

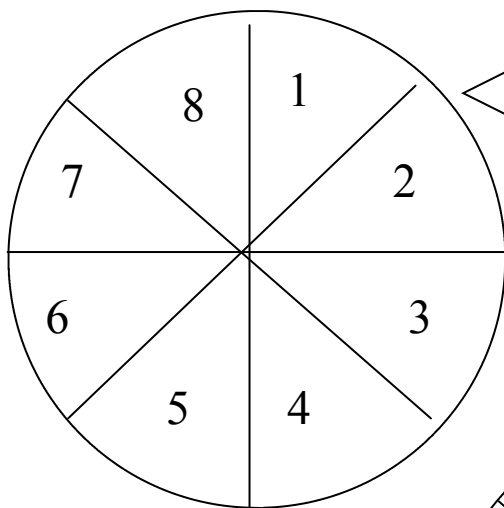
Defrag Your Computer

De What?

Defragment - if you defrag de computer it will go faster

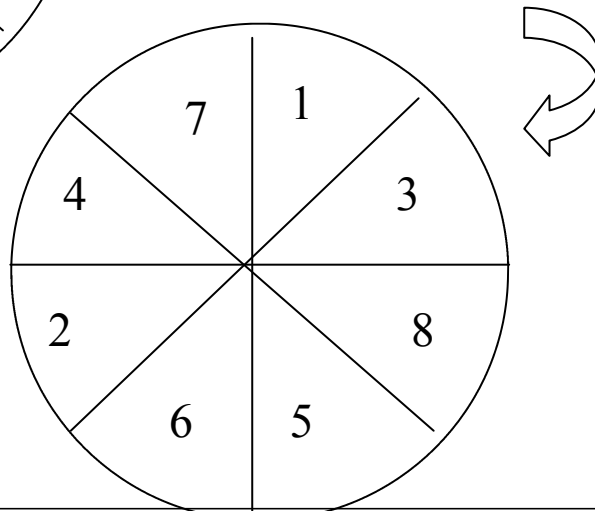
What is defragmentation?

Defragmentation is simply reorganising data on a hard drive into a more logical and organised structure. When you use your computer to add, delete or modify files (e.g. Word documents), these files can start to be stored all over your hard drive by your computer. This does not mean that the files are being saved in other folders in other areas on your computer, but that the electronic data on the hard drive itself is being broken up into little pieces.



Imagine that the illustration to the left represents is a basic piece of data, for example a policy document that you are currently working on.

At the moment it is stored on your hard drive in order, but after you have saved it a couple of times or moved it to a new folder, it can start to look like this:



Your document still looks fine to you, but on the hard drive it has been placed in different pieces in the wrong order. Imagine what it would look like with all the files on your computer organised this way!

What happens if I don't defrag my computer?

Have you ever tried going to a filing cabinet to find one piece of information, but all the files are everywhere and there is no set structure to help you? This is what the computer goes through when it has not been defragged for a long time. This in turn creates the main problem of an un-defragged computer – Computer Sluggishness.



Don't get mad, get defragging!

Every time you open a file to work on it, the computer has to search all through the hard drive to find the different pieces of the file for you, which as a result slows down your computer.

How do I defrag my computer?

To run a computer defrag, follow the basic steps:

**These steps are written for Windows XP **

Click the 'Start' button on the bottom left of your screen.

The Start Menu will now load up.

Find the button called 'All Programs' (normally located near the 'Start' button) and click on it.

The programs menu will now open.

Find the menu option called 'Accessories' and place your mouse cursor on it.

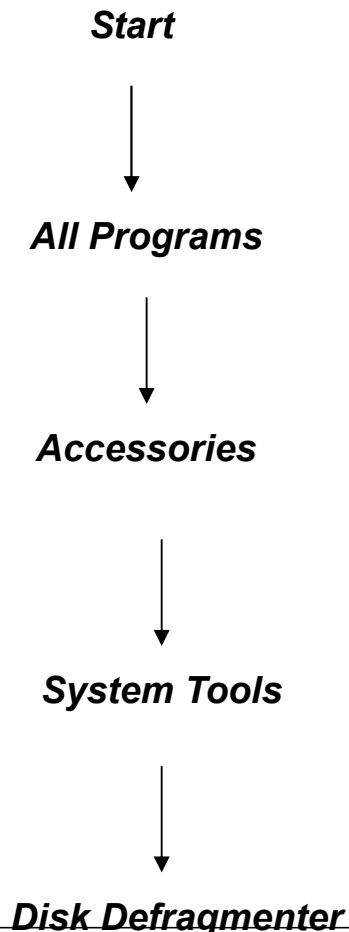
The accessories menu will now open.

Find the 'System Tools' menu and place your mouse cursor on it.

The system tools menu will now open.

Find the 'Disk Defragmenter' button and click on it.

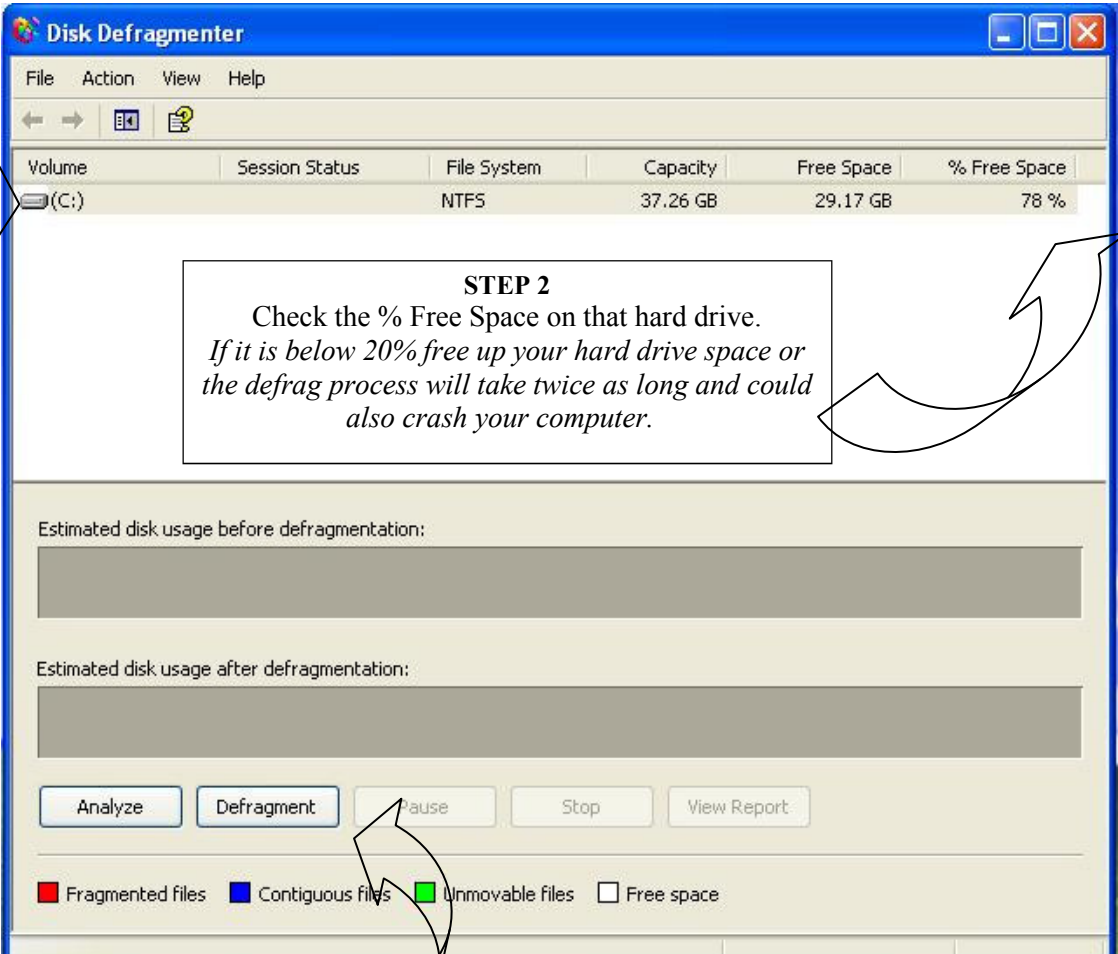
A new window called 'Disk Defragmenter' will now open.



The Disk Defragmenter window lists the current hard drives connected to your computer. Most children’s services will have one hard drive—the C drive.

To start defragging your hard drives follow these three steps:

STEP 1
Click (with the mouse) the hard drive you wish to defrag



STEP 2
Check the % Free Space on that hard drive.
If it is below 20% free up your hard drive space or the defrag process will take twice as long and could also crash your computer.

STEP 3
Click the 'Defragment' button

Your computer will now start the defrag process.

Two graphs will be displayed - 'Estimated disk usage before defragmentation:' and 'Estimated disk usage after defragmentation:' - showing graphically what your hard drive's layout will look like.

Defragging can take somewhere between 10—30 minutes on most workstations that have been defragged monthly, but on larger hard drives or computers that have not been defragged regularly this can take several hours. If the process is likely to take a long time, leave your computer on overnight while it defrags so that in the morning it will be ready for you to use.



A message will come up after the process has been completed, and you are now done.

It's a good idea to run a computer defrag at least every 6 months. If you have noticed a slow-down of the computer it does not hurt to do it sooner.

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