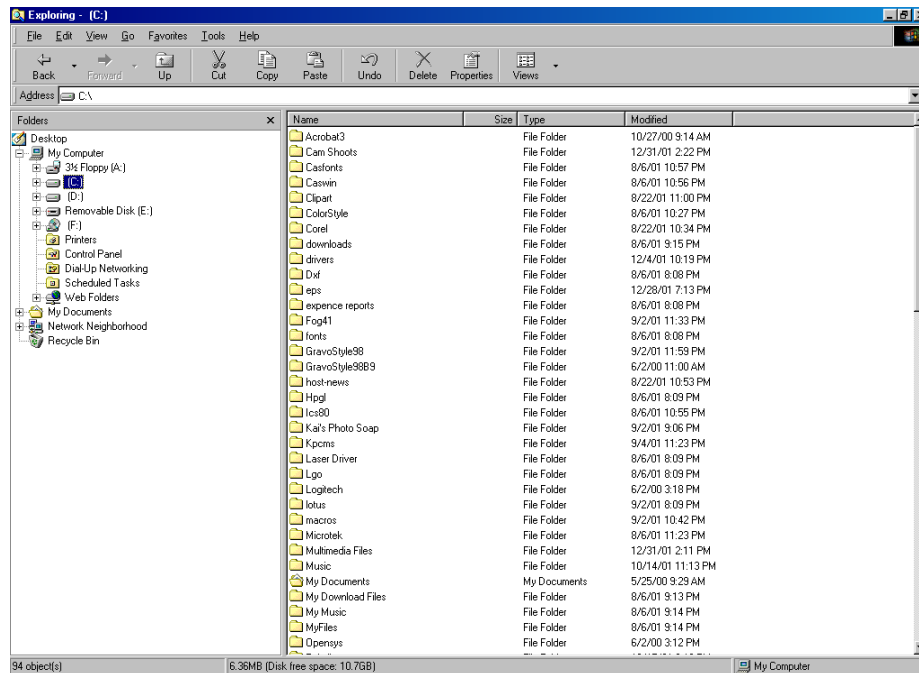
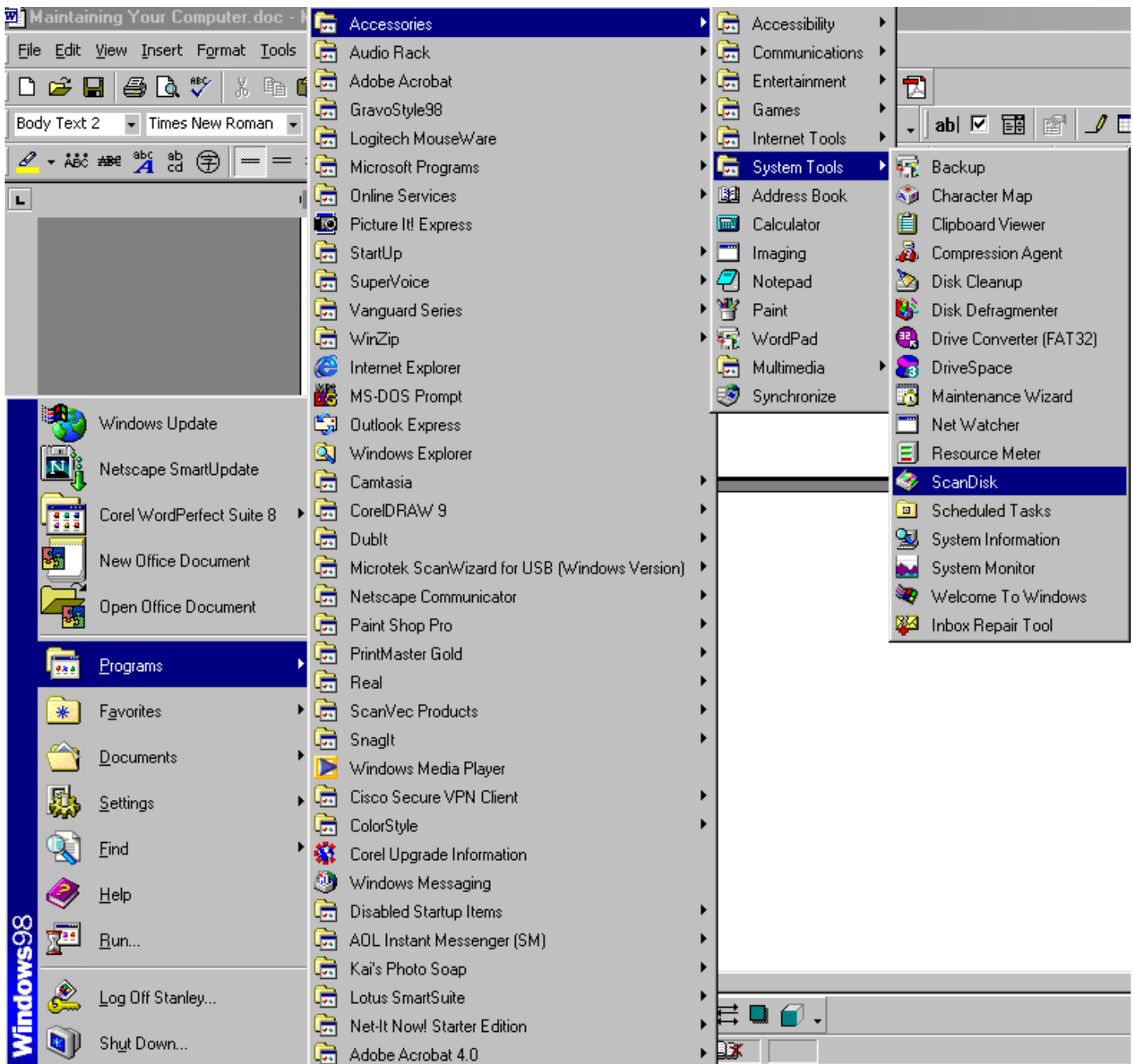


Maintaining Your Computer

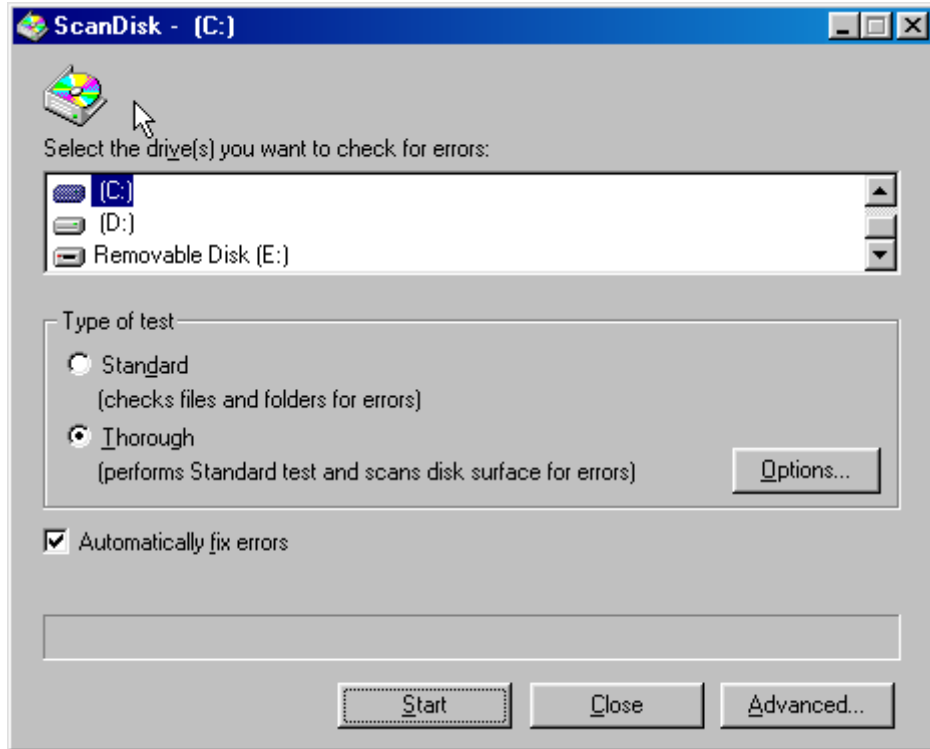
1. It is very important to maintain your computer. Just like you take your car to the shop to have it tuned up so that it runs at peak performance, so should you do that for your computer. It is also very important that you back up your data files. If your Hard drive goes bad or lightning strikes the computer you want to have your jobs saved, logos or even your customer files saved to a disk. There are many different kinds of Media on the market today to do this task. 3.5 in. floppy disk (A: Drive), Zip Disk, CD Burner and another Hard drive. You can even back your files up to a Network. This can be done from the Windows Explorer Window.



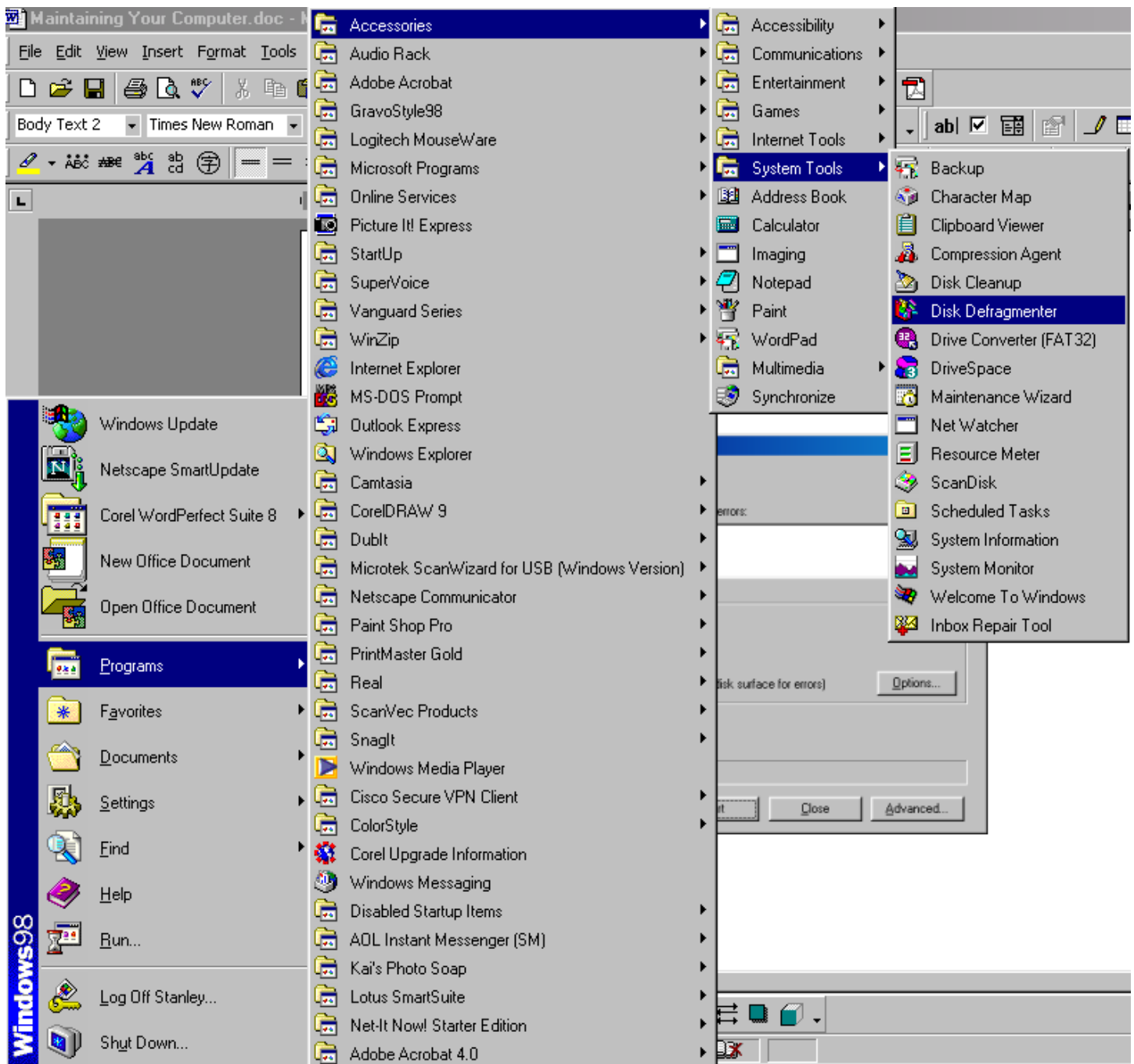
- Once you have backed up your files it is now time to Scan your Hard Drive. This will check your Hard Drive for any corrupt file or damage to the Disk Surface. Left Click on the Start Button, go to Programs, go to Accessories, System Tools then to Scandisk.



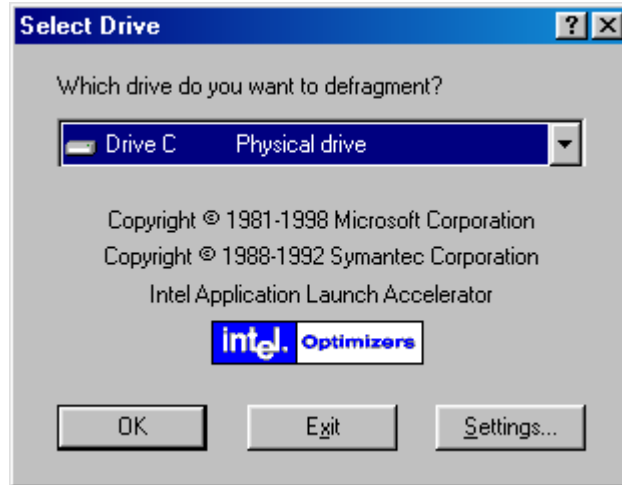
- This will bring up the Scandisk Window. Choose the drive that you want to scan. Choose Standard, which checks the files and folders or Thorough, which will also check the disk surface. You should always have Scandisk Automatically fix errors. If you choose Thorough it could take several hours to perform, depending on the size of your drive.



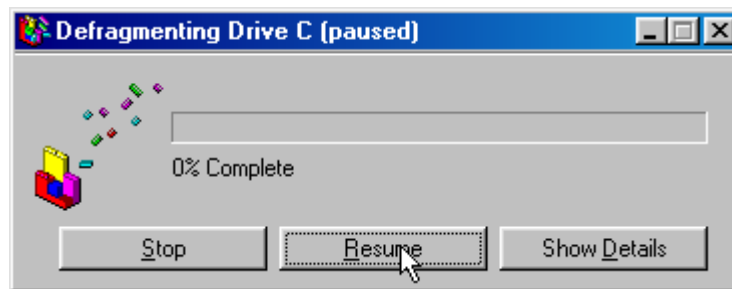
4. Once the Scandisk is complete, you now can perform the Disk Defragmentation. This will organize your file system to make your computer find data files and operating files much faster. Left Click on the Start Button, go up to Programs, then to Accessories, System Tools and then to Disk Drefragmentation.



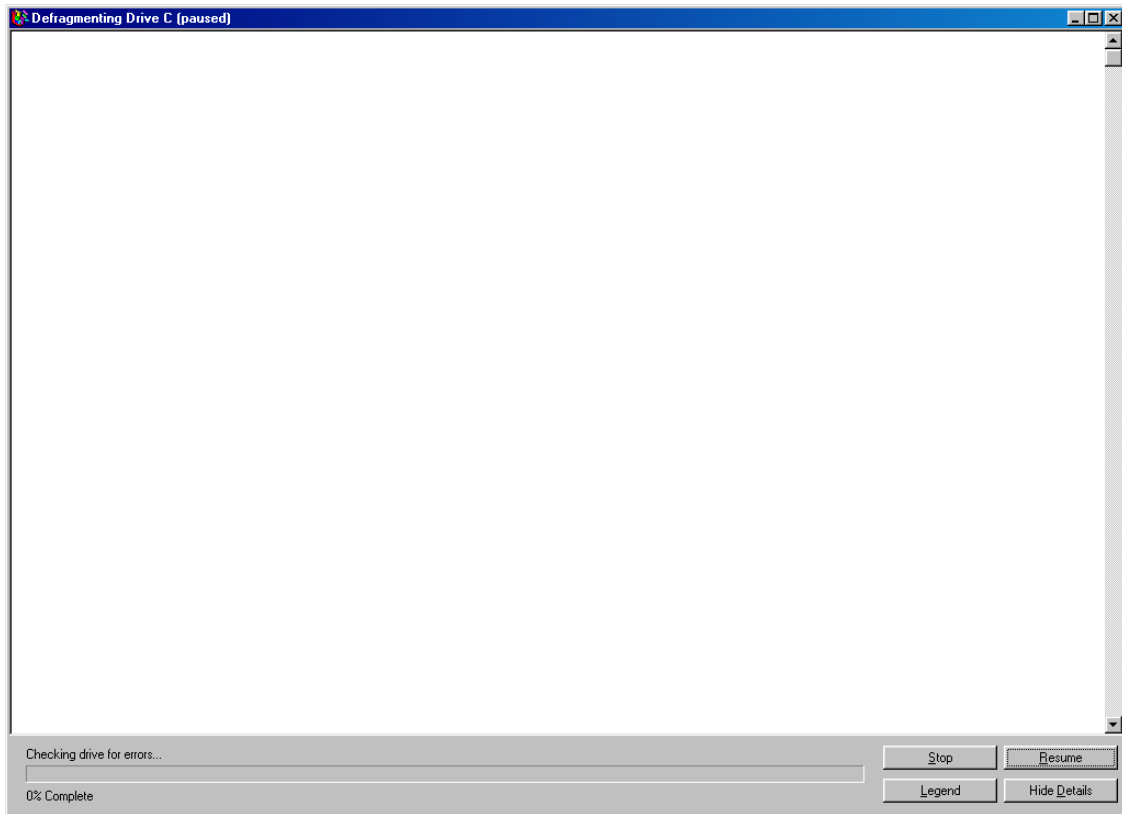
This will bring up the Window to Select the Drive that you want to Defrag.



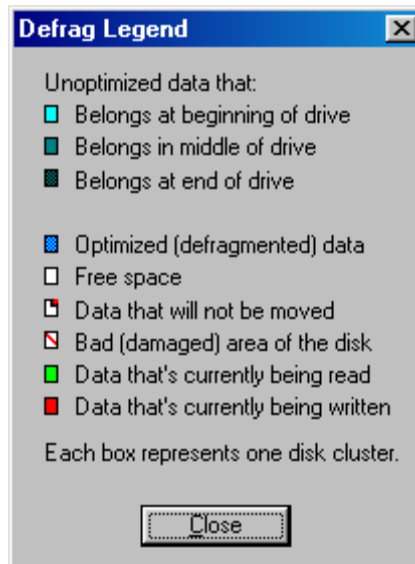
Select the drive that you want to Defrag and then Left Click the OK Button.



Now the computer will start the Defrag. If you Left Click on the Show Details Button, it will bring up a Window that will let you see what is going through the process.



Now if you Left Click on the Legend Button it will bring up a Window that will let you see what each one of the blocks mean.



Depending on how big your Hard Drive is, determines how long the Defrag will take.