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Course Name: O Level (2nd Sem) **Topic:** Scandisk and Disk Clean Up Tools **Subject:** Introduction to ICT Resources **Date:** 24-04-2020

Scandisk and Disk Clean Up Tools

Scandisk for Checking Disk Space

Scandisk is a PC tool available in Windows operating system. It is a diagnostic and repair program that Scans the data on your hard drive.

Security	Previous Ver	reione	Quota	
ieneral		Hardware	Sharing	
	ption will check the dr n errors.	_		
Doptimi	lefragment drive izing your computer's c ffliciently.			Error Checking (Local Disk (C:)) Your drive was successfully scanned Windows successfully scanned the drive. No errors were found.
				Show Details

Scandisk PC tool can verify the file and directory structure of your data and perform repairs when problems are found. It can also run a surface scan on your hard drive to determine whether any physical damage is present and attempt to move and affected data to another section of the hard drive.

If your hear noise from the hard drive (tick tick sound), use Scandisk immediately. It is recommended to use scan disk once in every two months. However, increase the frequency if you are a regular PC user.

To access Scandisk in Windows:

- Open Windows Explorer.
- Right click on C: drive and then select Properties.
- Go to Tools and select Check button for disk Error checking.

Features of Scandisk Utility

- 1. Scandisk program are used to check the logical structure of the hard disk drive. It also check the physical surface of the drive for any bad areas,
- 2. It check the directory entries, the size of the file and verify that the number of clusters allocated hi FAT chain is enough to save the file.
- 3. It checks the directory structure to verify that the sub-directory entries are in correct format.
- 4. It checks the FAT chains to look for any lost clusters, cross linked cluster etc.
- 5. It also totals the used clusters, available clusters, the bad clusters as specified in the FAT and displays this information on screen.
- 6. The scan disk utility checks media surface and remove bad block. It also finds lost file fragments.

Disk Cleanup

Deleting temporary Internet files is also a part of disk cleanup. But there are other temporary files which take up unnecessary disk space. This process is essential if you have a small hard drive and are constantly on the verge of running out of space.

Computer clean up tools are available in Windows. Click the Start button, go to Programs, click the Accessories button, click the System Tools and then select Disk Cleanup. This will search and display a set of temporary files which can be deleted from your computer. Tick on each box and run the tool.

By using this hard drive clean-up tool, you can increase the speed of your PC, as this will enable faster access to files and folders.

To access Scandisk in Windows:

- Open control panel.
- Then double click on Administrative Tools
- Then open Disk Cleanup Tool
- It will show disk cleanup: Drive Selection Window. Select Drive and press Ok button.

Select the drive you want to clean up. Drives: C:)		
Drives:	Drives:	
🚔 (C:)	👝 (C:)	
		~

• Then Disk Scanning process starts, that take few minutes to complete.

Disk C	Cleanup	×
3	Disk Cleanup is calculating how much space able to free on (C.). This may take a few minu complete.	
Calcula	ating	Cancel
Scann	ning: System created Windows Error Reporting	Files

• After completing disk scanning, Disk Cleanup window List to free files in group, select groups to delete. And press Ok button.

Disk Cleanup More Options		
You can use Disk Cleanup to free up to 12. space on (C:).	6 GB of disk	
Files to delete:		
🗹 📫 Windows Update Cleanup	8.00 GB	^
Downloaded Program Files	0 bytes	
Imporary Internet Files	541 KB	
System created Windows Error Reporti	3.74 MB	
DirectX Shader Cache	231 KB	v
Total amount of disk space you gain:	8.27 (βB
Description Windows keeps copies of all installed updates from Update, even after installing newer versions of upd Update cleanup deletes or compresses older versio that are no longer needed and taking up space. (Y to restart your computer.)	ates. Window	

• Then conformation window for permanently delete these file will open. Press Delete Files button.



Then cleaning process start. It will take few minutes to complete



• Finally disk drive cleanup.

Exercise:

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- 1: What is Scandisk?
- 2: Write the features of Scandisk.
- **3:** What is Disk Cleanup tool?
- 4: Write the steps to disk cleanup c: drive.