

## **LESSON 63**

### **CLEAN UP DEAD FILE LINKS**

### **AUTOMATE HARD DISK MAINT**

To associate or connect desktop shortcuts and items on your start menu with programs and documents, Windows creates links. When you manually remove programs or documents links sometimes get left behind. Windows 98 lets you find and remove these "dead" links. Here's how.

Click on Start and then on Run. In the Open: box type "checklinks.exe" (without the quotes) and press Enter or click on OK. After reading the opening screen click on Next. Check links will locate any dead links and let you select any links that you want to delete.

The file Checklinks.exe is located on your hard drive in the C:\Program Files\Win98RK folder. Hard drive cleanup and maintenance should be performed on a regular basis. Windows 98 can automate that task and perform Scandisk and Defrag at times when you won't need access to the computer, and you can set the schedule.

Click on Start and then on Programs. Select Accessories. Now click on System Tools and now click on Maintenance Wizard. Make sure that the Express option is selected. Click on Next and then choose a time, day, evening or night when your system would be running and you wouldn't be using it. Day selects Noon to 3:00 PM, Evening selects 8:00 PM to 11:00 PM and Nights will select Midnight to 3:00 AM. Now click on Finish.

The Windows 98 Maintenance Wizard will kick in when your computer is on and idle during the time period you selected.

