

Windows 98/ME Monthly Maintenance

If you do not have a computer built or serviced by Compu-Docs, you can find all of the programs below on the Compu-Docs website: <http://www.compu-docs.com/links.htm> or they are already built into your computer.

On computers built or serviced by Compu-Docs, you will find the shortcuts to perform your monthly maintenance by going to the Start menu. Your maintenance items will be in the top section. Run them in the order outlined below. If you use AOL, Compuserve, NetZero, Juno, etc., you should use it to connect to the Internet first and then minimize it. **No matter which Internet Service Provider that you use, you must be connected to the Internet to run Windows Update, Office Update, Nistime, Ad-Aware's update feature, Spybot's update feature and Spyware Blaster's update feature.** You do not need to be connected to the Internet to run Disk Cleanup, Cleanup Temp Files or Disk Defragmenter. If you have any parental controls running, you will have to disable them first or you may not be able to do the updates.

Disk Cleanup:

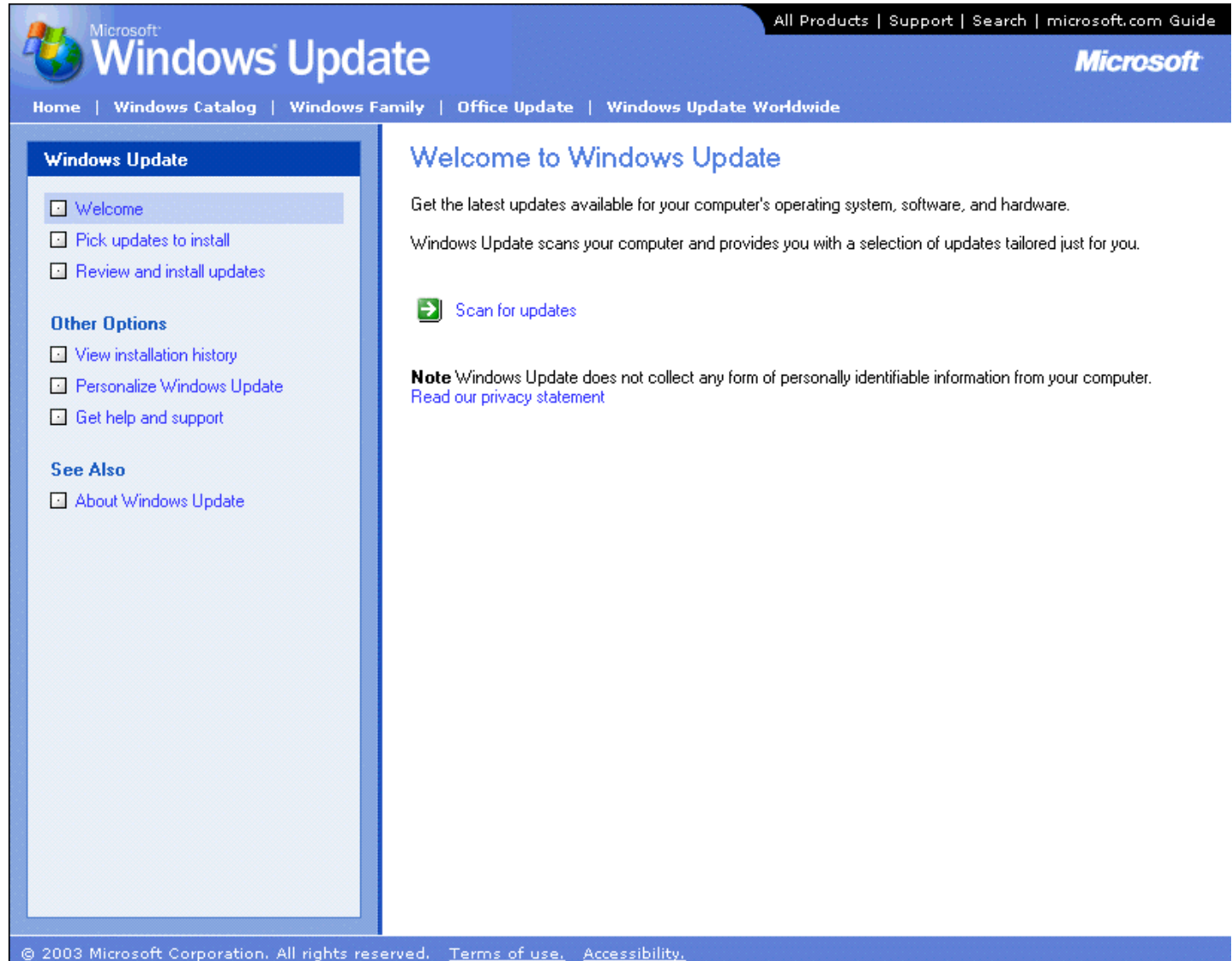
If you have the Disk Cleanup icon, just click it. This will only take about 10 to 30 seconds and you don't have to do anything else. If it is working on the D drive and it freezes up, just click the cancel button. Wait about 10 seconds and run it again. You may have to do this a couple of times until it closes out on its own.

Cleanup Temp Files:

Click the Cleanup Temp Files shortcut to remove all of your temporary files. This will only take a couple of seconds (maybe several minutes on it's first run) and you don't have to do anything else.


Windows Update Instructions:

Click the Windows Update shortcut. Internet Explorer will open and take you to the Windows Update page.



Click the [Scan for updates](#) button.

The following window will appear.



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

☐ Critical Updates and Service Packs (15)

☐ Windows 98 and Windows 98 Second Edition (5)

☐ Driver Updates (0)

☐ Review and install updates (15)

Other Options

☐ View installation history

☐ Personalize Windows Update


☐ Get help and support

See Also

☐ About Windows Update

Pick updates to install

Windows Update has found 15 critical updates for your computer.

 [Review and install updates](#)

Windows Update has also found other updates for your computer. To browse through these updates and select the ones you want to install, click a category title in the list.

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On the left, under where it says [Pick updates to install](#) are 3 categories of available updates. You should always do the [Critical Updates and Service Packs](#). You may or may not want to do the [Windows 98 and Windows 98 Second Edition](#) updates and you should NEVER do any [Driver Updates](#). You can remove items that you do not want to install only from the [Windows 2000](#) updates. Click where it says [Windows 98 and Windows 98 Second Edition](#).

The following window will appear.

The screenshot shows the Microsoft Windows Update website. The header includes the Microsoft logo, "Windows Update", and navigation links: "All Products | Support | Search | microsoft.com Guide". Below the header is a secondary navigation bar with links: "Home | Windows Catalog | Windows Family | Office Update | Windows Update Worldwide".

The main content area is divided into two columns. The left column contains a sidebar with the following sections:

- Windows Update**
 - ☐ Welcome
 - ☐ Pick updates to install
 - ☐ Critical Updates and Service Packs (15)
 - ☒ Windows 98 and Windows 98 Second Edition (5)
 - ☐ Driver Updates (0)
 - ☐ Review and install updates (15)
- Other Options**
 - ☐ View installation history
 - ☐ Personalize Windows Update
 - ☐ Get help and support
- See Also**
 - ☐ About Windows Update

The right column features a large heading "Windows 98 and Windows 98 Second Edition Updates" with a Microsoft Windows logo. Below this is a link: "Visit the Windows 98 and Windows 98 Second Edition Web site". A section titled "Pick from Windows 98 and Windows 98 Second Edition updates" includes a green arrow icon and a link "Review and install updates", along with the text "Total items selected: (15)".

Below this is a section titled "Recommended Updates" with a blue header. It lists four updates:

- DirectX 9.0a End-User Runtime**
Download size: 291 KB, < 1 minute
DirectX 9.0a includes security and performance updates, along with new features across all of the DirectX technologies. Download to get the latest DirectX updates now. After you install this item, you may have to restart your computer. Once you have installed this item, it cannot be removed. [Read more...](#)
Buttons: Add, Remove
- Microsoft .NET Framework version 1.1**
Download size: 23.1 MB, 24 minutes
The .NET Framework is a feature of Windows. Applications built using the .NET Framework are more reliable and secure. You need to install the .NET Framework only if you have software that requires it. After you install this item, you may have to restart your computer. [Read more...](#)
Buttons: Add, Remove
- Internet Explorer Navigation Sound Update**
Download size: 78 KB, < 1 minute
This update addresses the "Internet Explorer Navigation Sound" issue in Internet Explorer. Download now if Internet Explorer stops responding when you use the navigation buttons in Internet Explorer. [Read more...](#)
Buttons: Add, Remove
- Root Certificates Update**
Download size: 181 KB, < 1 minute
This item updates the list root certificates on your computer to the latest list that is accepted by Microsoft as part of the Microsoft Root Certificate Program. Adding additional root certificates to your computer enables...

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Here you'll see the available optional updates. Note that there are 5 available updates. Your number may be different. Some of the updates here you may not want to install. I do not install the following for example:

Euro Conversion Tool (since I don't use Euros)

Microsoft .NET Framework (since I don't connect to a .NET server)

I can remove these from the list by clicking under [Other Options](#) the [Personalize Windows Update](#) shortcut.

The screenshot shows the Microsoft Windows Update website. The top navigation bar includes links for 'All Products', 'Support', 'Search', and 'microsoft.com Guide'. The main header features the 'Windows Update' logo and the Microsoft logo. Below the header, a secondary navigation bar lists 'Home', 'Windows Catalog', 'Windows Family', 'Office Update', and 'Windows Update Worldwide'. The left sidebar contains a 'Windows Update' section with links to 'Welcome', 'Pick updates to install' (which includes 'Critical Updates and Service Packs (15)', 'Windows 98 and Windows 98 Second Edition (5)', and 'Driver Updates (0)'), 'Review and install updates (15)', 'Other Options' (including 'View installation history', 'Personalize Windows Update' (highlighted), and 'Get help and support'), and 'See Also' (including 'About Windows Update'). The main content area is titled 'Personalize your Windows Update experience' and instructs users to 'Pick from the following items to specify what you see when you use Windows Update. To apply your changes, click **Save Settings**.' Below this, there are two sections: 'Set options for Windows Update' with a checkbox for 'Display the link to the Windows Update Catalog under **See Also**' (which includes a description of the catalog), and 'Choose which categories and updates to display on Windows Update' with a list of checkboxes for various updates, including 'Windows 98 and Windows 98 Second Edition updates', 'Recommended Updates' (with sub-items like 'DirectX 9.0a End-User Runtime', 'Microsoft .NET Framework version 1.1', 'Windows Critical Update Notification 4.0', 'Internet Explorer Navigation Sound Update', 'Euro Conversion Tool', 'Root Certificates Update', and 'Windows Media Player 9 Series'), and 'Multi-Language Features' (with sub-items for various languages like Swedish, Czech, Polish, Turkish, Russian, and Portuguese).

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Uncheck the items you don't want to appear anymore and click the Save Settings button. Now go back and click the [Windows 98 and Windows 98 Second Edition](#) shortcut on the left and click the Add buttons for the items you want to install. Note that some items must be installed separately from any of the other items as shown in the red text below. So you'll have to install them all by themselves and come back to Windows Update to install the other items.

Click the [Review and install updates](#) shortcut on the left.

The screenshot shows the Windows Update website. The top navigation bar includes links for Home, Windows Catalog, Windows Family, Office Update, and Windows Update Worldwide. The left sidebar contains a 'Windows Update' section with links to Welcome, Pick updates to install, Critical Updates and Service Packs (15), Windows 98 and Windows 98 Second Edition (4), Driver Updates (0), and Review and install updates (15). Below this are 'Other Options' and 'See Also' sections. The main content area is titled 'Total Selected Updates' and includes a red warning message about an exclusive update. It features an 'Install Now' button and a summary of the total updates (15 = 13 MB, 14 minutes). A list of selected updates is shown, including Microsoft Internet Explorer 6 Service Pack 1, Security Update (Outlook Express 6), and Security Update (Windows 98), each with a 'Remove' button.

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
 - ☐ Critical Updates and Service Packs (15)
 - ☐ Windows 98 and Windows 98 Second Edition (4)
 - ☐ Driver Updates (0)
 - ☒ Review and install updates (15)

Other Options

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

See Also

- ☐ About Windows Update

Total Selected Updates

Review and install your selected updates

Your total selected updates include an exclusive item that must be installed separately from other updates. To install the exclusive item, click **Install Now**. If you wish to install other critical updates, remove the exclusive item by clicking **Remove**.

Install Now Total: 15 = 13 MB, 14 minutes

Microsoft Internet Explorer 6 Service Pack 1 (Windows 98, Windows Me)*

Download size: **452 KB, < 1 minute**

Internet Explorer 6 Service Pack 1 (SP1) is the most recent version of the Internet Explorer 6 core technologies in Windows® XP Home Edition and Windows XP Professional. Internet Explorer 6 Service Pack 1 helps provide a private, reliable, and flexible browsing experience and the freedom to experience the best of the Internet for users of Windows XP, Windows Millennium Edition (Windows Me), Windows 2000, Windows 98, and Windows NT® 4.0 Service Pack 6a. Total download size for a typical installation is approximately 25 megabytes (MB). However, because setup downloads only those files that are necessary for your computer, this size can vary between 11 and 75 MB. [Read more...](#)

* Must be installed separately from other updates

Remove

Q328676: Security Update (Outlook Express 6)

Download size: **656 KB, < 1 minute**

This update resolves the "Unchecked Buffer in Outlook Express S/MIME Parsing Could Enable System Compromise (Q328676)" vulnerability in Outlook Express. Download now to help protect the security of your computer. [Read more...](#)

Remove

Q329115: Security Update (Windows 98)

Download size: **407 KB, < 1 minute**

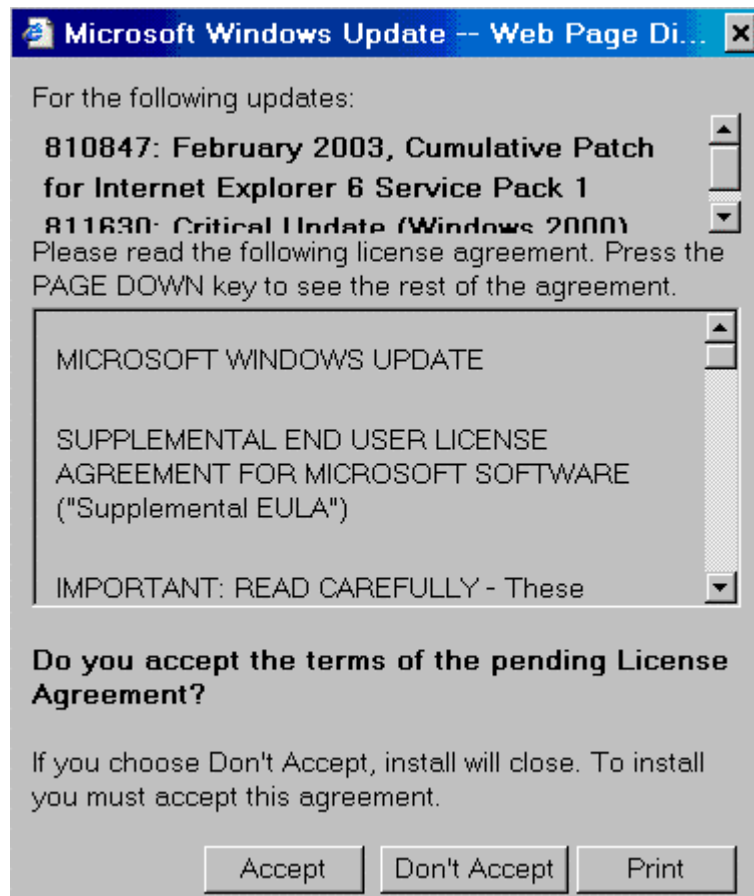
This update resolves the "Certificate Validation Flaw Could Enable Identity Spoofing" vulnerability in Windows 98. Download now to help prevent an attacker from attempting identity spoofing using certificates. [Read more...](#)

Remove

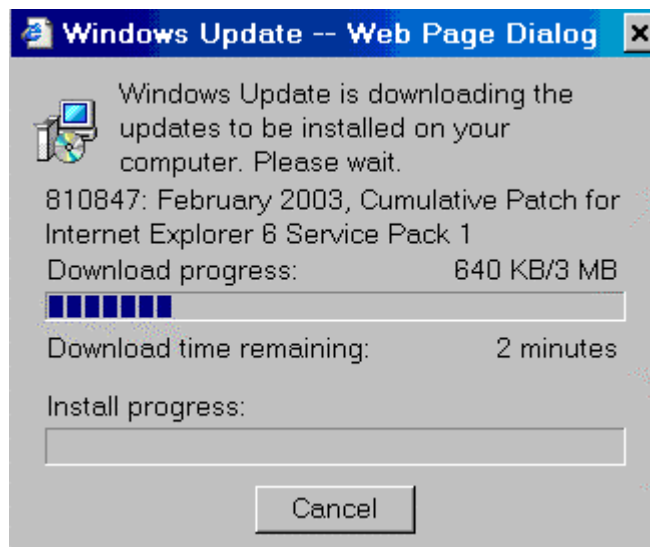
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Note that all of the critical Updates and Service Packs are already automatically added.

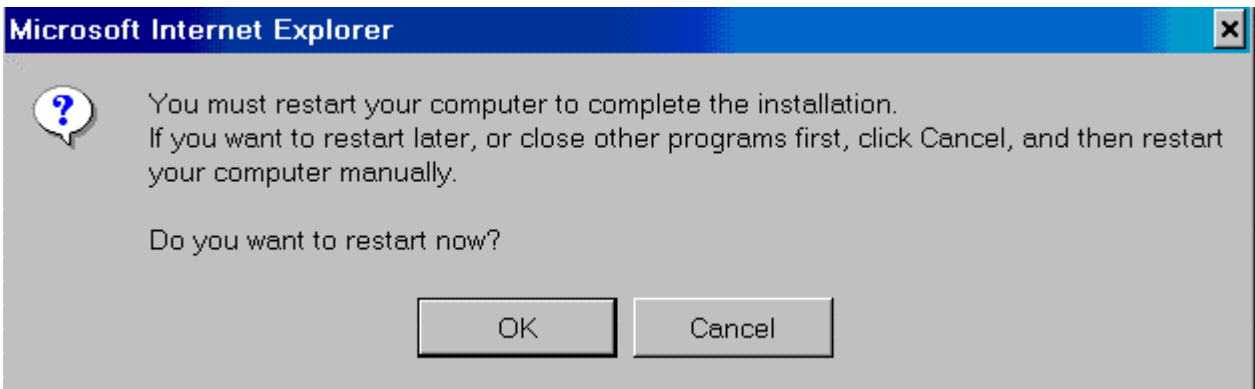
Click the Install Now button. A license agreement box will pop up.



Click the Accept button. A progress box will pop up.



When it is finished installing the update another box will pop up.



Click OK to restart your PC. If you had to skip some updates because of an update that had to be installed separately, then run Windows Update again after you restart your PC.

Office Update Instructions:

This step should be run if you any of the components of Office 2000/XP/2003 installed, which includes Word, Excel, PowerPoint, Access, Outlook (not Outlook Express), FrontPage, or Publisher. If you do not have any of these installed, you can proceed to the next topic.

Click the MS Office Update shortcut. (<http://office.microsoft.com/ProductUpdates/default.aspx>) Internet Explorer will open and take you to the Office Update page.

United States Microsoft.com Home | Site Map

Microsoft Office Online

Search: Downloads Go

Home
Assistance
Training
Templates
Clip Art and Media
Downloads
Office Marketplace
Product Information

Things To Do
Check for updates
Suggest a download
Get our newsletter
Give us feedback

Worldwide
Office Worldwide

Downloads

Office Update

Check for free updates that improve Office's stability and security.

 [Check for Updates](#)

New updates

- Office XP SP3
- Word 2003
- Office 2003

Popular Office downloads

- Outlook 2002 Critical Update
- Try the Microsoft Office System
- Stock Quote Add-in for the Research Task Pane

Publisher 2003 PrePress Reference Guide

 Get installation instructions, a quick start guide, and printer settings for Publisher 2003.

Clip of the Day



Office 2003 Editions

- About Office 2003 Editions
- Reasons to upgrade
- Order a trial CD
- How to buy

Quick links

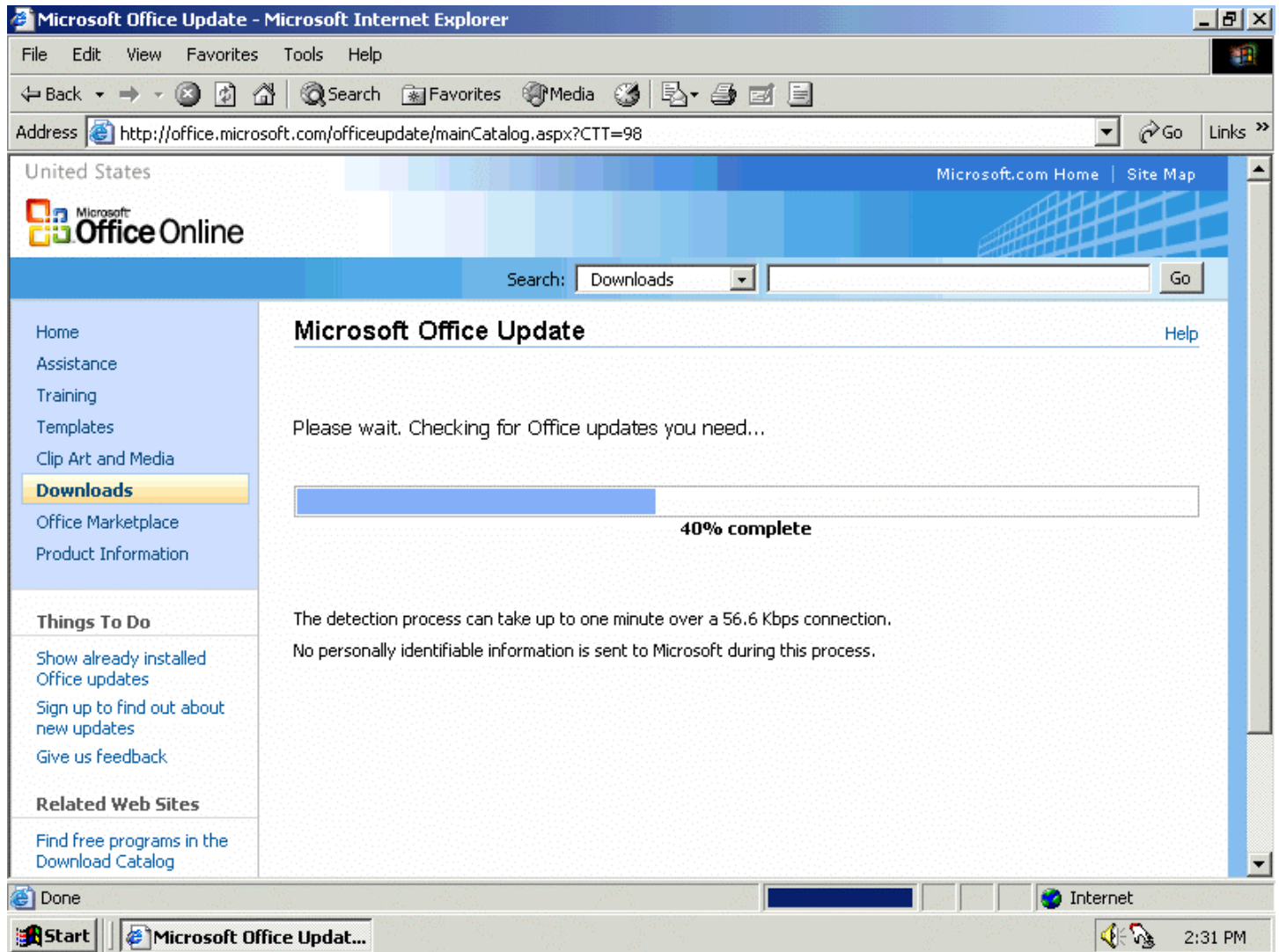
- See Office demos
- Protect your PC
- Find solutions
- Office guides

BROWSE DOWNLOADS

- Downloads for Office 2003
- Downloads for Office XP
- Downloads for Office 2000
- Downloads for Office 97/98

Click the Check for Updates green button.

The following screen will appear.



When it is finished checking, the following screen will appear.

United States Microsoft.com Home | Site Map

Microsoft Office Online

Search: Downloads Go

Microsoft Office Update [Help](#)

Your Office products require the critical updates listed below. The updates have already been selected for installation. If you do not want to install an update, deselect the check box next to it.

✓ Selected Updates: 5
Download Size: **2714 KB**
Download Time: < 1 min

Start Installation

Updates for Office 2000 products

☒ **Office 2000 Security Patch: KB822035**
545 KB / Download Time = < 1 min at your connection speed
The Office 2000 Security Patch: KB822035 offers the highest levels of stability and security available for Microsoft Office 2000. This update is part of Microsoft's continued effort to provide the latest product updates to customers.
[More information...](#)

☒ **Word 2000 Security Patch: KB830347**
885 KB / Download Time = < 1 min at your connection speed
[More information...](#)

Things To Do

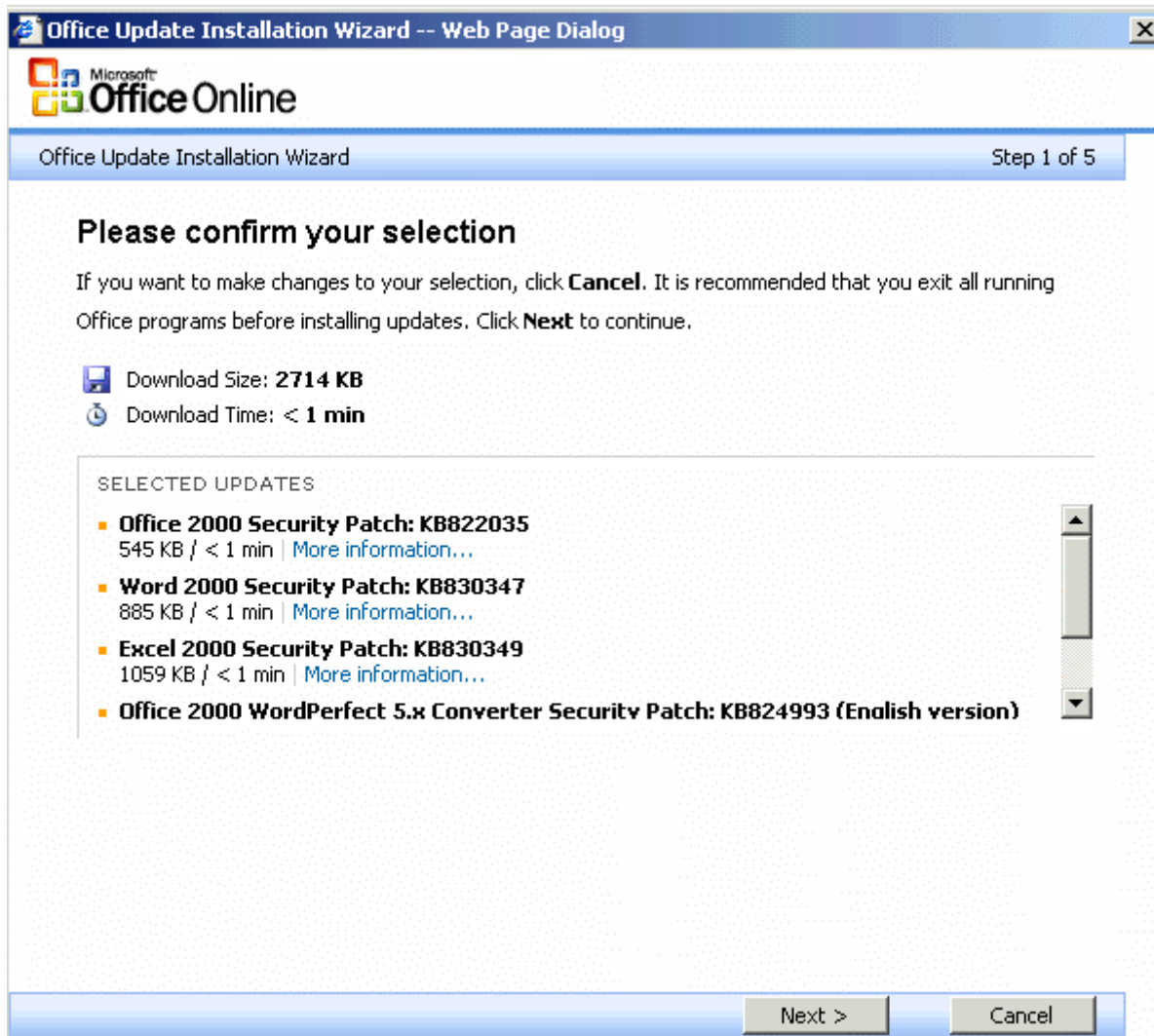
- [Show already installed Office updates](#)
- [Sign up to find out about new updates](#)
- [Give us feedback](#)

Related Web Sites

- [Find free programs in the Download Catalog](#)

Check off all of the available updates. Note that some updates require other updates to be installed first. Some boxes may be grayed out since you have to install an update before you install another update. If this is the case, then you have to install the checked off update and then check for updates again to install the remaining updates. Click the Start Installation button.

The following screen will appear.



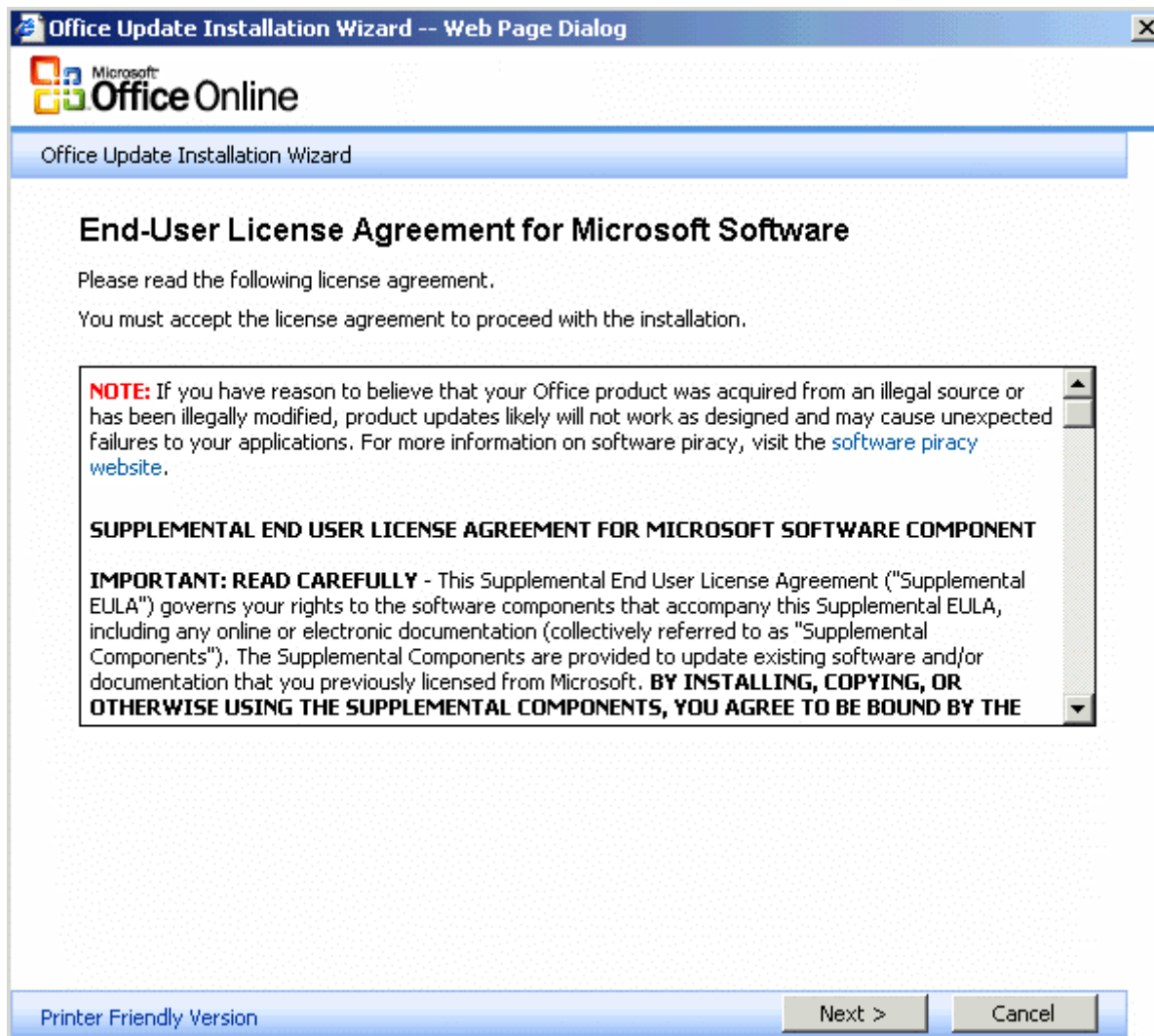
Click the Next button.

The following screen will appear.



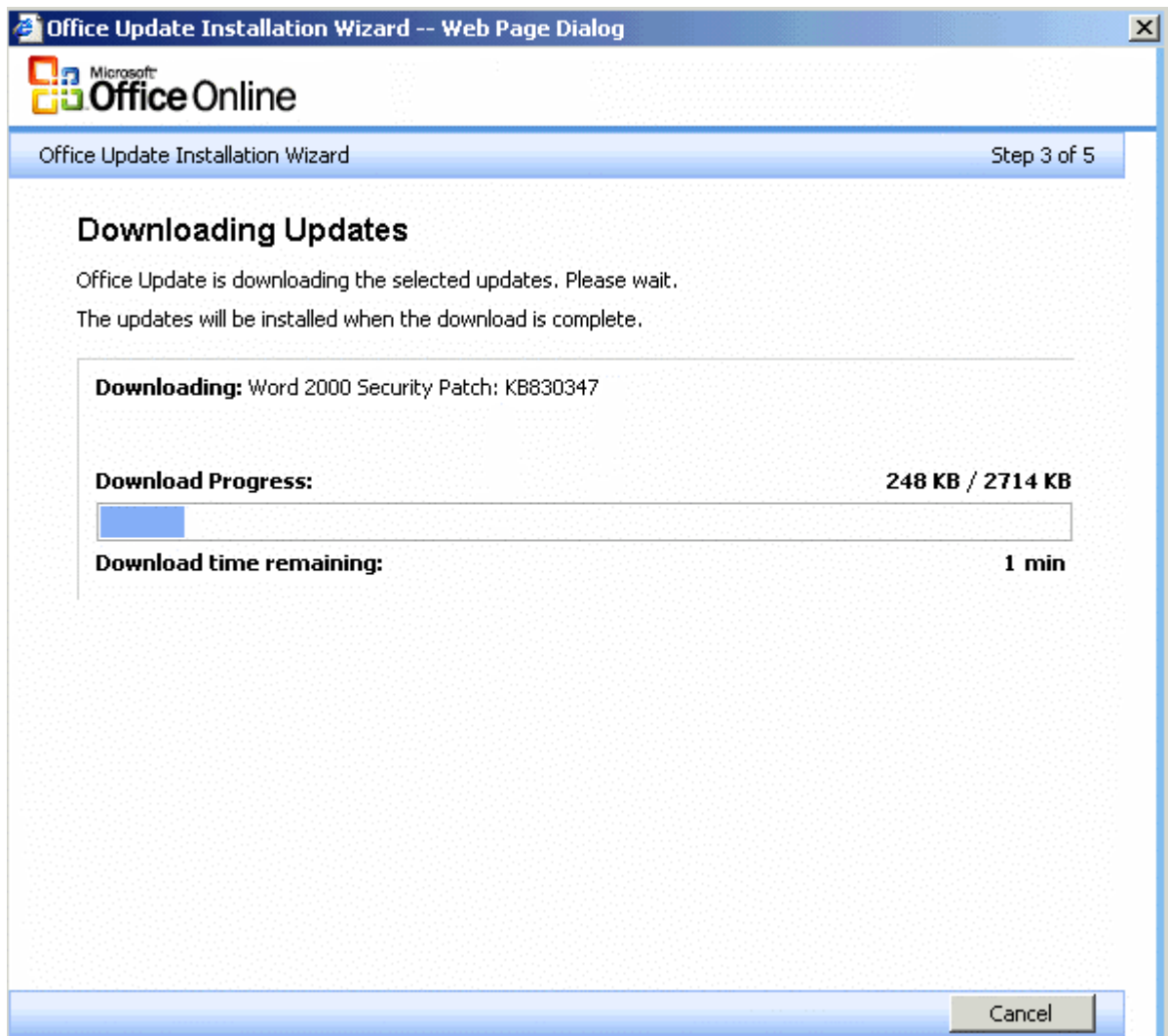
If your installation files are installed locally on your hard drive, you won't need the Office CD. If your installation files are NOT installed locally on your hard drive, you WILL need the Office/Word CD. Click the Next button.

The following screen will appear.

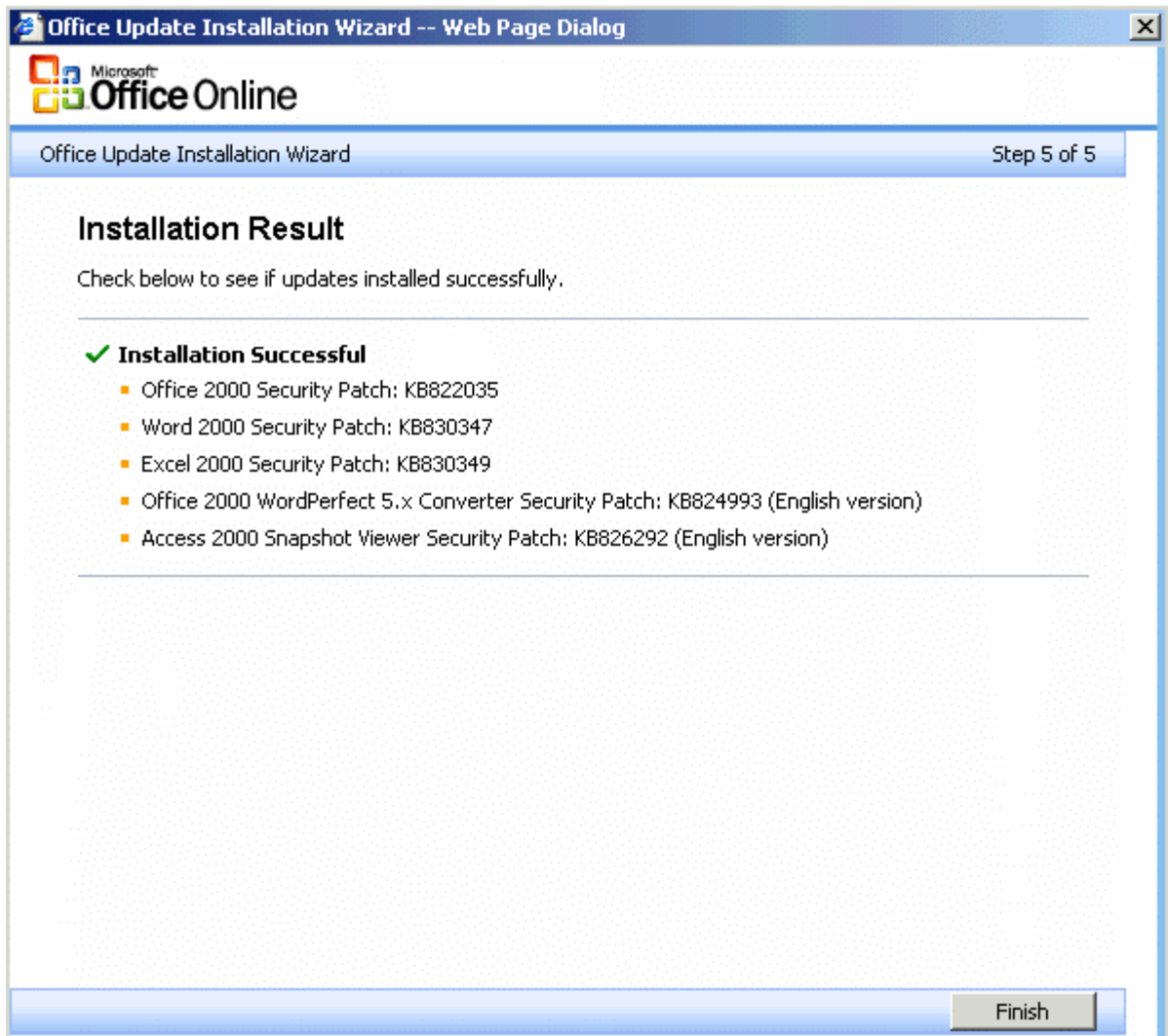


Click the Next button.

The following progress box will appear.



When it is finished installing the updates it may require you to restart the computer.



Most times however with Office Update you do not have to restart and you will get this box. Click the Finish button.

You will see the following screen.

The screenshot shows the Microsoft Office Online website. At the top, there's a header with "United States" on the left and "Microsoft.com Home | Site Map" on the right. Below the header is the "Microsoft Office Online" logo. A search bar is located below the logo, with "Downloads" selected in the dropdown menu and a "Go" button to the right. On the left side, there's a navigation menu with links: Home, Assistance, Training, Templates, Clip Art and Media, Downloads (highlighted in yellow), Office Marketplace, and Product Information. Below the navigation menu is a "Things To Do" section with links: Suggest new content, Get our newsletter, and Give us feedback. The main content area has a heading "Thank you for updating your Office products" with a "Help" link to the right. Below the heading, there's a paragraph: "Please visit the Office Update site regularly to make sure that your Office products are up-to-date. To help ensure that your computer is performing at the highest levels of security, stability, and critical functionality available, you should also install critical updates from the Windows Update site. Be sure to browse the Download Catalog for free programs and other useful Office downloads." Below this paragraph is a green circular icon with a right arrow and the text "Return to the Downloads home page". At the bottom of the page, there's a footer with links: Accessibility | Contact Us | Free Newsletter | Office Worldwide, followed by copyright information: "© 2004 Microsoft Corporation. All rights reserved. Legal | Privacy Statement" and the Microsoft logo on the right.

United States Microsoft.com Home | Site Map

Microsoft Office Online


Search: Downloads Go

Home
Assistance
Training
Templates
Clip Art and Media
Downloads
Office Marketplace
Product Information

Things To Do
Suggest new content
Get our newsletter
Give us feedback

Thank you for updating your Office products [Help](#)

Please visit the Office Update site regularly to make sure that your Office products are up-to-date. To help ensure that your computer is performing at the highest levels of security, stability, and critical functionality available, you should also install [critical updates from the Windows Update site](#). Be sure to browse the [Download Catalog](#) for free programs and other useful Office downloads.

 [Return to the Downloads home page](#)

[Accessibility](#) | [Contact Us](#) | [Free Newsletter](#) | [Office Worldwide](#)

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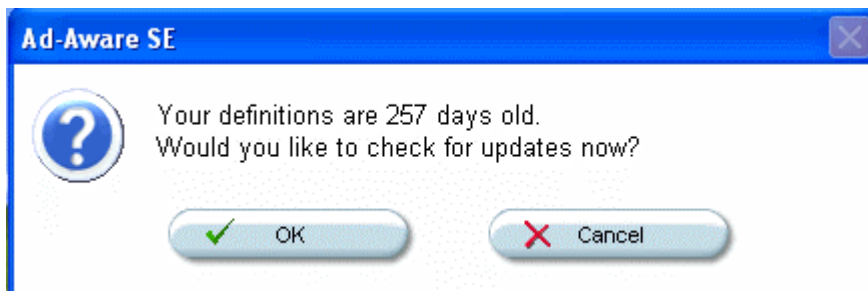
Click the Return to Product Updates Home Page button. You should run Office Update again until it says **There are no updates available for download. Your Office products are up-to-date!**

Nistime:

Click the Nistime shortcut to reset your clock to the correct time. This will only take a couple of seconds and you don't have to do anything else.

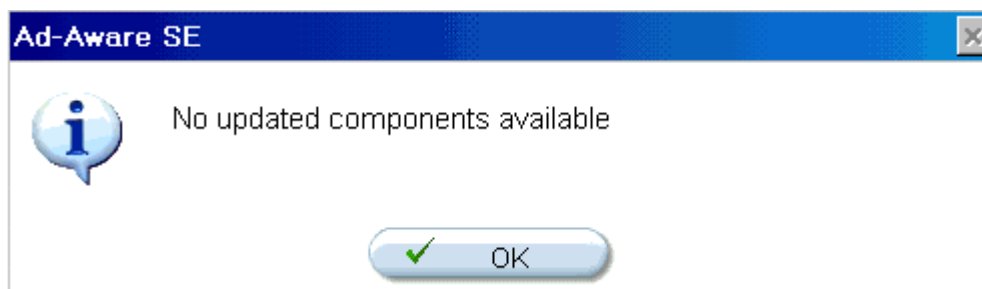
Ad-Aware:

Click the Ad-Aware shortcut and the following window may appear. If it doesn't, scroll down to the window labeled **Main Window** for further instructions.



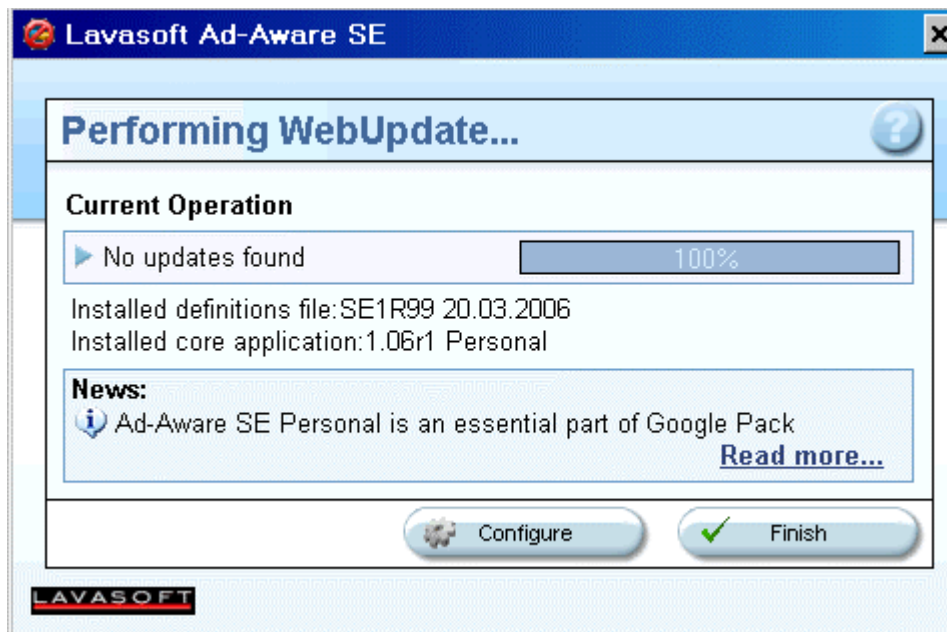
You will receive either scenario A or B below:

Scenario A:



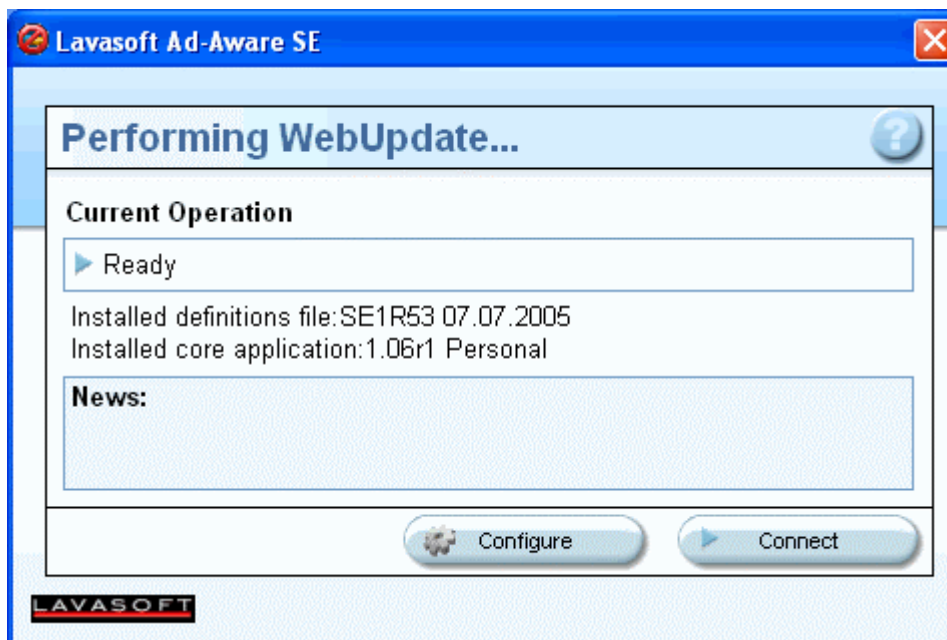
If the above appears, click OK.

The following window will appear

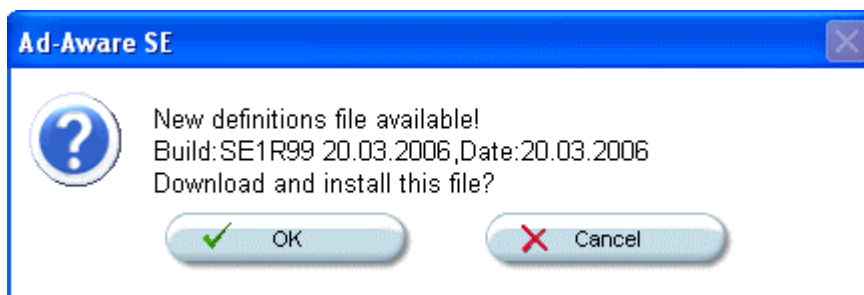


Click Finish and you will be at the Main Window. Scroll down to the window labeled **Main Window** for further instructions.

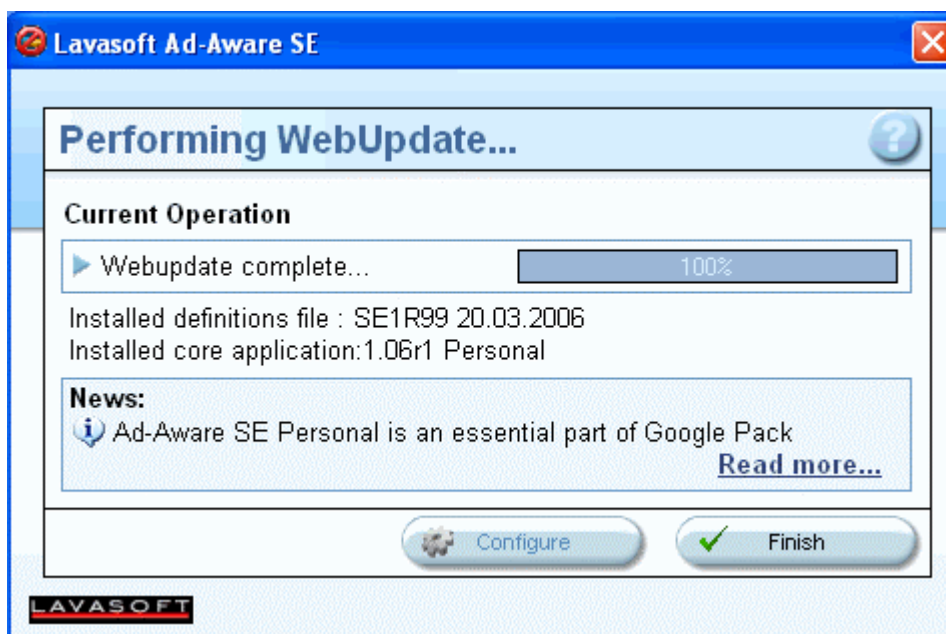
Scenario B:



Click the Connect button and the following window will appear.



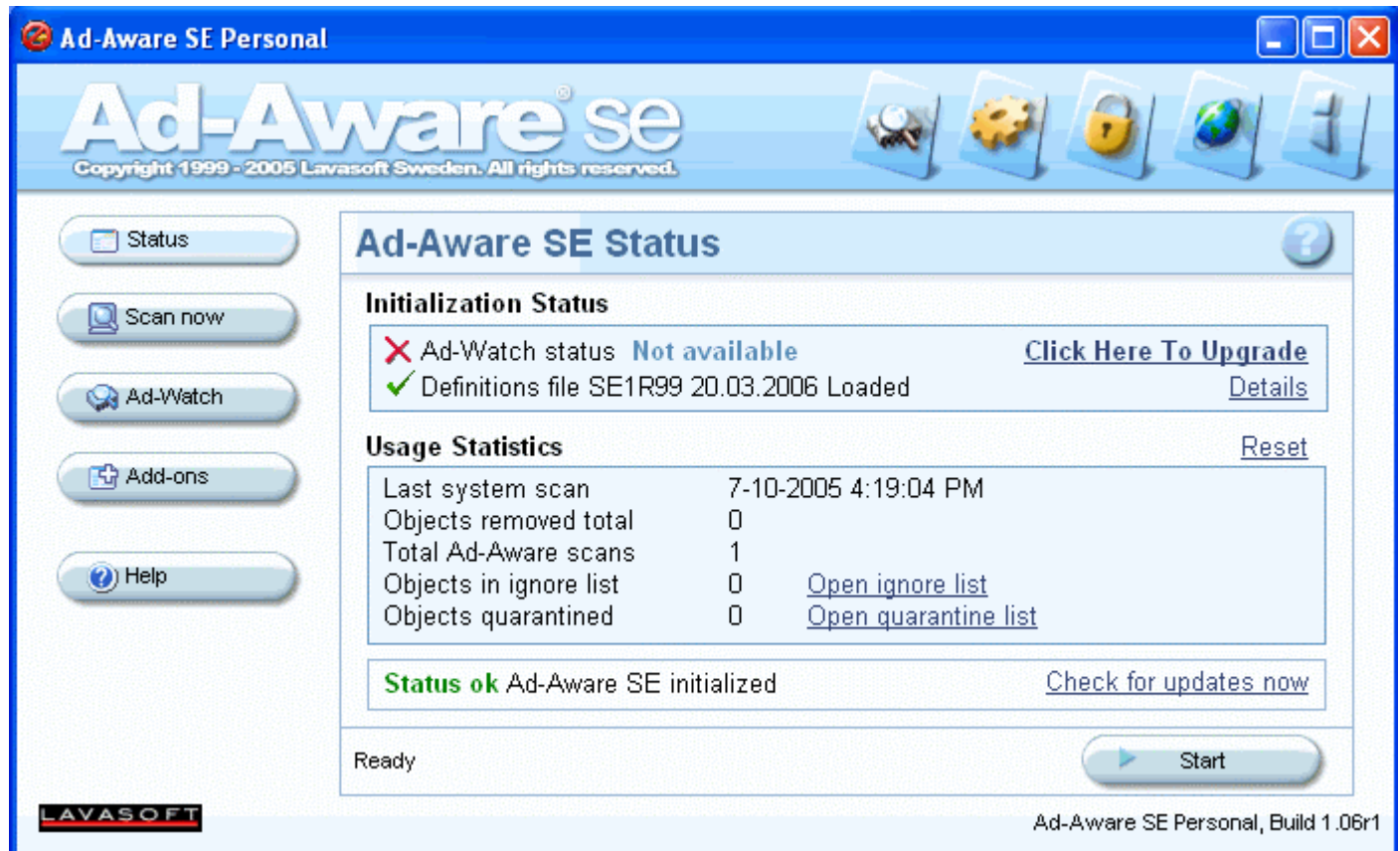
Click OK and the following window will appear.



Click the Finish button.

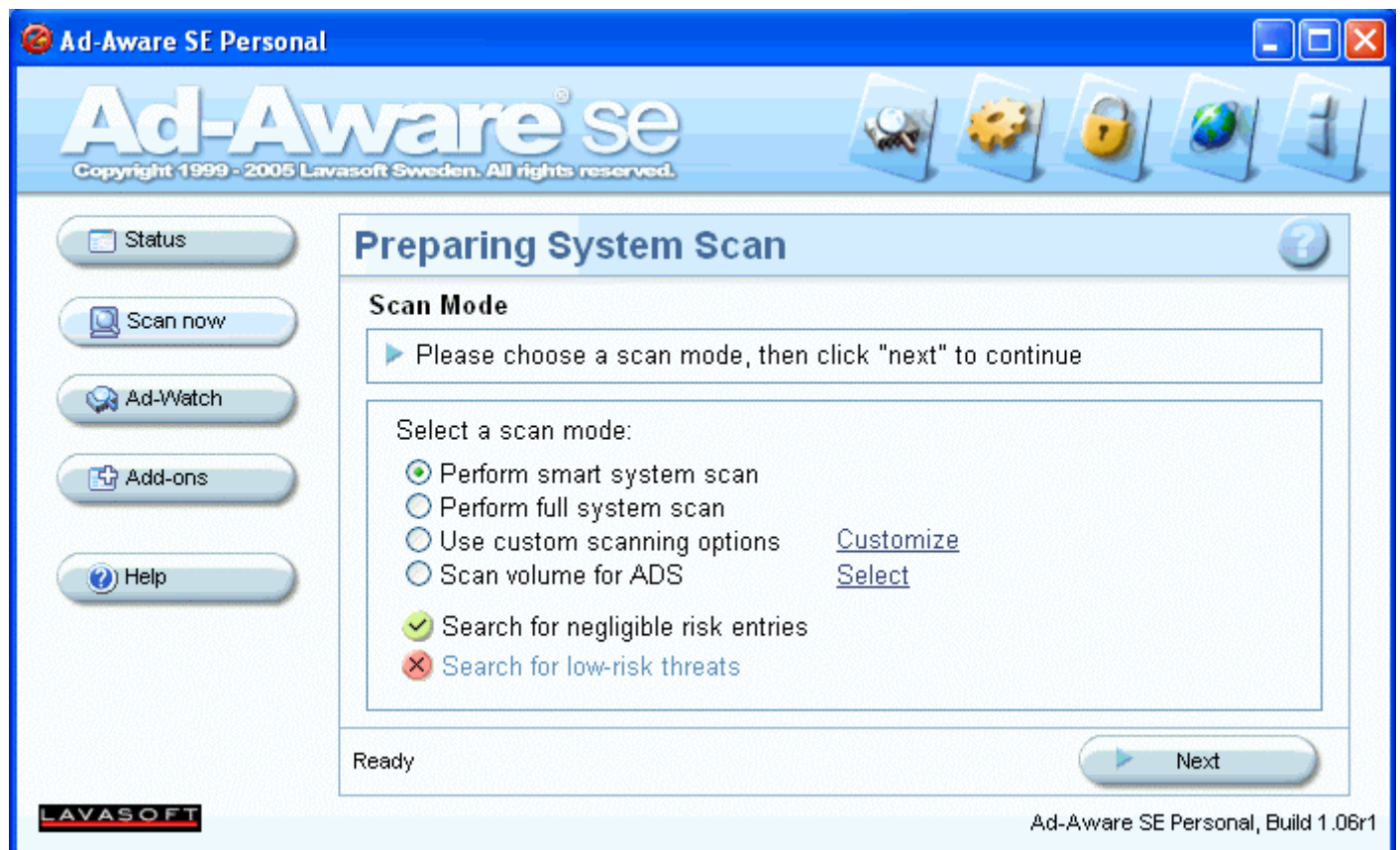
The following Main Window will appear.

Main Window:



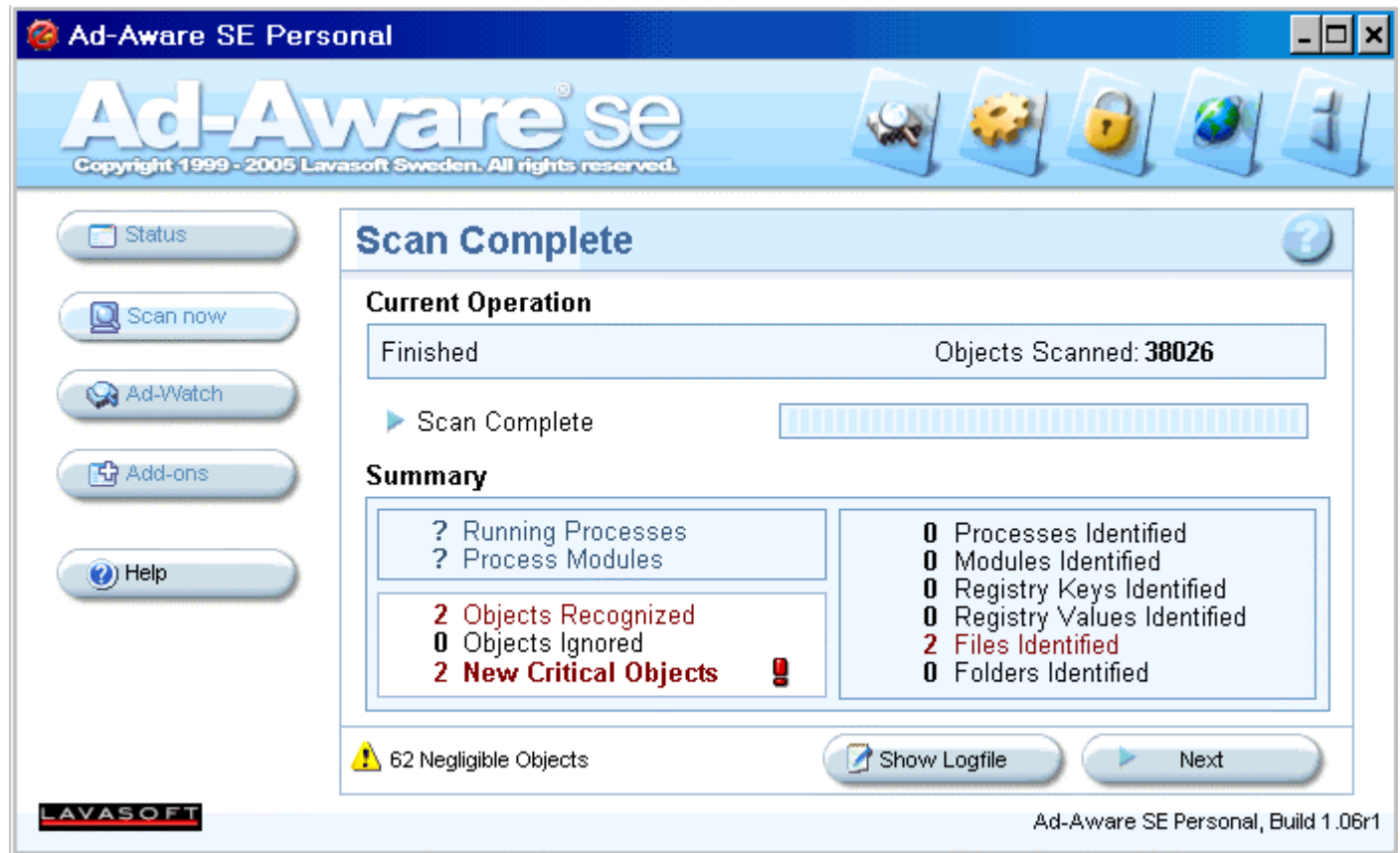
If you did not just do an update, you should click the Check for updates now link above the Start button and follow the instructions starting at the top of this Ad-Aware section above before continuing.

Click Start and the following window will appear.



Bullet Perform smart system scan and click the Next button.

When the scan is completed you'll either have 0 New Critical Objects with a green check mark in which case you can just exit out of the program or it will have found some Critical objects as shown below.



Click Next to get to the following window.



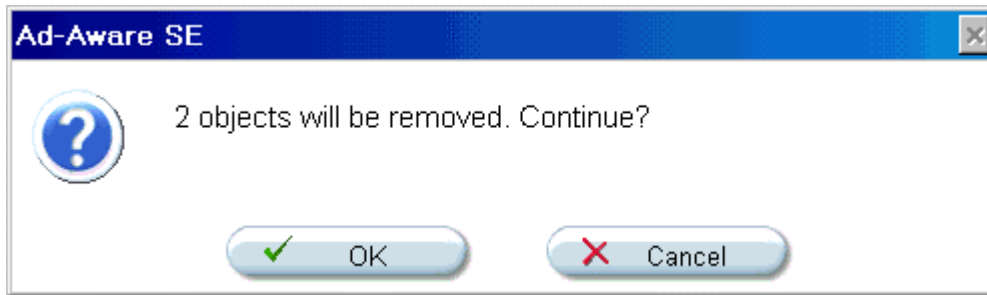
Note: The latest version of Ad-Aware splits the scan results into Critical Objects and Negligible Objects. We only need to worry about the Critical Objects.

In the above example, Ad-Aware found 2 items. If Ad-Aware finds items other than Tracking Cookies, write down the names of those items. Since some items other than Tracking Cookies were found, write down the names of the items it found and exit out of Ad-Aware using the X box on the top right to get you back to your desktop.

Go to Start->Settings and click Control Panel or Start and click Control Panel. Double click the Add/Remove Programs icon and see if any of the items you wrote down appear on the list. If so, click the item and then click the Change/Remove button and follow the prompts to completely remove the program. Repeat the procedure until all of the bad programs are removed. When you are finished, reboot your computer.

In Windows Explorer, open up Program Files on the left and see if any folders remain from the bad programs. If so, delete those bad folders.

Run Ad-Aware again to get to the point above, where we left off. Check off all items except the MRU List and click Next. The following will pop up.



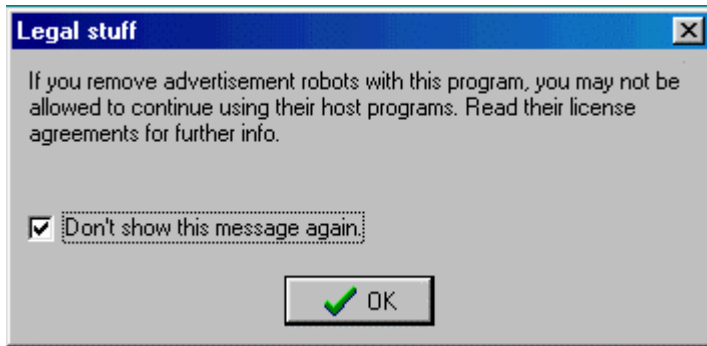
Click OK and after it has removed the bad items, you will be back at the Main Window, where you can just exit out of the program. If Ad-Aware has trouble removing some items in memory, it will ask you if you want run Ad-Aware on the next restart of your computer. Click Yes or OK and restart your computer to have Ad-Aware run during the startup before the bad programs get loaded into memory.

(Note for music downloaders: Kazaa, Morpheus, Bear Share, etc. will not work if you remove their adware. For Kazaa, you should leave installed all Cydoor items found as well as Topsearch.dll. For other downloading software, you should do a search on Google to find out what components should be left in. You can place those items on the Ignore list by checking off ONLY those items then right clicking one of the items and choosing the menu selection to place them on the ignore list.)

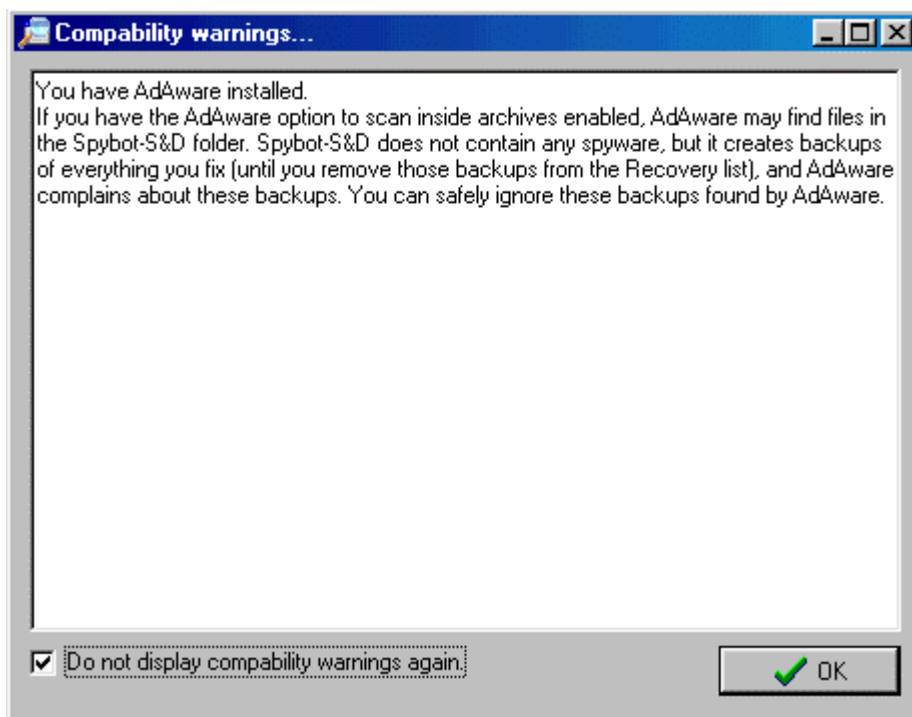
Spybot Search & Destroy:

Note: Some of the graphics below are from an older version of Spybot S & D.

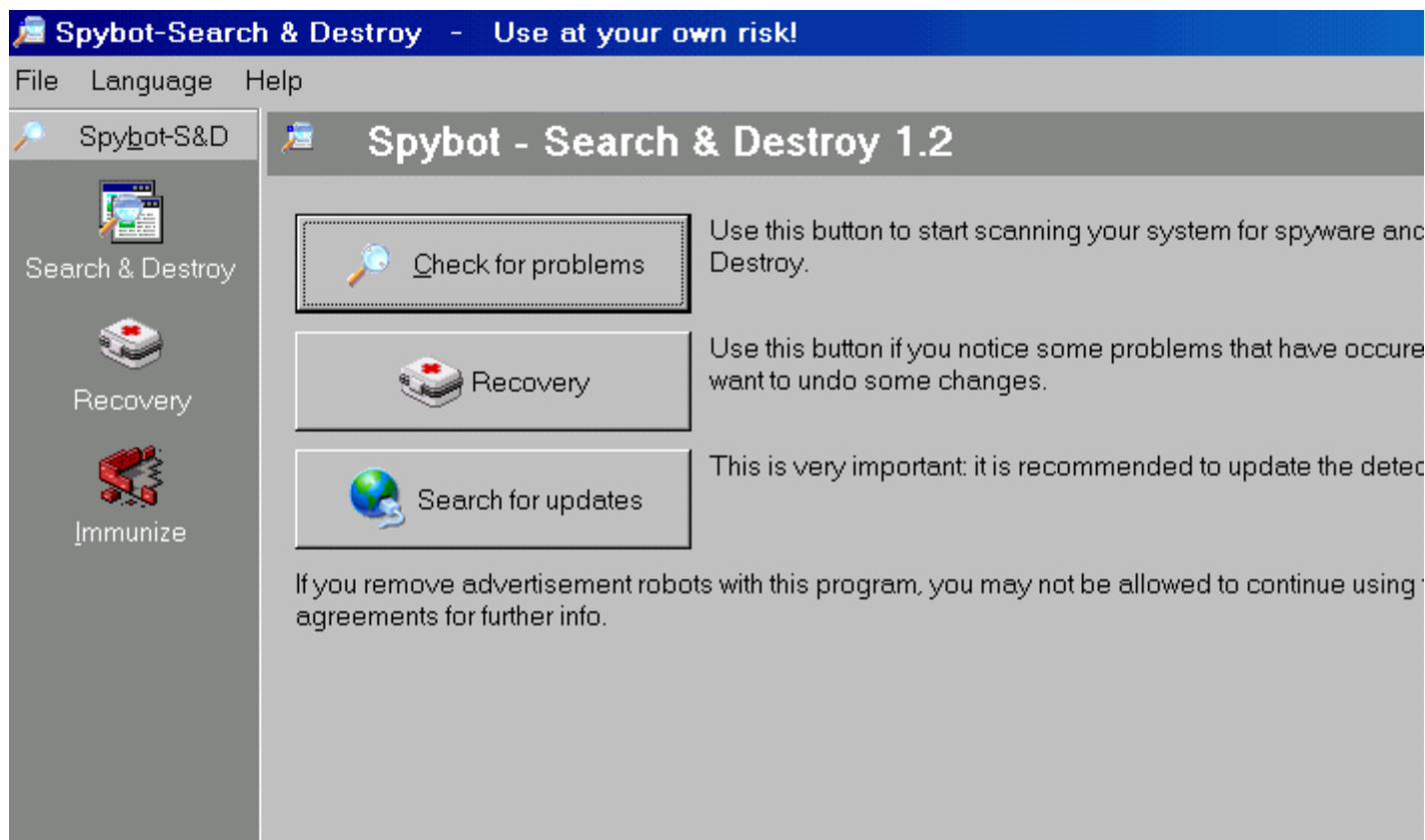
Click the Spybot shortcut.



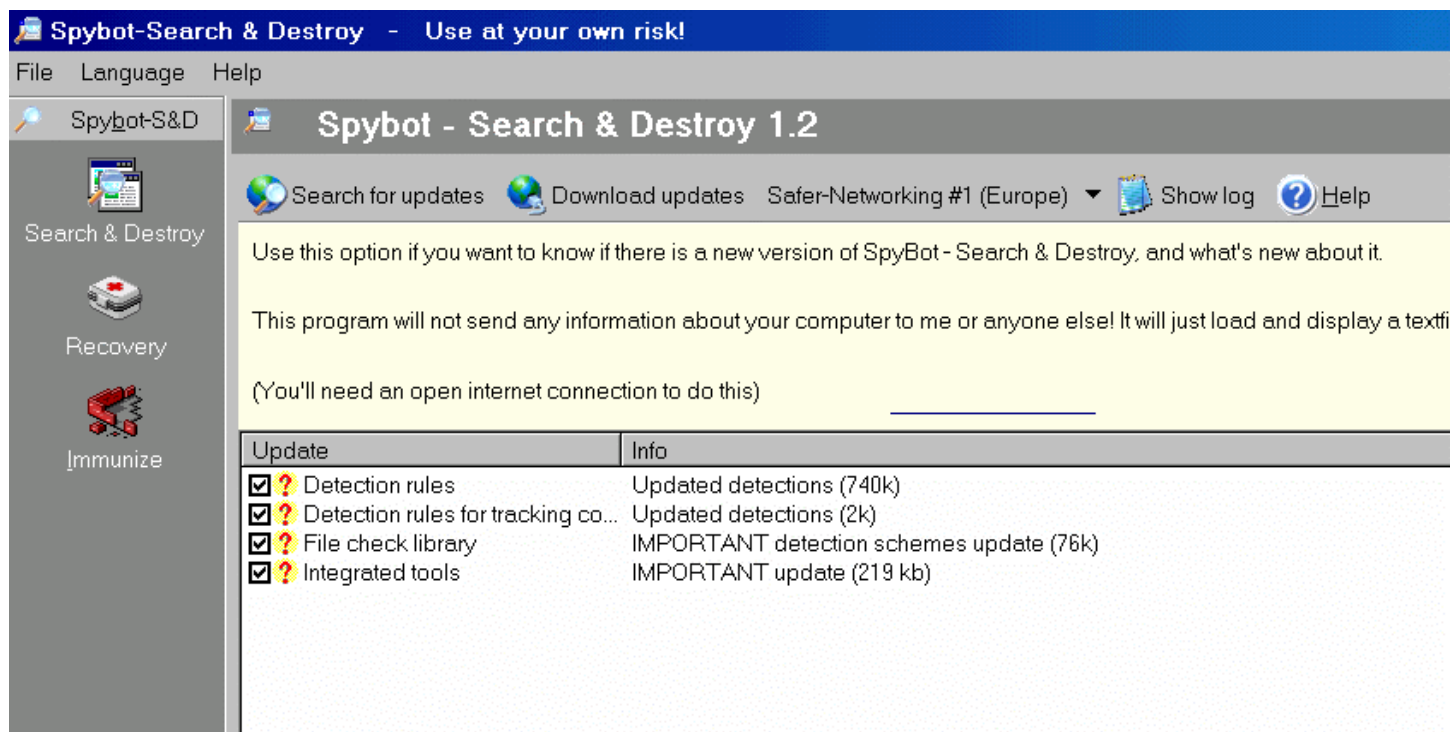
If you get the above box, place a checkmark in the white box and click OK.



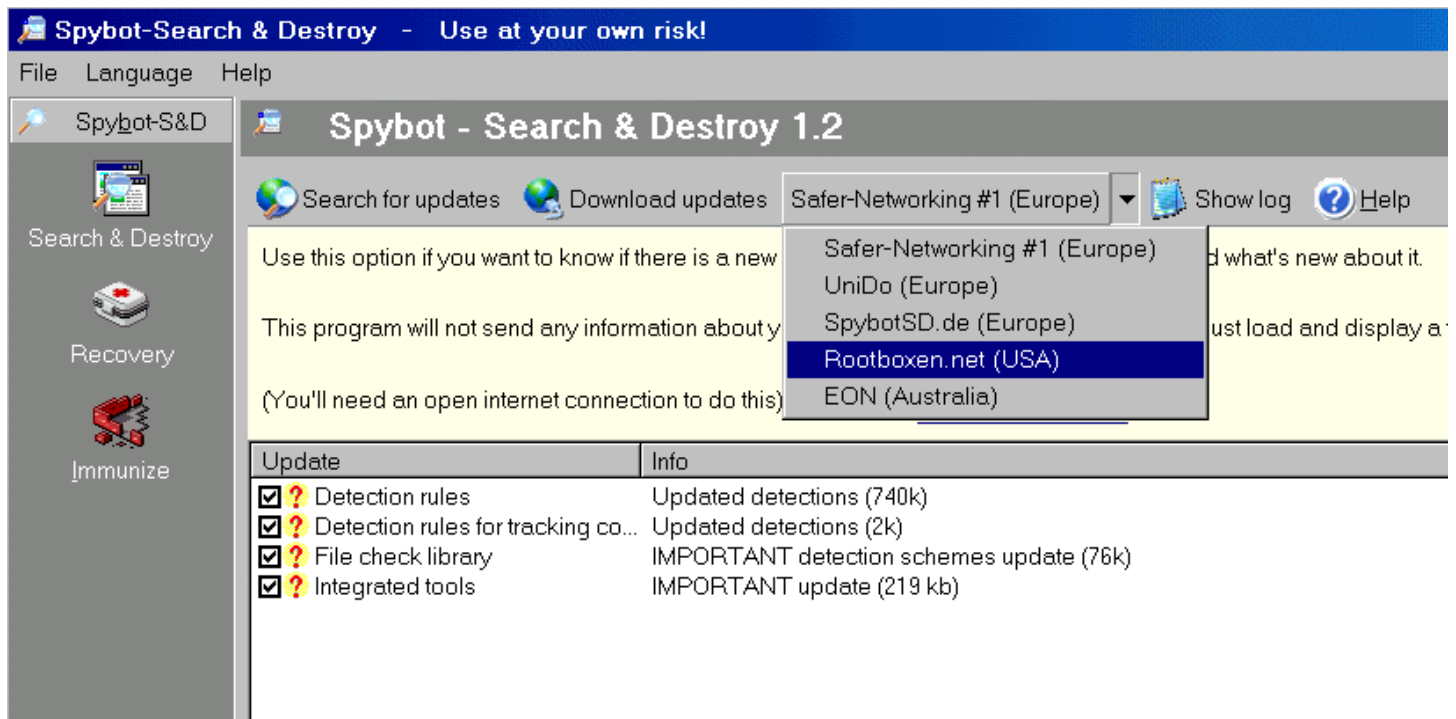
If you get the above box, place a checkmark in the white box and click OK.



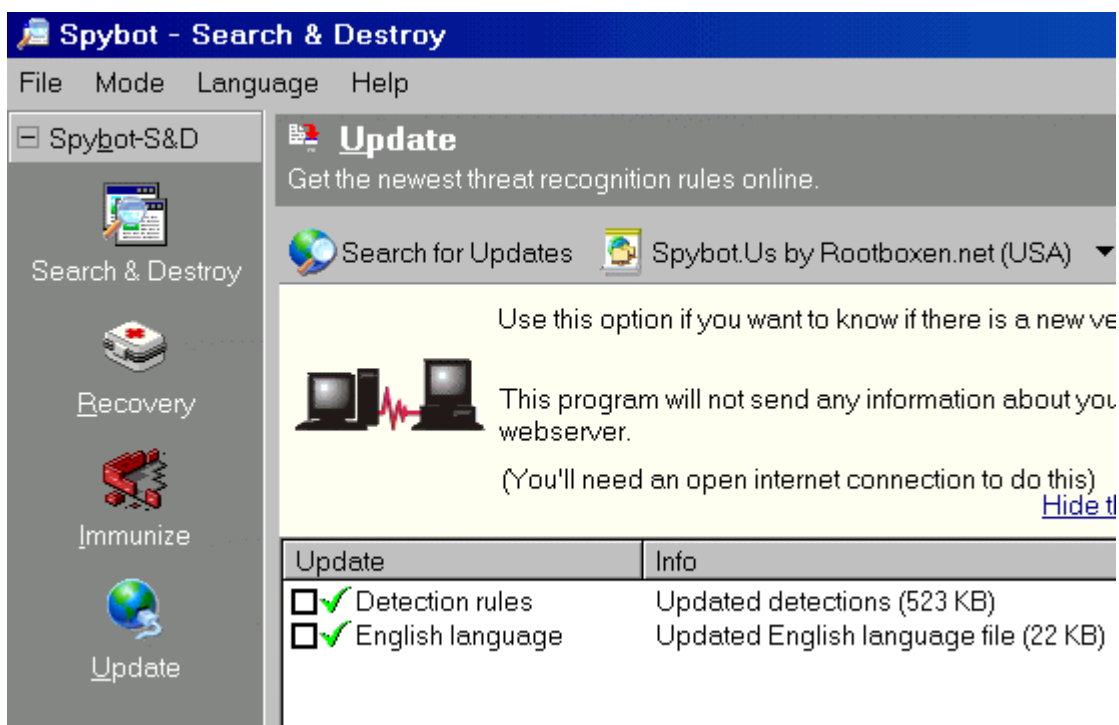
Click the Search for Updates button



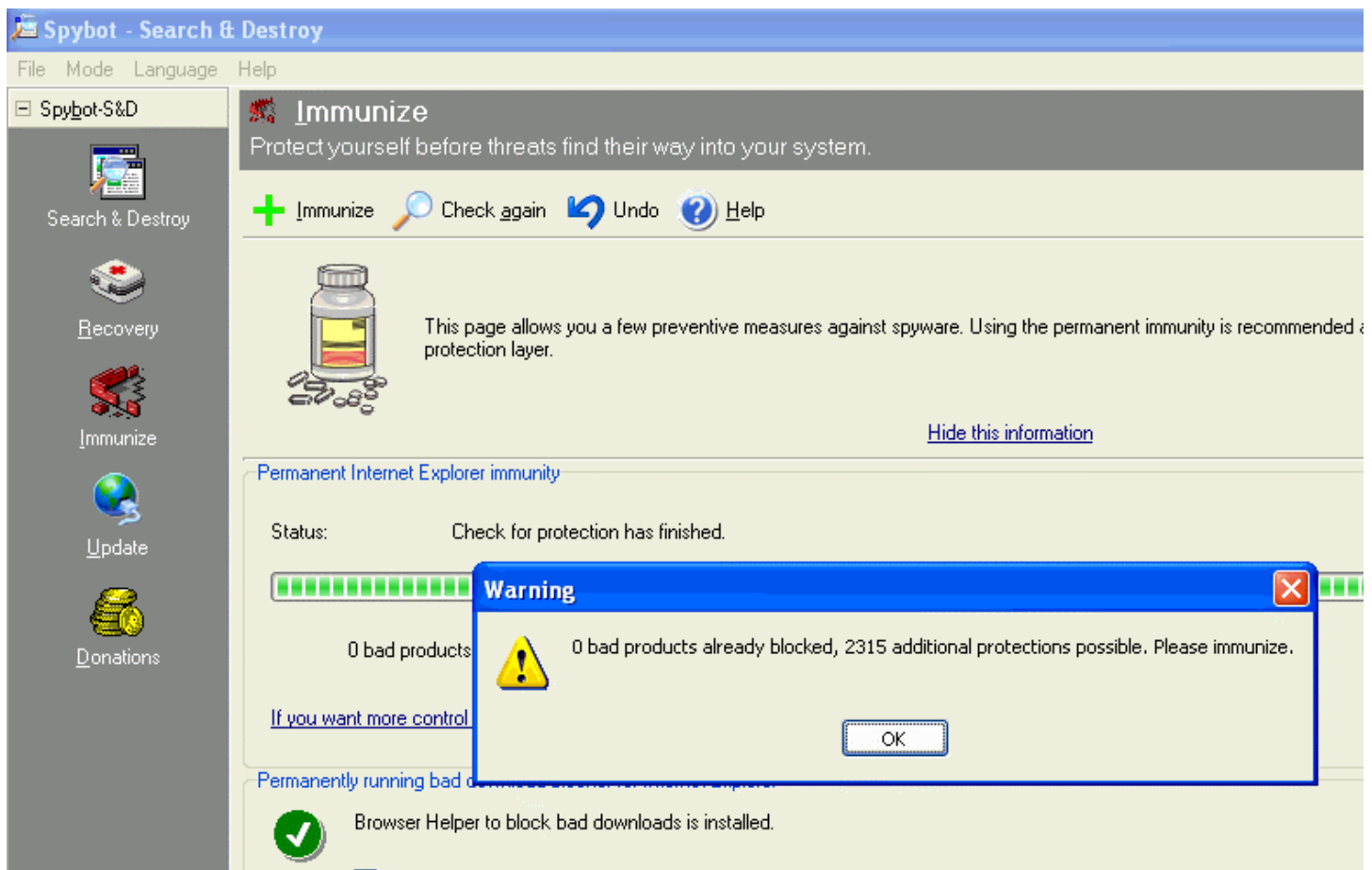
Check off all of the available updates and click the down arrow in the top middle of the page.



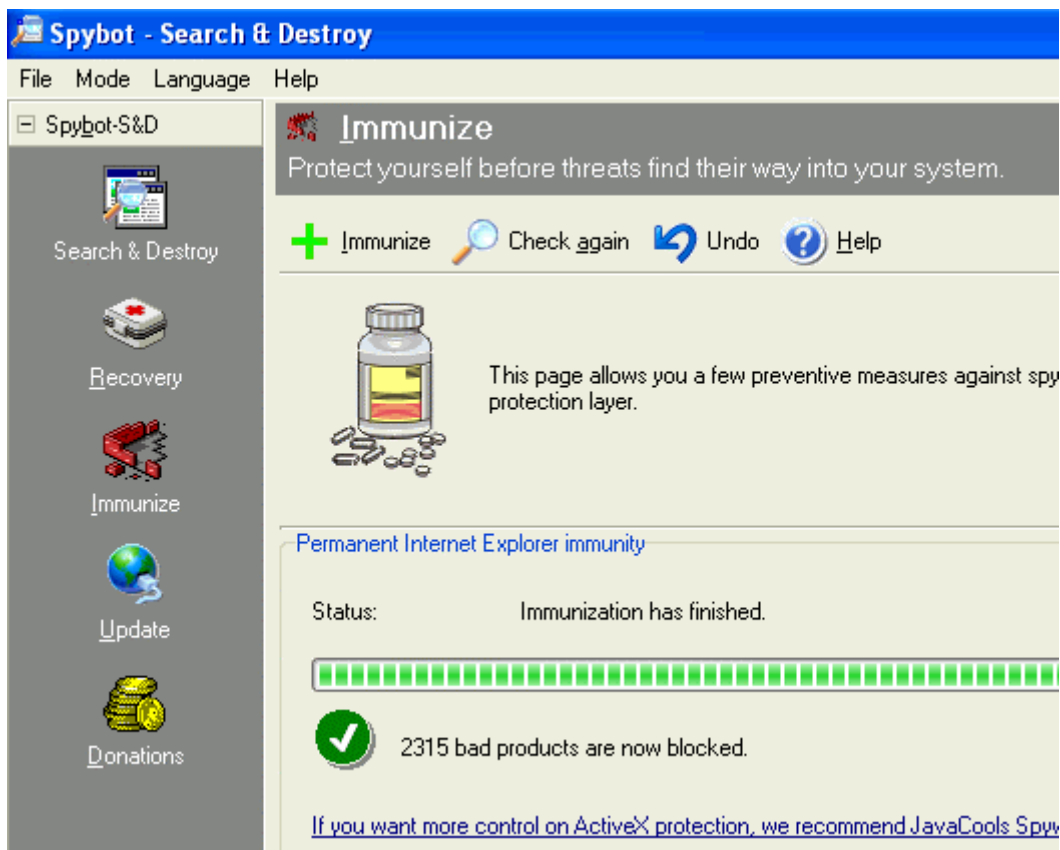
Pick a USA server (if there is a USA server on the list) and then click the Download updates button. If a USA server was not on your list, then pick the Safer-Networking # 2 server. If you chose a foreign server then it may take several minutes for the downloading to start. Be patient. If the red on yellow question marks turn into red X's then click the Search for Updates button again and choose a different server to download from. We need to see green checkmarks next to each item. If some do and some do not have green checkmarks, then click the Search for Updates button again and try again. When it is finished downloading the updates, you should have all green checkmarks. Some updates will automatically restart the program.



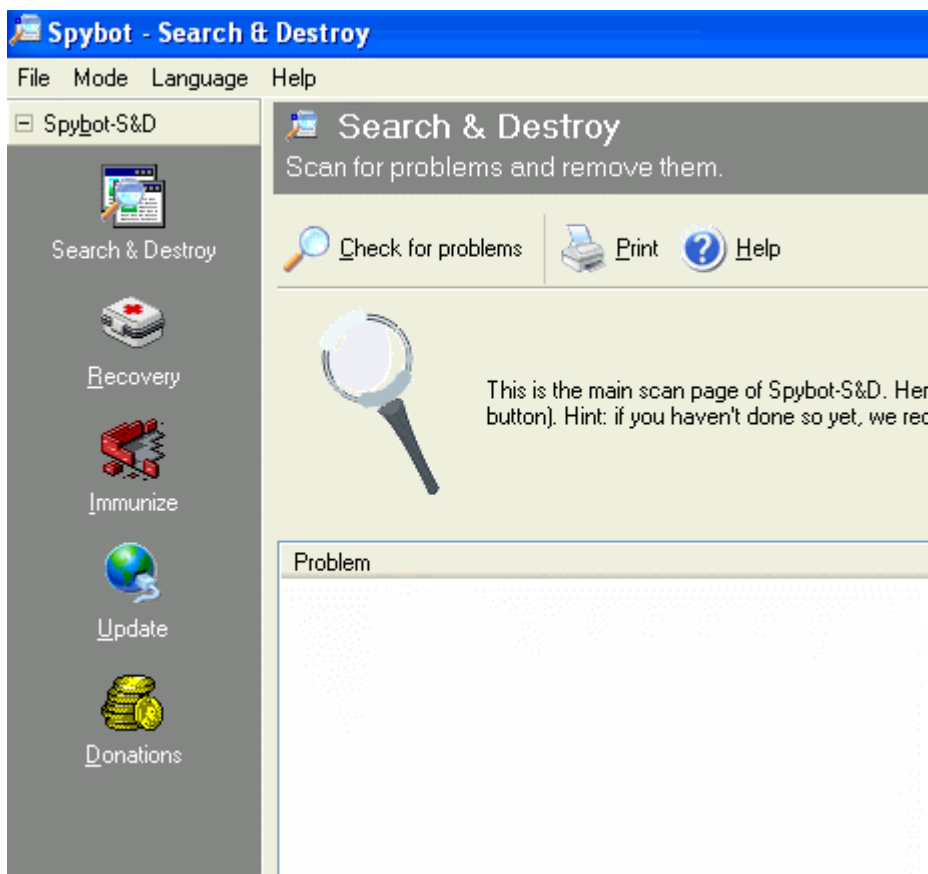
Click the Immunize button on the left.



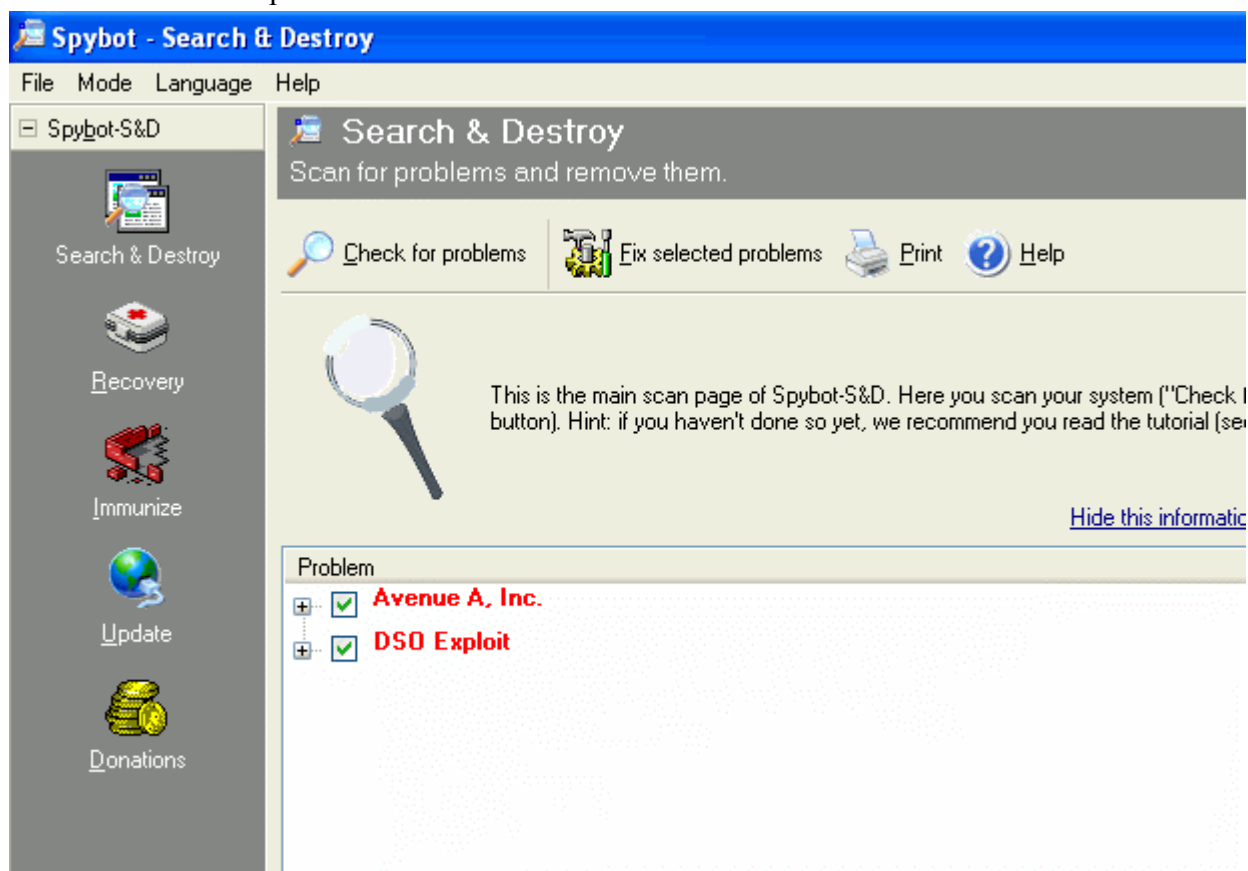
If a Warning box appears as shown above, click OK and then click the Green Immunize cross up top.



You should get a Green checkmark as shown above. Click the Search & Destroy button on the left.



Click the Check for problems button.

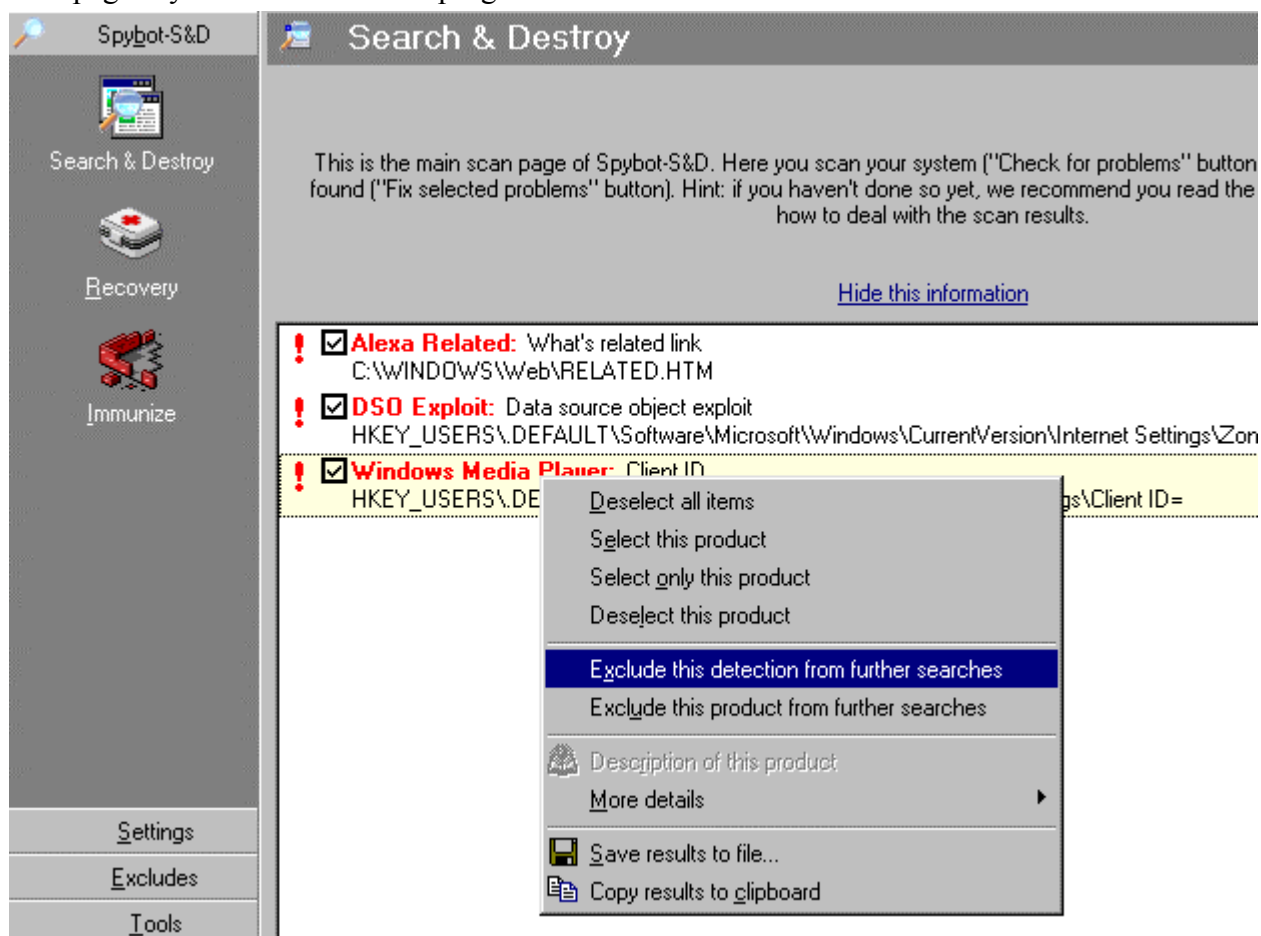


In the above example, Spybot S & D found 2 items. Note that one of these items is Avenue A. If Ad-Aware finds items other than Tracking Cookies, write down the names of those items. In this case you would write down Avenue A and DSO Exploit. Since some items other than Tracking Cookies were found, we should exit out of Spybot S & D using the X box on the top right to get you back to your desktop.

Go to Start->Settings and click Control Panel or Start and click Control Panel. Double click the Add/Remove Programs icon and see if any of the items you wrote down appear on the list. If so, click the item and then click the Change/Remove button and follow the prompts to completely remove the program. Repeat the procedure until all of the bad programs are removed. When you are finished, reboot your computer.

In Windows Explorer, open up Program Files on the left and see if any folders remain from the bad programs. If so, delete those bad folders.

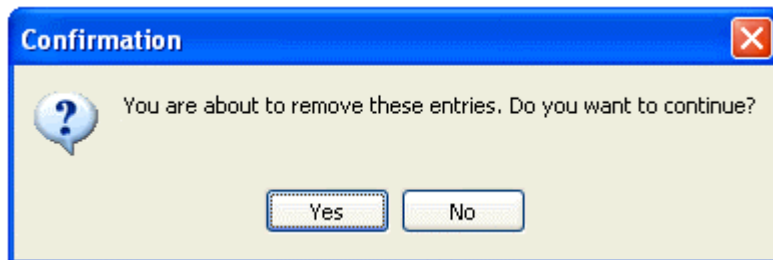
This page is only for people who use Kazaa, Morpheus, Bear Share, etc to download music. Skip to the next page if you do not use these programs.



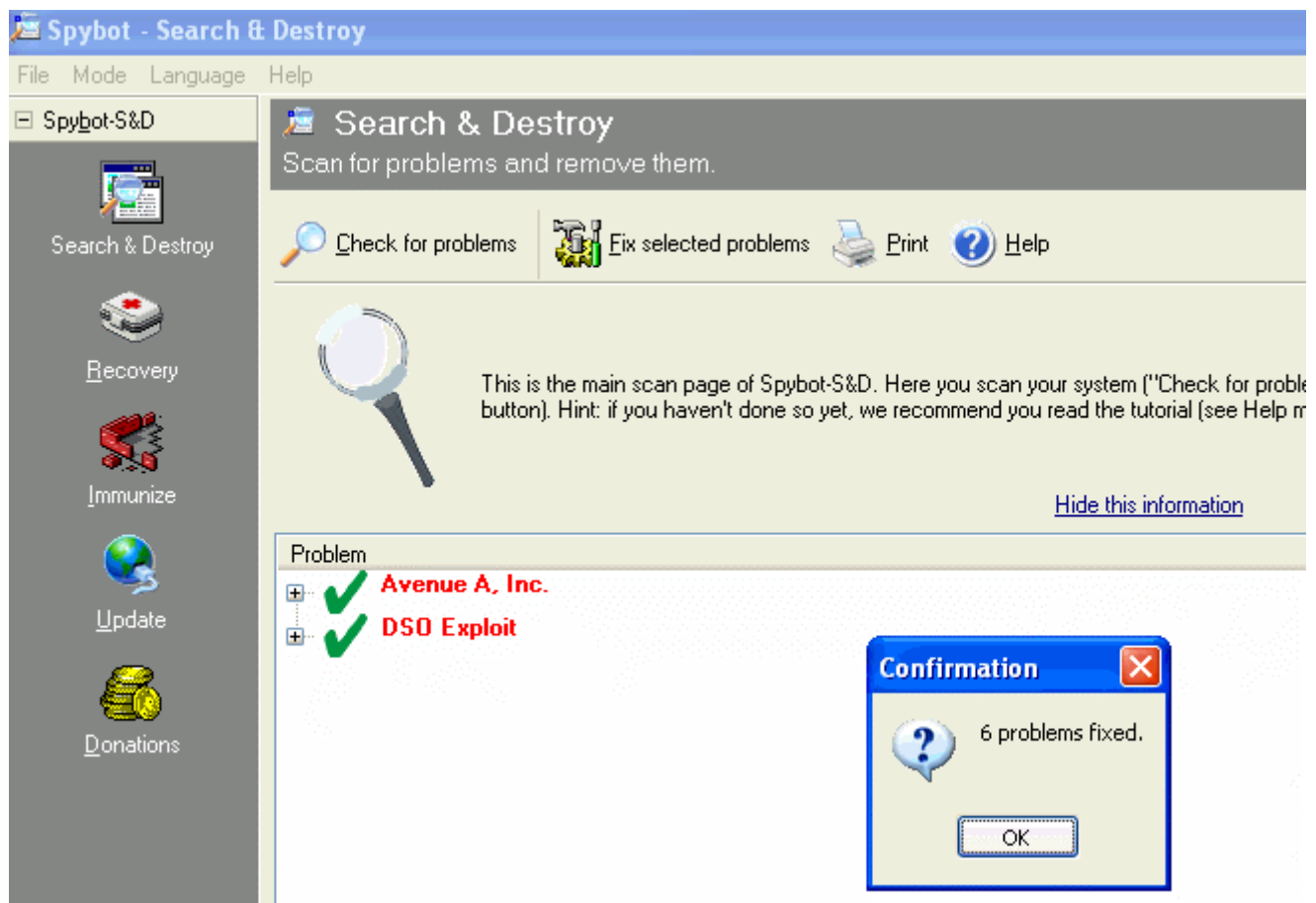
The above graphic pertains to the following note only. Disregard it if you do not download music.

(Note: For music downloaders: Kazaa, Morpheus, Bear Share, etc. will not work if you remove their adware. For Kazaa, you should leave installed all Cydoor items found as well as Topsearch.dll. For other downloading software, you should do a search on Google to find out what components should be left in. As shown above, click on the plus sign, then click on each item and then right click the item. Pick "Exclude this detection from further searches" as shown above. Highlight the next item on the list and you'll see the prior item's checkbox removed. When you get to the last item that you want to exclude, be sure to click/highlight the item below it after you exclude it in order for the checkbox to disappear from the prior item. When you are done with your exclusions, check off the rest of the items found and click the Fix selected problems button at the bottom of the window.)

Run Spybot S & D again to get to the point where we left off above. Check off the remaining items found and click the Fix selected problems button and the following box will appear.



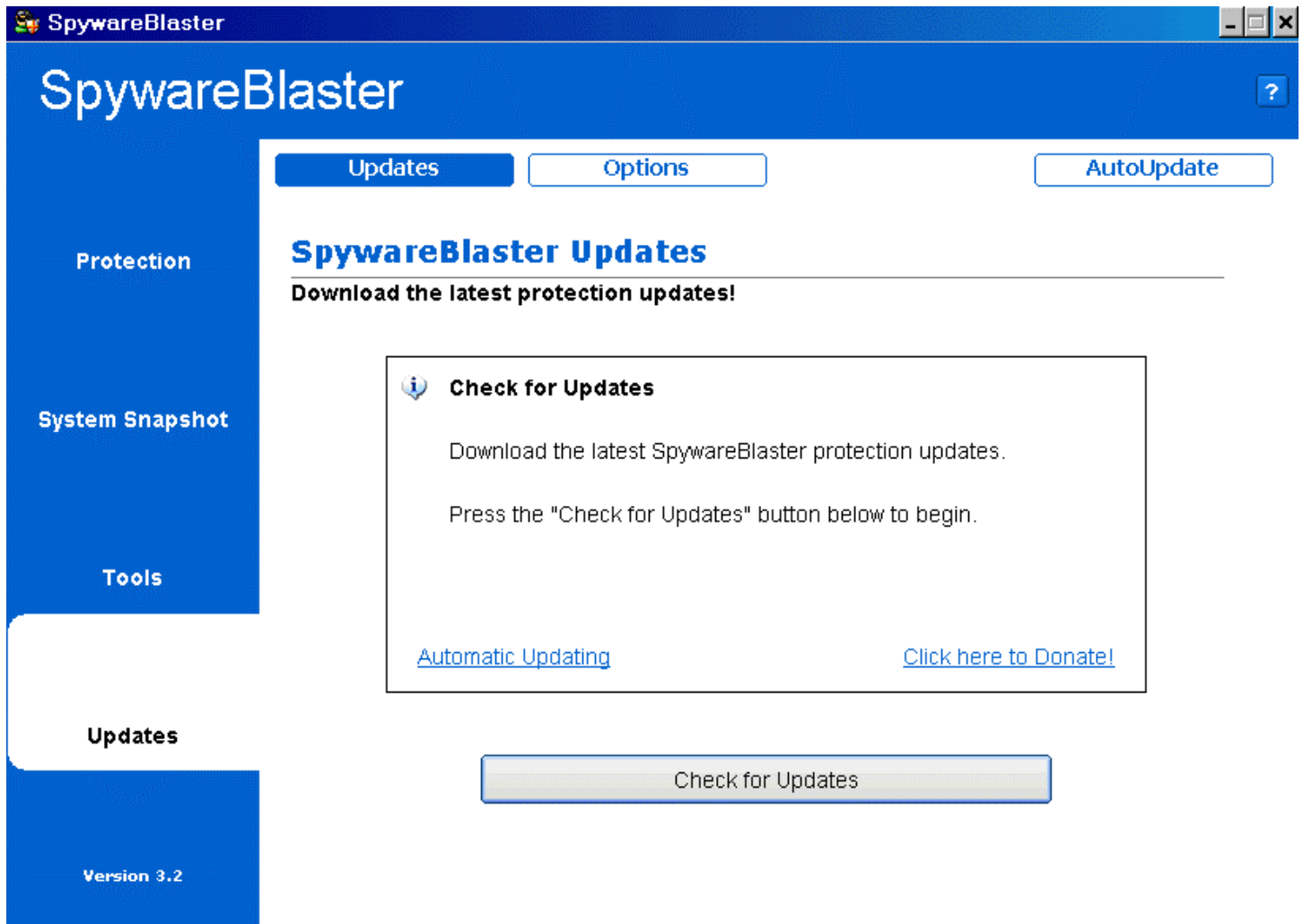
Click Yes. If Spybot S & D asks to set a System Restore point, Click OK or Yes.



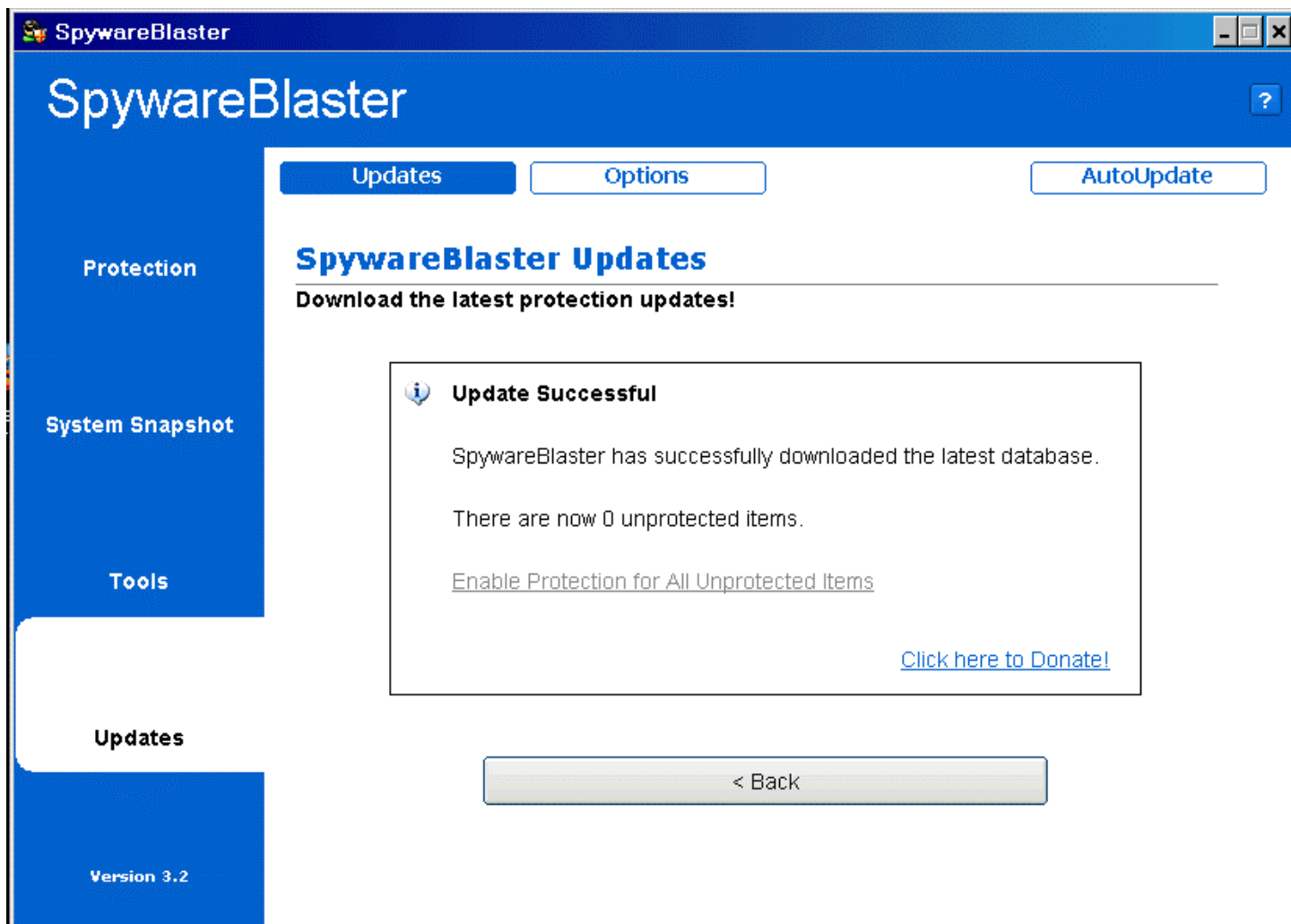
When you get this box, click OK. If Spybot has trouble removing some items in memory, it will ask you if you want run Spybot on the next restart of your computer. Click OK or Yes and restart your computer to have Spybot run during the startup before the bad programs get loaded into memory.

Spyware Blaster:

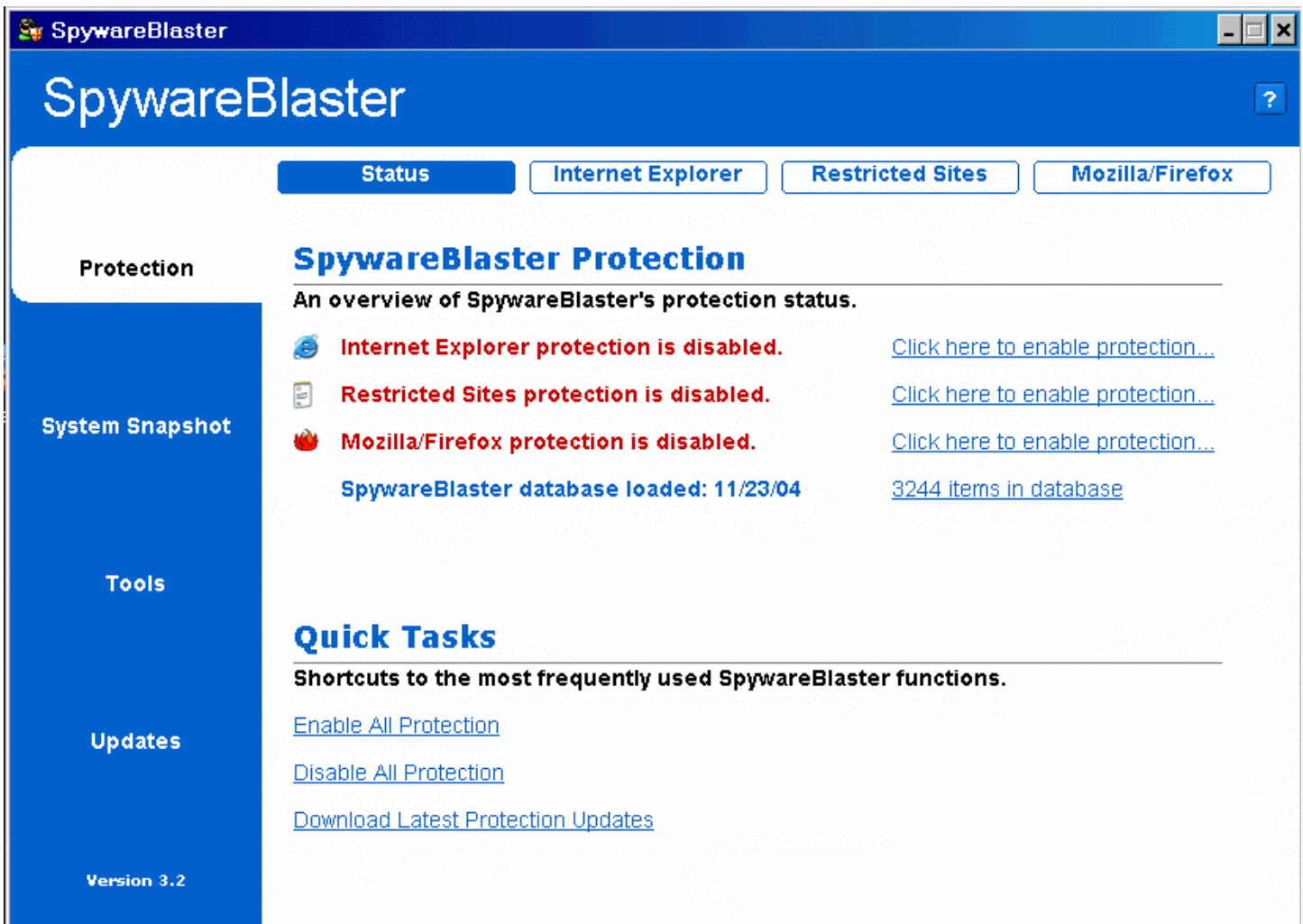
Click the Spyware Blaster shortcut.



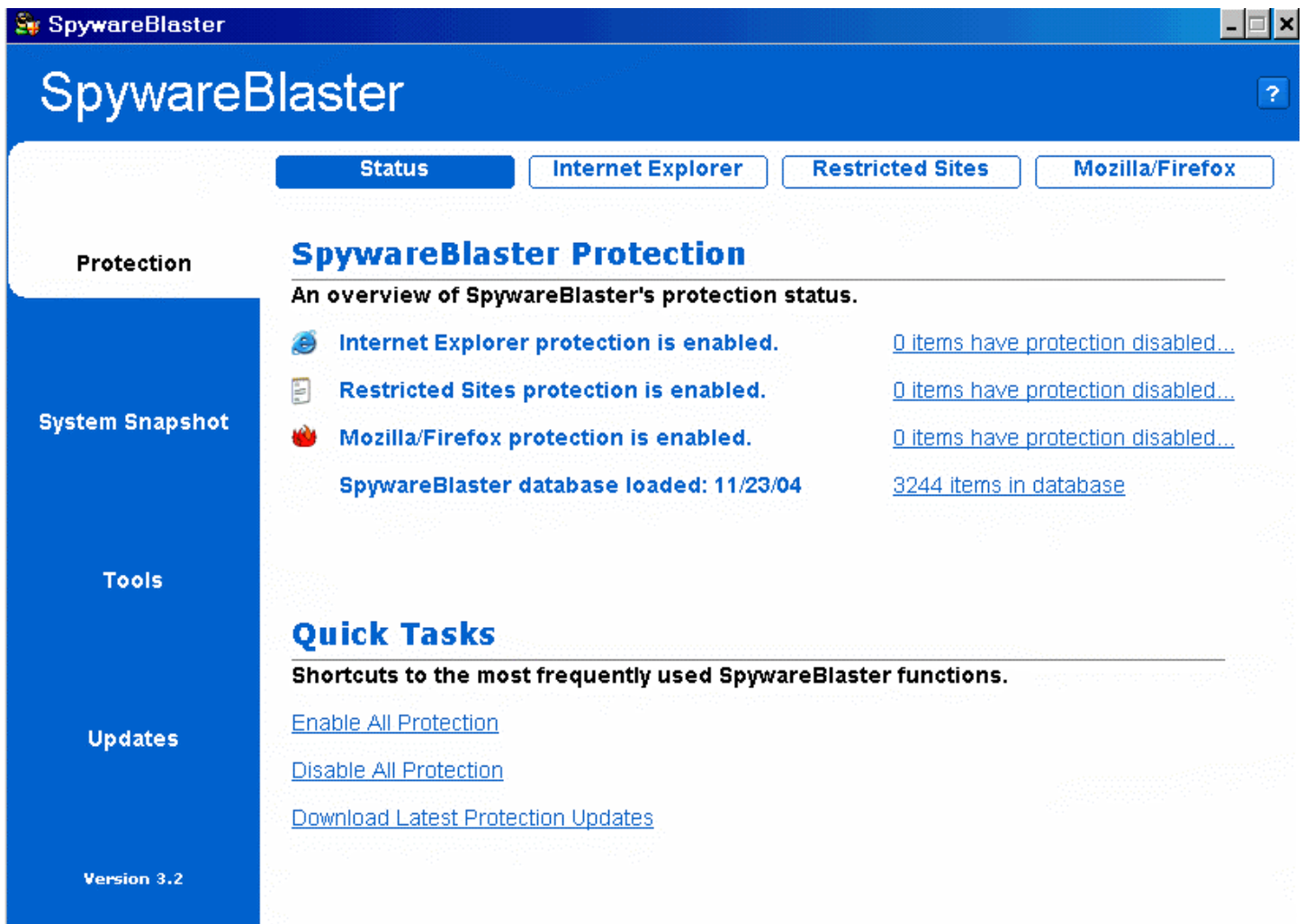
Click the Updates link on the left and then click the Check for Updates button.



Click the Protection link on the top left.



Note: Unprotected items appear in red. Click the Enable All Protection link.



All items are now protected. If you do not have Mozilla Firefox installed, then don't worry about that item being in red.

Disk Cleanup:

Run this again. If you have the Disk Cleanup icon, just click it. This will only take about 10 to 30 seconds and you don't have to do anything else. If it is working on the D drive and it freezes up, just click the cancel button. Wait about 10 seconds and run it again. You may have to do this a couple of times until it closes out on its own.

Cleanup Temp Files:

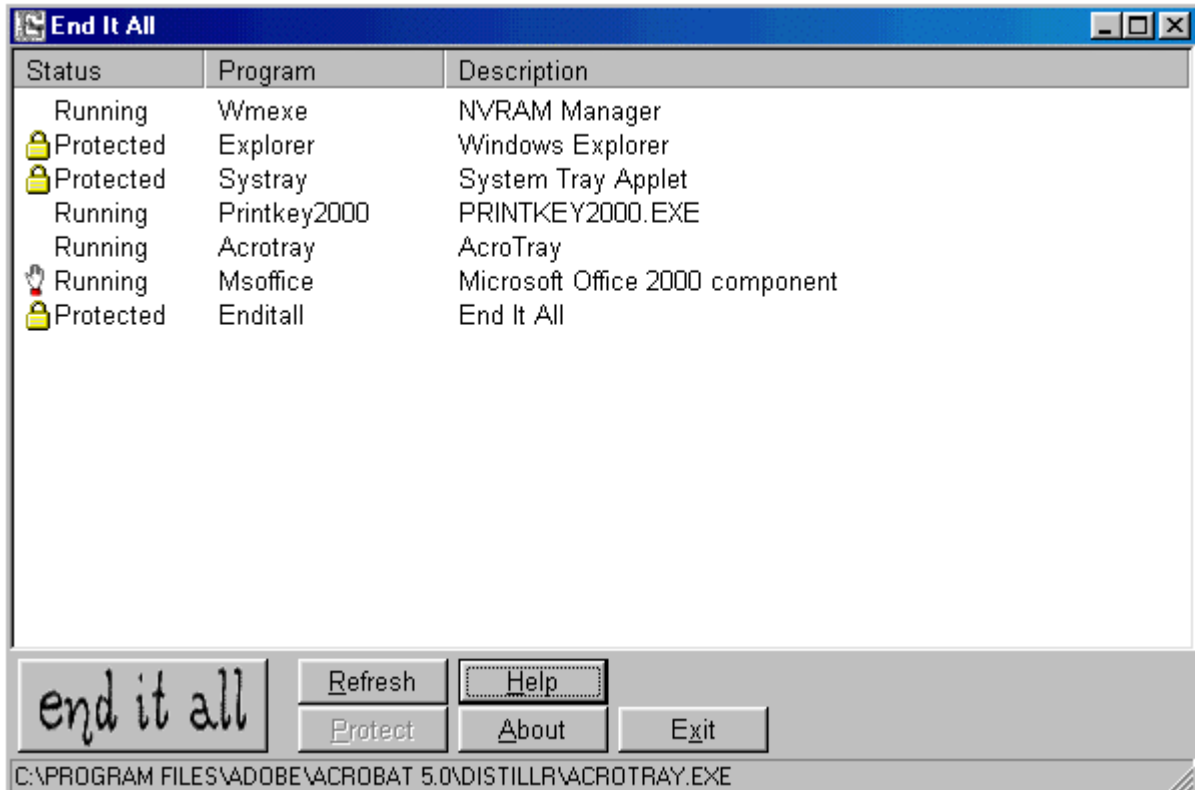
Run this again. Click the Cleanup Temp Files shortcut to remove all of your temporary files. This will only take a couple of seconds and you don't have to do anything else.

EndItAll:

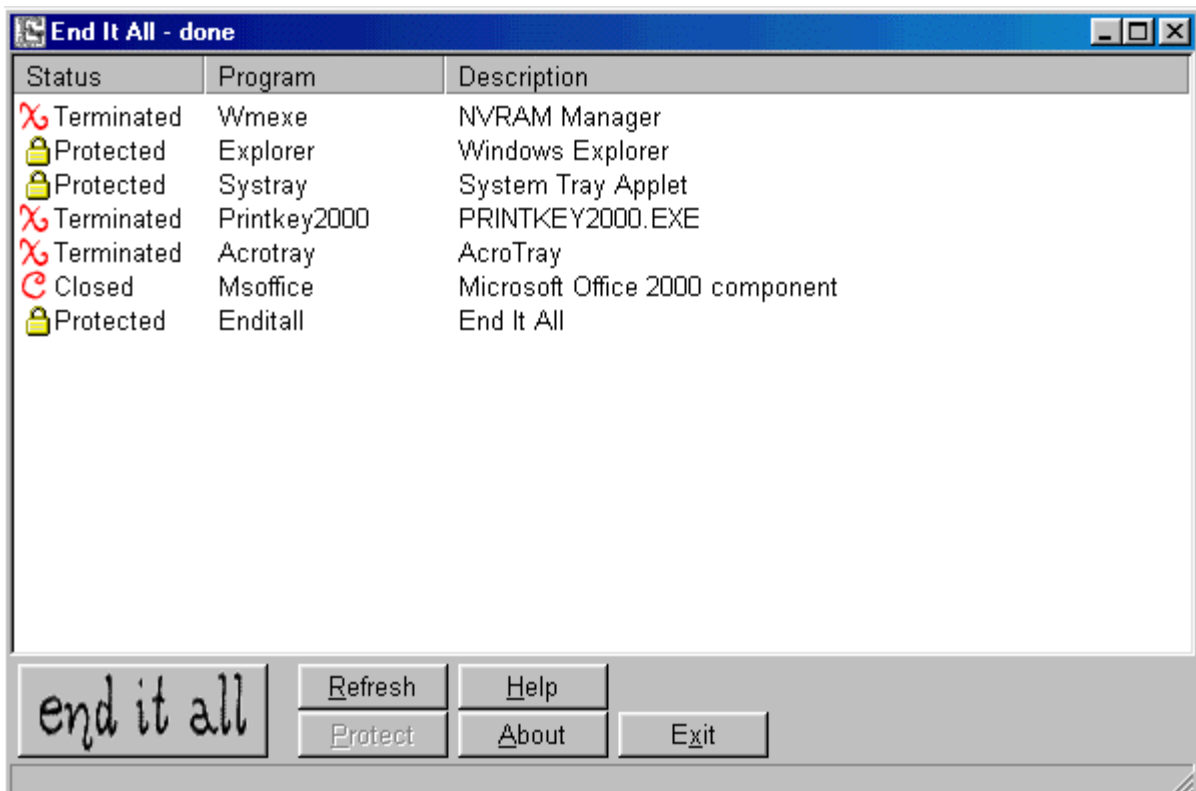
Before you run EndItAll you should disable/turn off your anti-virus software. With Norton anti-virus, you can right click the icon in the system tray (bottom right hand corner near the clock) and select “Disable Auto-Protect” or go into Norton anti-virus and click the Options button. Under Auto Protect, uncheck the box where it says Enable Auto-Protect (recommended).

Once your anti-virus is turned off, click the EndItAll shortcut to shut down all the additional programs running in the background. These programs can interfere with Scandisk and Disk Defragmenter from completing their tasks, so it is necessary to shut them down before running Scandisk and Disk Defragmenter.

Click the large end it all button:



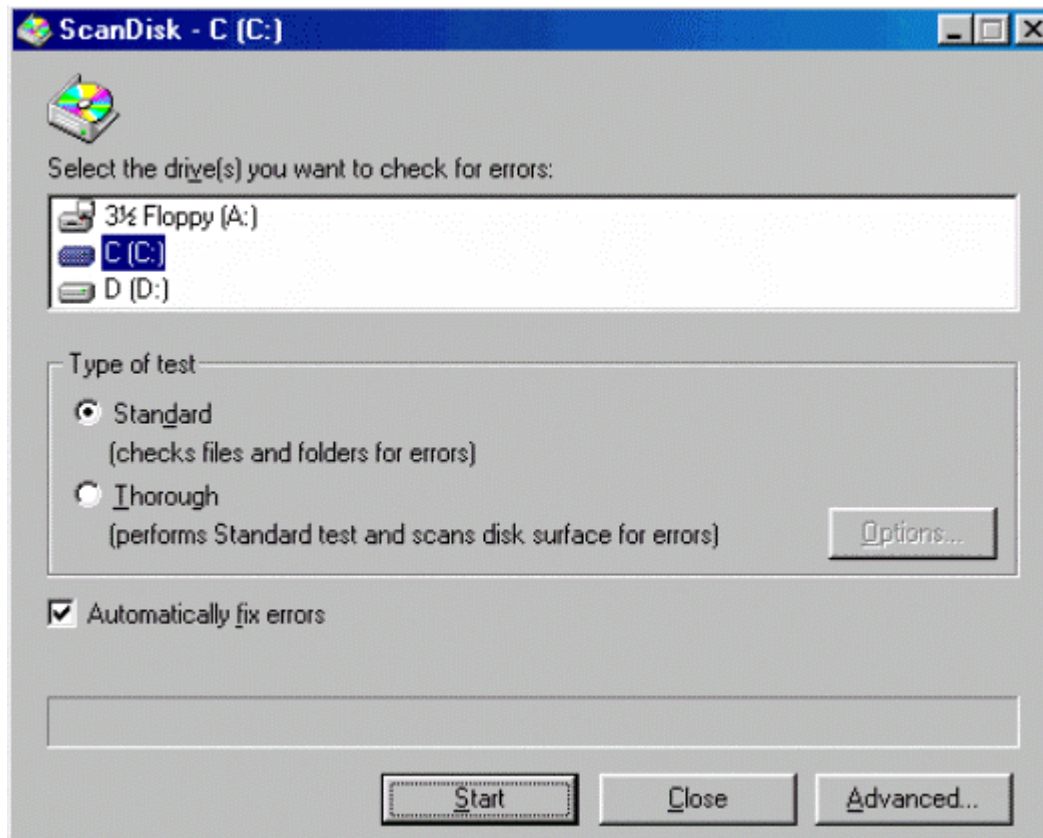
When it has closed the programs, you should see a screen similar to this:



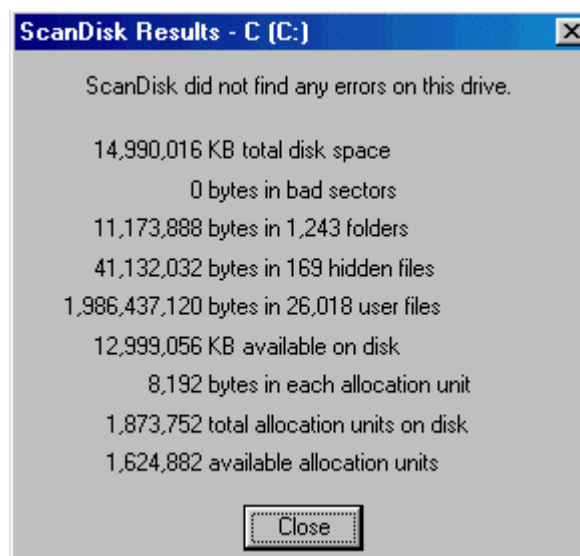
Click the Exit button.

Scandisk:

Click the Scandisk shortcut and make sure that the standard button is selected and that the Automatically fix errors checkbox is checked. Your C: drive should be highlighted. Click the Start button:



When it is finished scanning your C: drive you will see a box like this:

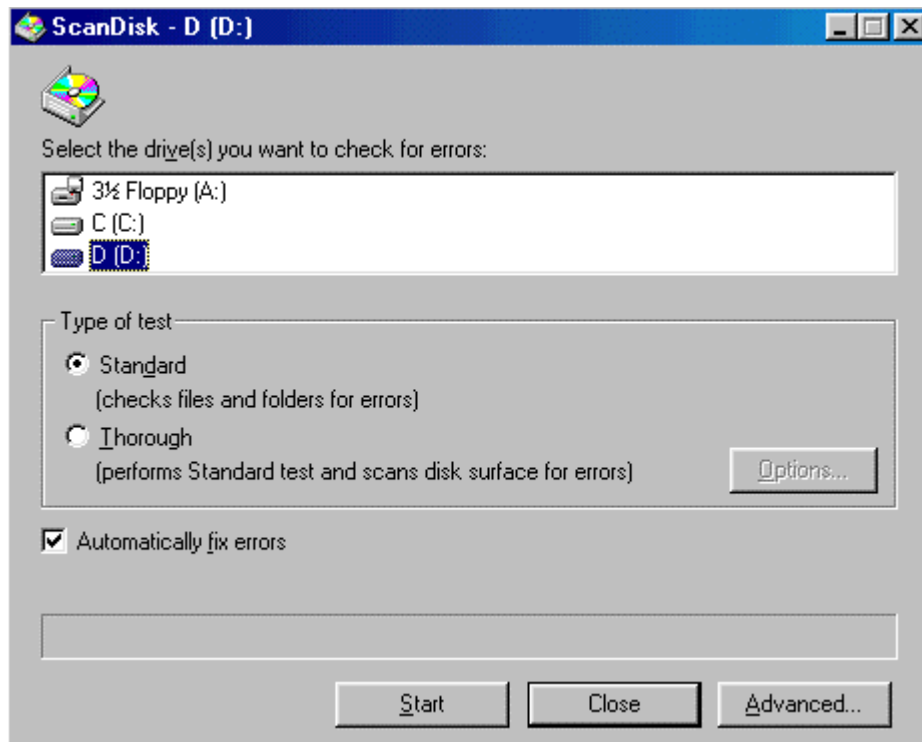


Note where it says that it found 0 bytes in bad sectors. If this number is not zero, you may have a hard drive starting to malfunction and you should rerun Scandisk and choose the Thorough option. This will

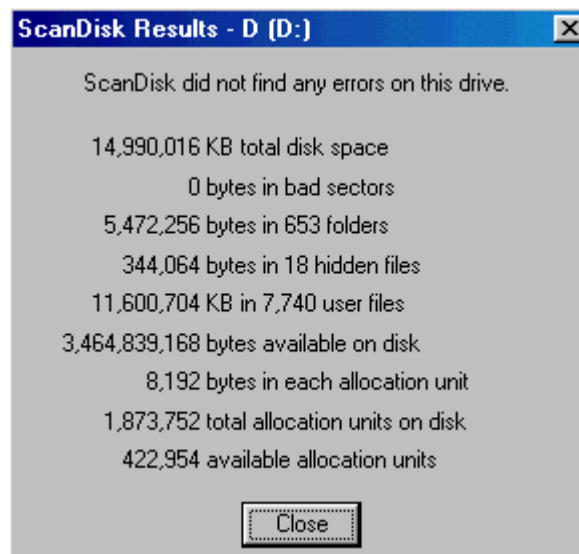
take a considerable amount of time up to 5 hours, so plan on not using your PC during this time. If you have any bad sectors, you should rerun this Thorough test every week for several weeks. If you see the number of bad sectors increasing, then you should replace your hard drive.

This box may also say that it found errors on the drive and fixed them all, which is OK.

Note that this PC has a second D: drive so we should run Scandisk again on the D: drive. Make sure that the standard button is selected and that the Automatically fix errors checkbox is checked. Your D: drive should be highlighted. Click the Start button::



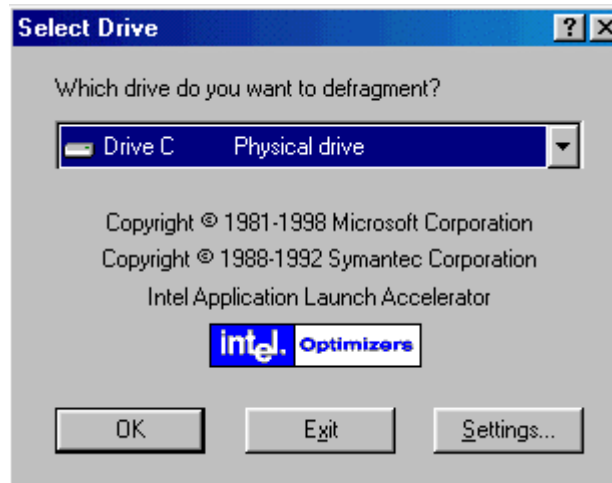
Again, when it is finished scanning your D: drive you will see a box like this:



If there are any bad sectors, follow the instructions shown above for the C: drive.

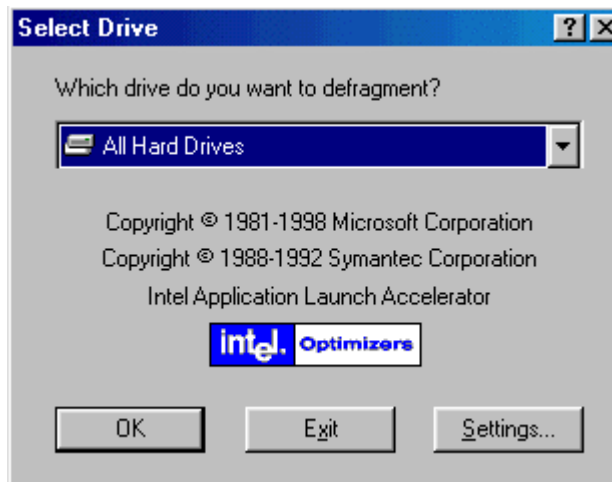
Disk Defragmenter:

Click the Disk Defragmenter shortcut.

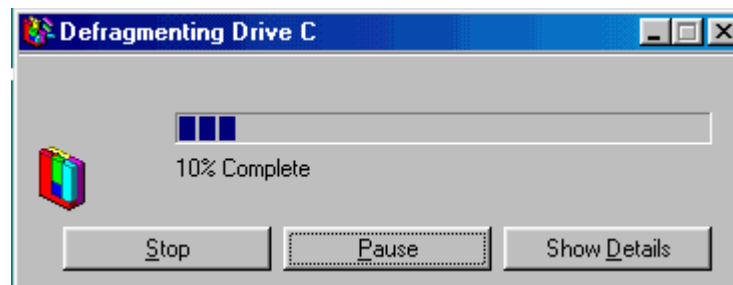


If you only have a C: drive click OK to start defragmenting the C: drive:

If you have additional drives, instead of picking each drive one by one, you have the option to defragment All Hard Drives as shown below. Click the drop down arrow and select All Hard Drives. Then click OK to start defragmenting All Hard Drives:



You'll see the following progress bar:



The progress bar may quickly run up to 10% Complete but it really isn't 10% complete. It may stay at 10% for quite some time. Eventually you will see it start to move again. You can click the Show Details button to see a pretty neat view of it moving files around. This will slow the defragmentation progress down a little bit, so you may want to click the Hide Details button to get back to the progress bar shown above. When it is completed, you'll see the box below:



The drive letter may be different if you chose All Hard Drives. Click Yes to exit.

Restart:

Restart your computer so that the programs you had previously shut down can restart. Make sure your anti-virus software is re-enabled after you restart.
