

### HARD DRIVE MAINTENANCE INSTRUCTION

#### Ending Tasks:

Press Ctrl & Alt & Del Keys all at once.  
The task manager will come up in the center of the screen

Left Click On each task one at a time to highlight  
Left Click End Task

Repeat this step to end all tasks with the exception of SYSTRAY & EXPLORER

Once these are ended the process should run more efficient.

#### Error Checking:

Double Click My Computer On the Windows Desktop  
Right Click C Drive  
Left Click Properties on the menu  
Left Click Tools Tab

There are three maintenance items:

Error checking status  
Backup status  
Defragmentation status

Left Click Error Checking status - check now button  
Left Click Thorough scan  
Left Click Automatically Fix Errors  
Left Click Start

The drive will be checked for errors and repaired. It is possible that the system will start the scan over numerous times and will take some time. If prompted that the process has restarted 10 times, do you want to be warned again, answer no.

#### Disk Defragmentation:

Double Click My Computer On the Windows Desktop  
Right Click C Drive  
Left Click Properties on the menu  
Left Click Tools Tab

Left Click Defragmentation Status

The Defragmentation will process, if the process starts over numerous times, you will need to end all the tasks running on the PC in the background.