

Basic Computer Maintenance

Contents:

Software Maintenance	
1. Drive Error Correction.....	2
2. Defragmentation	4
3. Hard Drive free space	6
4. Software Inventory.....	7
5. Startup folder	8
6. Security updates	8
Hardware Maintenance.....	10
Dust removal and ventilation	
Other issues:	
Anti-Malware	10
Performance Options.....	11

Software Maintenance

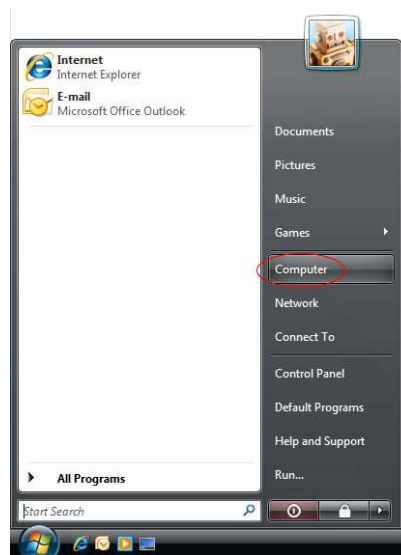
1. Drive Error Correction: "Check disk"

Program: chkdsk.exe

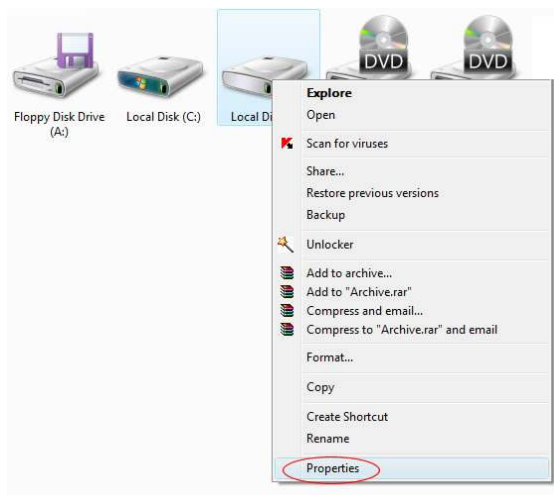
Schedule: Only runs manually. Recommend full Check Disk be run once a month at least, or more often if abnormal events occur (i.e. files/folder/programs will not open, freeze ups, crashes, abnormal restarts, loss of power, etc.).

What you need to do:

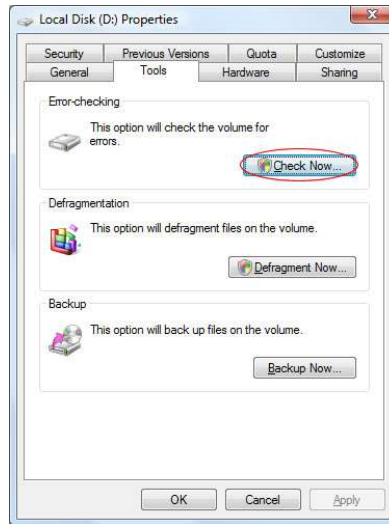
1. Click on the Start button, then Computer.



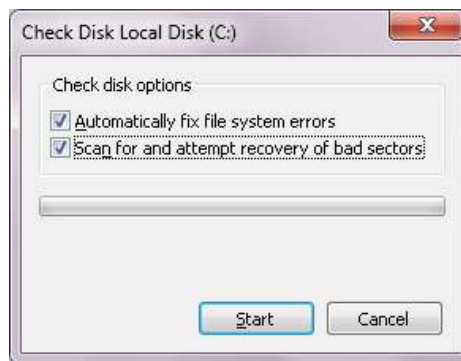
2. Secondary-click ("right-click") on "Local Disk (C:)" (or whichever hard disk you want to correct errors on) and select "Properties".



3. Click on the "Tools" tab, and then on "Check now..."



4. In the "Check disk options" window, place a check mark in both boxes and click "Start".



5. A window will open stating "Windows can't check the disk while it's in use". Click the button "Schedule disk check", and then on the "OK" button to close the Local Disk properties window. *The next time you restart your computer, just before Windows loads, Check disk will perform a 5 stage check and automatic repair (if errors found) of your drive. Note: if you notice that errors were indeed found during the last disk check, it is suggested to run the same procedure one more time.*



6. View Event Log in Event Viewer to determine if errors were found and fixed (Note: if you prefer not to find and read the event logs, running chkdsk two or three times in a row should correct all errors found):

Windows XP:

- I. Open Control Panel > Administrative Tools > Event Viewer
- II. Select "Application" under "Event Viewer (Local)"
- III. Look under the "Source" column for a recent entry called "Winlogon". Double-click the entry and read the results of the scan.
- IV. If any errors were detected, follow steps 1-5 again, since some errors can conceal deeper errors. Subsequent scans will find and repair these additional errors. The goal of effective disk repair is to scan one entire pass without finding errors. (Note: if you scan a subsequent times and the same identical errors are found and supposedly repaired, you can cease from scanning. These additional errors will need to be repaired with a more advanced tool, such as "Spinrite".)

Windows 7:

- I. Open Control Panel > Administrative Tools > Event Viewer
- II. Select "Windows Logs" > Application
- III. Look under the Source column for a recent entry called "Wininit", with Event ID 1001. Double click the entry and read the results for the scan.
- IV. If any errors were detected, follow steps 1-5 again, since some errors can conceal deeper errors. Subsequent scans will find and repair these additional errors. The goal of effective disk repair is to scan one entire pass without finding errors. (Note: if you scan a subsequent times and the same identical errors are found and supposedly repaired, you can cease from scanning. These additional errors will need to be repaired with a more advanced tool, such as "Spinrite".)

7. If you have other writable drives (i.e. second hard drive, thumb drive, etc.), it is advisable to perform the same function on these as well. Some secondary drives may not require a reboot in order to perform the check and repair.

2. Defragmentation

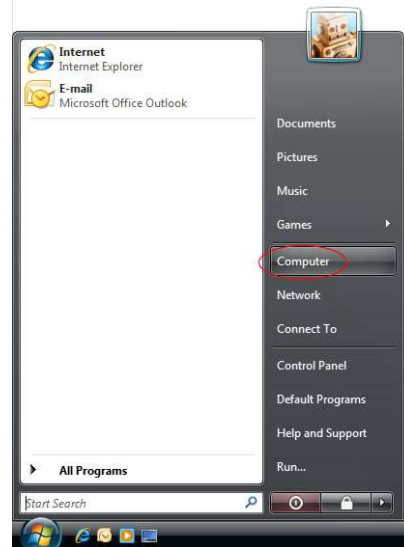
Program: "MyDefrag" or Windows built-in Defragment program: defrag.exe

Schedule: Runs automatically when you schedule the task; It is not necessary that it run every night. At least once a month is sufficient. The process may take a few hours, so it is best to schedule the task when the computer will not be used by anyone.

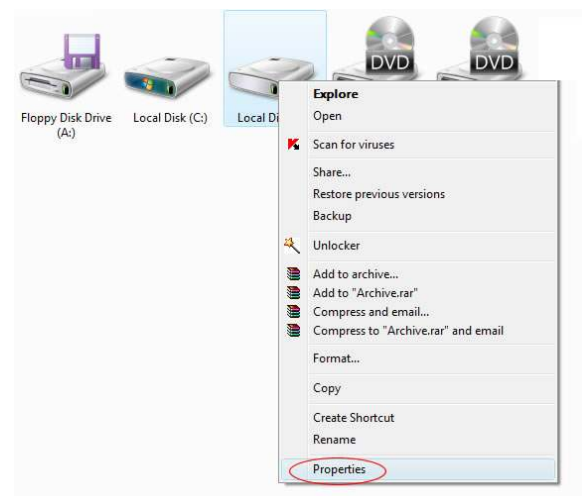
What you need to do: When you have scheduled the Defragmentation, make sure your computer is on (laptops: plug power cord in).

Windows Defragment procedure:

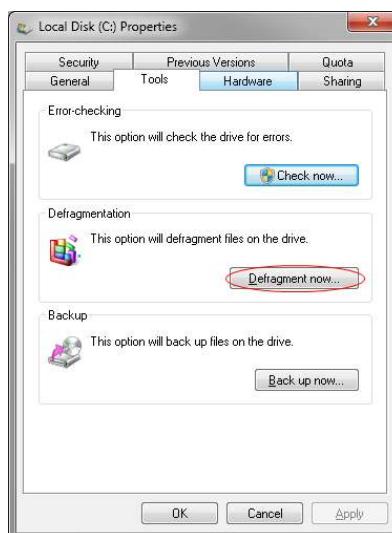
1. Click on the Start button, then Computer.



2. Secondary-click ("right-click") on "Local Disk (C:)" and select "Properties".



3. Click on the "Tools" tab, and then on "Defragment now..."



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