

# Maintaining your computer

Cleaning your computers brain (hard drive) helps to keep your computer running smoothly.

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**Scan Disk** is one of the most common maintenance tools bundled with an operating system such as Windows. This is an application that is used in checking the hard drive of your [computer](#) for errors and bad sectors. Once Scan Disk finds an error in the hard drive, it will attempt to fix it.

The errors found inside a [harddrive](#) are caused by a number of reasons. These include:

- frequent system crashes
- critical system applications that have been improperly closed
- existence of harmful programs such as viruses, trojans, etc

How to Scan Disk:

1. Start menu
2. All programs
3. Accessories
4. System tools
5. Disc Clean up
6. Scan whole computer

**Disk Defragmenter** is a [Utility](#) included in [Microsoft Windows](#) designed to increase access speed by rearranging [files](#) stored on a [disk](#) to occupy [contiguous](#) storage locations, a technique commonly known as [defragmenting](#). The purpose is to optimize the time it takes to read and write files to/from the disk by minimizing head travel time and maximizing the transfer rate. As of [Windows XP](#), Disk Defragmenter is also used to improve system startup times.

How to Defragment your computer:

1. Start Menu
2. All Programs
3. Accessories
4. System Tools
5. Disk Defragment
6. Follow steps ton program

