Removing PC Clutter: Scandisk

Just like we need to periodically clear out our inboxes and file or purge the stacks of paper on our desks in order to feel organized and work more efficiently, we also need to take similar steps on our PCs for them to work more efficiently. The Windows utility, Scandisk, is one of those steps:

What the heck is Scandisk?

Suppose there were a highway with a lot of potholes causing cars that hit them to get flat tires, resulting in traffic jams or accidents. Eventually the highway department would likely block off that area of the highway so cars would not hit the potholes or fix them to remove the problem. The highway department, in that case, would be acting like Scandisk on your PC. Running Scandisk monthly will scan your hard drive for any bad spots, and if it finds any it cannot repair, will move the data to good spots and mark the bad spots so that no data can get written there again.

Find Scandisk in Windows XP by searching for it in "Help" (Start menu >> Help and Support) or:
- Open "My Computer" from your Start Menu or from your desktop

- Right-click on the drive to be maintained – start with your C: drive.

- In the menu that appears, left-click on "Properties"

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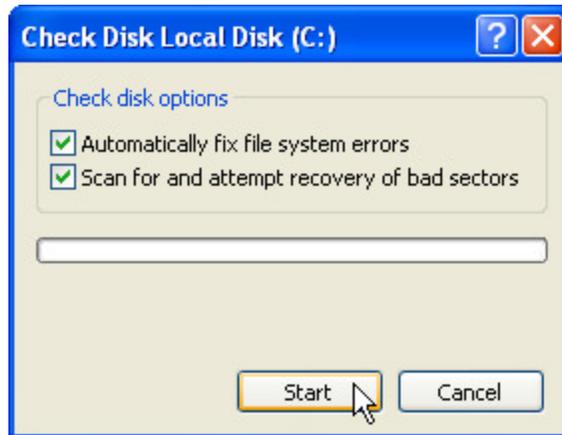**tracy@techshmech.com**

- In the Properties window that appears, left-click on the "Tools" tab.
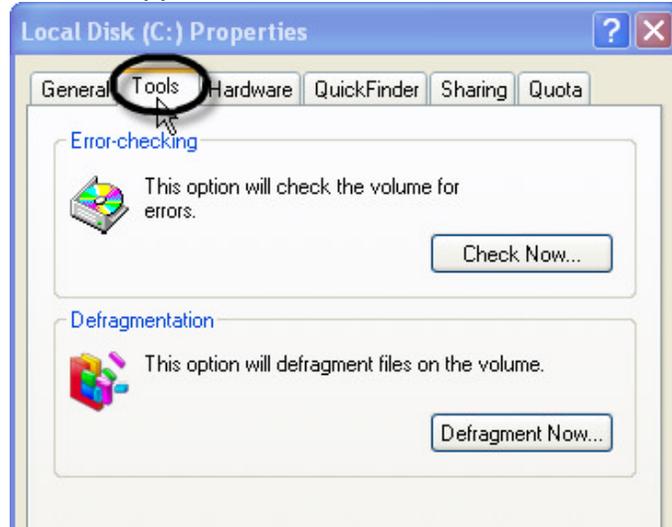
- Here you will find access to 2 key maintenance tools, Scandisk ("Check Now.." button) and Disk Defragmenter ("Defragment Now…" button).
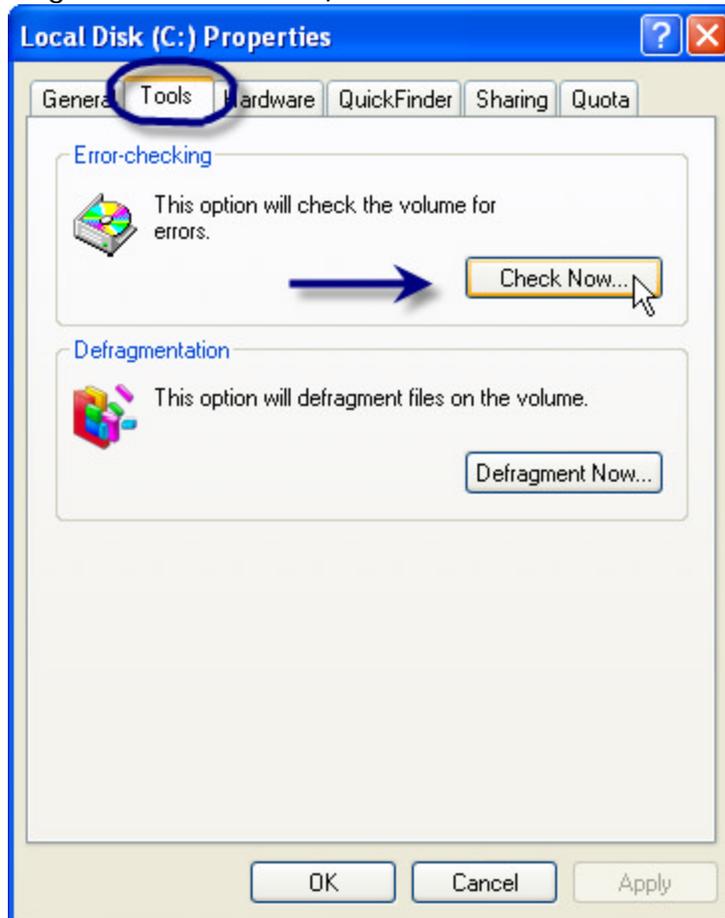
- When you click on the "Check Now…" button, the following window will appear. Click to select both options so that you see checkmarks in both. Then click "Start".

- You will see the following message next, indicating that the Scandisk cannot run while Windows is running. Click "Yes" to schedule Scandisk to run when you restart your PC. Allow extra time for your PC to restart next time because it will take a lot longer since this has to run (could be an extra 30-45 minutes).

- Restart your PC and go take a break while Scandisk runs during the restart.