My Computer). **Windows 8.1** upgrade offers a down arrow in the Start Menu area to help you find All Programs section. Next, open: "My Computer / Computer, or This PC" by double clicking on it. This depends on whether or not you have your system set to Double Click or Single Click.

Then move your cursor over the hard drive icon named: "Local Disk (C:)". Right click on it to get the information menu to popup. Left Click "Properties" at the bottom of the list. When the window opens click on the "General" tab. These actions open the "LOCAL DISK (C:) PROPERTIES" window. This is where you will do all of your maintenance. Please note Microsoft has done a good job changing this window around on different systems, but this picture below is reasonably good enough to help you get around, and do the maintenance.

Tools	Tools		Hardware	Quota	
Sharing	Sec	urity	Previous Version	ns Gene	
	HP				
Type: File system:	Local NTFS	l Disk			
Used space: Free space:		61,242,040,320 bytes		57.0 GB	
		173.0)27,659,776 bytes	161 GB	
Capacity:		234,269,700,096 bytes		218	GB
			Dhu G	Dis	Cleanup

NOTE:

Remember that your RIGHT BUTTON click offers you an information menu. The LEFT BUTTON click performs action such as opening a program.

First, Left click Disk Cleanup on the Disk Cleanup button located just to the right side of the Hard Drive Pie-chart. A small progress bar window will open. Allow that to continue to finish completely.
 Disk Cleanup is calculating how much space you will be able to free on HP (C). This may take a few minutes to complete.

Cancel

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Scanning: System error memory dump files

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2) Next, a "Disk Cleanup for (C:)" window will appear with a list of items that can maintained. For a Vista computer avoid placing a check mark in the "Hibernation" box. You may have more or less items listed depending on the software you have installed on your computer. These are files that you don't need!

💰 Disk Cleanup for (C:)	2 🛛		Disk Cleanup for HP (C:)	×
Disk Cleanup More Options You can use Disk Cleanup to free up to 55 KB of disk on (C.). Eles to delete: Image: Some Some Some Some Some Some Some Some	KB KB	OR	Disk Cleanup You can use Disk Cleanup to free up to 15.2 MB of dispace on HP (C.). Eles to delete: You Bownloaded Program Files 10 Temporary Internet Files 10 Breckelen 10 Security Internet Files 10 Security Log Files 10 Temporary Files 10 Temporary Files	sk VB KB tes v
Total amount of disk space you gain: Description Downloaded Program Files are ActiveX controls and Java ag downloaded Anogram Files are ActiveX controls and Java ag downloaded Program Files folder on your hard disk. <u>Wew File</u>	az KB spieta am		Total amount of disk space you gain: 19 Description Dewnloaded Program Files are ActiveX controls and Java ag downloaded automatically from the Internet when you view o pages. They are temporarily burden in the Downloaded Progra Files folder on your hard disk. © Clean up gratem files How does Dak Cleanup work?	i.1 MB plets ertain am
ОК	Cancel		ОК	Cancel

Add or remove a check mark on items you want to delete. Be sure that the **Recycle Bin** does not contain files that someone may possibly want to recover later. Click "OK", then "OK" again in the next window. You will notice that another window will open with a progress bar. This takes between 3 to 15 minutes depending on the number of items selected and how frequently that you do the maintenance procedures.

3) At the top of the "Local Disk(C:) PROPERTIES" window select the "Tools" tab then right click the "Check Now" button to perform ERROR CHECKING! On the windows to the right. Be sure that the two (2) check boxes are empty (unchecked) then click the "Start button.

You may place a check in either box. But, we recommend that you uncheck both to avoid a system request to run **Error Checking** at next boot-up! Note that Windows XP called it Scan Disk which is now named Error Checking.



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3) Finally, run Defragmentation by clicking the "Defragment Now" button, then select (C:) drive. Next, click the "Defragment" button at the bottom of the window next to the "Analyze" button. This may take as little as 15 minutes, or as much as three (3) hours. The more frequently defragmentation is done the less time it will take. Once complete a small window will appear telling you that Defragmentation has completed successfully!

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Eile <u>A</u> ction <u>V</u> ie	w <u>H</u> elp					A rew chu
← → 📧 🖆	8					Defragmenta
Volume	Session Status	File System	Capacity	Free Space	% Free Space	should know
(C:)		NTES	55.88 GB	42.26 GB	75 %	SHOULU KHOW
PassPort (E:)		NIES	55.89 GB	31.65 GB	56 %	
						Avoid d
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Estimated disk us	age before defragmental	tion:				without
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A Few Critical Issues to consider with Defragmentation of a Hard Drive that you hould know about before starting it!

- Avoid defragmenting a desktop computer without having continuous electrical power! It is wise to use a battery backup to prevent power loss during this process.
- Laptops should be fully charged, and plugged into a wall outlet to avoid file loss or corruption.
- Disk defragmentation process improves system response time. The more often it is

done the quicker it completes, and the smoother all activities on your computer becomes.

• Windows computers utilize a feature called "virtual memory" that overcomes memory shortages during normal operation. Your hard drive must have at least a minimum of 10% of its total size available to the system at all times to

Scheduled defragmentati Run at 12:00 PM (noon) eve Next scheduled run: 7/16/2	on is turned on ery Friday 010 12:00 PM	Configure <u>s</u> chedule	
C <u>u</u> rrent status:	Last Pup	Brogroup	I h
	7/0/2010 2:01 DM /0% fragmente	a	tec
EACTORY IMAGE (D)	7/7/2010 9:04 AM (0% fragmente	4)	
HP2 (F:)	7/7/2010 9:04 AM (0% fragmente	d)	
FreeAgent (J:)	7/9/2010 2:56 PM (1% fragmente	4)	
SYSTEM	7/7/2010 9:04 AM (0% fragmente	d)	
Only disks that can be defragm To best determine if your disks	ented are shown. need defragmenting right now, you n இAnaly	eed to first analyze your disks. ze disk	Si

- function properly. This also applies to doing a disk defragmentation.
- A 100GB HD must have 10 GB free, or your computer can freeze up, or go into a coma-like state. Severely fragmented hard drives can exhibit this kind of behavior as well.

hope this will help you avoid PC issues that require a echnician to resolve.

Sincerely, PC Tech UpTime Technician

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