1) Open the "My Computer" icon, either from your desktop, or the start menu.



2) Right-Click on the hard disk icon (each one in turn if you have multiple hard disks) and click on the **Properties** menu item.

Coloral Disk (Col		
	Open	
	Explore	
Devices with Remova	Search	
0	Sharing and Security	
DVD-RW Drivi	Scan with Norton Internet Security	
	😂 Share with ShareO	•
Network Drives	Format	
	Сору	
downloads or	Create Shortcut	(Z:)
<u>i</u>	Rename	
	Properties	

3) Select the "Tools" folder tab, and then click on the "Check Now..." button.



Network Evaluation



4) When the "Check Disk Local Disk" window opens, mark either the "Automatically fix…" box, **OR** both the "Automatically fix…" and the "Scan for…" check box.

5) The primary difference is that the "Scan for and attempt recovery of bad sectors" is very thorough and time consuming. Depending on the size of the disk, this option can take an hour or more.

6) Then click the "**Start**" button.

Check Disk Local Disk (C:) ? 🗙	Check Disk Local Disk (C:) ? 🗙
Check disk options Automatically fix file system errors Scan for and attempt recovery of bad sectors	Check disk options Check disk options Automatically fix file system errors Scan for and attempt recovery of bad sectors
Start Cancel	Start Cancel

- 7) It is very likely that you will get a message similar to the one below:
- 8) If you do not see this message, don't worry, the check will simply run.

Checkin	g Disk Local Disk (C:)
(i)	The disk check could not be performed because the disk check utility needs exclusive access to some Windows files on the disk. These files can be accessed only by restarting Windows. Do you want to schedule this disk check to occur the next time you restart the computer?
	Yes No

9) Click on the "**Yes**" button. You must then save any work in progress, and restart your computer to allow the operation to proceed.

10) When your computer restarts, you will see a screen similar to the one below (details will vary depending on your operating system). It will proceed to check your hard disk for errors.



uatio



11) When the Disk Check is complete, your computer will boot normally.

12) To learn the results of the Disk Check there are two key areas to look, both of which are in the computer's Event Logs.

13) Right-Click on your "My Computer" icon (Start menu or Desktop) and select "Manage"

📂 My Music				۵	
🗾 My Computer	Open		My Computer	Open	
🔍 My Network Places	Explore			Explore	
9	Search		O _	Search	_
	Manage			Manage	7
	Mar Markensel Puston	or	E-mail	Man Network Drive	6

14) "Computer Management" - Click on the "+" sign next to "Event Viewer"

📙 Computer Management				- 🗆 🗙
📃 File Action View Window	Help			_ B ×
← → 🗈 🖪 🗟 🔮				
📃 Computer Management (Local)	Name	Туре	Description	Size
E 🕵 System Tools	月 Application	Log	Application Error Records	512.0 KB
Event Viewer	月 Security	Log	Security Audit Records	64.0 KB
High Shared Folders	📕 System	Log	System Error Records	512.0 KB

15) Double-Click on the "Application" Event Log

县 Computer Management				
🖳 File Action View Window	Help			
← → 🔁 🖬 🖳 😫				
📃 Computer Management (Local)	Name	Туре	Description	Size
🖃 🎬 System Loois	Application	Log	Application Error Records	64.0 KB
	👑 Security 🕂 🔨	Log	Security Audit Records	192.0 KB
- Application - Application Security	🛄 Systen	Log	System Error Records	256.0 KB
System				





15) With the Application log open, look for an entry in the "Source" column named "Winlogon", and double-click it to see the detailed report.

县 Computer Management					
🗐 Eile <u>A</u> ction <u>V</u> iew <u>W</u> indow <u>H</u>	elp				_ð×
	?				
🖳 Computer Management (Local)	Туре	Date	Time	Source	Cate 🔨
🖻 🌇 System Tools	Information	7/24/2007	11:50:55	SecurityCenter	None
Event Viewer	Information	7/24/2007	11:50:26	Winlogon 📐	None
Application	(Information	7/24/2007	11:43:17	LoadPerf	None 🗐

16) The Event Properties window will look something like the example below:

Event Properties	P Event Properties	? 🗙
Event Properties Dgte: 7/24/2007 Source: Winlogon Time: 11:50:26 AM Categogy: None Typg: Information Event Information Qenputer: TEST1 Description: Checking file system on C: The type of the file system on STFS. The type of the file system is NTFS.	Point Properties Event Date: 7/24/2007 Source: Winlogon Time: 11:50:26 AM Categogy: None Type: Information Event 1001 Use: N/A Computer: TEST1 Description: CHKDSK is verifying file data (stage 4 of 5) File data verification completed.	? × ★ ₩
The type of the lite system is NT F5. A disk check has been scheduled. Windows will now check the disk. Deaning up minor inconsistencies on the drive. Deaning up 38 unused index entries from index \$511 of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index entries from index \$5DH of file 0x9. Deaning up 38 unused index \$5DH of file 0x9. Deaning u	CHKDSK is verifying fire space (stage 5 of 5) CHKDSK is verifying fire space (stage 5 of 5) Free space verification is complete. 4184900 KB total disk space. 2817132 KB in 14608 files. 3796 KB in 1019 indexes. 0 KB in bad sectors. VB in bad sectors. 41312 KB in use by the system.	~
Daţa: ⊚ <u>B</u> ytes) <u>W</u> ords	Data: Bytes Words	× ×
OK Cancel App	DK Cancel	Apply



Since the Event Propertes window has more content than can be shown in one picture, there are multiple pictures of the same window with the scrollbar moved accordingly.

You can see what problems were found and fixed by the Disk Checking routine.

Near the bottom of the report is a link to Microsoft's support web page which may help to explain any messages that you see.

If you see messages that imply problems, then contact your computer or network support person.

Network Evaluation

