

PC Tech UpTime, Inc.

Computer Repairs & Services


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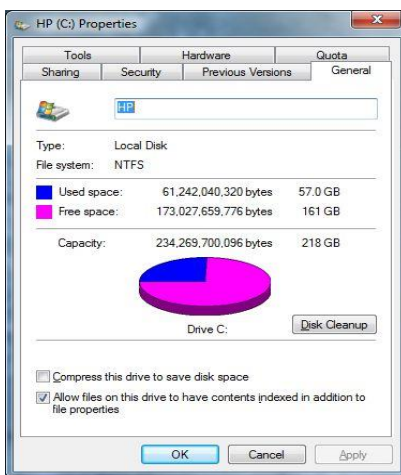


PC COMPUTER MAINTENANCE INSTRUCTIONS

The purpose of this article is to help computer users enjoy the fastest speed possible from their computer by using the built-in maintenance features that your computer already has built inside the system. Three main types are: Disk Cleanup, Error Checking, and Defragment. To help simplify the maintenance procedure it is best to print these instructions out before you get started! This is the general instructions to get to the "MyComputer", "Computer", and "This PC". All of these names describe the root location of your main hard drive, or C:\ drive.


To begin go to the "START" button on **Windows XP** or the  button on **Windows Vista / Windows7**. It's located on the bottom left of the desktop screen. On **Windows 8.0** press the Windows key on the keyboard or hover in the lower left taskbar area and click. You will end up in the new Start Menu, Click in the lower right task bar to get "All Programs" there find "This PC" icon (this is the well-known My Computer). **Windows 8.1** upgrade offers a down arrow in the Start Menu area to help you find All Programs section. Next, open: "My Computer / Computer, or This PC" by double clicking on it. This depends on whether or not you have your system set to Double Click or Single Click.

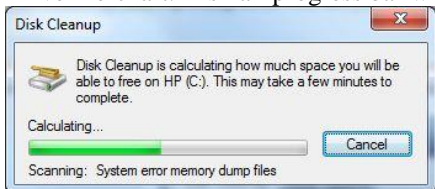
Then move your cursor over the hard drive icon named: "Local Disk (C:)". Right click on it to get the information menu to popup. Left Click "Properties" at the bottom of the list. When the window opens click on the "General" tab. These actions open the "LOCAL DISK (C:) PROPERTIES" window. This is where you will do all of your maintenance. Please note Microsoft has done a good job changing this window around on different systems, but this picture below is reasonably good enough to help you get around, and do the maintenance.



NOTE:

Remember that your **RIGHT BUTTON** click offers you an information menu. The **LEFT BUTTON** click performs action such as opening a program.

- 1) First, Left click  on the Disk Cleanup button located just to the right side of the Hard Drive Pie-chart. A small progress bar window will open. Allow that to continue to finish completely.



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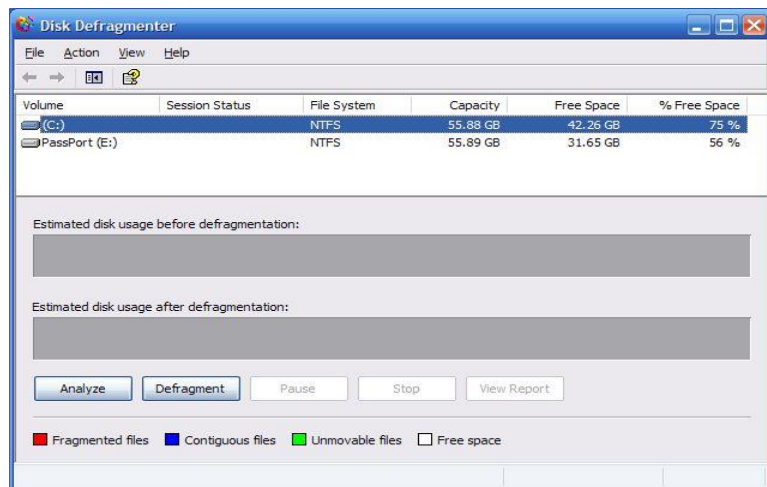
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3) Finally, run Defragmentation by clicking the "Defragment Now" button, then select (C:) drive. **Next**, click the "Defragment" button at the bottom of the window next to the "Analyze" button. This may take as little as 15 minutes, or as much as three (3) hours. The more frequently defragmentation is done the less time it will take. Once complete a small window will appear telling you that Defragmentation has completed successfully!

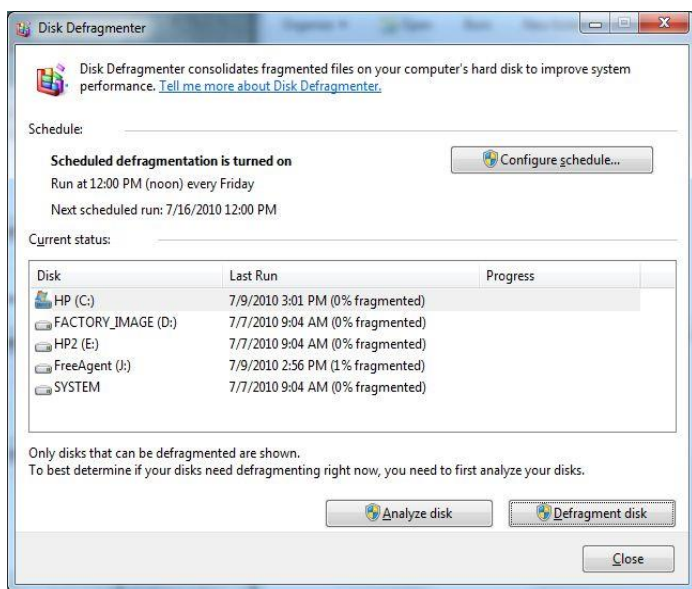


A Few Critical Issues to consider with Defragmentation of a Hard Drive that you should know about before starting it!

- Avoid defragmenting a desktop computer without having continuous electrical power! It is wise to use a battery backup to prevent power loss during this process.
- Laptops should be fully charged, and plugged into a wall outlet to avoid file loss or corruption.
- Disk defragmentation process improves system response time. The more often it is

done the quicker it completes, and the smoother all activities on your computer becomes.

- Windows computers utilize a feature called "virtual memory" that overcomes memory shortages during normal operation. Your hard drive must have at least a minimum of 10% of its total size available to the system at all times to function properly. This also applies to doing a disk defragmentation.



- A 100GB HD must have 10 GB free, or your computer can freeze up, or go into a coma-like state. Severely fragmented hard drives can exhibit this kind of behavior as well.

I hope this will help you avoid PC issues that require a technician to resolve.

Sincerely,
PC Tech UpTime Technician