

Defragment: Defragment is the process in which files that are scattered around a hard drive are organized and put in places that make it easier for your computer to find. This process is similar to a parent picking up all of his/her child's toys and putting them in the toy box. This is done to make a computer seem faster and to make efficient use of hard drive space.

DEFRAGMENTING

USING WINDOWS DEFRAGMENTOR

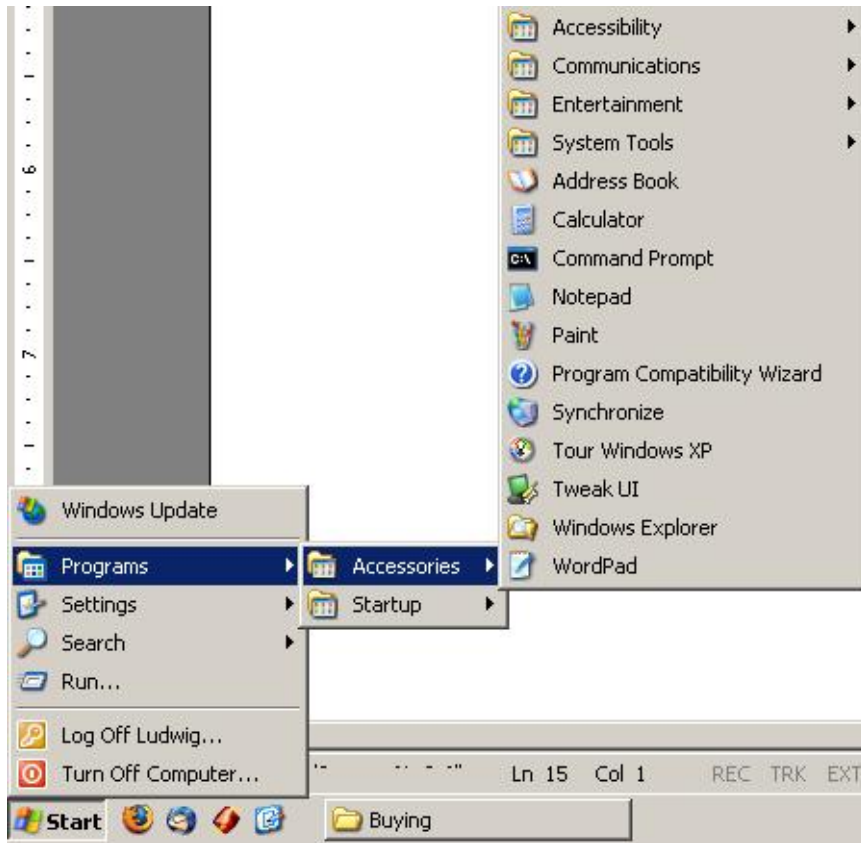
1. Click the Start button



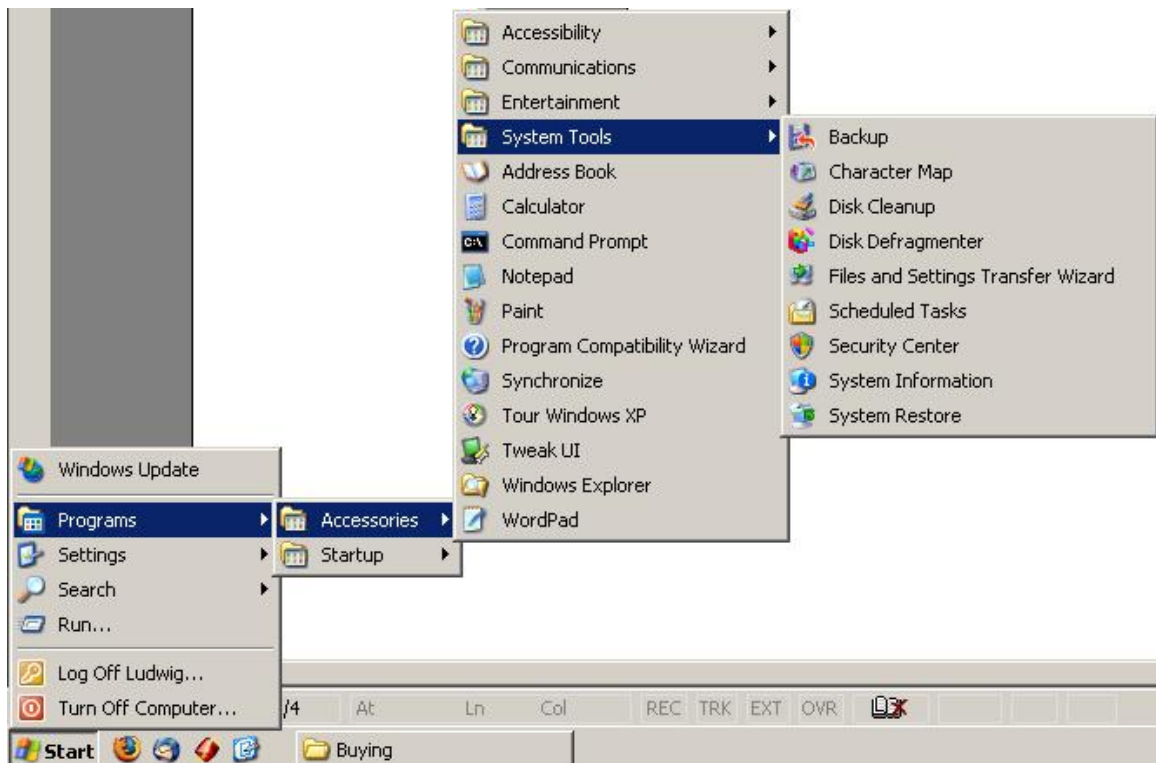
2. Click All Programs



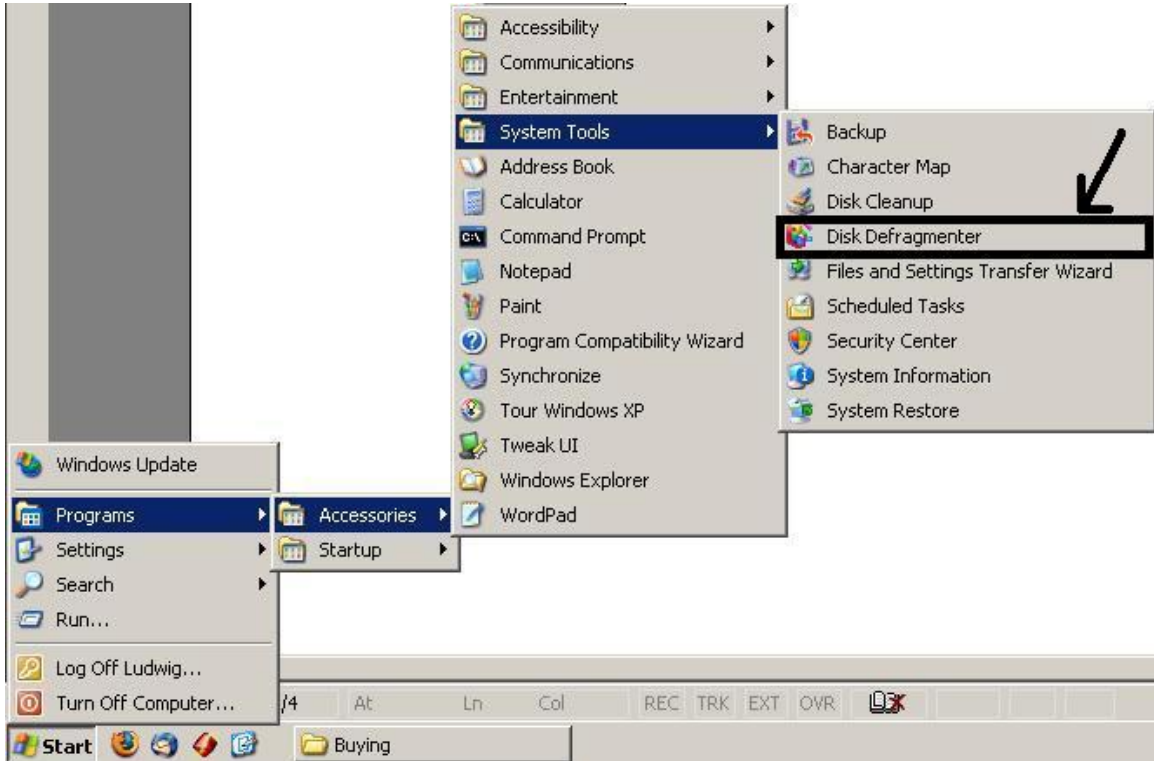
3. Click Accessories



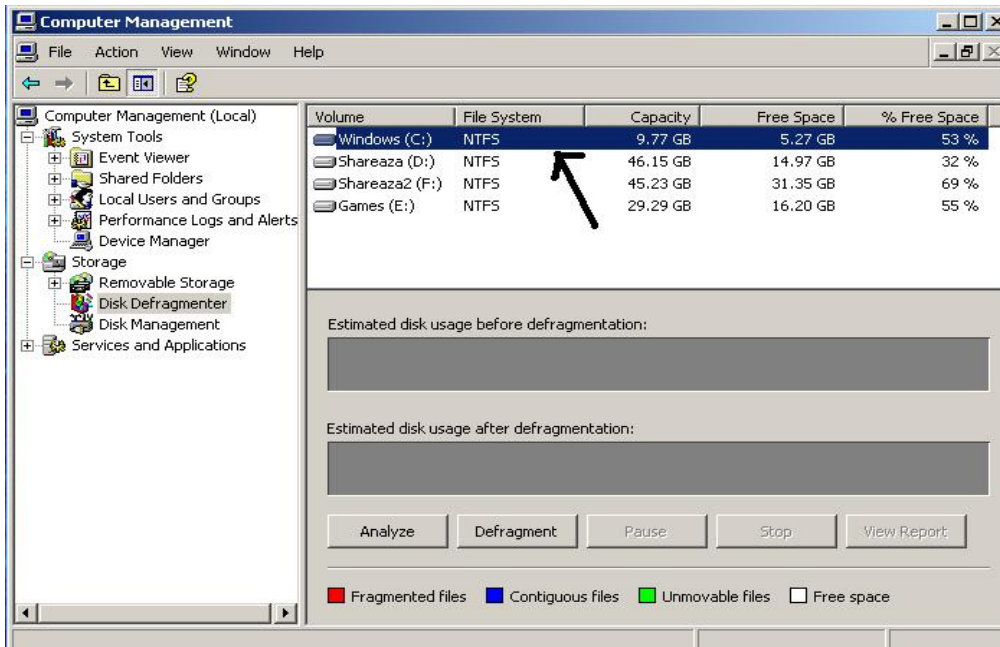
4. Click System Tools



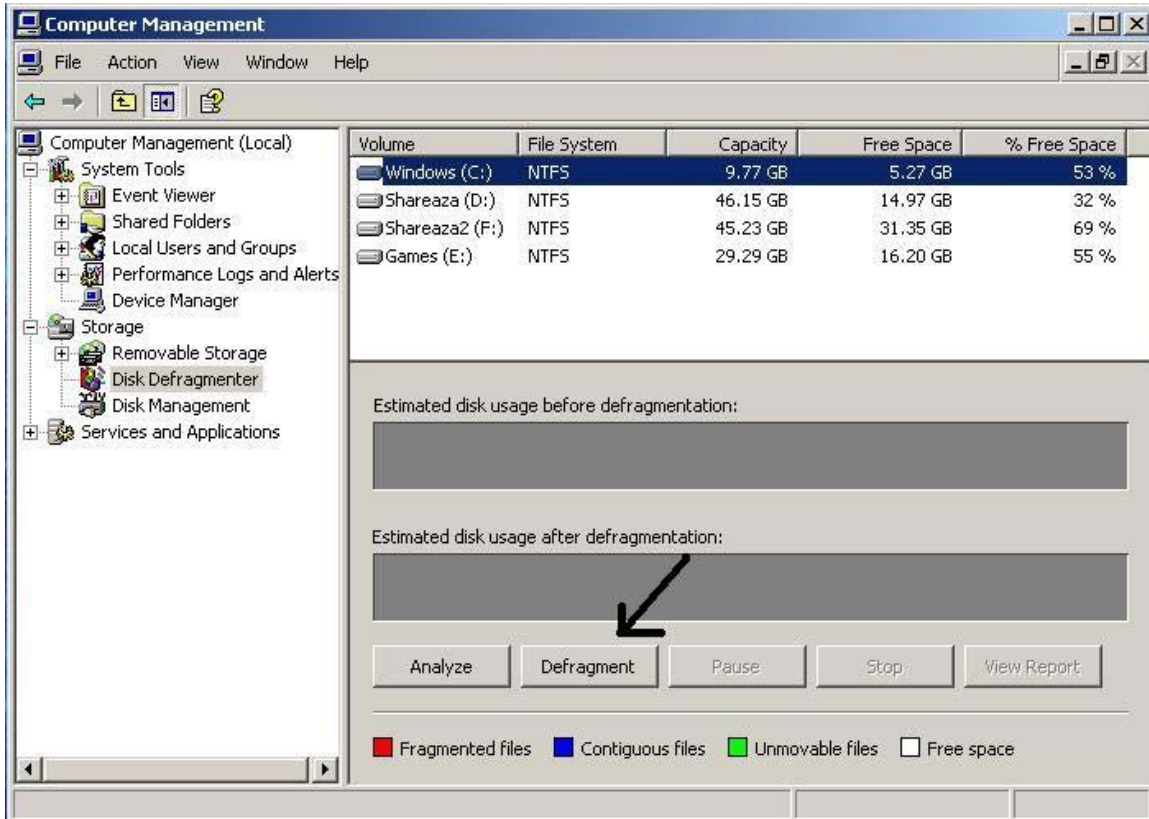
5. Click Disk Defragmenter to open the Windows XP Disk Defragmenter program



6. Choose the drive you wish to defragment...in this case, the C: drive. It will be listed as (C:) in the top-left of the Disk Defragmenter window under the heading Volume. And it may have a name such as Local Disk or some other name next to the (C:)

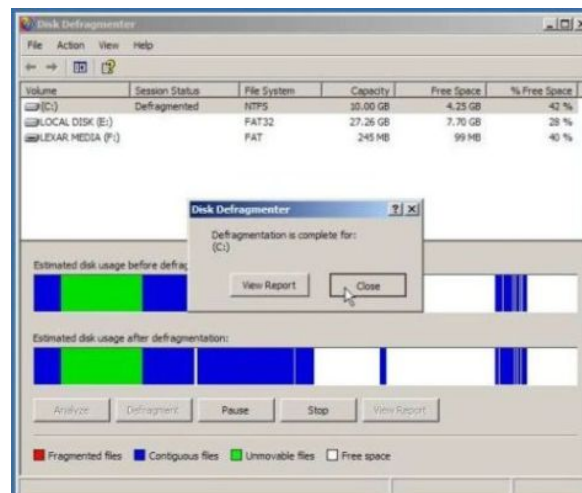


7. Click the Defragment button to start defragmenting your disk.



Disk Defragmenter will first analyze your disk, and then defragment it. You can see this progress in the Status bar at the bottom of the Disk Defragmenter window.

When it finishes, a dialog box with two buttons ("View Report" and "Close") will pop up telling you that it's finished. You can view the report if you wish, or click the Close button.



Now, you can defragment any other drives (if you have any), or you can close Disk Defragmenter by clicking the File menu in the upper left area of the Disk Defragmenter window and then clicking "Exit", or you can close it by clicking the X button in the upper right corner of the Disk Defragmenter window.

How often should you do this? On average, about once a month. If you create, edit, install, etc. a lot, you may want to do it more often. It doesn't hurt to do it as often as you wish.

You should not be doing anything else while you are running the defragmentor. Run it when you are going to the grocery store or over night. This should take 30-60 minutes if done regularly but the first time you defragment it may take much longer.