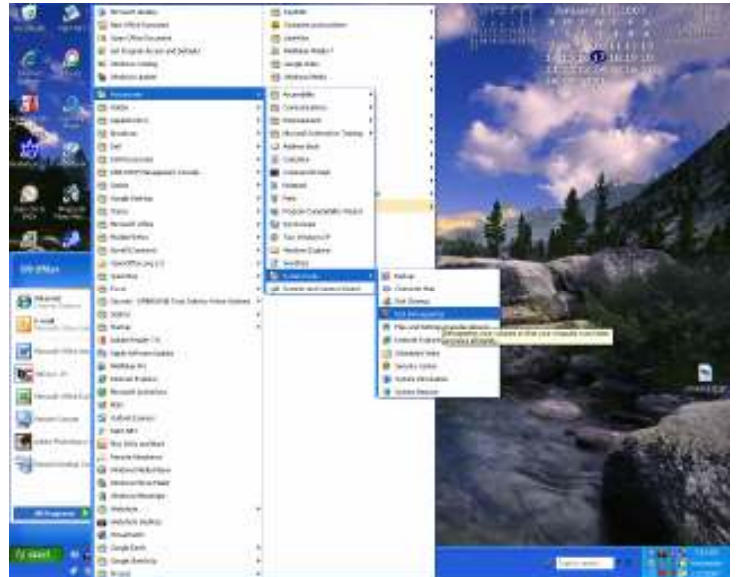


Basic Computer Maintenance

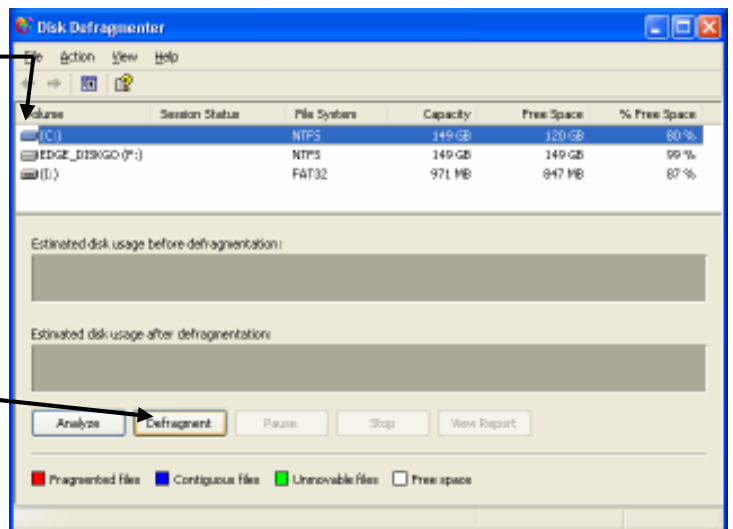
How to Defrag a Hard Drive

Defragment: To reorganize the disk by putting files into contiguous order. Because the operating system stores new data in whatever free space is available, data files become spread out across the disk as they are updated. Large files may be broken into thousands of fragments, causing the read/write head to move back and forth numerous extra times to read the data. A "defragmenter" or "optimizer program" rewrites all the files and stores them in adjacent sectors.

1. Select "Start" from the taskbar. Then choose "Accessories." Next click on "System Tools" and "Disk Defragmenter."



2. Select the "(C:) Drive (This is your hard drive). Then choose the "Defragment" button at the bottom of the window.



3. The Defragmenting process will take several minutes or hours, depending upon how many times you have run a defrag on the hard drive (I would suggest running it in the evening before you leave the building). The defrag process will look similar to the picture show on the left. When it has completed the job, the colors should appear in organized groups.

