

## Basic Computer Maintenance

This handout will provide information about how to do basic computer maintenance to your computer. There are five separate yet important procedures that you should do to keep your computer in working order. These procedures are: Disk Defragmenter; Scan Disk; Disk Clean Up; Windows Updates and Microsoft Office Updates. We will go step by step on how to do each of these procedures.

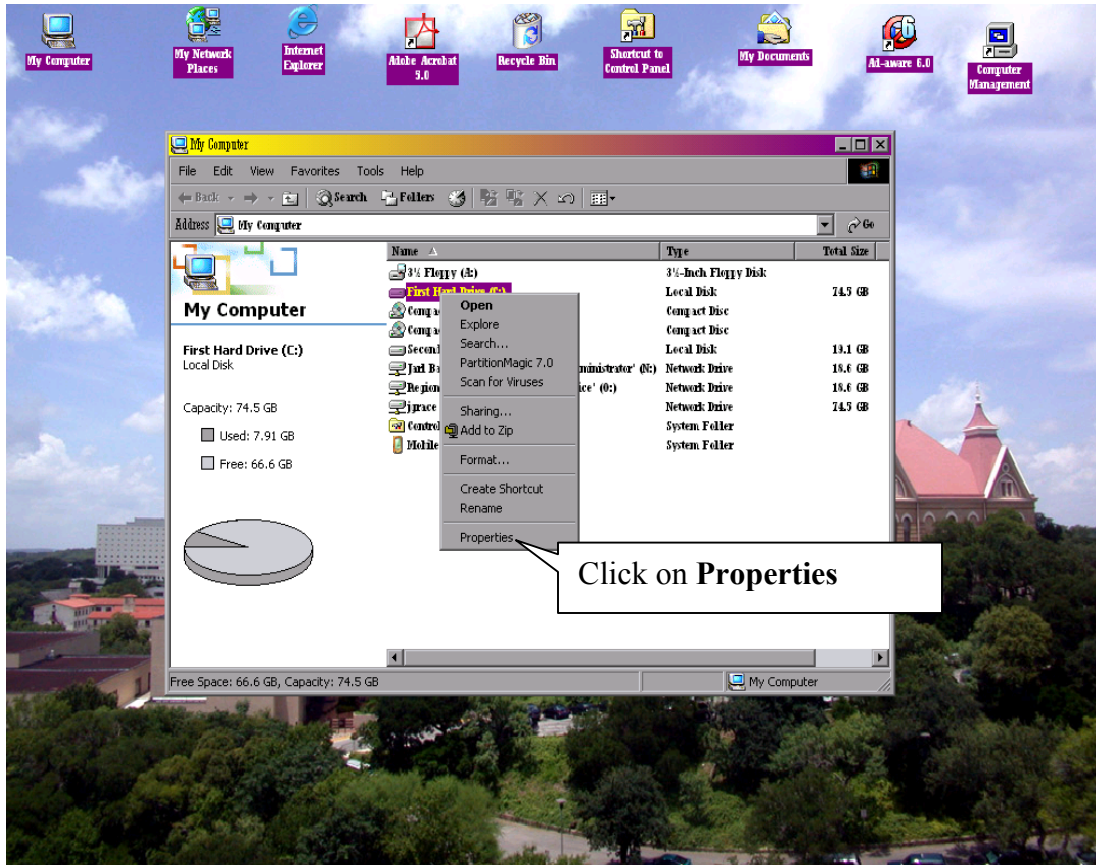
No matter if you have Windows 98, Windows 2000, or Windows XP, the way you do these procedures are the same. The first three that will be talked about first, the Disk Defragmenter, Scan Disk, and the Disk Clean up, needs to be ran once a month. The Windows Updates, and Office Updates should be run once a week.

First lets discuss the Scan Disk program. This program checks your hard drive and diskette drives for errors. Follow these steps to run the Scan Disk program:

1. Open up the **My Computer** icon on computer desktop.

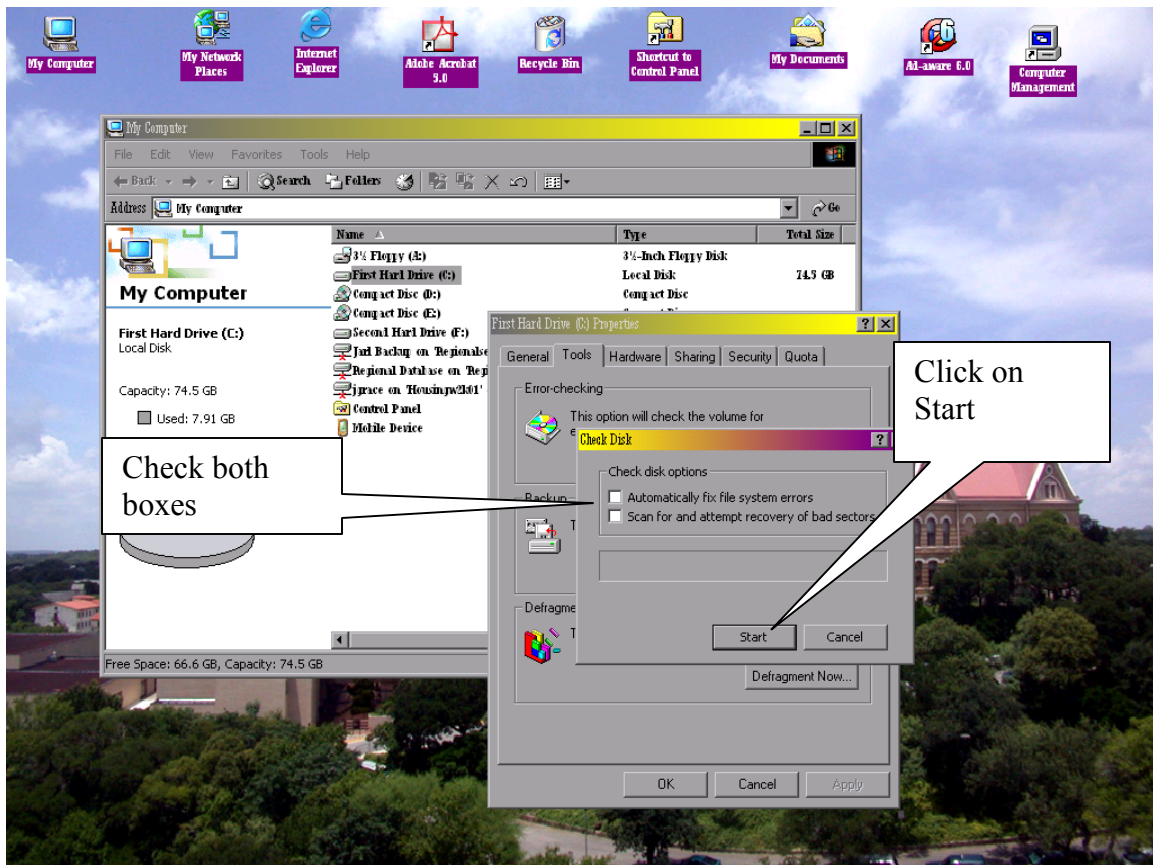


2. Right click on your C: drive, and when the grey menu opens scroll down to properties.





4. Check the both of the following selections in the next window and click the **Start Button**. Once you have clicked on the Start Button, depending on the way Windows was install on your computer will determine if you have to restart you computer or not. If you have to restart you computer the scan disk will run itself and restart Windows.

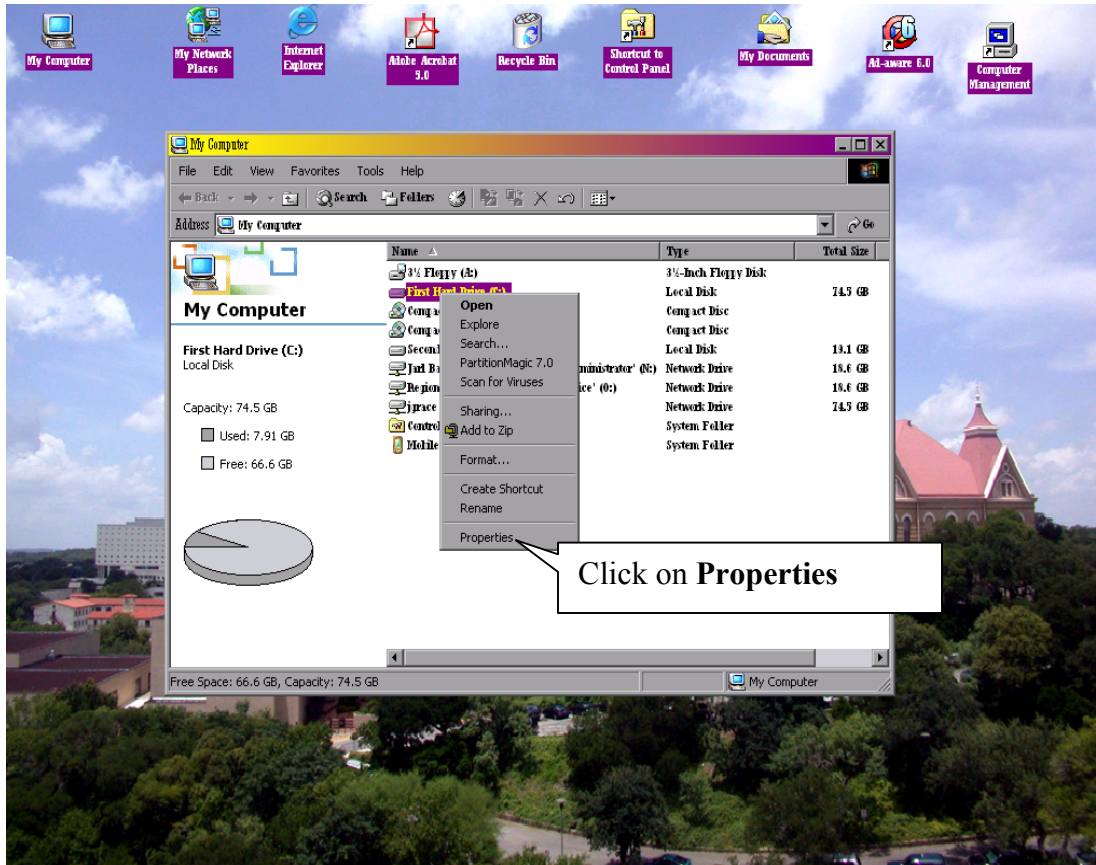


Next lets discuss Disk Defragmenter. What this program does is to improve performance of your hard drive. Follow this steps:

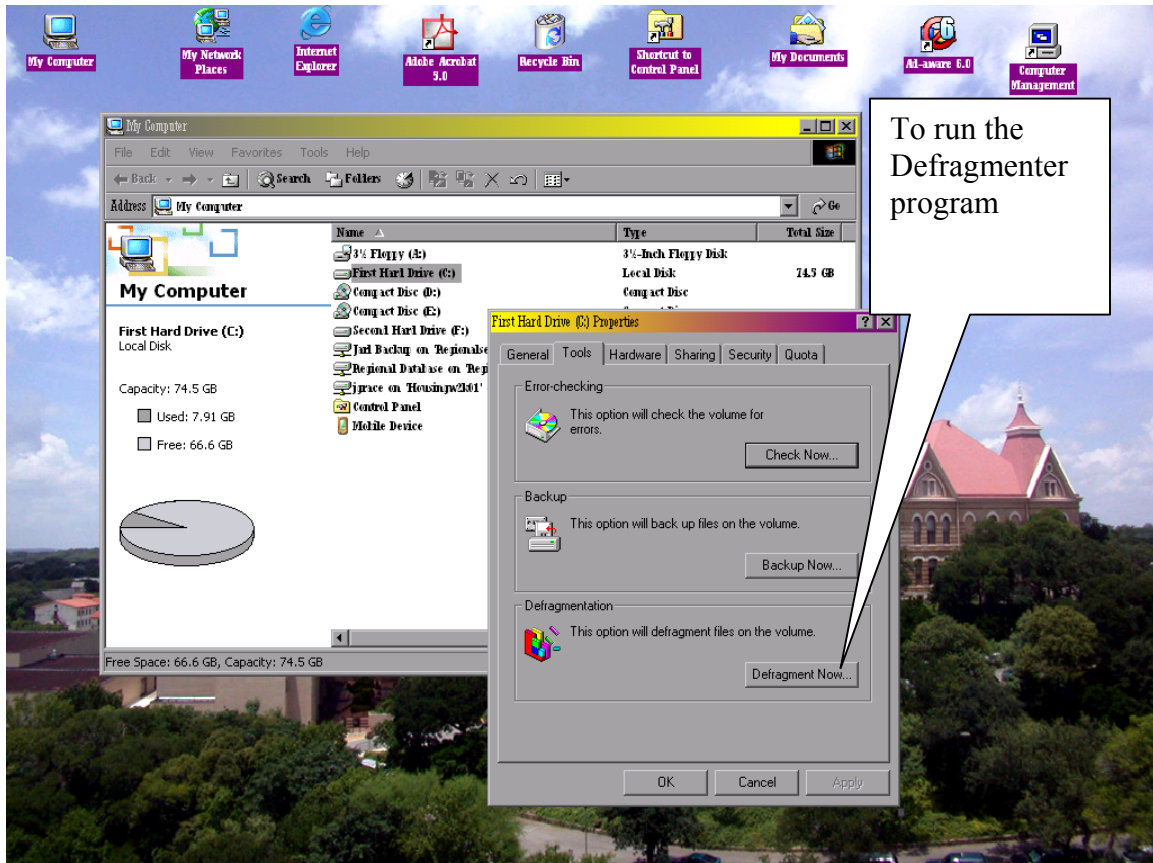
1. Open up the **My Computer** icon on computer desktop.



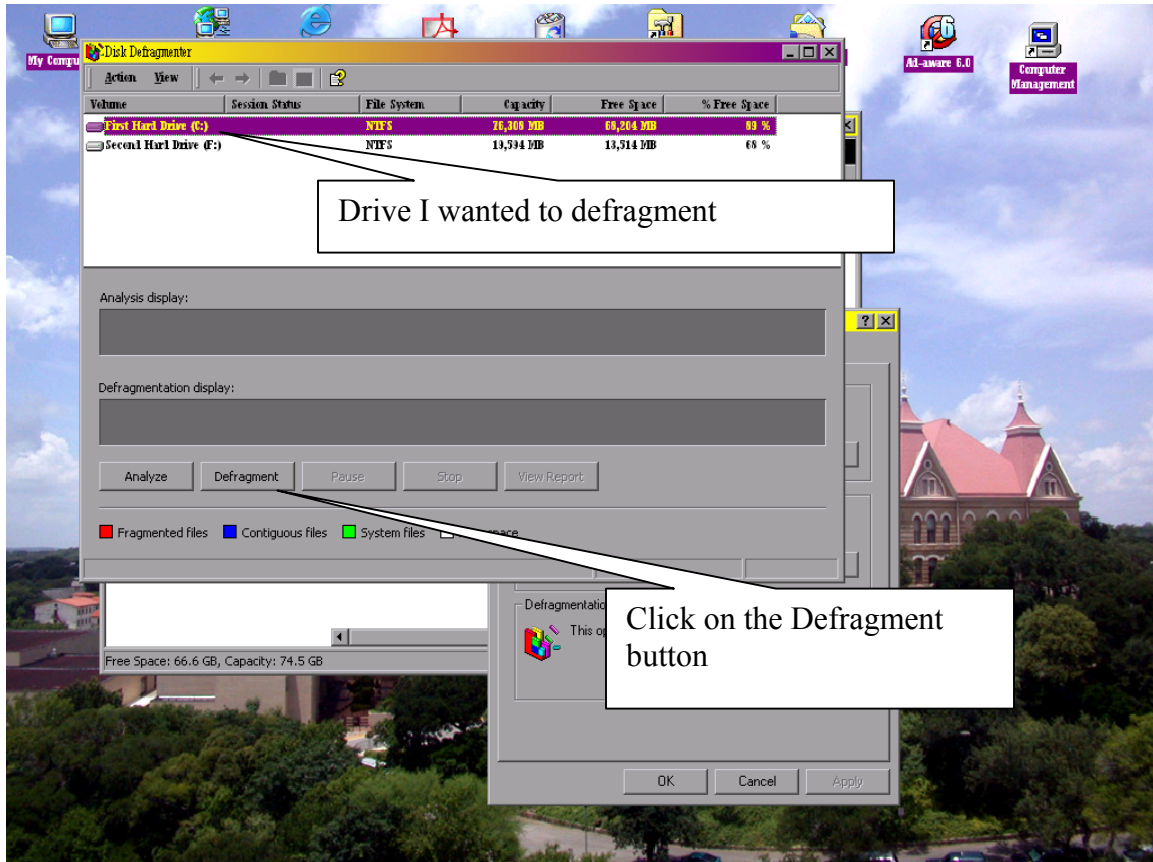
2. Right click on your C: drive, and when the grey menu opens scroll down to properties.



3. After you click on **Properties**. Another window will open. When you get to this window, click on the **Tools** Tab at the top then click on the **Defragment Now** button.



4. A new window will open, if you have multiple hard drives they both will be listed on this next screen. You will select the drive that you want to defrag, which will be your **C:\** drive, then click on the **Defragment** button at the bottom.

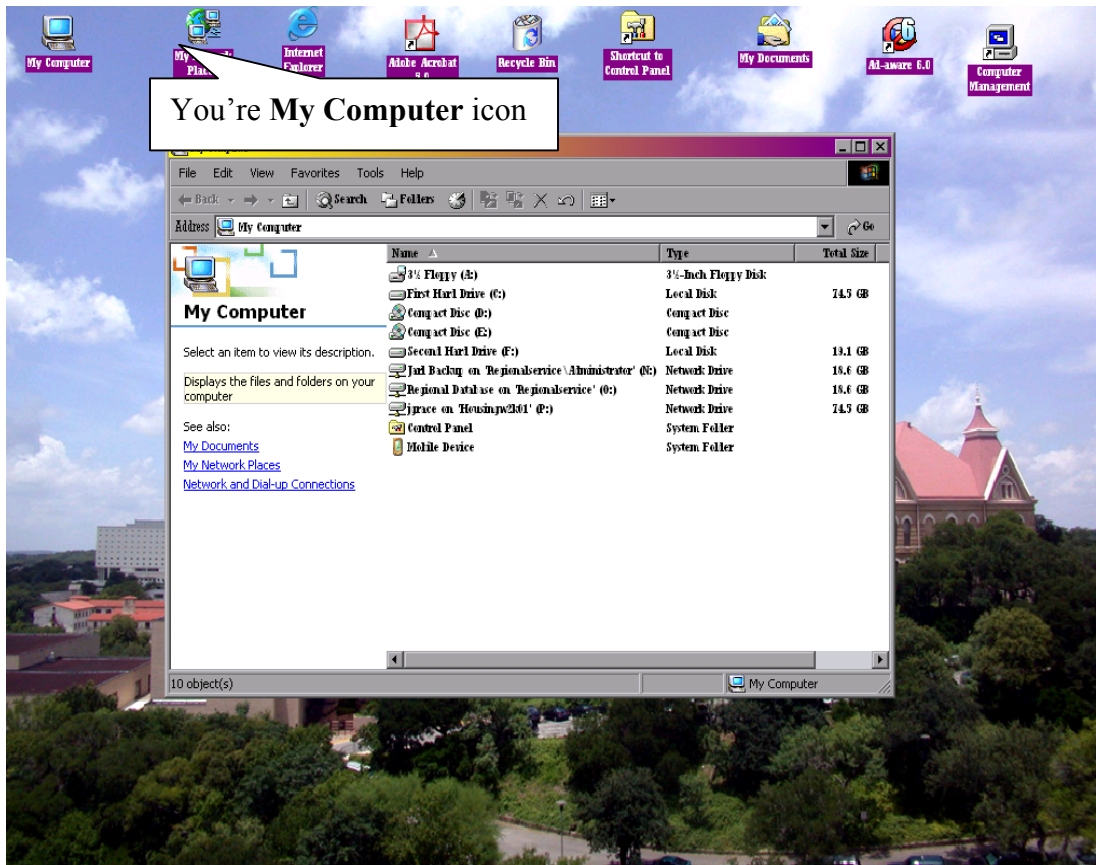


5. When it is finished you will get a report stating its finds. Just click ok and you are finished with the defragmenting.

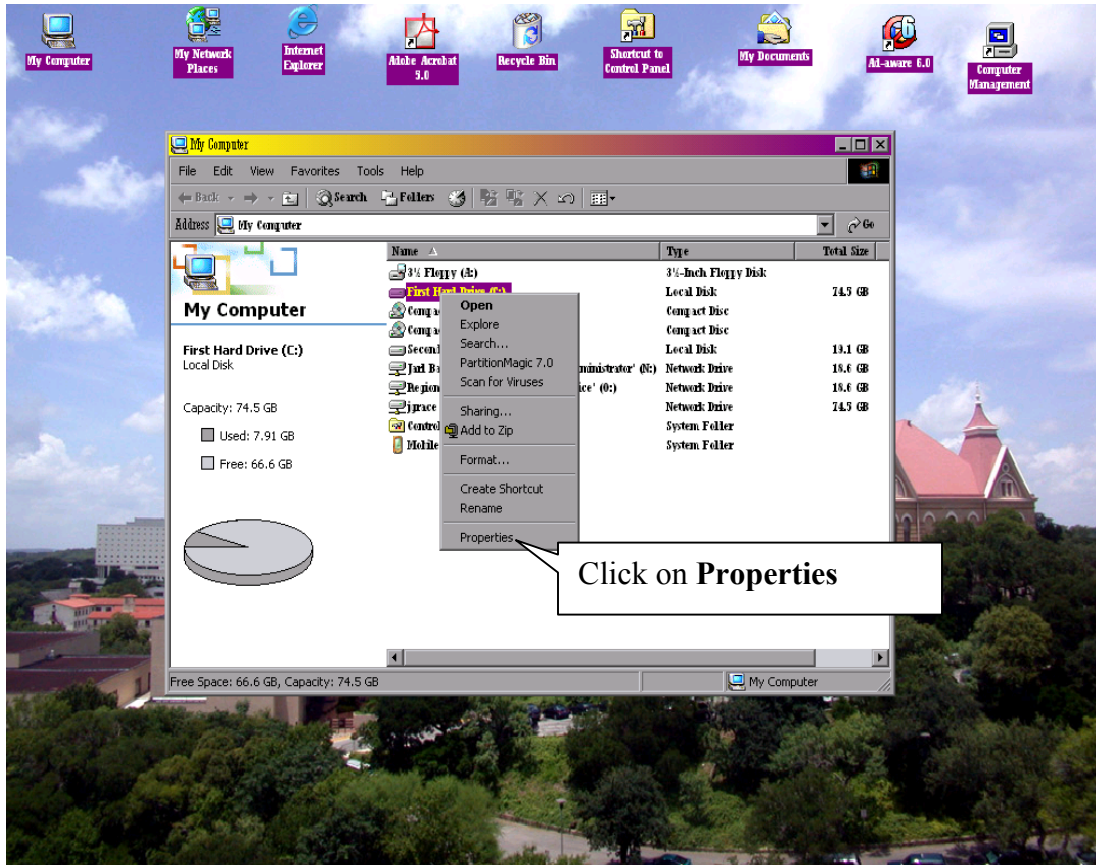


Now we will discuss the process of doing the **Disk Clean Up**. What the disk clean up does is to delete old temporary files from you computer. Follow these steps to clean your hard drive

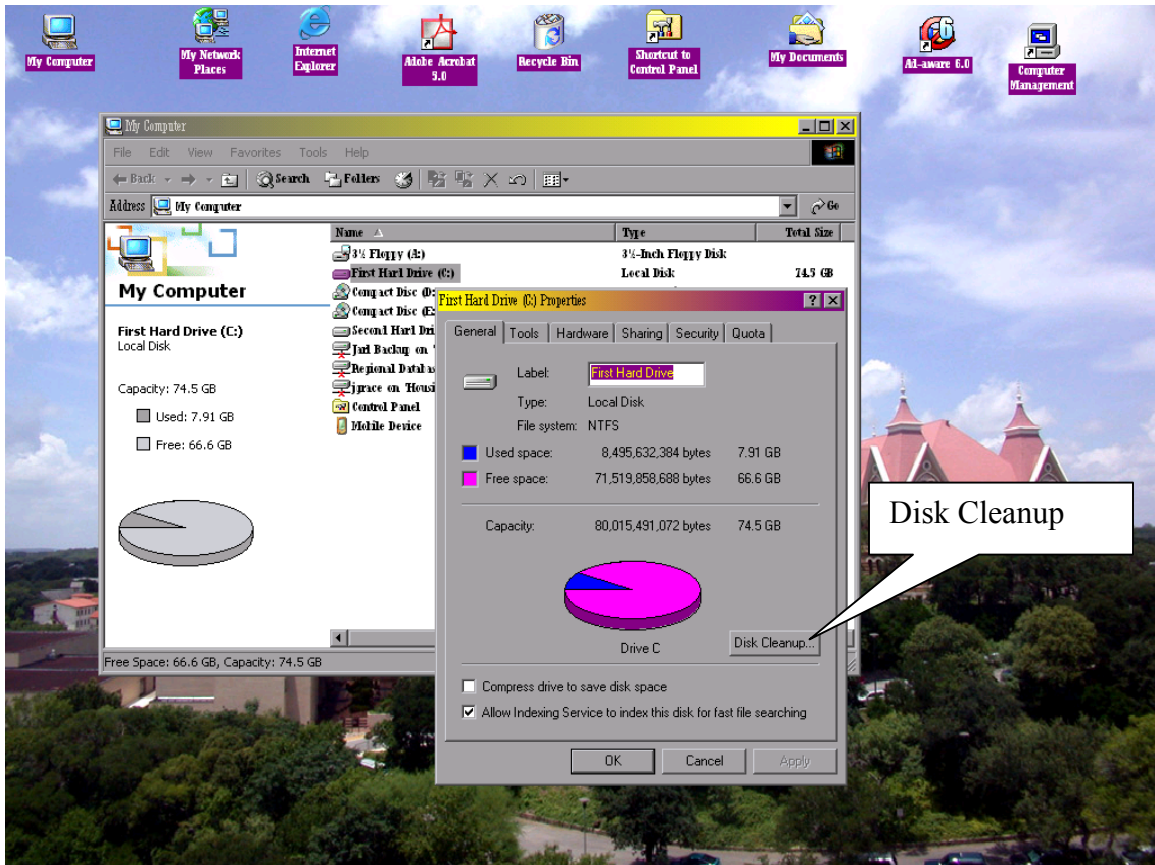
1. Open up the **My Computer** icon on computer desktop.



6. Right click on your C: drive, and when the grey menu opens scroll down to properties.

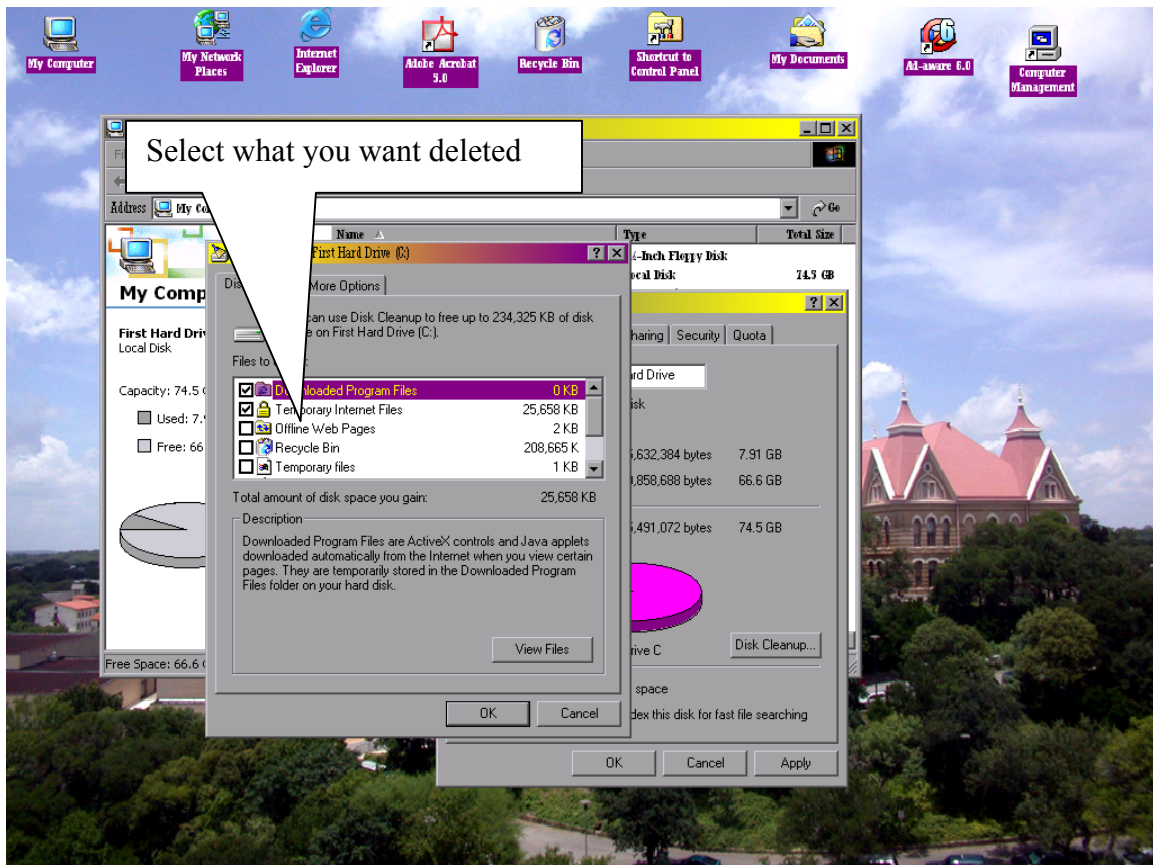


3. On the **General** tab, it gives your hard drive information. And you will see a button that says **Disk Cleanup**. Click on the **Disk Cleanup** button



Once you have clicked on this button, a window will open up saying that it is calculating. It is finding all of the old files, temporary files that are on this computer.

5. After it finishes calculating, another window will pop up asking you to select which files do you want to delete. When selecting files you want deleted, check on everything except your **Recycle Bin**. Select the files that you want to delete and click on the **OK** button.

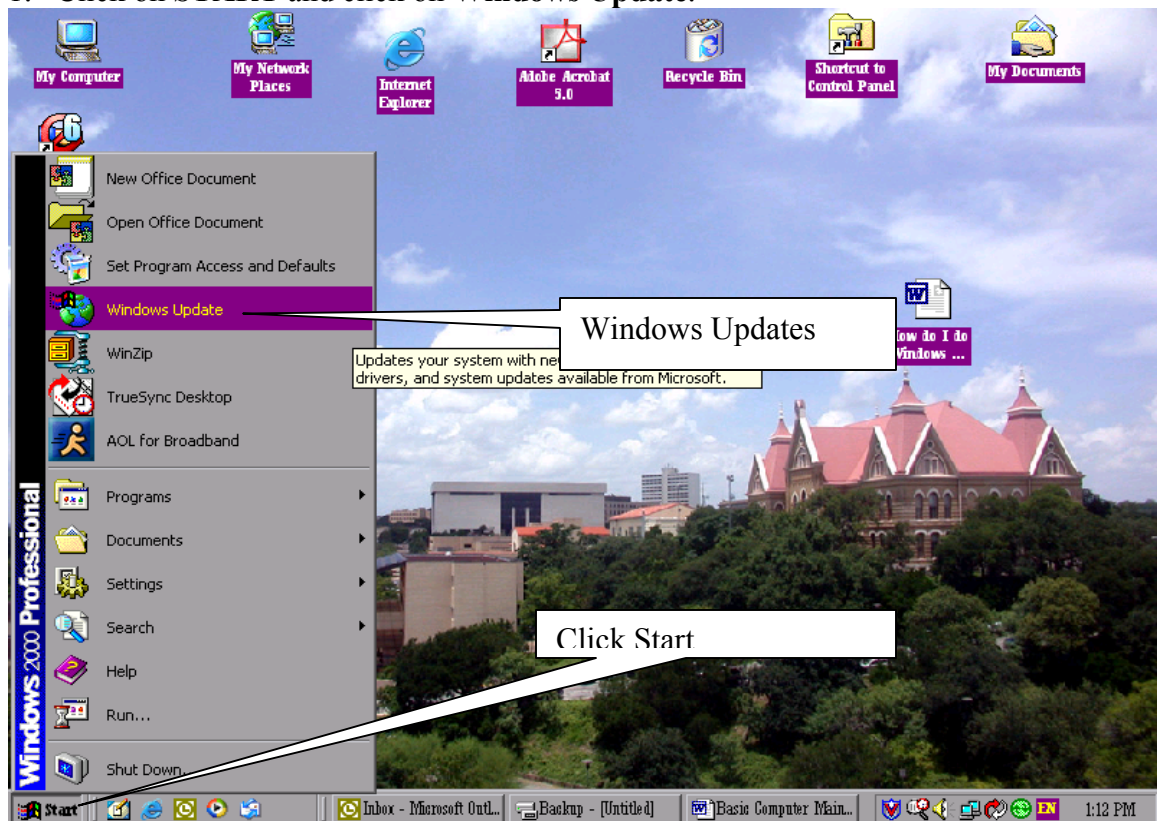


After you select delete, the self-cleaning process will take place. The window will close by itself and it if finished.

Now we will discuss on how to do Windows Updates and Office updates. It is very crucial to do these updates. Microsoft has security flaws in all of their programs and doing these updates helps protect your computer from viruses. It is the Technology Committees recommendation that you should do your Windows Updates and Office updates once a week. One more important fact to know is that when doing Office updates, you will need to locate your Microsoft Office software that was used to install Office on your computer. If you try to do Office updates with someone else's software IT WILL NOT WORK.

Now lets begin with Windows updates.

1. Click on **START** and click on **Windows Update**.



2. Once you click on **Windows Update**, an Internet Explore screen will come up to the Windows Update page and two prompts will come up, click **yes** on both of them.



This is you're the page for the **Windows Update**, then Click **Scan for updates**.

Microsoft Windows Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address <http://v4.windowsupdate.microsoft.com/en/default.asp> Go Links EarthLink POP-UP BLOCKER ON/OFF

Microsoft Windows Update All Products | Support | Search | microsoft.com Guide

Home | Windows Catalog | Windows Family | Office Update | Windows Update Worldwide

**Windows Update**

- Welcome
- Pick updates to install
- Review and install updates

**Other Options**

- View installation history
- Personalize Windows Update
- Get help and support


**See Also**

- About Windows Update

### Welcome to Windows Update

Get the latest updates available for your computer's operating system, software, and hardware.

Windows Update scans your computer and provides you with a selection of updates tailored just for you.

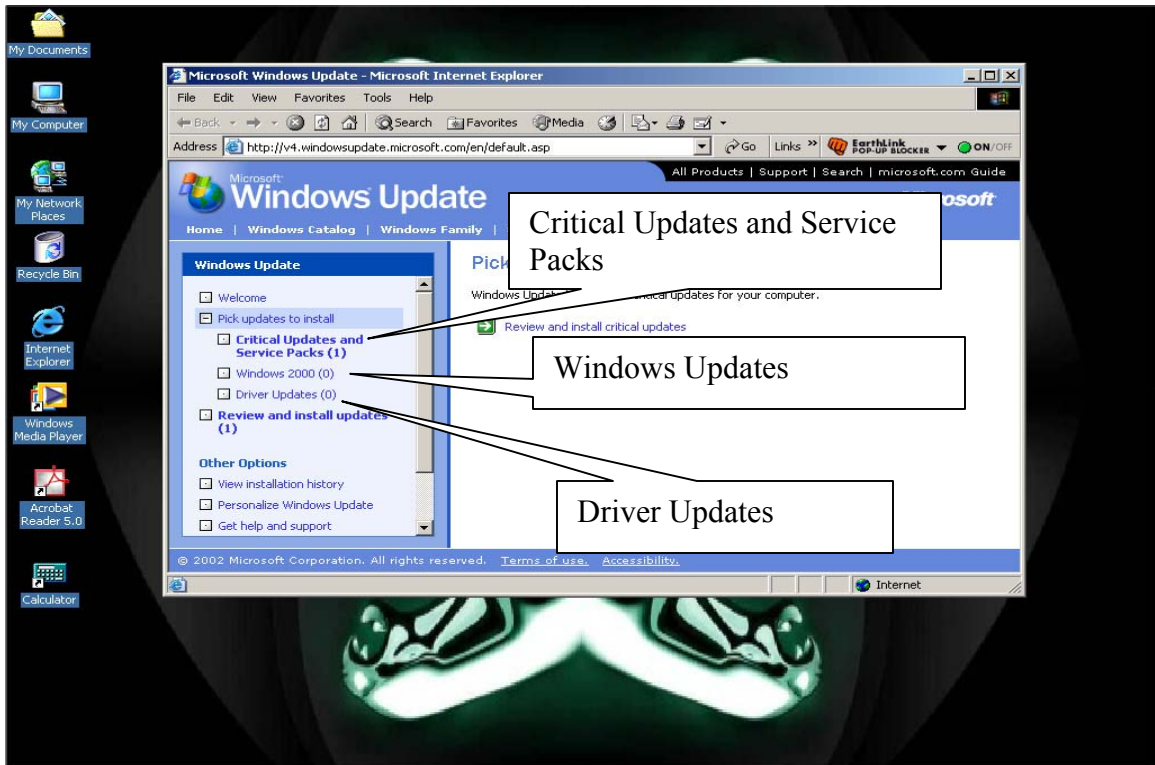
 [Scan for updates](#)

**Note** Windows Update does not collect any form of personally identifiable information from your computer.  
[Read our privacy statement](#)

© 2002 Microsoft Corporation. All rights reserved. [Terms of use.](#) [Accessibility.](#)

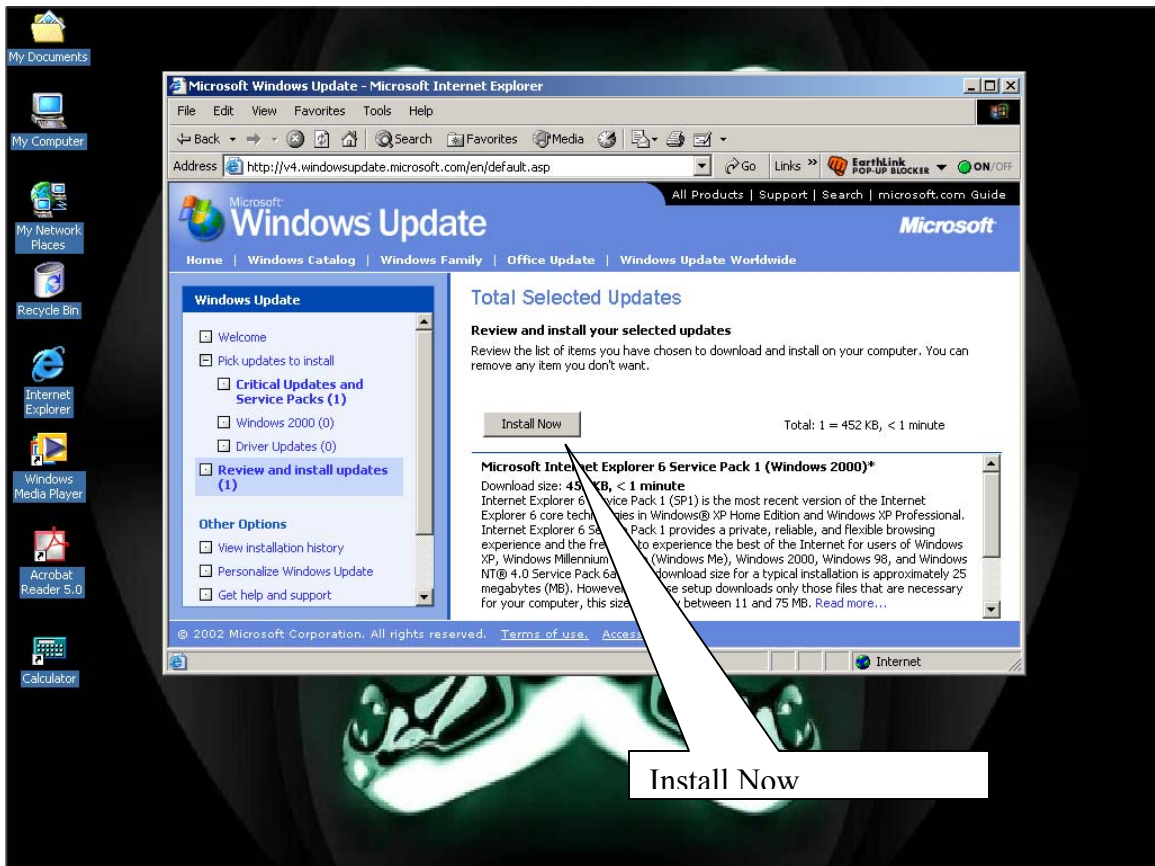
<http://v4.windowsupdate.microsoft.com/en/default.asp> Internet

3. On the left side of the screen shows what needs to be updated. When you click on the “**Review and install critical updates**” there will be a list of updates needed.



When doing these updates it is not necessary to do all of the updates. The Technology Committee recommends that when doing these updates, it is best to do the **Critical Updates and Service Packs**, and **Windows Updates**. It is not necessary to do the **Driver Updates**.

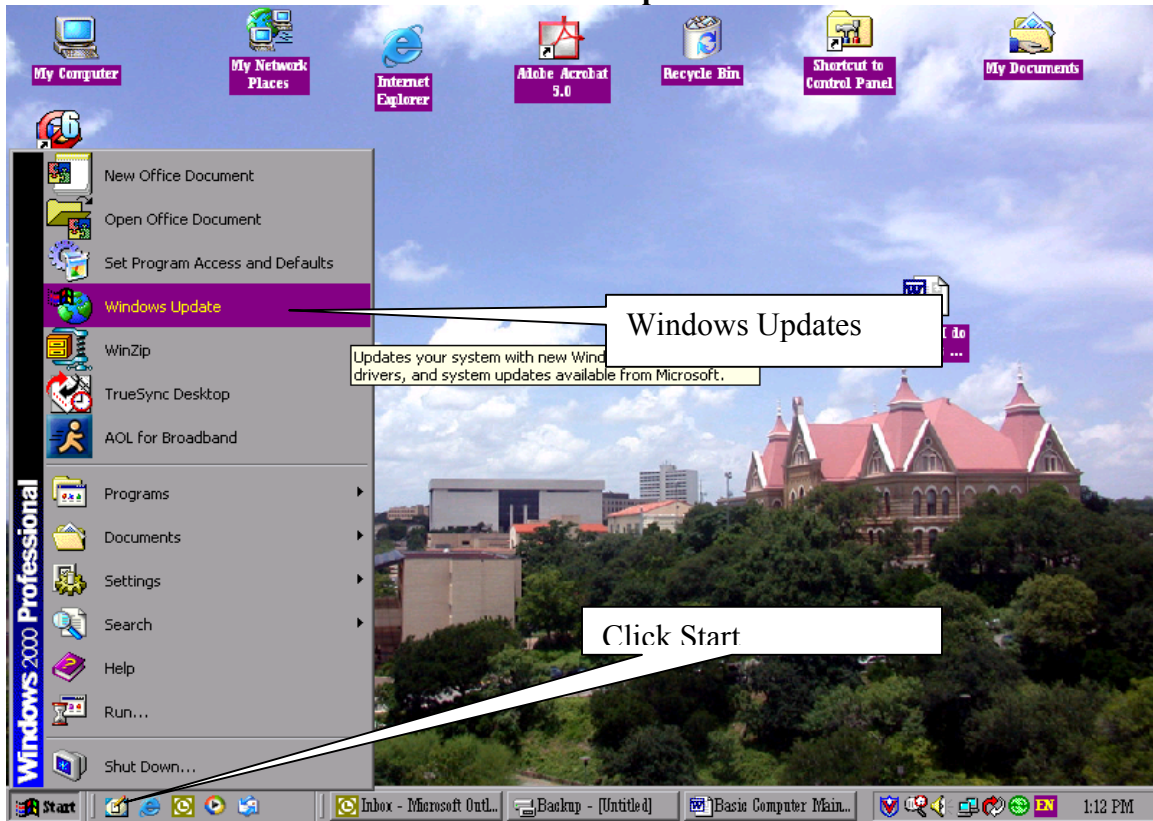




4. Click on **Install now** and be patient, depending on how many you have to do determines the amount of time you have sit there.
5. At the end of a download, you are prompted to restart you computer, you must restart your computer and start the process from Step 1 again.

Now for the last updates to do is the Office Updates.

1. Click on **START** and click on **Windows Update**.



2. When the page opens click the link at the top of the page where it says **Office Updates**.

Microsoft Windows Update - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://v4.windowsupdate.microsoft.com/en/default.asp> Go Links EarthLink POP-UP BLOCKER ON/OFF

Microsoft Windows Update All Products | Support | Search | microsoft.com Guide **Microsoft**

Home | Windows Catalog | Windows Family | Office Update | Windows Update Worldwide

### Windows Update

- Welcome
- Pick updates to install
- Review and install updates

#### Other Options


- View installation history
- Personalize Windows Update
- Get help and support

#### See Also

- About Windows Update

## Welcome to Windows Update

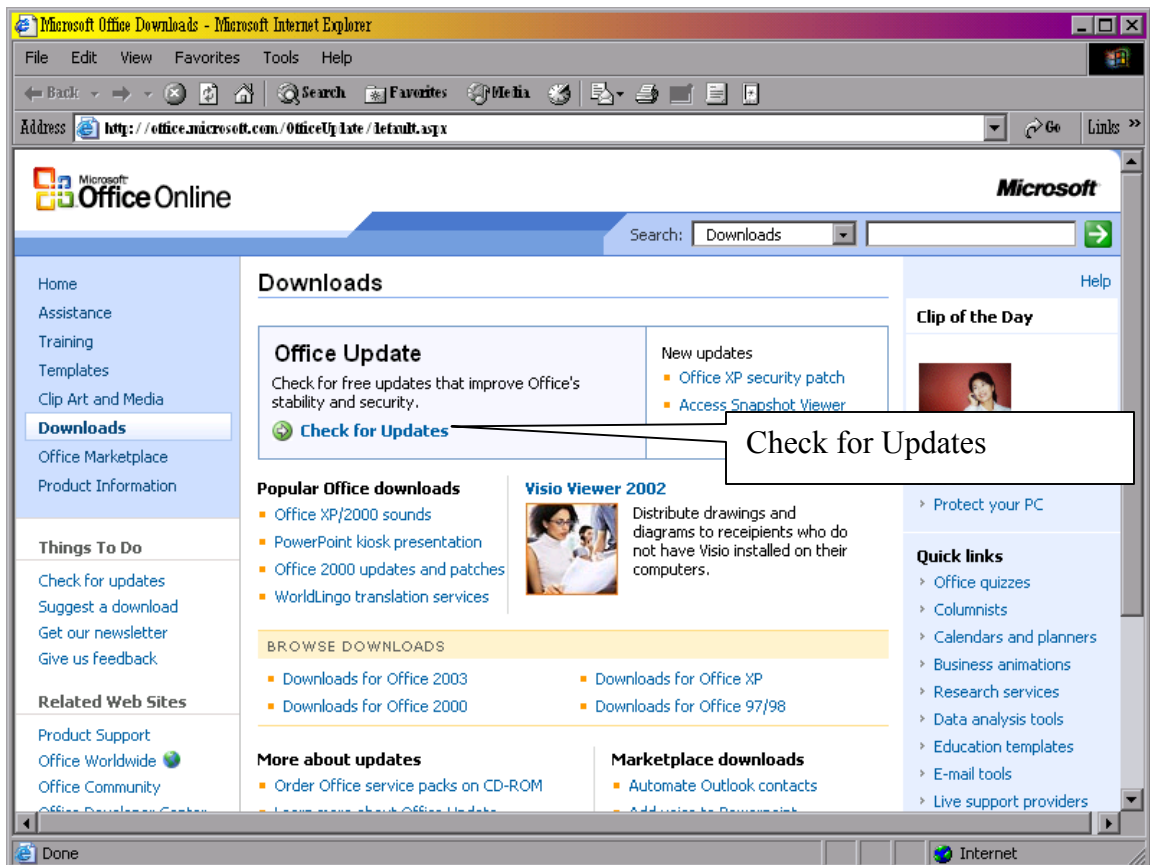
Get the latest updates available for your computer's operating system, software, and hardware. Windows Update scans your computer and provides you with a selection of updates tailored just for you.

 [Scan for updates](#)

**Note** Windows Update does not collect any form of personally identifiable information from your computer.  
[Read our privacy statement](#)

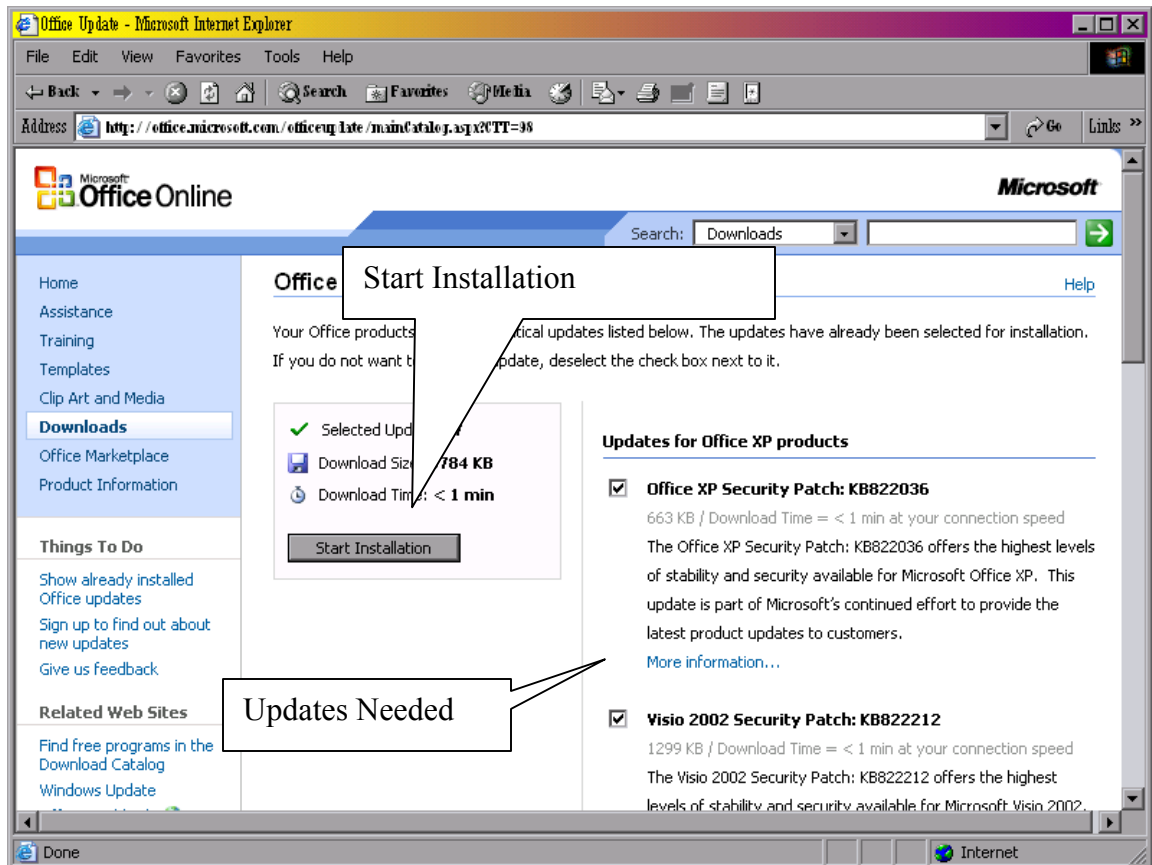
Office Updates

3. A new Web Page will open up; click the link where it says **Check for Updates**.



While it's checking your system for what updates you need an install window will open up, select **Yes** so it can finish checking your system.

4. After it checks your system, a list of all the updates that your computer needs will appear. Select them all and click on the Start install button.



At this point the system may ask for your disk. If so insert the cd that is labeled with what the screen is asking. Once the updates are completed, restart your computer and repeat from step one to make sure that all the updates were installed.