

Defragging

What does it mean?

When Windows creates a new file on your hard drive, it will search for an empty space and save the file in that space. When a file is deleted, a space is left at that location which is later filled by a new file. The problem is that not all files are the same size. Windows may have to save part of the new file in the first available slot and then look for another slot to continue the save and so on. After awhile, files may be saved in parts all over your hard drive. When you go to run a file, your computer may have to search the hard drive for all the parts of the file before it can run. A *fragmented* hard drive can cause a computer to become very slow when trying to access files. The process of “*defragging*” – short for ***defragmenting***- reorganizes all the parts of a particular file and stores them sequentially in one place. Defragging should become part of the regular maintenance of your computer. The more you add and delete files, the more often you should defrag your hard drive.

How do I defrag?

1. Close all open programs including virus protection software and screen savers (if you use one).
2. Click START – Programs – Accessories- System Tools – **Disk Defragmenter**
3. Select the drive you wish to defrag (most often C)
4. Select ***Defragment***
5. The process may take a long time especially if you have never defragged before. Do not use your computer while it is defragging. Once the process is completed, you may enable your virus protection and screen savers.