



Hard Drive Maintenance

(As of November 1, 2000)

Taking care of your hard disk drive is probably the most critical aspect of the system maintenance, however it is the most frequently overlooked. Proper hard disk drive maintenance will increase the service life of your drives, is simple to do and ultimately will save you money.

While using the system for commercial insertion or multi-Media, the frustration of having your drive crash can be almost too much to deal with. The following information will help you to understand the need to take better care of your hard disk drive, and how to do it correctly.

As the hard drives are used, files are constantly being created, changed and erased. These files are written to the first available free cluster on the disk. If the file is larger than one cluster, the next available free cluster gets part of the file and so on until the entire file is stored. This process causes files to be written or changed on several different areas of the disk, and they are deleted in the same way. Over time, files become disorganized and fragments of data are left all over the disk, this is called file fragmentation.

The Problem:

File fragmentation can slow system performance down considerably, may cause software to malfunction and lead to corruption or loss of data.

The Solution:

Have your hard disk drive properly maintained. If you have any serious problems with the drive it may be time to replace it, but running a couple of programs, approximately once a month, will help to keep your hard disk drive perform well throughout its service life.

From Win 95 and Win 98 ScanDisk and Disk Defragmenter:

ScanDisk will search your files for any errors, lost file fragments, cross-linked files and several other problems that may occur from time to time on the drive.

To run ScanDisk:

1. Click on Start
2. Select Programs
3. Select Accessories
4. Select System Tools
5. Click on ScanDisk
6. Click on Start
7. Select Type of test - Standard and Automatically fix errors to allow the system to repair any errors found
8. When finished, click Close

An Advanced Settings button allows the user to customize the settings for your system. Personally, I use these settings:

Display summary – **Always**

Log file – **Replace log**

Cross-linked files – **Delete**

Lost file fragments – **Free**

Check files for – **Invalid file names**

and **Invalid dates and times**

Check host drive first – **Yes**

If the Advanced Settings interest you, give them a try. You can always change the settings back later if the desired error checking result is not achieved.

Disk Defragmenter will scan your drive for files that have been separated into different areas of the disk and put them back together in one area.



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To run Disk Defragmenter:

1. Click on Start
2. Select Programs
3. Select Accessories
4. Select System Tools
5. Click on Disk Defragmenter
6. **Windows 95** – Select drive, displays percent of drive fragmentation and allows Advanced options; default settings are recommended

Windows 98 – Select drive or change settings. To change, click Settings; default settings are recommended. This will begin to defrag as soon as a drive is selected.

7. When finished, click Exit

The Result:

Not taking proper care of your Adtec system, specifically the hard disk drive, can become expensive in terms of both time and money. Following the simple steps above, on a regular basis, will help to keep your hard disk drive relatively free of problems that can lead to hard disk drive crashes and other system difficulties.

The frustration we feel when something goes wrong with our hard drive can easily be avoided by taking steps to properly maintain it.

From Windows NT 4.x : Chkdisk

chkDisk will search your files for any errors, lost file fragments, cross-linked files and several other problems that may occur from time to time on the drive.

To run SChkDisk:

1. Save your work and exit any open application programs.
2. Go to MS DOS and make sure you have C:>
3. Type `chkdsk /f`
4. Follow the instructions that appear on the screen.

When finished, click Close

Happy MPEGing!