# Routine Maintenance

Time required: 60 minutes

**How to Create Screenshots:** Please use the Windows Snip and Sketch Tool or the Snipping Tool. Paste a screenshot of just the program you are working on. If you are snipping a virtual machine, make sure your focus is outside the virtual machine before you snip.

1. Press and hold down the **Windows key** & **Shift**, then type **S.** This brings up the on-screen snipping tool.
2. Click and Drag your mouse around whatever you want to snip.
3. Release the mouse button. This places the snip into the Windows Clipboard.
4. Go into Word or wherever you want to paste the snip. Hold down **CTRL**, then type **V** to paste the snip.

## Lab Description

These maintenance steps should be performed on a regular basis. Monthly would be a good interval. You can perform this lab on the computer you use.

# Chkdsk

Check the hard drive for errors. Change c: to whatever drive letter you have, if you have more than one drive. You will need to restart the computer for chkdsk to run.

1. Type the following command at an Administrative command prompt.

|  |
| --- |
| chkdsk c: /f |

1. Press Enter.
2. **Insert a screenshot** after executing the command.

Click or tap here to enter text.

1. Type **Y.** Restart the computer as instructed.
2. Insert a photo from your smartphone of the chkdsk process when the computer reboots.

Click or tap here to enter text.

# Error Checking

There is a GUI based disk checking tool.

1. Open Windows File Explorer.
2. Right-click the volume on which Windows is installed, most likely drive C:.
3. Select **Properties** from the shortcut menu.
4. Click the **Tools** tab. Under **Error checking** 🡪 Click **Check**.
5. You will see a message that says You don’t need to scan the drive.
6. Scan the drive anyway.
7. **Insert a screenshot** while the command is executing.

Click or tap here to enter text.

# Disk Cleanup

Follow these steps to find out how much free space is on the drive, and use Disk Cleanup:

1. Click File Explorer.
2. Right Click on your C drive. Select **Properties** from the shortcut menu. The drive Properties box appears, showing how much space is available.
3. **Insert a screenshot:**

Click or tap here to enter text.

1. Click Start 🡪 **Disk Cleanup**. This should bring up the Disk Cleanup application.
2. Disk Cleanup calculates how much space can be freed and then displays the Disk Cleanup box.
3. **Insert a screenshot:**

Click or tap here to enter text.

1. Click **Clean up system files** to see temporary system files that you can also delete.
2. Select all checkboxes for **Files to delete.**
3. **Insert a screenshot of the options:**

Click or tap here to enter text.

**NOTE:** If you upgraded to your current operating system, you will notice the option to delete files from Previous Windows installation(s), which can free up additional hard drive space. This space is used by the Windows.old folder, which was created when Windows 8/10 was installed as an upgrade from Windows 7 and stored the old Windows, Program Files, and User folders in the Windows.old folder. If the user assures you that no information, data, or settings are needed from the old Windows installation, it’s safe to delete these files to free up the space.

1. Click **OK** to clean up your drive. Click **OK** to permanently deleting files.
2. **Insert a screenshot of the cleanup process:**

Click or tap here to enter text.

# Verify Scheduled Drive Maintenance

Verify that Windows is automatically defragmenting your drives.

1. Click Start 🡪 type **Defragment and Optimize Drives** 🡪 launch the app.
2. In the Optimize Drives box, verify the defrag settings.
3. **Insert a screenshot of your defrag settings:**

Click or tap here to enter text.

1. If your drives are not being optimized automatically, you can turn it on, select the drive and click **Turn on**. In the box that appears, which is showing in the bottom of the figure, check **Run on a schedule (recommended)** and select **Weekly** for the Frequency. Click **OK**.

**NOTE:** Windows can optimize an SSD to release unused space to reduce the number of write operations to the drive. To optimize an SSD in Windows, select the drive in the Optimize Drives window and click **Optimize**.

# Verify Windows System Settings

Verify that Windows is up to date.

1. Go to **Settings 🡪 Update and Security 🡪 Click Advanced Options.** Turn on **Give me updates for Microsoft Products when I update Windows.**
2. **Insert a screenshot of the Advanced Options.**

Click or tap here to enter text.

1. Click **Back.**
2. Click **Check for Updates.** Wait until it completes and either says that everything is up to date, or updates start installing.
3. **Insert a screenshot**:

Click or tap here to enter text.

1. Verify that your anti-virus/anti-malware software is up to date. If you do not have a third party anti virus, this will be under Windows Security.
2. **Insert a screenshot:**

Click or tap here to enter text.

1. Verify System Protection (Create a restore point) is turned on for Drive C:.
2. A good option is to allocate 5% to 10% of your drive space, depending on the size of your C: drive.
3. **Insert a screenshot**:

Click or tap here to enter text.

## Assignment Submission

Attach this completed document to the assignment in Blackboard.