

# *Disk Maintenance Instructions for Windows 7*

## **Background:**

Performing routine disk maintenance keeps the hard drive and computer overall performance optimized.

Before starting these procedures, ensure no other applications are running. Also, turn off any screen savers.

**Basic Steps:** (see detailed instructions on the following pages).

1. Run Disk Cleanup.
2. Run Check Disk<sup>1</sup>.

## **Recommendations:**

- Nightly: Restart your computer when you leave
- Once a week: perform Basic Steps 1 and 2
- Once a month: Defrag is **automatically set** to run on its own once a week

## **Conclusion:**

Although performing these disk maintenance tasks will not eliminate all problems you may have with your computer, they go a long way towards minimizing performance problems that occur when these tasks are not performed.

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**Note:** *These instructions are meant for Faculty or Staff computers **NOT** for student computers. IT will handle those computers.*

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<sup>1</sup> You may need System Administrator permissions to run Check Disk. If you are unable to run these tasks, run the tasks you can.

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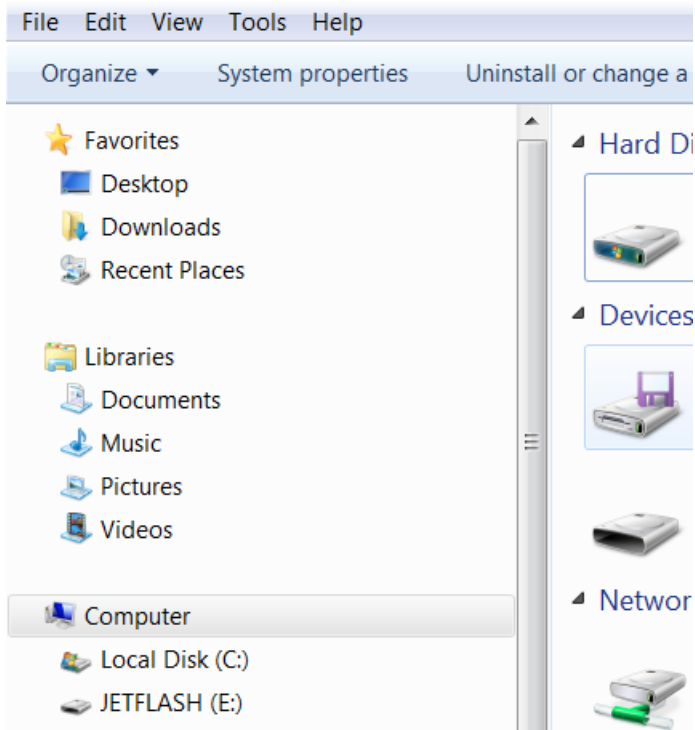
**NOTE:** If you must be away from your computer while running any of these steps, please lock your computer by pressing (Ctrl+Alt+Del) and click on the **Lock this Computer** option.

## 1. Disk Clean Up

Open the My Computer Icon or the Library Icon down in the Task Bar

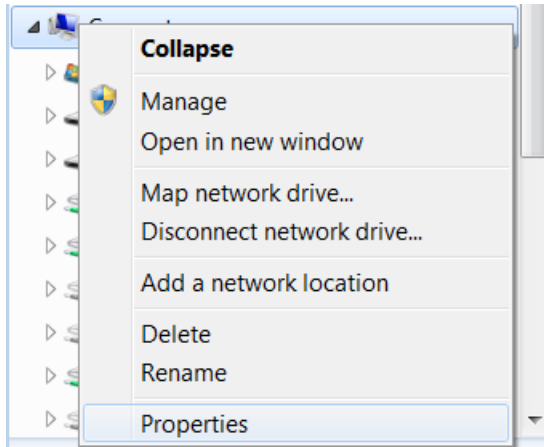


Select the '**Computer**' icon in the left pane



**Right**-click on the '**Local Disk (C :)**' drive in the right pane and select **Properties**

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On the General Tab Click the **Disk Cleanup** button to bring up Disk Cleanup selection dialog box. **DO NOT** put a checkmark in Compress this drive to save disk space option (See Figure 1). This brings up the Cleanup calculating window. Wait for the next window.

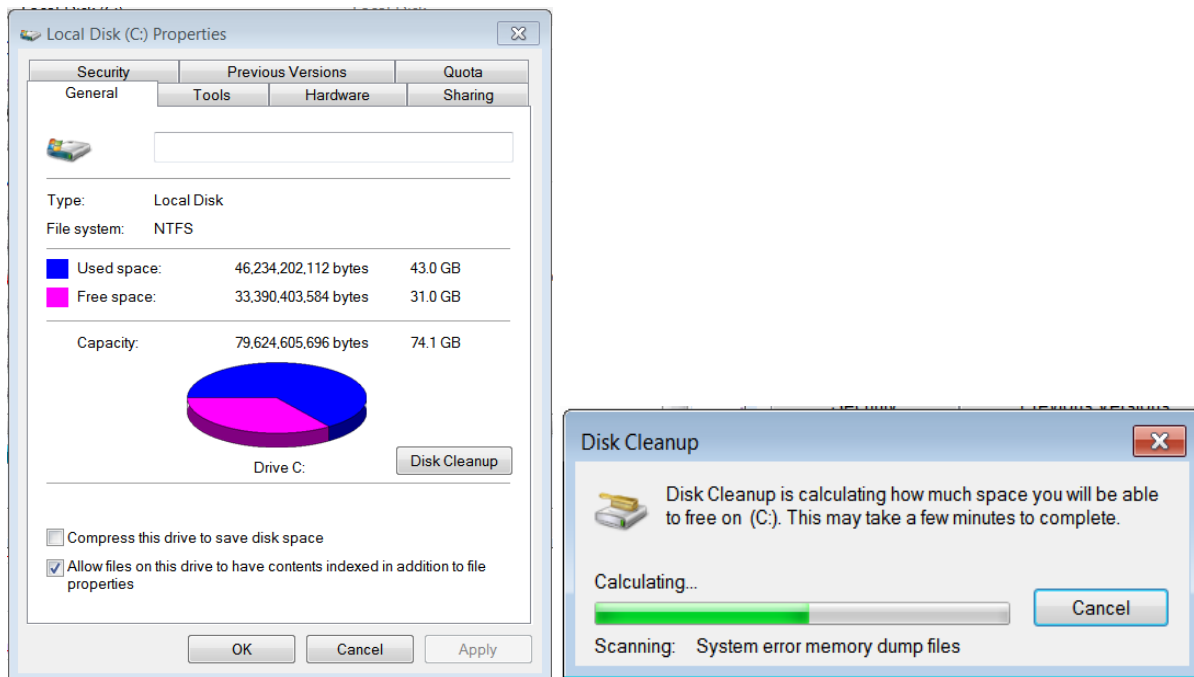


Figure 1

Select the appropriate file types so your screen matches below. You may see other options in addition to the ones listed and it is safe to clean them, (See Figure 2). After making your selection, click the **OK** button to begin Disk Cleanup.

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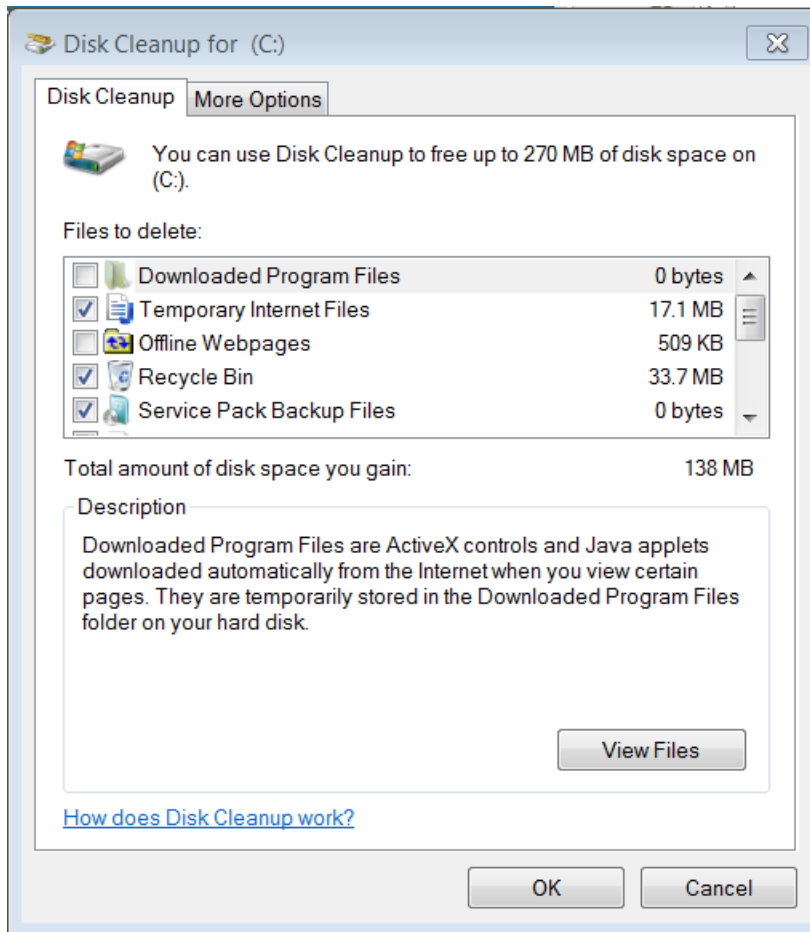


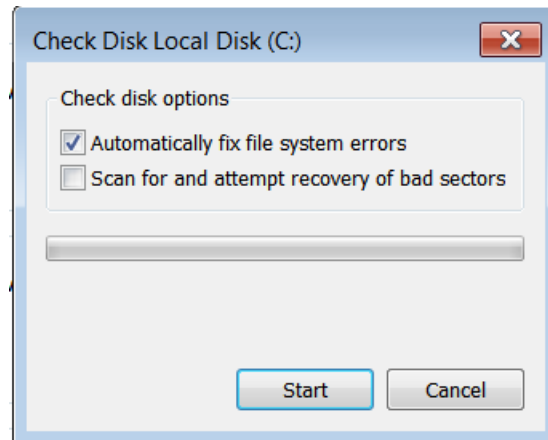
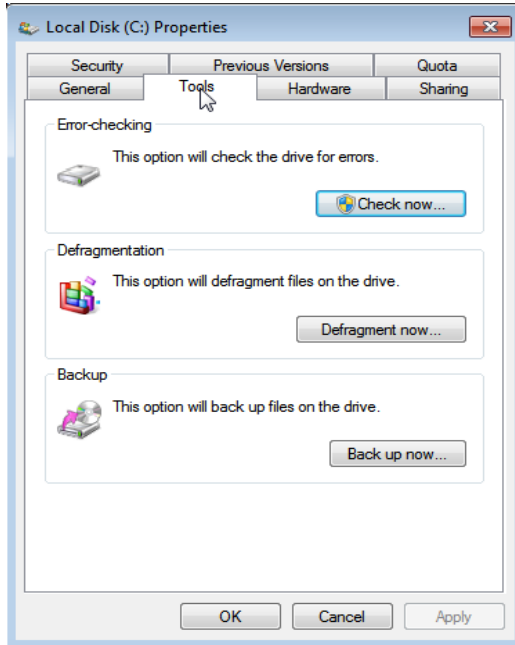
Figure 2

If you have more than one hard drive, repeat this process for each.

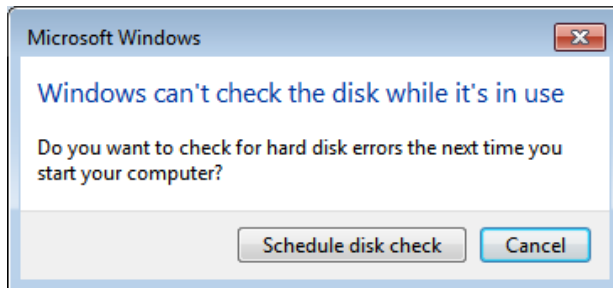
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## 2. Check Disk

Click on the **Tools Tab**. Click the **Check Now... button** to open the **Check Disk** program, put a checkmark in the “**Automatically fix file system errors**” option and click the **Start Button** to run it.



A window will tell you Windows cannot check the disk while it is in use. Click the Schedule disk check button. Your computer will restart and **Check Disk** will run. If you have more than one hard drive, repeat this step for each.



**Note:** If you must be away from your computer, while running any of these steps, please lock your computer (Ctrl+Alt+Del) and click on the **Lock this Computer option**).