

Lab 10.4.1: Using the Scandisk and Defrag Utilities

Estimated Time: 30 Minutes

Objective

Upon completion of this lab, you will be able to scan a hard drive, defragment the drive to check for errors, and defragment files using the Scandisk and Defrag utilities.

Equipment

The following equipment is required for this exercise:

- A computer with Windows 98 or 2000 Professional installed

Scenario

As a system administrator, your manager expects you to perform routine maintenance on all computer systems as necessary. Run the Scandisk and Defrag utilities on the appropriate machines to keep them running smoothly.

Procedures

If a computer is used on a regular basis and system maintenance is not performed, system stability will decrease. As files are created, used, and deleted the media they are stored on may become fragmented. Also, if a file is not properly closed, it may leave corrupted pieces of data behind. To resolve these problems, there are two utilities that are included with Windows: Scandisk and Defrag.

Step 1

The first utility to run is Scandisk. This utility will ensure that any problem files will be "fixed" before the Defrag utility organizes the drive. To start the Scandisk utility, open My Computer and right-click on the drive to check and choose properties. Select the Tools tab and then click the **Check Now** button. This will start the Scandisk utility (referred to as Error-checking in Windows 2000).

What types of tests are available in the Scandisk program?

Which test type is the default? _____

Step 2

To begin the scanning, click the **Start** button. When it is finished, click the **Close** button. If there are errors, see the troubleshooting section of this lab.

Step 3

Once Scandisk has completed successfully, the Defrag utility can be run to reorganize the files on your disk. To start the Defrag utility, open My Computer and right-click on the drive to defrag and choose properties. Select the **Tools** tab and then click the **Defragment Now** button. This will start the Defrag utility.

Note: Make sure the screensaver and any other program that automatically starts on it's own is temporarily disabled or it will interrupt the defragmenting process.

Troubleshooting

If Scandisk reports a cross-linked file or fragments of a file, it may ask you how it should resolve the problem. There is an option to convert recovered data to a text file, however, this will clutter the drive with many text files of garbled information. Select the option to discard the information and continue

Reflection

List any other utilities that come with Windows that can help in the preventative maintenance of a system:
