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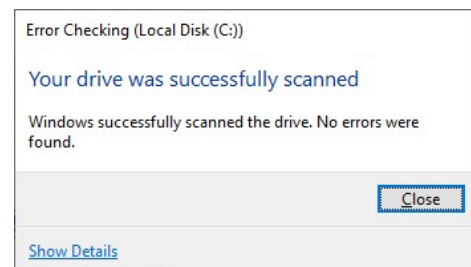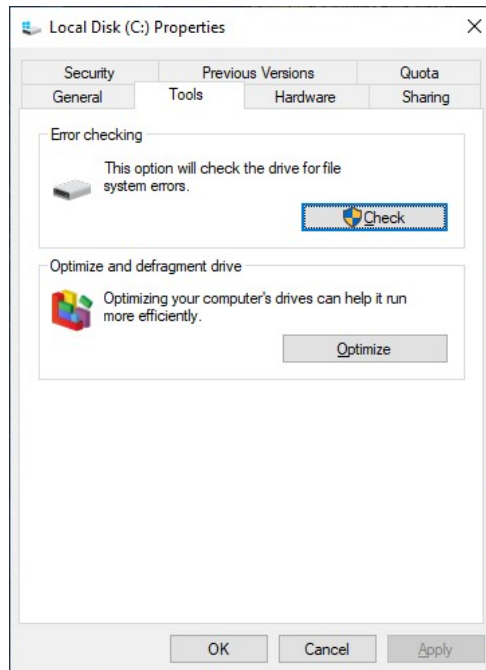**Topic:** Scandisk and Disk Clean Up Tools   **Date:** 24-04-2020

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.

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.
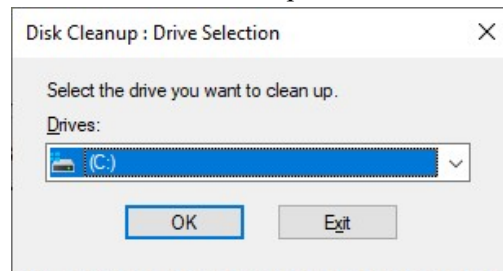
Disk Cleanup

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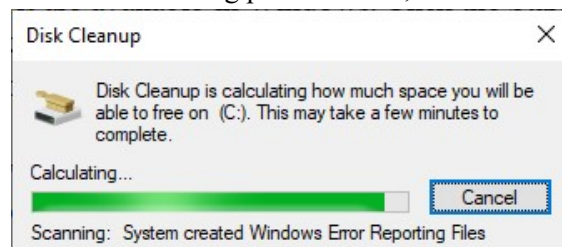
By using this hard drive clean-up tool, you can increase the speed of your PC, as this will enable faster access to files and folders.
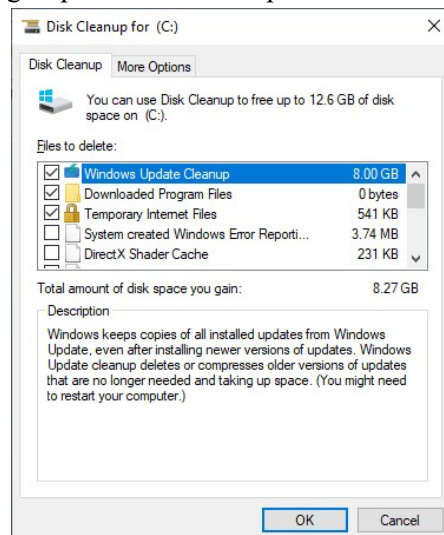
To access Scandisk in Windows:

- 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.
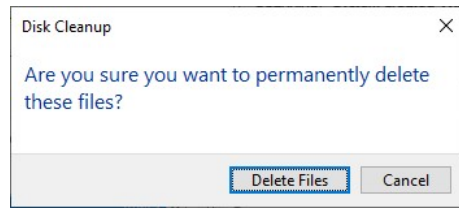

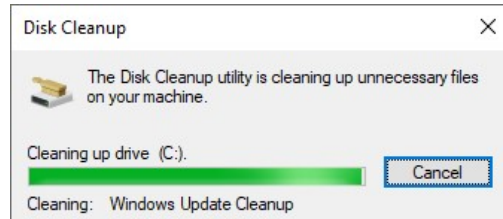- Then Disk Scanning process starts, that take few minutes to complete.

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

- 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:

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.