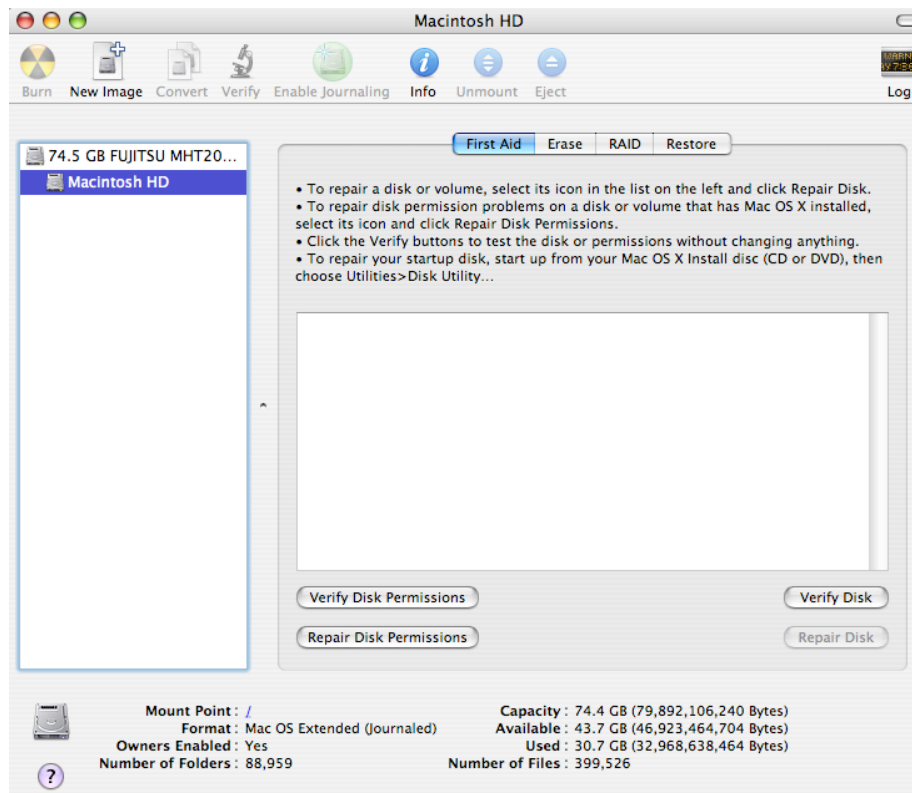


Disk Utility

EZ Maintenance Procedure for Macintosh Computers running OS-X **

- 1) Double-click on the computer's Hard Drive icon on the Desktop.
- 2) Double-click on the Applications Folder (not Applications OS-9 if you have one)
- 3) Inside the Applications Folder, double click on the Utilities Folder
- 4) Inside Utilities is an application called Disk Utility – double click to open it.
- 5) When Disk Utility opens,
 - a. Click once to select the Macintosh HD (hard drive icon) on the left side of the screen.
 - b. Make sure the First Aid tab is selected (usually it is by default when you open Disk Utility.)
 - c. Click the button labeled “Repair Disk Permissions” to start the process.



- 6) Disk Utility will run approx. 2-5 minutes – a status bar will appear to indicate progress. Once complete, close Disk Utility and you can continue working as usual.
- 7) Disk Utility should be run every couple of weeks – more often if you use your computer as much as 4-5 hours per day (once a week is recommended).

** if you have a BLUE Apple Menu in the upper left corner of your screen, you are using OS-X.