

HOW TO PERFORM ROUTINE MAINTENANCE ON MY PC

- 1 – Open “My Computer”
- 2 – Right Click on the “C:\” drive and select “Properties”
- 3 – Click on the [Disk Cleanup] icon
- 4 – After scan completes you may [X] Check items to be removed
 - a – do **NOT** check “Compressed Old Files”
 - b – do **NOT** check “Office Setup Files”

Note: Highlighting each selection will give you a brief description of the contents

- 5 – Click [Ok] to remove unnecessary temporary files
- 6 – After Step 5 completes, click the “Tools” tab, then [Check Now], then [Start]
- 7 – After Step 6 completes, click the [Defragment Now] icon
- 8 – Click [Analyze]
- 9 - If after checking the program recommends “You should defragment this volume”
Click the [Defragment] icon, if not click the [Close] icon

Note: Running other programs while defragmenting will NOT allow proper operation of this utility – so run it when you have a few moments away from your PC

- 10 – Last, but never least, Use the Backup Utility, or some other form of Backup to insure your data won’t be lost due to possible hardware issues, or corruption.