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Windows Vista Maintenance Instructions (Although many machines have the following tasks scheduled to run, I still run the tasks if I feel a machine is not running as expected)

Check Disk:

- Click Windows Logo on Bottom Left of Screen
- Click Computer
- Right Click the Local Disk (C) Drive and choose Properties
- Click the Tools Tab
- Click Check Now...
- Click Both Check Boxes and Click Start
- The computer should ask you if you wish to do this on Next Restart
- Click "Yes"
- Restart your machine.

The Check Disk Should run when you restart your computer. If not, then you have other issues. It should also take some time to run the Check Disk

After the Check Disk, Run Disk Cleanup:

Disk Cleanup:

- Click Windows Logo on Bottom Left of Screen
- Click All Programs
- Click Accessories
- Click System Tools
- Click Disk Cleanup
- Click OK

If Disk Cleanup offers options be sure to check all boxes and Click OK (If you have "Offline Files & Folders enabled, contact your administrator)

Click "Delete Files"

After the Disk Cleanup is complete, Run Disk Defragmenter:

Disk Defragmentation: (Disk Defragmentation is Automatically Schedule in Vista, but it can be manually run at any time)

- Click Windows Logo on Bottom Left of Screen
- Click All Programs
- Click Accessories
- Click System Tools
- Click Disk Defragmentation
- Click Defragment Button.
- After Defragmenter is complete click OK & Restart Computer

Upgrade The Most Important Part Of The Computer "YOU"