

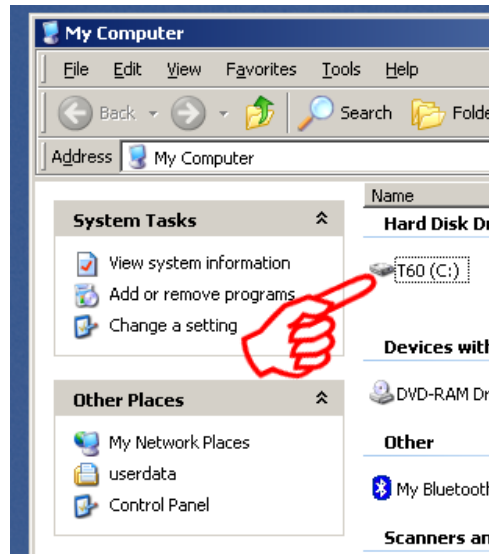
Drive Maintenance using XP

This walkthrough will show the use of Disk Clean, Defragmentation and Disk Check

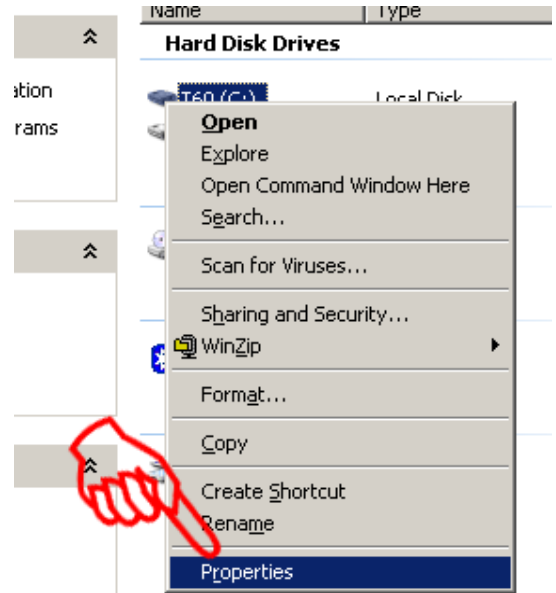
These procedures are designed to restore loss of performance in your XP based Thinkpad. These procedures can be time consuming and can not be done while other programs are running.



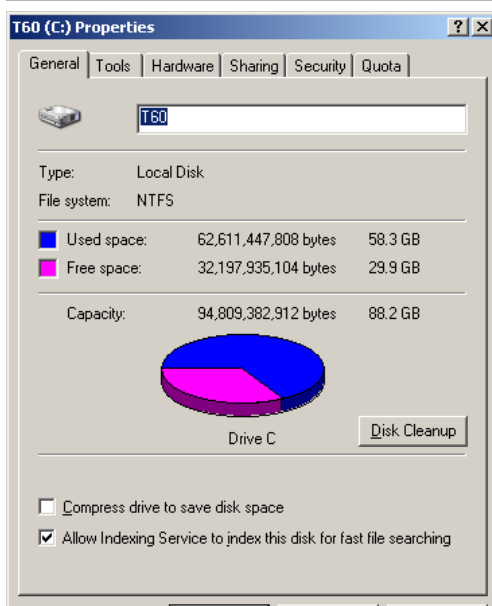
Double click on My Computer



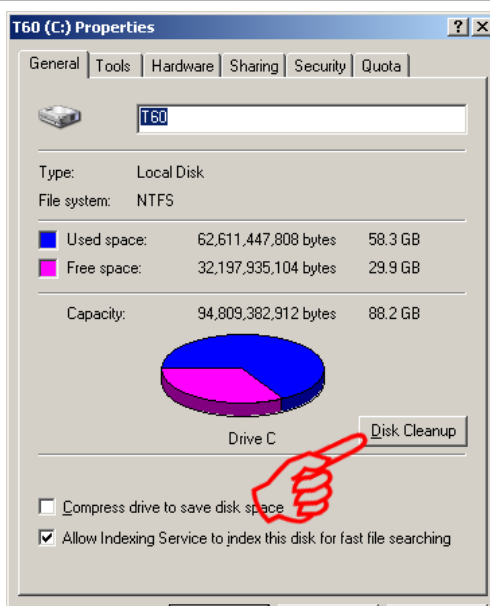
In the My Computer window go to Hard Disk C: and Right click



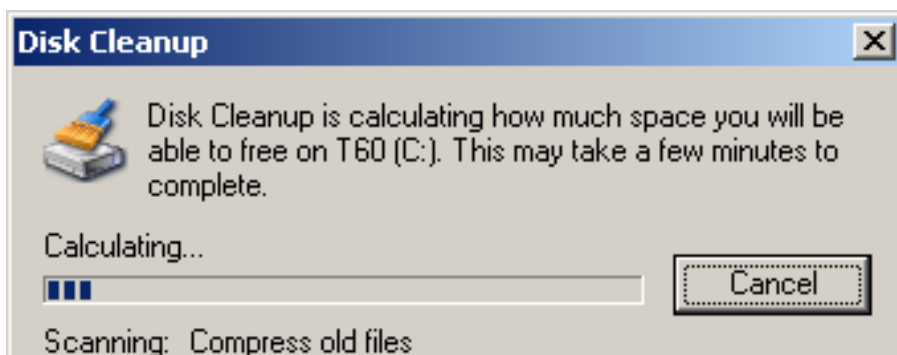
Go to "Properties" and left click



This window will appear.

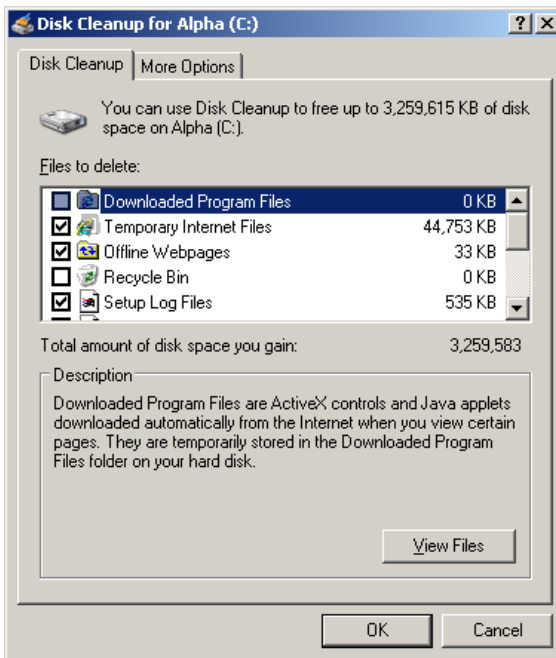


Click on the Disk Clean button

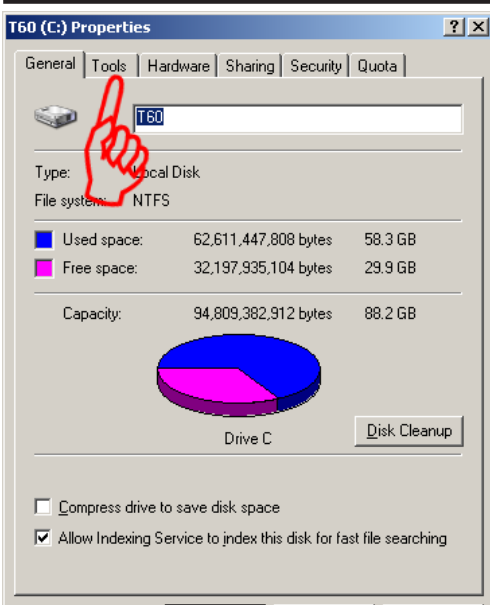


This will appear on the screen and they are not kidding when they say "This may take a few minutes to complete".

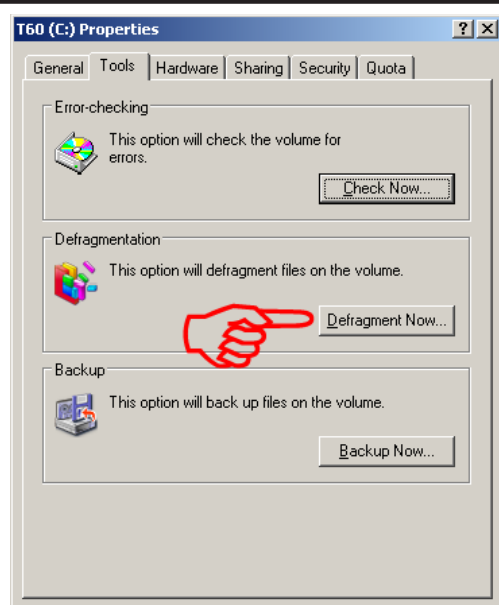
Cont...



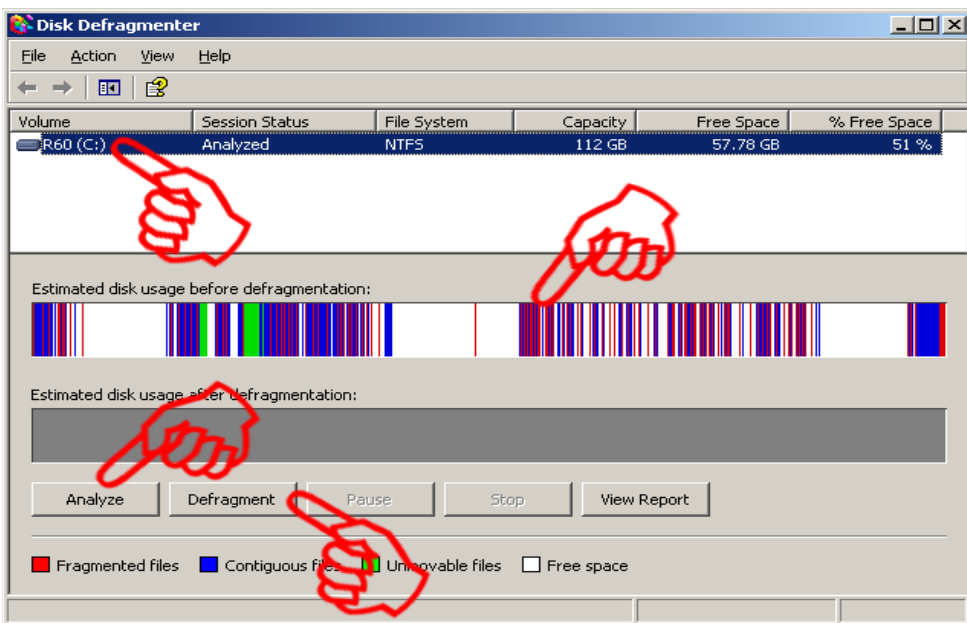
A list of items that can be deleted is given. Scroll through the entire list with the scroll bar on the right and check all the boxes whose item has a “KB” value (this is the size of the deletable items). The largest of these items will be “Compressed old files” Do NOT let this concern you, these are not “your” old files but old files created by the system that are no longer needed. Their deletion will free up LOTS of needed space. Once all the boxes are checked click OK and let it do its work. Again this may take a while. When it completes this go to the next step Defragmentation of the drive.



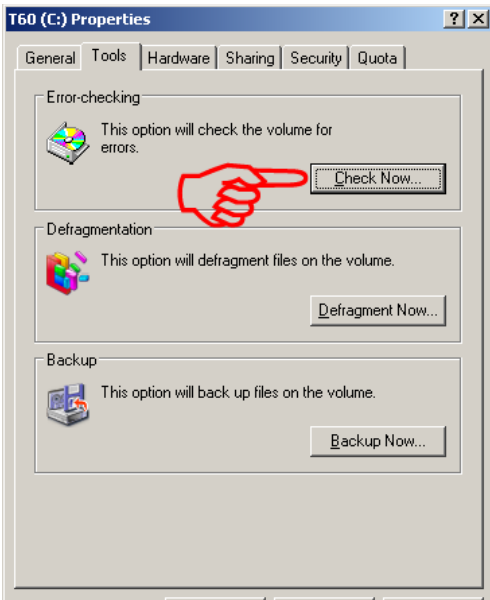
Return to your Properties window and click on the tab at the top named Tools.



Now click on the button in the Defragmentation section labeled Defragment Now...

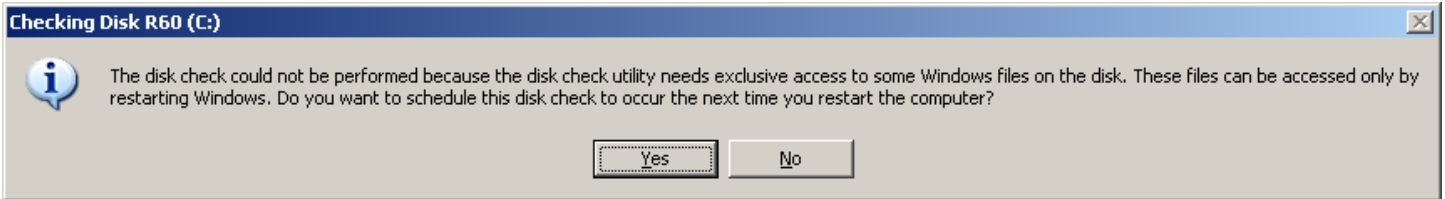
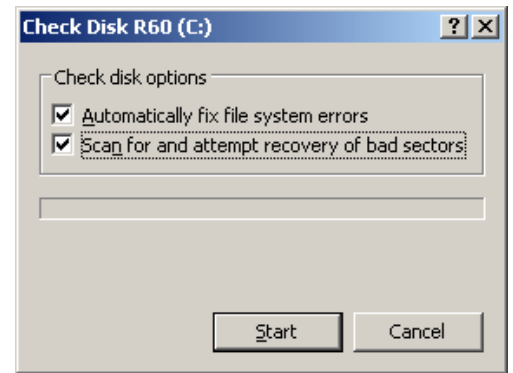


Click once on the icon that indicates your drive C:, then go down to the Analyze button and click it to see a visualization of how fragmented your drive is (this one is very fragmented) then click the Defragment button to get the process started. This WILL take a while, maybe a couple hours or so depending on how badly the drive is fragmented and how much data is on the drive. Go out to dinner or to sleep for this part. Let it do its thing uninterrupted! It will offer to show you a Report after completion just click No. Next...



Return to your Tools window and click on the button in the Error-checking section, Check now...

Check both of the boxes in the window shown and then click Start...



This message appears and is telling you that the disk check can not run while the system is operating and will run on the next restart. Click Yes and then Restart the computer. When it comes back up you will get a blue screen, this is NOT the “Blue Screen of Death” but the blue screen of disk check. This procedure will take a while to run also so go get a cup of coffee and read the newspaper or watch a couple Tivoed episodes of “Lost”. When it is complete is will progress to the normal logon screen and you will be ready to start fresh. You should notice that your computer runs better especially if it had been running poorly prior to performing these maintenance routines. We realize this took a lot of time but you will find that it was time well spent!

If you have any questions about these procedures please contact your ITG.