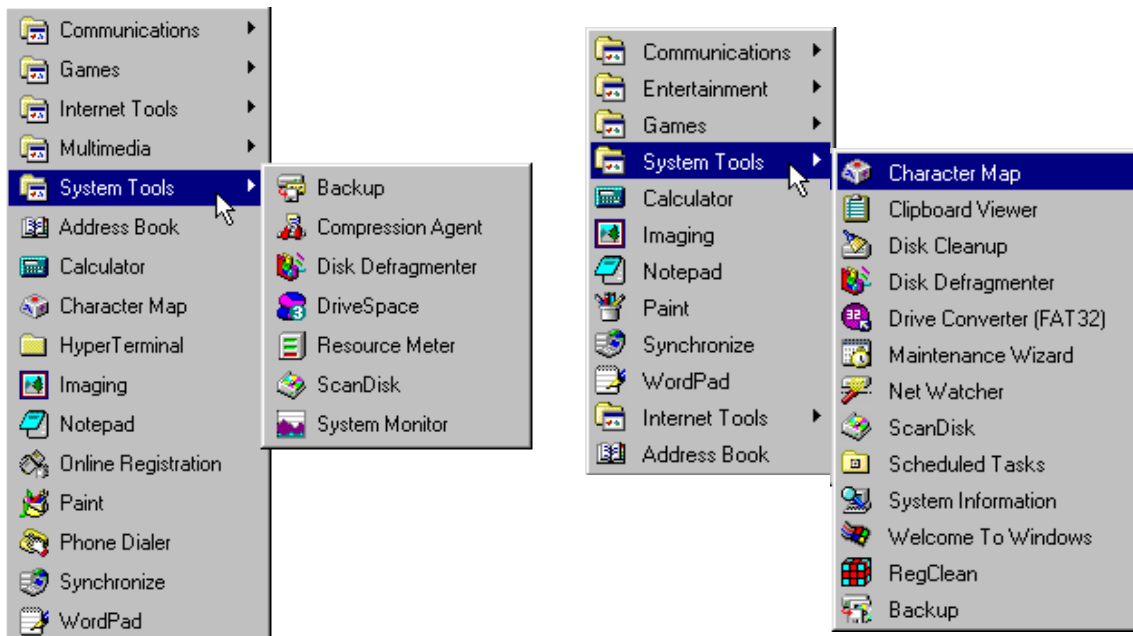


System Tools

As I have stated several times, your system might not appear like these examples. Your system's available tools will depend on the options which were selected when Windows was loaded. System tools can be accessed through:

Start | Programs | Accessories | System Tools

Below is a comparison of Windows 95 (on the left) and Windows 98 system tools.

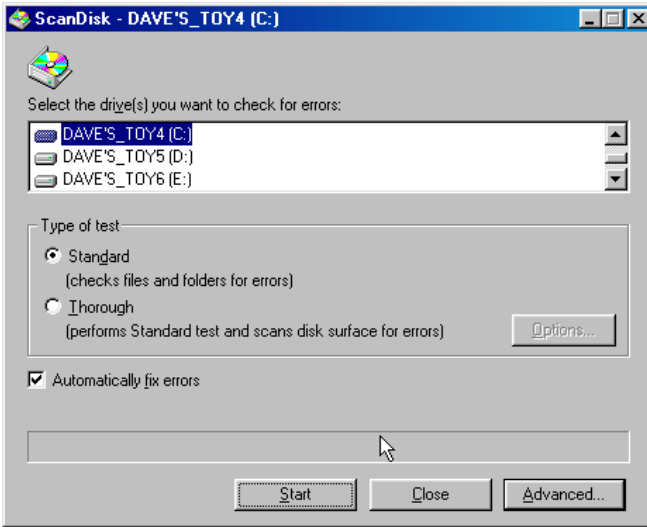


Three of the notable additional tools available in Windows 98 are the Maintenance Wizard System Information and Drive Converter (FAT 32).

The Maintenance Wizard can help you automate many tasks. Tasks will be run by your computer if you are willing to leave the computer on in an unattended mode.

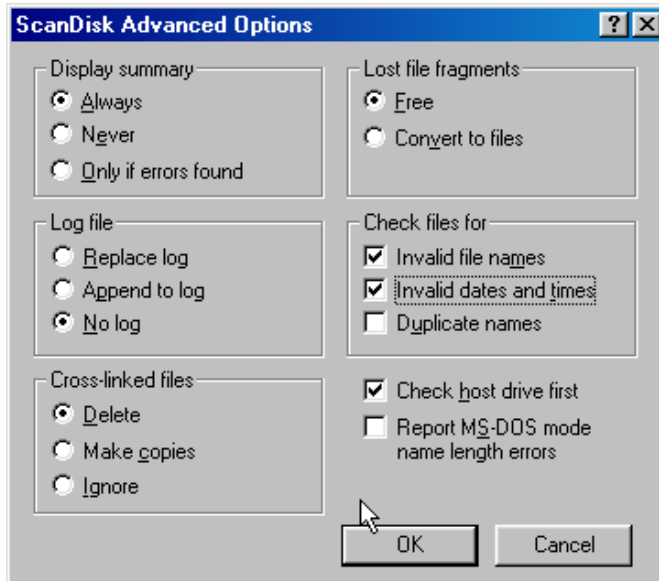
System Information can help to diagnose and repair system problems.

Drive Converter should never be used if you intend to make your computer dual bootable. Dual booting allows you to have more than one operating system on your computer. You might need to have a version of MSDOS to run Windows 3.x and applications which won't run properly in Windows 9x. Perhaps you might want to run Windows NT or the Linux operating system on the same computer which you are running Windows 9x.



If dual booting will never be an issue on your computer, you might consider converting to FAT 32. It will give you additional storage space. Once converted, however, the process is not reversible.

Scandisk checks for cross-linked files - files that are referenced as being in more than one location. If Scandisk can't fix the problem, it will tell you. Scandisk will run each time you improperly shut down windows.



DON'T save results. These file reports show up as File000.chk in the root directory. Check Auto Fix Errors - Check all drives.

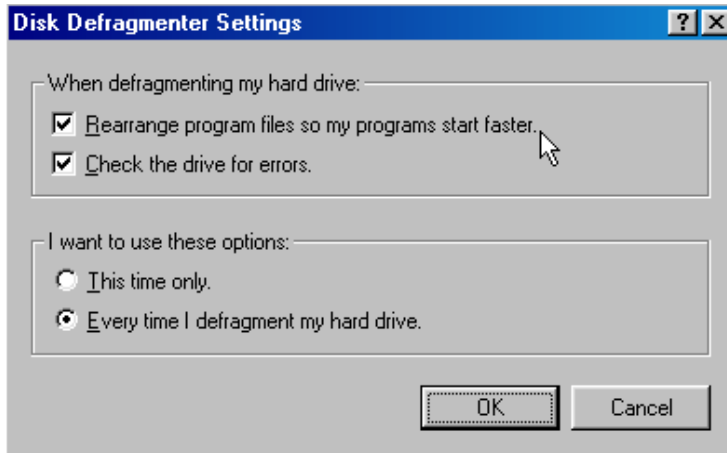
System cleanup:

It is a good idea to clean up unneeded files before running Defrag.

Start by exiting all applications.

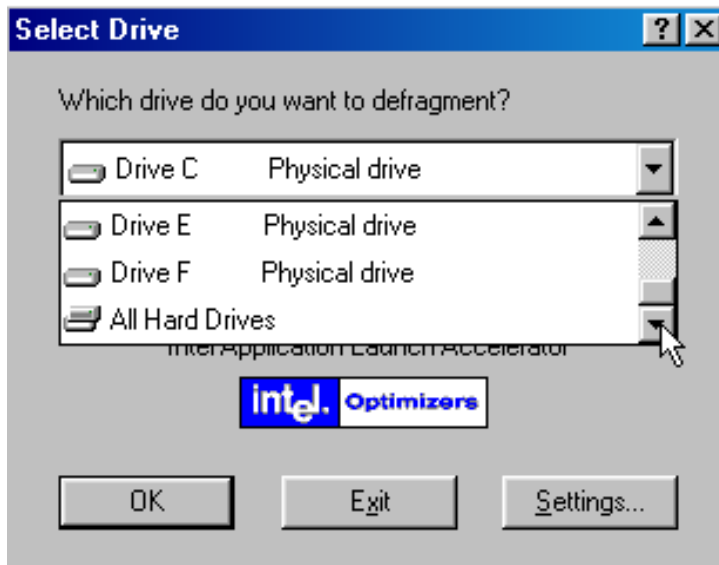
Temp directories - There are several places that files hide which can safely be deleted. The folders C:\TEMP and C:\WINDOWS\TEMP are used by programs to store temporary files. These files will often start with the '~' (tilde) character or have a file extension of .TMP. All of these files can safely be deleted. Clean out this folder only if no other programs are running.

Empty the Recycle bin - check first that there is nothing in here you need.



Defrag - frees up disk space by filling clusters & puts files together.

Fragmenting results when the operating system saves files. When files are saved, the operating system looks for the first available open storage location and begins writing data. Many files that are created by application programs are temporary files. When the application ends these files are deleted creating “data holes”.

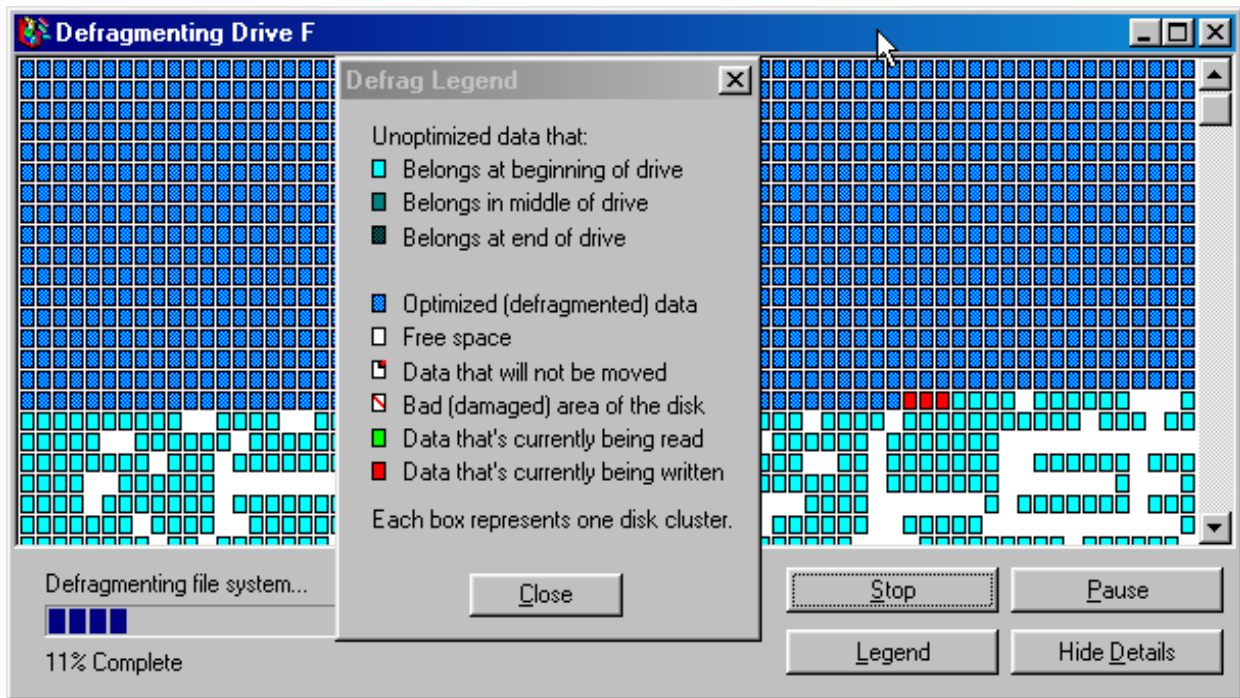


When applications open fragmented files, the operating system must spend extra time locating and retrieving all the pieces. This process can slow down the computer. Defrag moves data around on the storage device to improve performance and place data into consecutive disk sectors.

Defrag should be run once a week to keep your computer in optimum condition.

This program can take a long time to run. This is especially true if the “Rearrange” option is taken. Although allowable, it is not recommended that other applications be run while running Defrag. If Windows must write back to the disk, it will force Defrag to restart from the beginning.

You might want to schedule this process for a time when you are not planning to use your computer. Consider running it overnight. Each drive must be done individually. For this reason, you might want to select the “All Hard Drives” option if you have multiple hard drives or have partitioned your hard drive.



Clicking on the Legend button will display a small window explaining the meaning of the colors used to represent data areas.

RegClean should be run to cleanup some association problems and invalid registry entries. This program is available from <http://www.microsoft.com>.

Powertoys is available on the Windows 98 install disk in the folder `\tools\reskit\powertoy` or from the Microsoft Internet site. The install method for this program is unusual compared to most programs you may have encountered. To install Powertoys, you must right-click on the file `tweakui.inf` and select install from the pop-up menu. Powertoys includes a program called Tweak which can be used to customize several computer operations.

Stay away from and don't use DRIVE SPACE. Drive space is a data compression program. This program's origins go back to days when hard drives were very expensive. Today they are quite inexpensive. If you need more space, upgrade. Purchase and install an additional hard drive or replace your existing hard drive.

There are third party utilities available which can move all data from one drive to another.

See the chapter on "Backups"