

Item	Procedure
1. Computer Profile	Belarc Advisor creates a detailed profile of your installed software and hardware, including Microsoft Hotfixes, and displays the results in the Web browser. This is a free download at: <a href="http://www.belarc.com/free_download.html">www.belarc.com/free_download.html</a> - generate a current system profile report using Belarc Advisor - save as a file or print the report for reference
2. Scan Disk	** Scan Disk may take an hour to complete - start the computer in Safe Mode (press F8 key during startup) - turn off Screen Saver - click on My Computer, right-click on C: drive > Properties > Tools > Error-checking > Check Now - checkmark both "Check disk options", then click "Start" - do NOT cancel or interrupt the Scan Disk process
3. Defrag Disk	** Defrag Disk may take a few hours to complete - start the computer in Safe Mode (press F8 key during startup) - turn off Screen Saver - click Start > All Programs > Accessories > System Tools > Disk Defragmenter - point and click to select C: drive - click Action > Defragment
4.	
5.	
6.	

Month	Date				
Jan					
Feb					
Mar					
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					

*\*\* record the date each time maintenance is performed*