

The logo is a circular emblem with a gear-like outer border. Inside, there is a stylized graphic of a person or figure, possibly representing education or technology, set against a background of a sunburst or starburst pattern.

Software Educational Resources Ltd

Machine Maintenance

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Machine Maintenance

In order to keep your computer running smoothly, regular maintenance of your computer is necessary. This maintenance involves:

- Deleting all temporary files
- Emptying the Recycle Bin
- Running ScanDisk
- Running Disk Defragmenter

You must perform these tasks in the above order for everything to work effectively.

Important – Close all programs and remove the screen saver before you start. To turn off any anti virus software, double-click on the icons next to the clock on the Taskbar and choose Close and Disable respectively. If you have a partitioned drive do not attempt to run ScanDisk or Disk Defragmenter.


Deleting Temporary Files

Temporary files are backup files that are automatically created by the computer in case a document is lost.

Here are three locations on C drive where you may find temporary files:

- C:\Temp
- C:\Win95\Temp (or C:\Windows\Temp)
- C:\Win95\Temporary Internet Files (or C:\Windows\Temporary Internet Files)

To delete these files:

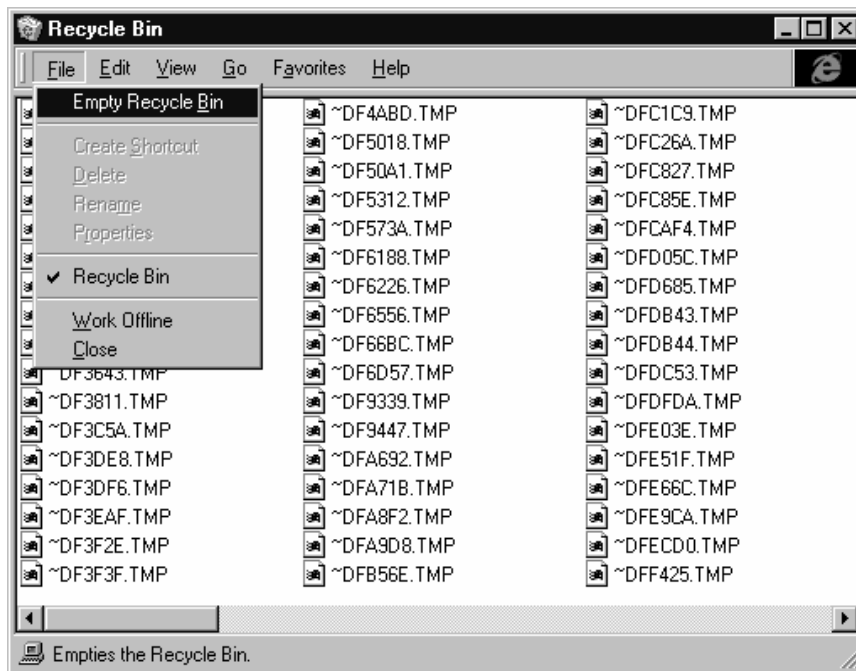
- 1 Open Windows Explorer and go to the specified drive and folder, eg C:\Temp
- 2 Click on a file on the right of the screen and press Ctrl A (select all). Click on the Delete button  or press the Delete key, and click on Yes. If you receive any further messages about files, click on No.

Repeat the above steps for each of the temp folders listed above.

Emptying the Recycle Bin



- 1 Double click on the Recycle Bin icon on the desktop (or select Recycle Bin from within Windows Explorer).



- 2 Choose [File] Empty Recycle Bin, then click on Yes.
- 3 Close the Recycle Bin

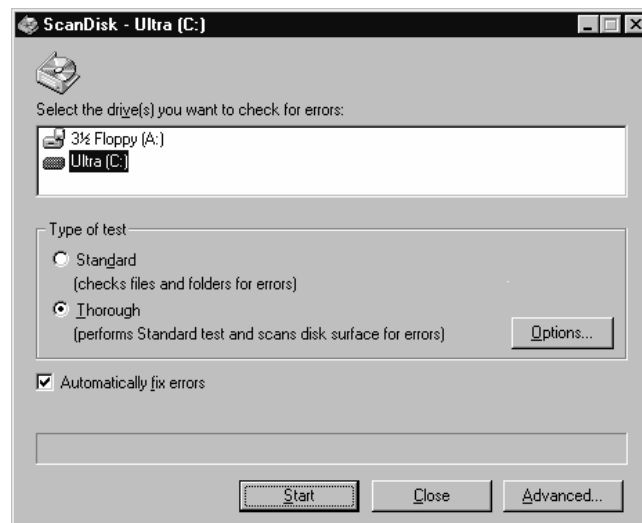
Running ScanDisk

ScanDisk scans your C drive to find and repair any errors.

- 1 Click on Start, Programs, Accessories, System Tools and choose ScanDisk.

Alternatively, from Windows Explorer, right-click on C: and choose Properties. From the Tools tab click on the Check Now button. This method displays how many days it has been since ScanDisk and Disk Defragmenter were last run.

- 2 Click on [C:] as the drive to be scanned. Select the type of test as Thorough and ensure there is a tick in the Automatically fix errors check box.



- 3 Click on Start.

You cannot do anything on the computer while ScanDisk is running as it will interrupt the scanning process. It may take up to 30 minutes+ depending on the size of the hard drive.

When it has finished, a dialog box will appear showing details of the hard drive, eg memory used etc, and any errors and bad sectors it has found.

- 4 Click on OK, then on Close.

Running Disk Defragmenter

The purpose of Disk Defragmenter is to put all the information saved onto C drive into order, so when you open a program or file, the computer can find the relevant information easily.

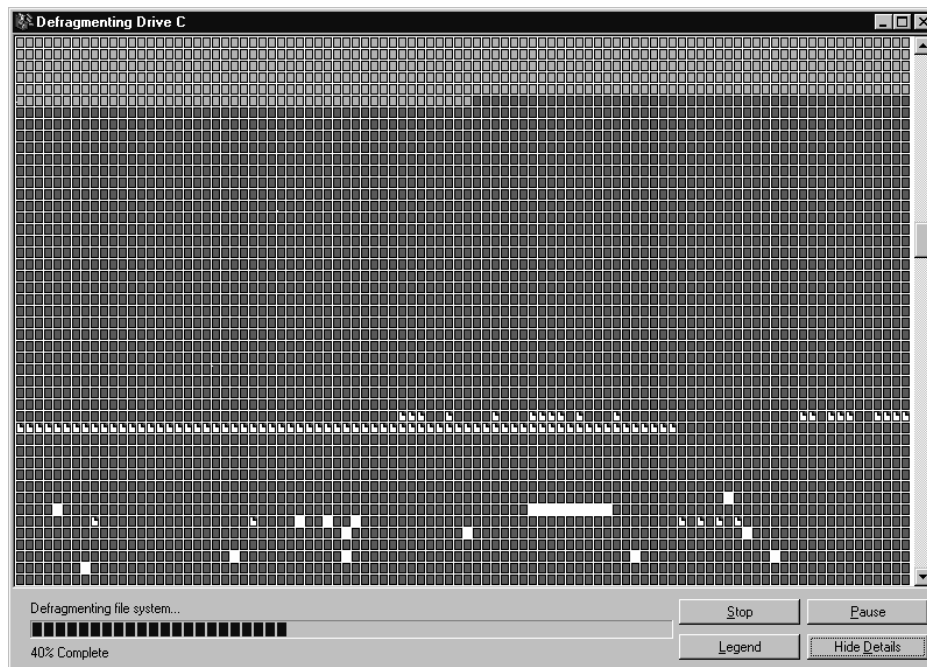
- 1 Turn off Nortons (ie anti virus programs), Screen Saver and close programs as you did for ScanDisk.
- 2 Click on Start, Programs, Accessories, System Tools and choose Disk Defragmenter.
- 3 Ensure [C:] is selected from the Select Drive dialog box and click on OK.



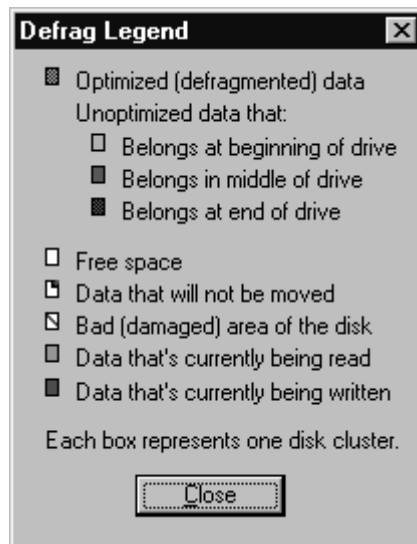
The following dialog box will appear:



- 4 Click on Start.
- 5 Click on the Show Details button from the Defragmenting Drive C dialog box and you can see a diagram of what the computer is doing. (It is accumulating all blocks together. To ensure your computer runs more effectively.)



- 6 To see what each box stands for click on the Legend button.



As with ScanDisk, you cannot do anything on the computer while Disk Defragmenter is running as it will disrupt this process.

- 7 Click on Close when it has finished.

Disk defragmenter may take a long time to run and can be left overnight if necessary by running it and switching the screen off.

Recommendation of when to run ScanDisk and Disk Defragmenter

- If a machine is very slow
- If a machine keeps crashing
- If it has not been done in several months, when you use your computer on a regular basis
- After a program has been removed from your computer