Defragmenting Your Hard Drive

As you work with your computer, it stores information in the first available place on the hard drive. When that space it chooses is not large enough for the file, it finish storing the file at another location. When you try to use that file, the computer has to go to several different places to fine the information, resulting in a computer slow down. To keep your computer running smoothly, it is periodically wise to defragment your files, or put them all back together in one place on the drive. Do this by following these steps.

1. Click **Start** in the bottom lefthand corner.

2. Move to **All Programs** and a list of programs will pop up.

3. Go to **Accessories** (near the top) and an additional pop up will appear.

4. Slide over and down to **System Tools**. Another pop up will appear.

5. Slide over and on to **Disk Defragmenter.**

6. Click on **Disk Defragmenter**.

7. Here you have two choices. You can analyze the hard drive and the computer will tell you if you should defragment the drive, or you can defragment the drive immediately. To Analyze the drive, click on **Analyze**. If you choose to defragment the drive, click on **Defragment**, and go to set 9.

8. If the computer says you should defragment this drive, click on **Defragment**.

9. The computer will take a fair amount of time to defragment the files, and then will report back and ask if you wish to see the report. You may view the report, but do not need to.

10. Click **View Report** or **Close.**

11. Click the red **X** in the top right corner to close the program. You will be returned to your regular desktop.