**Video Title:    Using the Scandisk and Defrag Utilities**
**TI: 12.4.1**

| Step 1 | Description |
|---|---|
| #1     **video 1** | Double-click **My Computer** and then right-click **Local Disk C:** and click **Properties**.  The **Local Disk (C:) Properties** window opens. Click the **Tools** tab, at the top in the Error-checking section click the button **Check Now**. |
| Step 2 | |
| #2     **video 2** | The Checking Disk C:\ window opens. To begin the scanning, click the **Start** button. When it is finished, click **OK** to close the box. Click **OK** in the Local Disk (C:) Properties window. |
| Step 3 | |
| #3     **video 3** | Right-click **Local Disk C:** and click **Properties**.  The **Local Disk (C:) Properties** window opens. Click the **Tools** tab, in the lower part of the window Click the **Defragment Now** button. |
| #4     **video 3** | This will open the Disk Defragmenter, click **Defragment** button in the lower part of the window to start the Defragmentation process. |
| #5     **video 3** | Once the process is completed click **View Report** to see the details. |