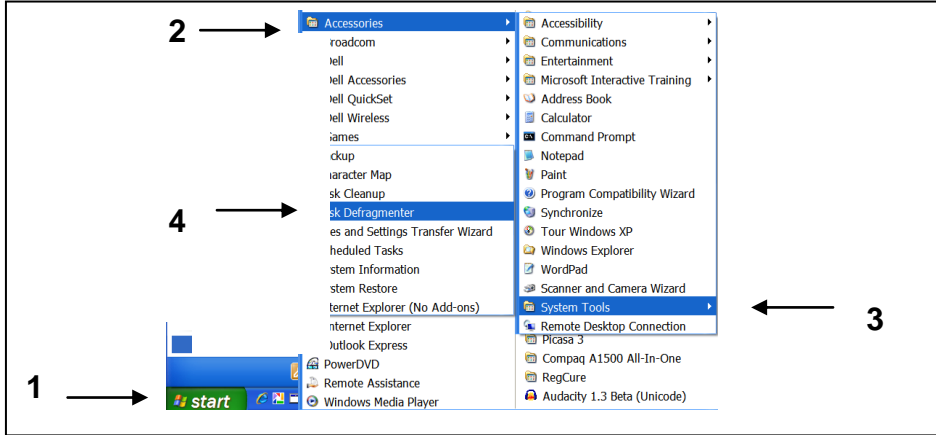


Defragment

Quick Reference Card

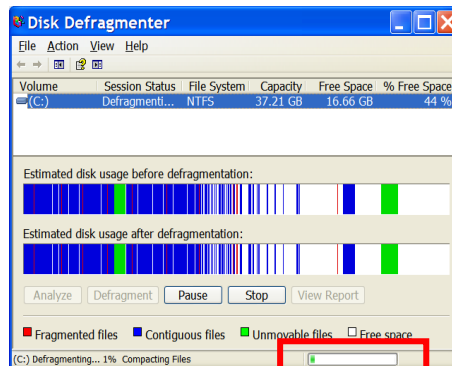
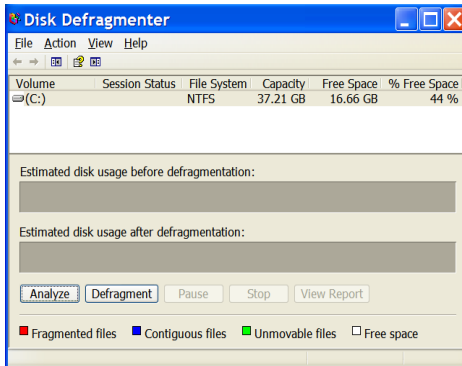


Defragment Computer Disk



Start Program

1. Click on **Start Button**
2. Point to **Accessories**
3. Point to **System Tools**
4. Click on **Defragmenter**



Defragmenter Details

Defragmenter window will open and give a description of functions:

- Drive to be defragmented
- Estimated usage before defragmenting
- Estimated usage after defragments
- Color description—red, blue, green & white
- Analyze
- Defragment button
- Pause button
- Stop

Click on Analyze to see how much needs to be defragmented. You can skip analyze and click on Defraagment. It will automaticallylv analvze and beain defraagmentina.

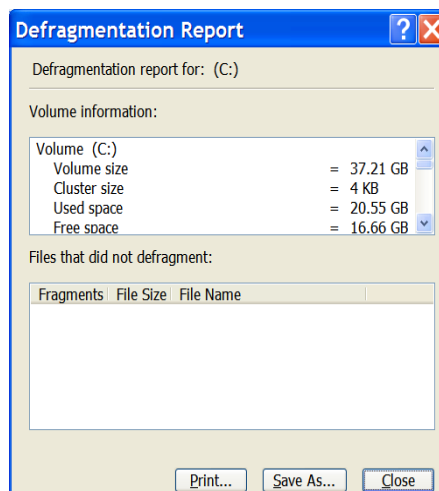
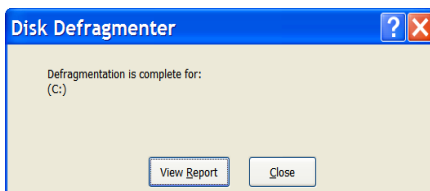
Start Defragmenting

Click on Defragment button.

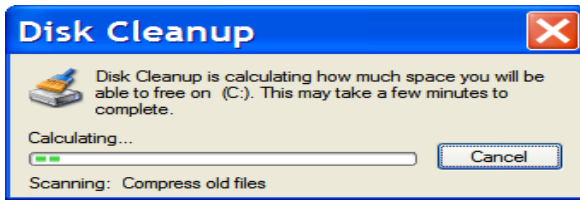
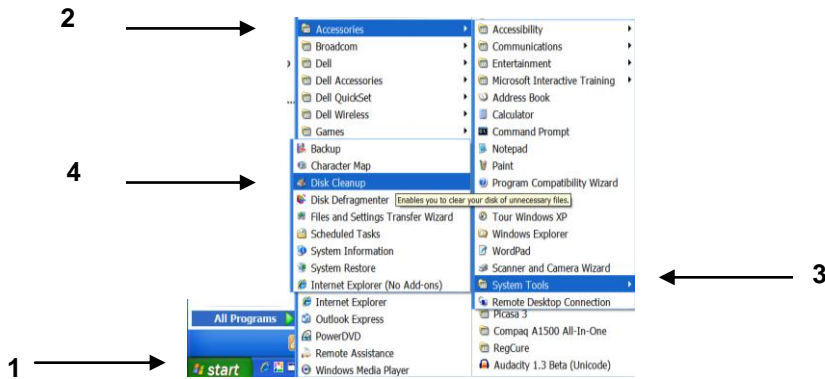
On status bar at bottom on window, there is a **white box** that will fill up with green dots to show progress, as well as a text line showing progress in a percentage.

Defragmentation is complete box will pop up and give you the opportunity to view the report.

After viewing **Defragmentation Report** you may print, save as, or close the window.



Disk Cleanup



Start Program

1. Click on **Start Button**
2. Point to **Accessories**
3. Point to **System Tools**
4. Click on **Disk Cleanup**
5. **Disk Cleanup** box will open to scan computer and calculate how much space you will be able to free on.

Disk Cleanup Dialog Box

This box contains two tabs:

- Disk Cleanup**
- More Options**

Both are pictured. See 1 & 2.

1. You can click on each item in the **Files to Delete** window and read the **Description** to know if you want to run the cleanup on the checked items. If you are not sure, start with the items already checked. This will do a basic cleanup of temporary files.

View Files by clicking on the button. This may help in deciding what to cleanup.

2. On the **More Options** tab there are three options for you to choose:
 Windows Components
 Installed Programs
 System Restore

WARNING: KNOW WHAT YOU ARE DOING IF YOU ARE GOING TO DO THESE OPTIONS.

When you are ready to cleanup the disk, **Click on OK.**

3. Are you sure you want to perform these actions? Click YES.

4. Disk Cleanup Utility window will show what is being cleaned and how much is done. When it is finished the Cleanup Box will close.

Disk Cleanup Dialog Boxes

