



Need COMPUTER HELP?

SAVE CLICKS!

SAVE TIME!

SAVE MONEY!

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Time Saving Clicks!

News you can use to Save You Clicks, Save You Time & Save You Money March 2007

Dear Subscriber,

Please take just a few minutes of your valuable time to read this edition of Time Saving Clicks, the E-Newsletter!!! You'll learn how you can save clicks, time and money!

In addition to the one main article there is a Click for Click section with how-to instructions on performing a time saving task.

And lastly there's a Community focused section to list events and/or news. Please let me know if you have an event you'd like me to list by emailing me at info@socsofcc.com.

Sincerely,
June

Preventive Maintenance A/K/A Spring Clean your Hard Drive

Housekeeping Chores for Your Computer!



Well its that time of year, SPRINGTIME! Thank goodness! :)

So I thought it was appropriate that this e-newsletter topic was what you can do to Clean Your Machine! :)

One of the most common hardware failures in computers is probably the hard drive. That's why you have a backup system in place. Or put one in place after reading the [last edition of this e-newsletter](#).

But you can help **prevent a disk drive problem** by occasionally running the Check Now Tool. I suggest monthly but know that's probably not going to happen...but now is as good a time as any!

What the Check Now Tool does is scan the disk for " bad spots" or potential "bad spots" and if it finds any it does the following:

- If the block contains data it is moved to a "healthy" block.
- It flags the block(s) as 'bad" so that its not used.

It also means you had a potential equipment problem/ failure brewing that you prevented!

Defrag should be run to clean up your disk drive! It means defragment and it can help with performance especially if its NEVER been done or you add and remove a lot of data or programs from your machine....

I recommend you run these programs at the end of your work day. Sometimes, they can take hours to run, depending on a variety of factors including (but not limited to) disk size and how long since the last one, if ever....

Then schedule the above "housekeeping chores" monthly on your Outlook calendar or whatever you use to schedule your time/tasks.

Just like with cleaning your house, doing a bit every month, instead of waiting until spring it will make it easier and less time consuming. And your disk will be clean, healthy and at peak performance! :) For my list of the ways to keep a clean machine, go to the Small Office Computer Support website by following [this link to my website](#) and download a copy of 7 Ways to Keep a Clean Machine.

Click for Click

Check Disk

Go to My Computer

Right Click on the C drive(local)

Click on Properties

Click on the Tools Tab

Under the first section "Error Checking" Click on Check Now button

Check off both boxes and Okay

A window will appear stating that it needs exclusive use of the drive, blah, blah.

Click okay and then re-start your computer and it will run the Check Disk..

It will be a Windows screen mostly blue but with white lettering giving a status update on the Check Disk

Once completed your machine will boot into Windows.



Computer Maintenance

Community News for You to Use!

Please consider donating to this worthy cause/organization!



**Habitat for
Humanity
of Cape Cod**



Habitat for Humanity is an ecumenical housing ministry that seeks to eliminate homelessness and substandard housing by making decent affordable shelter a matter of conscience and action for all people.

More info...

About Us

"The focus of Small Office Computer Support of Cape Cod, SOCS, is to help non-profits, small businesses and home users make the most use of their existing computer hardware and software. We accomplish this with affordable rates and we don't sell new equipment!"

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