

Maintenance - Checking Disk Space

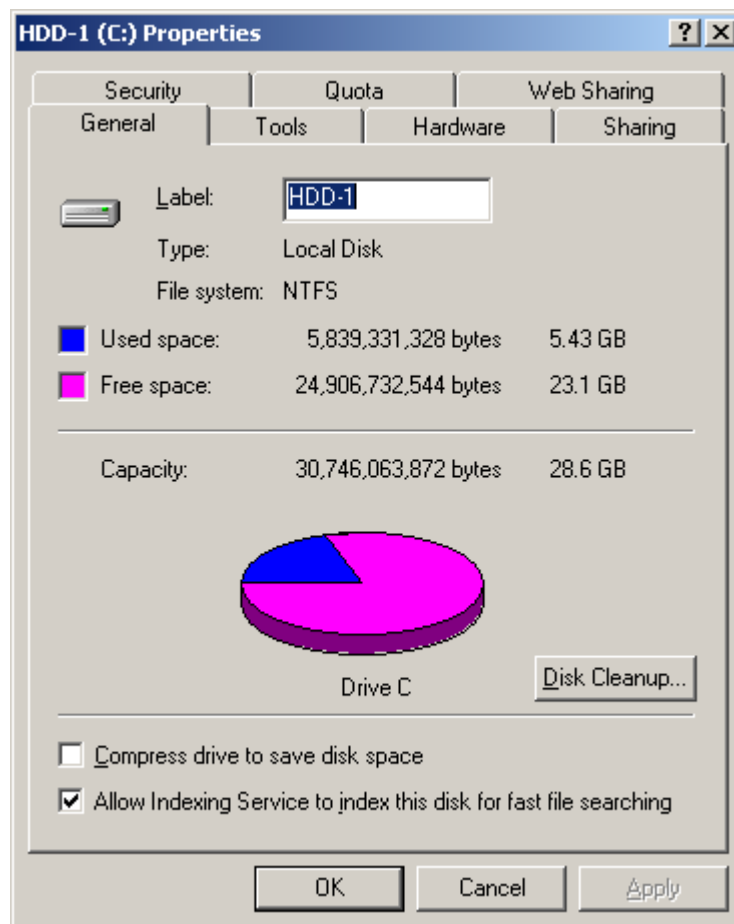
Checking disk space regularly is essential for ensuring adequate computer performance. Windows uses a swap file, an area of disk space, which allows the computer to pretend to have more RAM (Real Memory) than it really has. If the swap file is not large enough or the amount of free space is insufficient, the swap file may get to small and severely hamper the performance of the computer.

The swap file is not the only reason for checking disk space. Programs also create temporary working files. Examples include MS Word and other Office products, which create a working copy of the current document that overwrites the original every time the user performs a Document Save. If there is not enough space to create temporary working files, it can cause unpredictable events such as system crashes and program errors appearing on the screen.

Finally, all documents need disk space to be stored for later retrieval.

The following steps outline how to check for the available disk space on a local drive.

1. Right-click the Start button and choose Explore
2. Right Click C: Drive
3. Left Click Properties



The Properties dialogue shows Used Space (The area which has files currently located on it) and Free Space (The area which is available to store more files). Capacity is the total size of space on the disk including both used and free space.