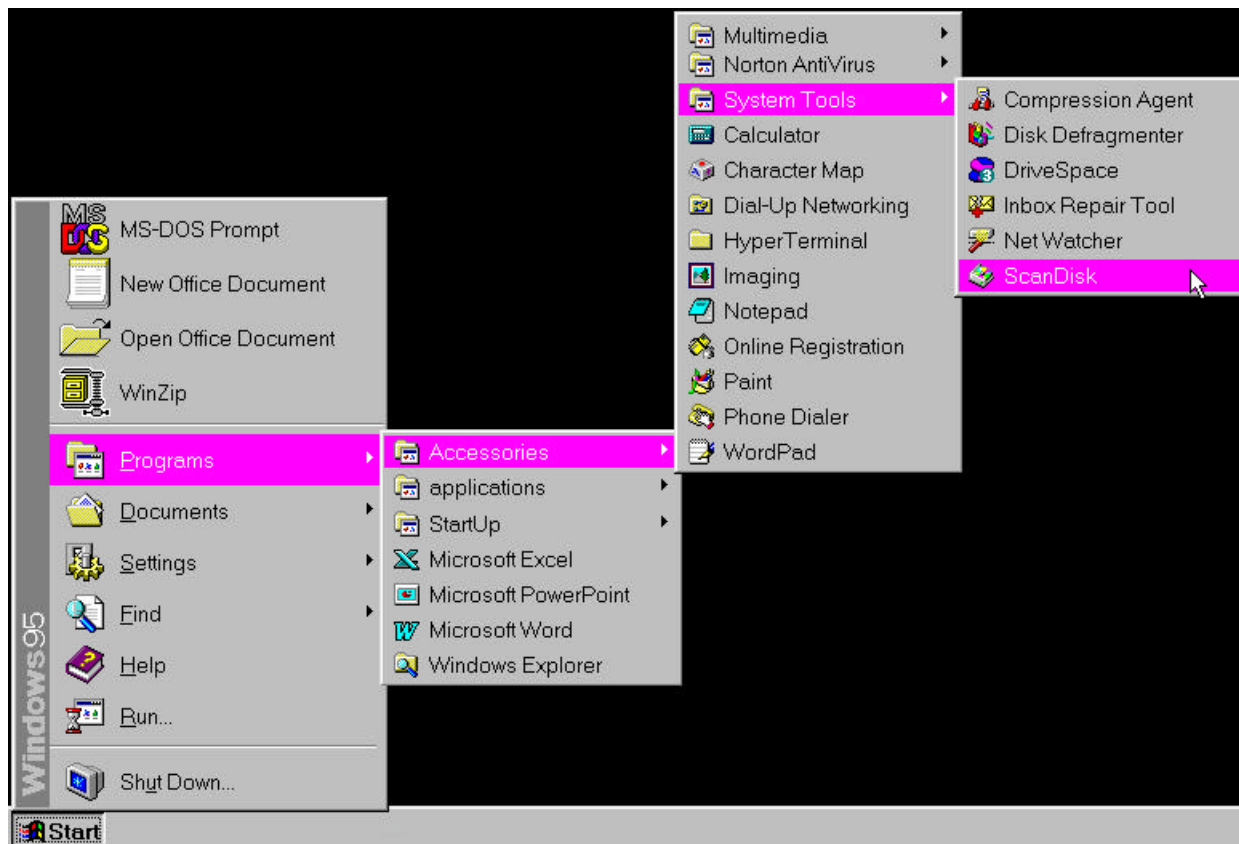


ScanDisk

1. Click **Start**, then point to programs, then point to **Accessories**, then point to **System Tools**, then point to **ScanDisk** and click to open the **ScanDisk** application.



2. To run **ScanDisk** simply left click on the drive you wish to scan. Then make sure the standard radio button is selected. Make sure the automatically fix all errors checkbox is **NOT** selected. Then left click on **Start**.

Note: **ScanDisk** is mainly used for error checking disks when they have lost data. This can occur from mishandling of disks, to improperly shutting down Windows 95. This can and normally does incur data loss. If any errors are found choose the appropriate response or take the suggested solution presented by the program.

Note: It is also a good idea to scan your disks once a week or two just to minimize the chances of having problems with your disks.

Disk Defragmenter

1. Click **Start**, then point to programs, then point to **Accessories**, then point to **System Tools**, then point to **Disk Defragmenter** and click to open the **Disk Defragmenter** application.
2. First, this program will ask you which drive you wish to *defragment*. Select the appropriate drive, and then left click the **Ok** button. Then the **Defragmenter** will begin. Once it is done just left click the **Ok** button to finish.
 - ◆ **Disk Defragmenter** is used to keep all of the pieces of a file in the same general location on the disk. Drive C: is usually the only drive needing disk defragmentation every couple of weeks. This, like **Scan Disk** should be done once every 1-2 weeks.