PC Cleanup Tasks – Checking Disk Integrity

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

 - or -
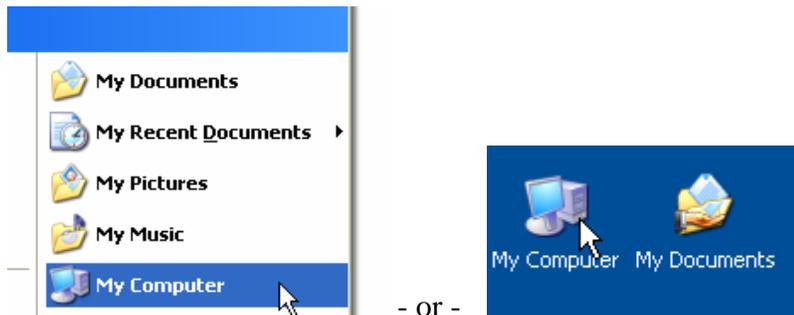
2) Right-Click on the hard disk icon (each one in turn if you have multiple hard disks) and click on the **Properties** menu item.
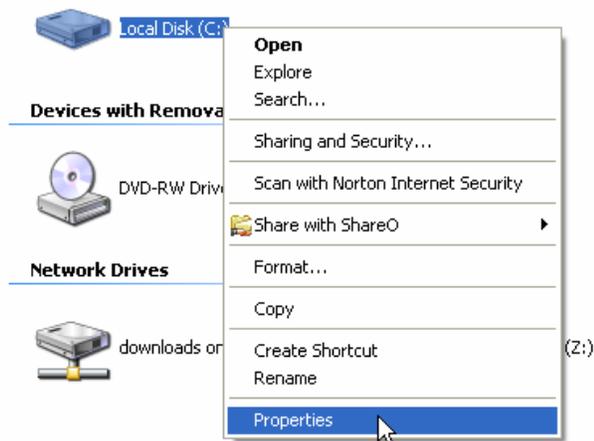
3) Select the "**Tools**" folder tab, and then click on the "**Check Now**..." button.

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.

 or
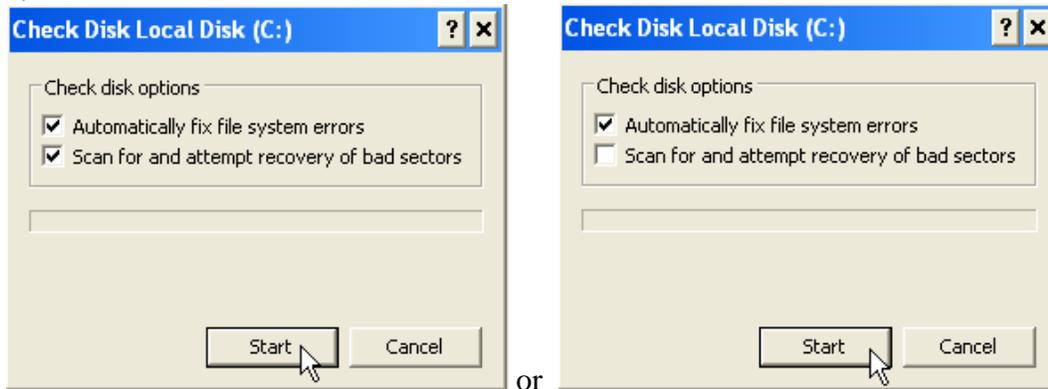
7) It is very likely that you will get a message similar to the one below:
8) If you do not see this message, don't worry, the check will simply run.
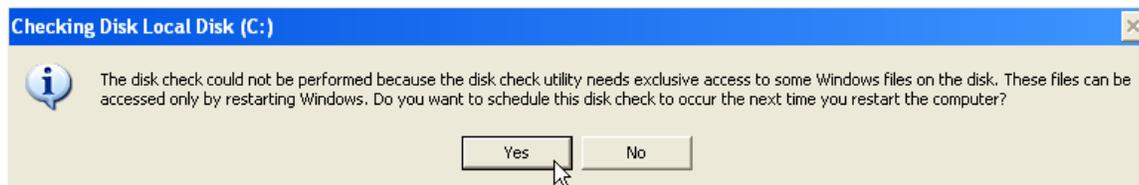
9) Click on the "**Yes**" button. You must then save any work in progress, and restart your computer to allow the operation to proceed.

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.
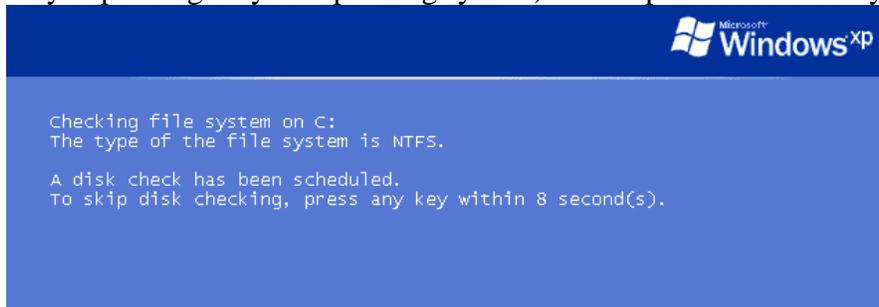
Tutorials and Guides to help enhance the integrity and security of your systems

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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**"

or
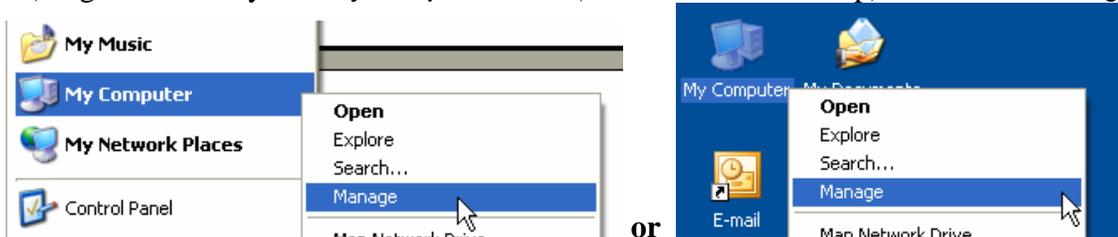
14) "**Computer Management**" - Click on the "+" sign next to "**Event Viewer**"
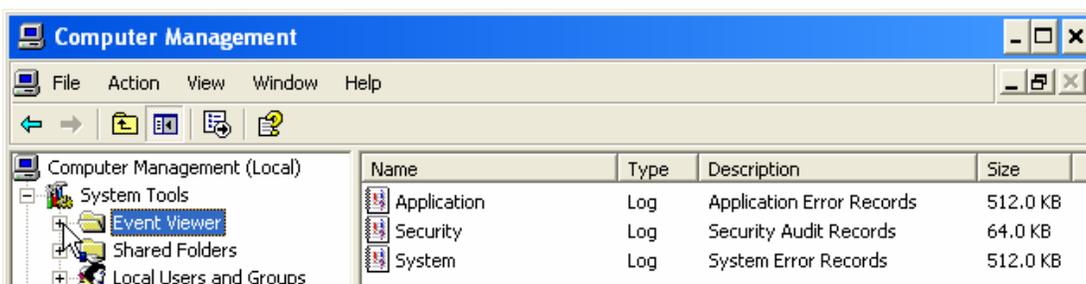
15) Double-Click on the "**Application**" Event Log

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.
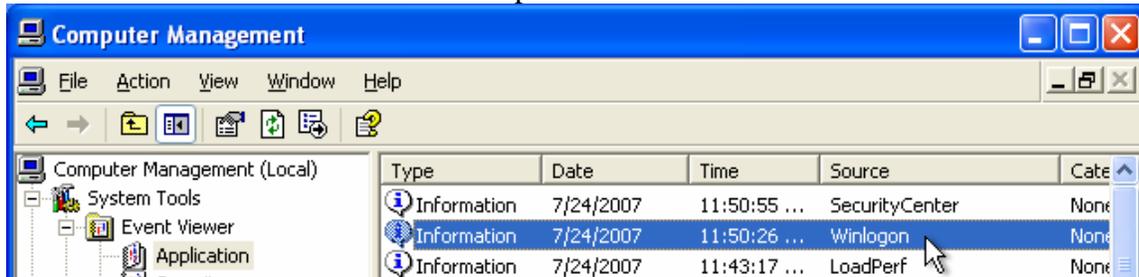
16) The **Event Properties** window will look something like the example below:
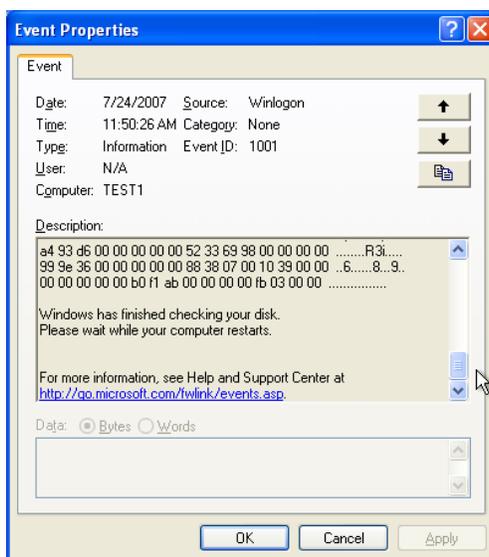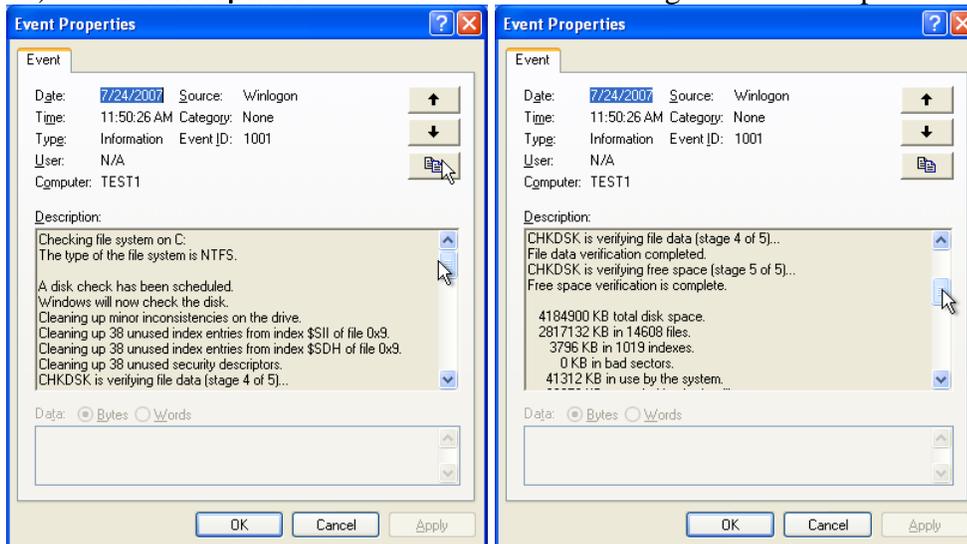
Since the Event Propertes window has more content than can be shown in one picture, there are multiple pictures of the same window with the scrollbar moved accordingly.

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.