



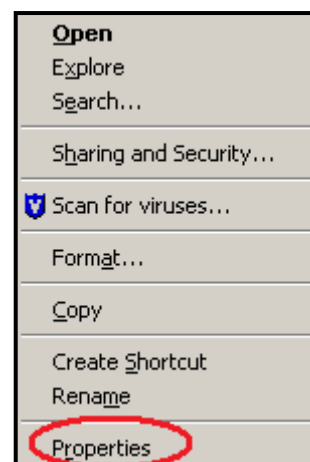
Windows XP: Defragment the Hard Disk Drive

The hard disk drive in your computer is full of files that have to be found by your operating system to make the computer work. The faster that the files can be found, the faster that the computer will start-up and operate. Files are stored in chunks on the disk. If the chunks which make up a file are next to each other on the disk, then they are read quickly. If chunks are stored in different parts of the disk, or “fragmented”, they are slower to read. Microsoft have included Disk Defragmenter as a utility for the maintenance of the file system on your PC.

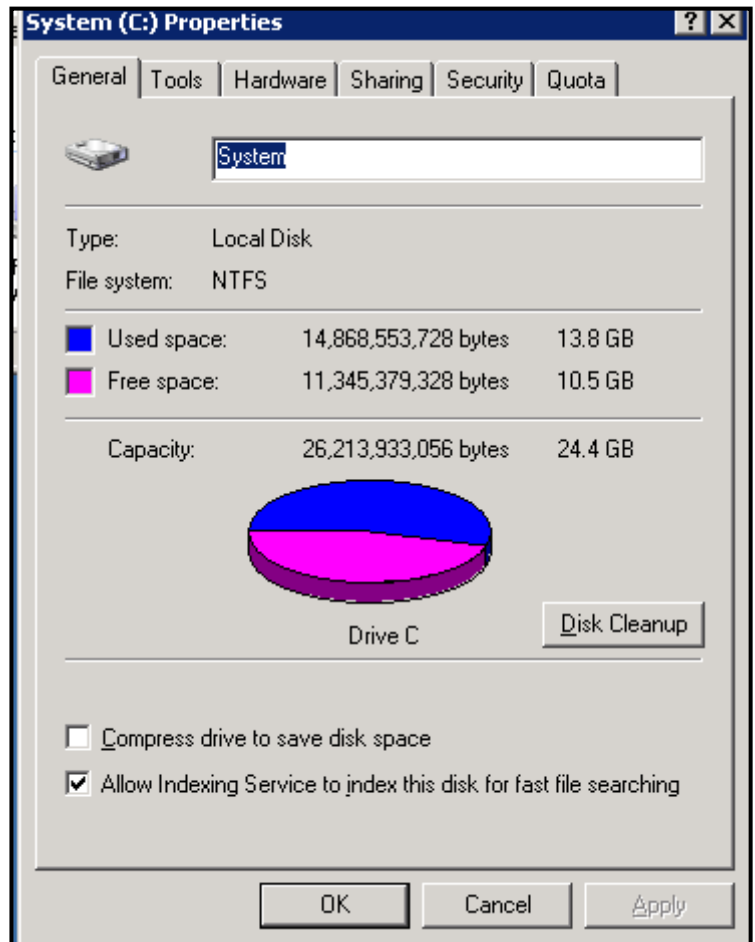


To run this utility, open “My Computer” and right click on the icon for your **C: drive (Local Disk)**

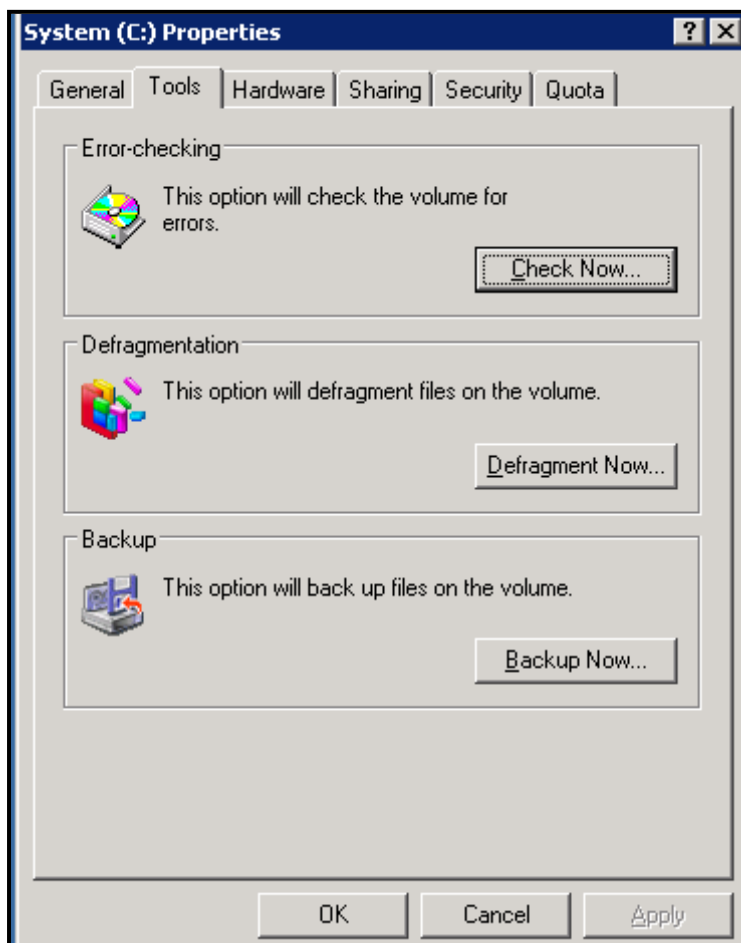
You will have a list of options - left click on “Properties”.



This window will appear...

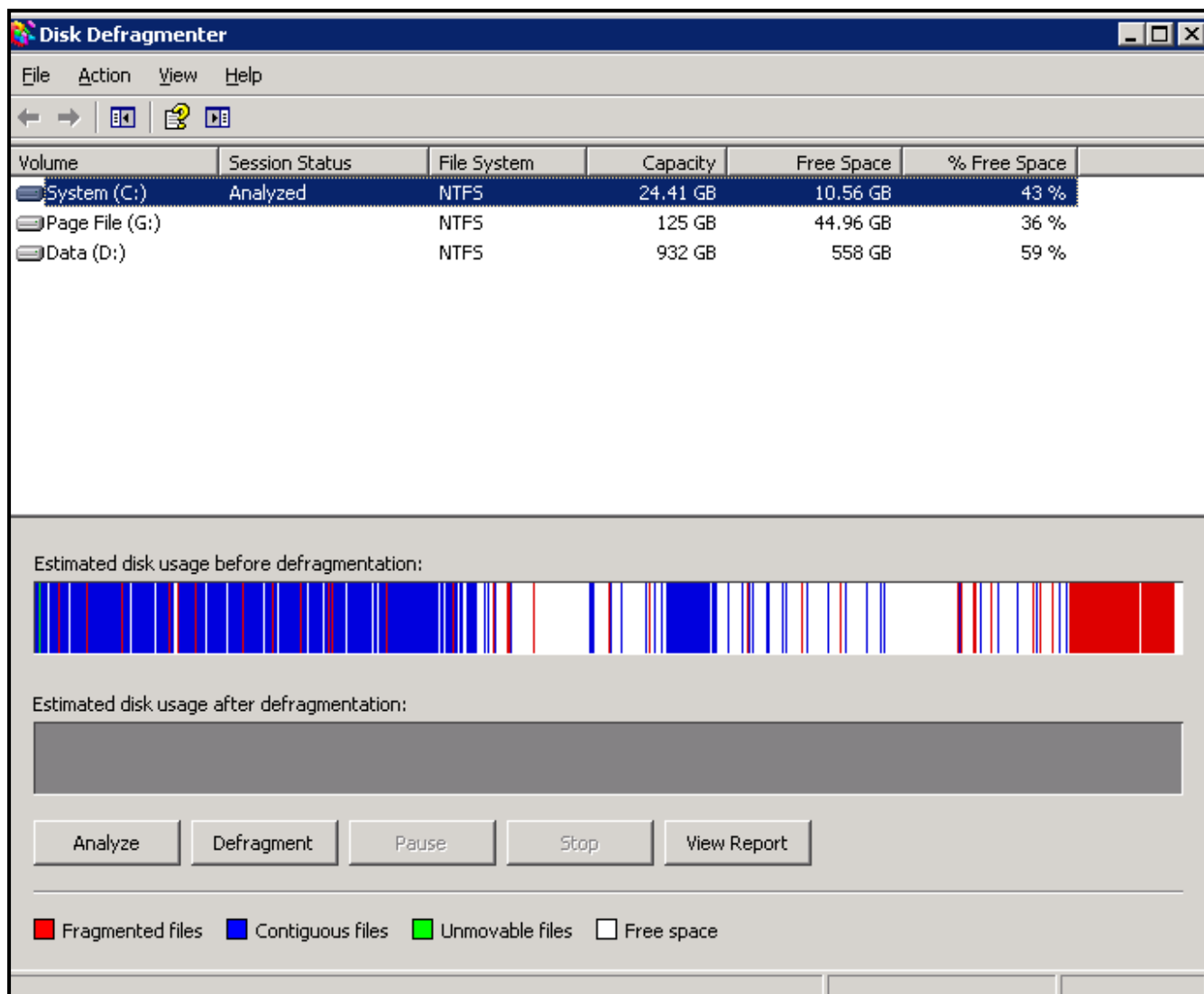


Now click on "Tools"...



In the section called Defragmentation select "Defragment Now"

This will show the screen below. There will be a list of the drives that you have in your computer. In the top part of the box, select the c: drive so it shows up blue and then click on “Defragment”. The pictorial view showing blue, red, white and green will show you the state of your file system. As a rule of thumb: the more blue and white, the better.



It is usually a good idea to run the defragmenter a few times on each drive until you have a majority of blue (and white). On completion you will see a message stating that the defragmentation is complete. Sometimes the message will tell you some files cannot be defragmented. Do not worry about this as these files are generally not ones that you require to make the computer run faster. Occasionally files which are in use cannot be defragmented (for example if you leave Outlook open). Therefore, it can be a good idea to close any programs you are not using while the defragmenter is running.

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