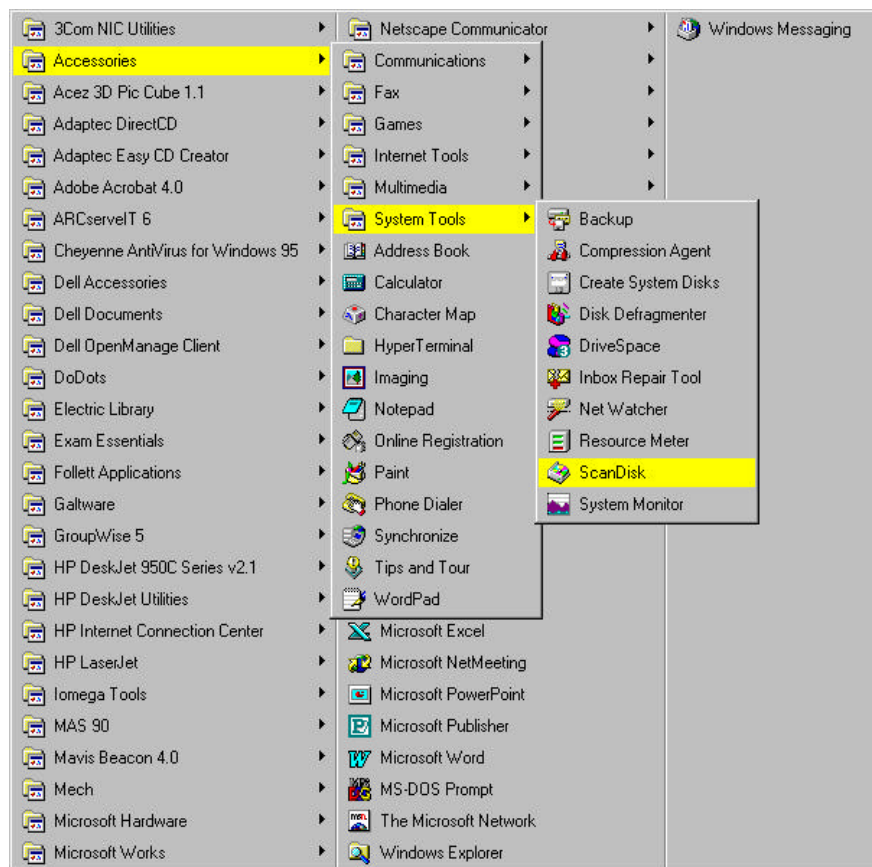


ScanDisk and Defrag

You must use ScanDisk before running Defrag

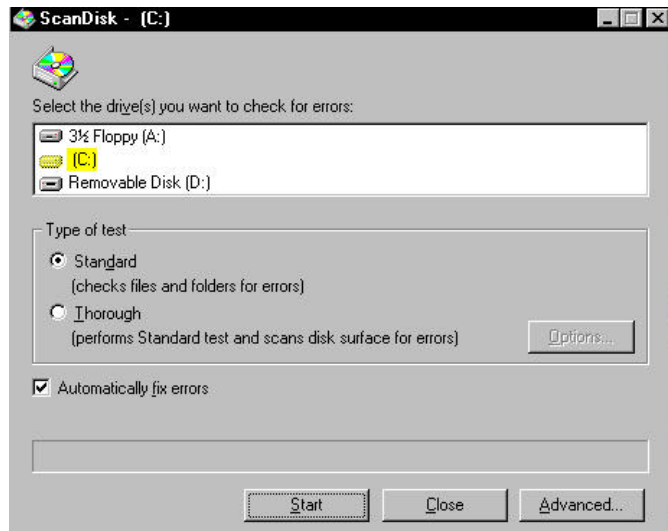
You can use ScanDisk to check your hard disk for logical and physical errors. ScanDisk can then repair the damaged areas.

You can start ScanDisk by clicking **Start**, pointing to **Programs**, pointing to **Accessories**, pointing to **System Tools**, and then clicking **ScanDisk**.



1. After selecting Scandisk, note that the “Type of Test” is set to the “Standard” radio button. (See example below)
2. Be sure that the “Automatically fix errors” box is checked.

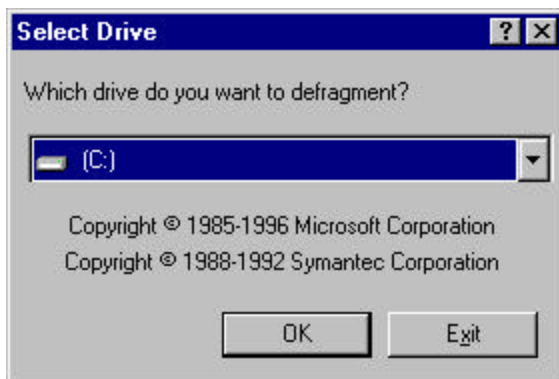
3. Click “Start”



Defrag

Defrag is a process which organizes the information on your hard drive so it can go faster. This can take 30-40 minutes depending on the size of your hard drive.

Start, Programs, Accessories, System Tools, Disk Defragmenter.



When the following message appears:



Just select the start button. Sit back and relax this will take from 15 to 45 minutes to complete.