

## Tips & Tricks

### Defragment your hard disk drive to keep it in peak condition

Files and applications on your computer's hard disk drive are not always stored together as one unit, but are often divided into smaller units and scattered around the hard disk. This is caused by normal use.

On a fragmented hard disk, a computer has to work harder to gather all of the small units to perform the commands you give it; this slows down its ability to access files and run applications. Running Disk Defragmenter helps by putting all like files and applications into contiguous groups so the computer can access them quickly.

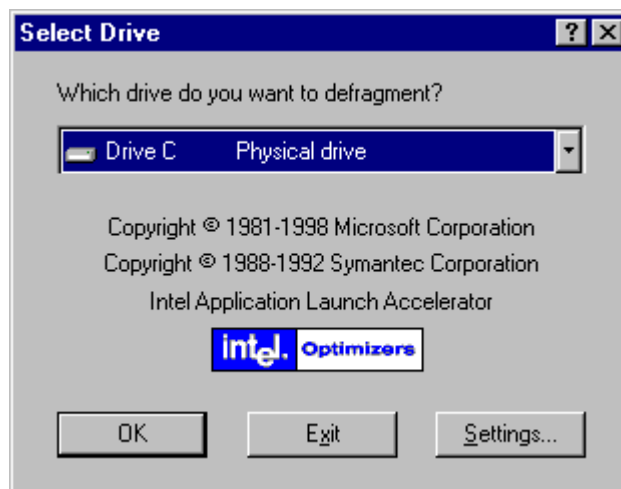
If you use your computer a lot, it's a good idea to run Disk Defragmenter on a regular basis. It's also a good idea to run Disk Defragmenter after you install a lot of applications to enable them to run at top speed.

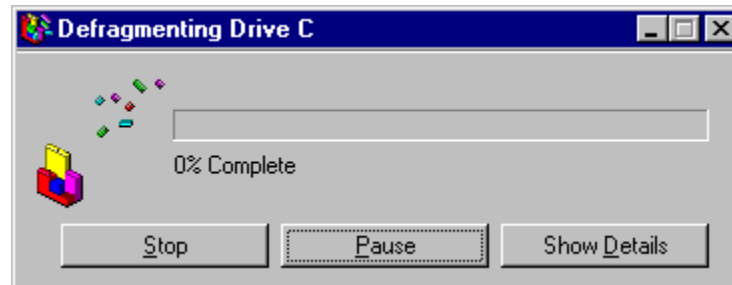
Here's how to do it:

1. Click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Defragmenter**.
2. Click the **Settings** tab, select the check boxes you want (to ensure fastest startup of programs, select the first box), and then click **OK**.
3. Click the drive you want to defragment, click **OK**, and then click **Yes**.

**Note:** Before you run Disk Defragmenter:

1. Shut down all applications.
2. Back up important data.





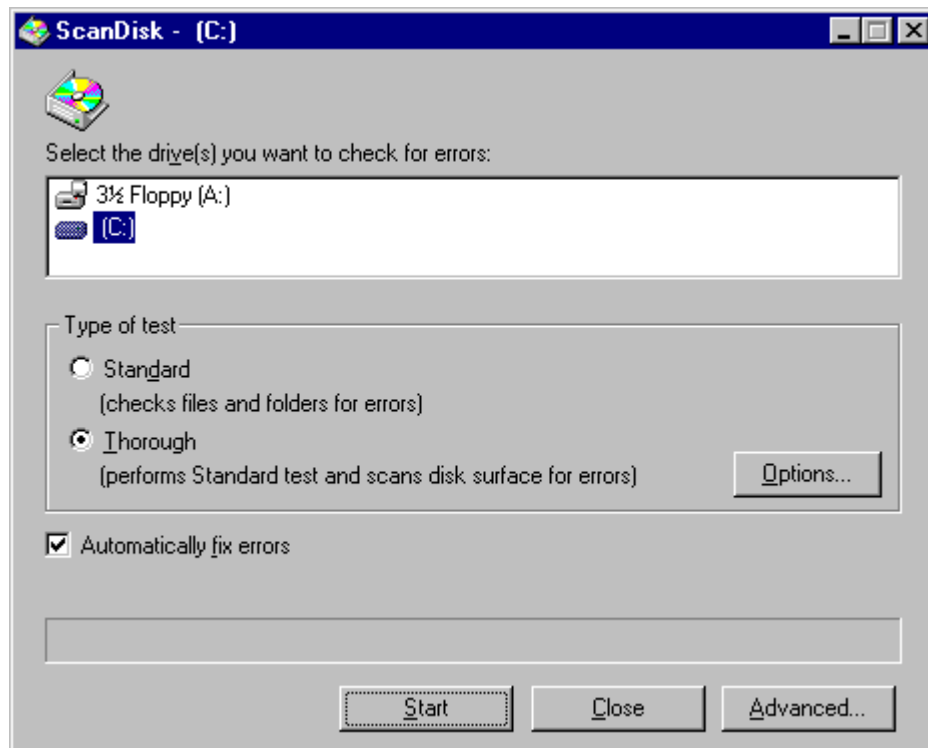
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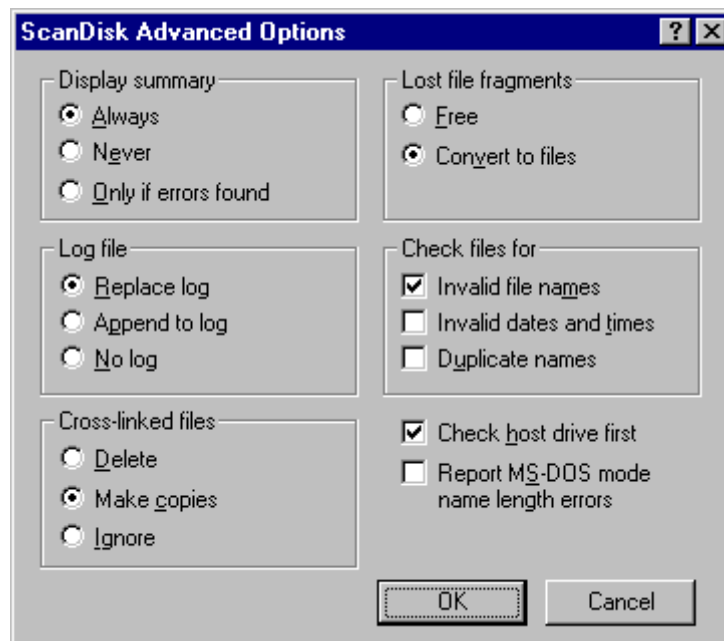
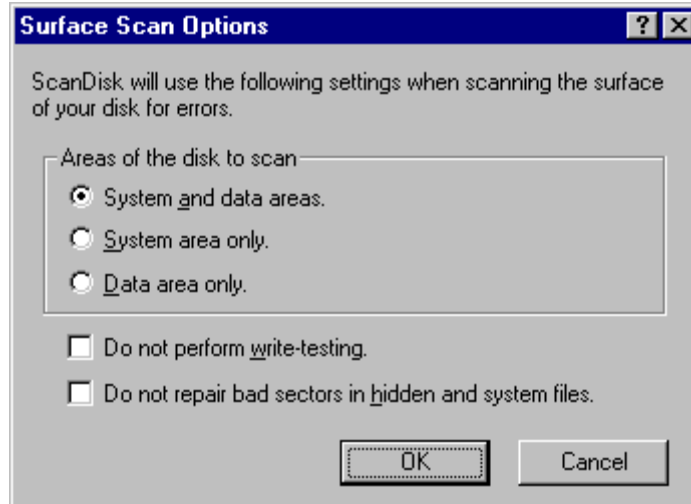
### Clean up your hard disk drive with ScanDisk

Through normal use of your computer, your hard disk drive can become cluttered and a bit messy. And folders can become cross-linked, file names can contain invalid or unknown characters or become damaged, and file names can become disassociated with their files. ScanDisk can fix these and other problems for you. It's also a good idea to run ScanDisk on a regular basis: once a week for Standard, and once a month for Thorough.

Here's how to use ScanDisk:

1. Click the **Start** button.
  2. Point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **ScanDisk**.
  3. Click the drive you want to scan, and choose either the **Standard** or **Thorough** test.
  4. Click **Start**.
- The **Standard** test checks the files and folders on the selected drives for errors.
  - The **Thorough** test will give you further options. It performs the **Standard** test plus checks your hard disk drive for physical damage. You can even specify to scan areas of your disk containing only data files, or just the areas with system files, or both.
  - Both **Standard** and **Thorough** have a set of **Advanced** options that help you to deal with lost file fragments, invalid files, and files that overlap the same disk space. You can also choose to keep a log file of what ScanDisk finds.





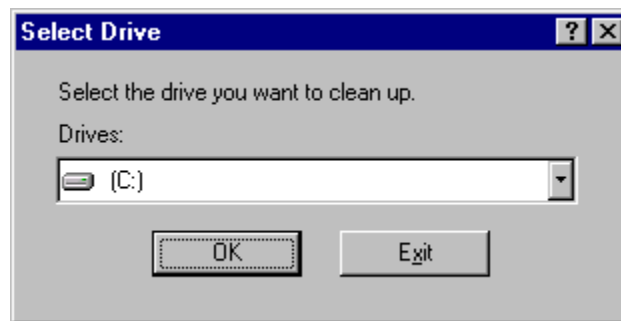
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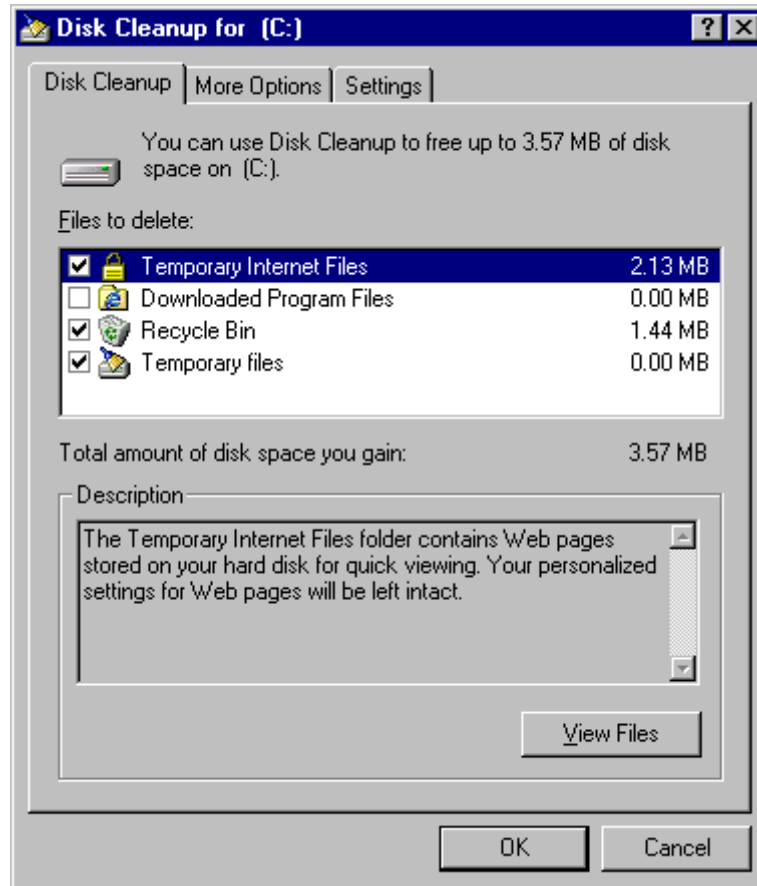
### Clear up the clutter with Disk Cleanup

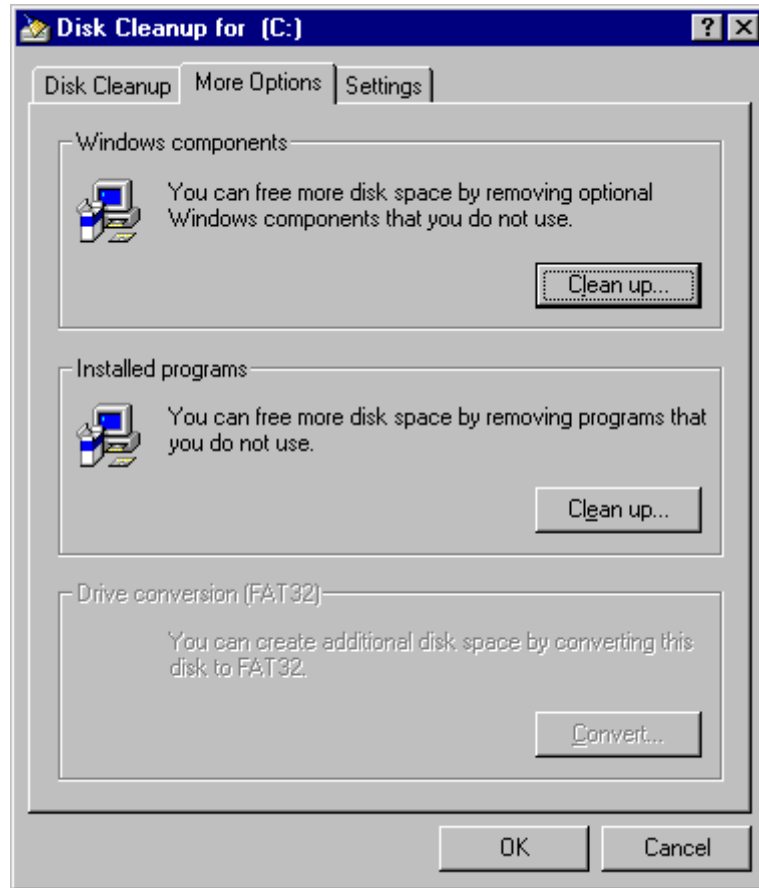
1. Click **Start**, point to **Programs**, point to **Accessories**, point to **System Tools**, and then click **Disk Cleanup**.
2. Click the drive you want to scan, and wait while the program calculates how much disk space is available for cleanup.
3. To delete obsolete files, click the **Disk Cleanup** tab, select the check boxes of the files that you want to remove, click **OK**, and then click **Yes**.
4. To remove Windows components, click the **More Options** tab. In the **Windows Components** area, click **Clean Up**.

To see what is included in any component, select the component, and then click **Details**. If you want to remove individual items within any component, clear the check boxes of the items you don't need.

1. To remove installed programs, click the **More Options** tab. In the **Installed Programs** area, click **Clean Up**. On the **Install/Uninstall** tab, click the program that you want to remove, and then click **Add/Remove**. Follow the instructions on your screen to remove the program.







Using Windows 98  
**Maintaining your Computer**

