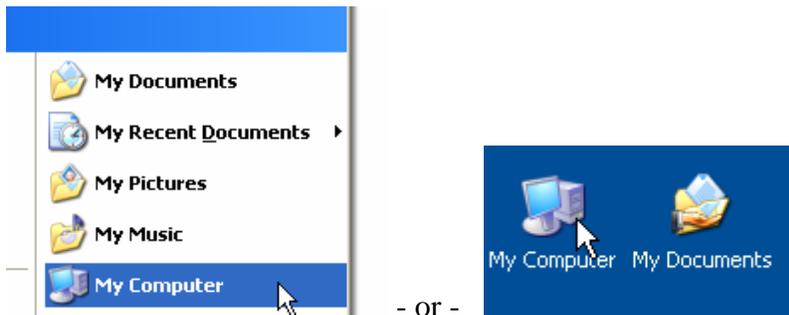
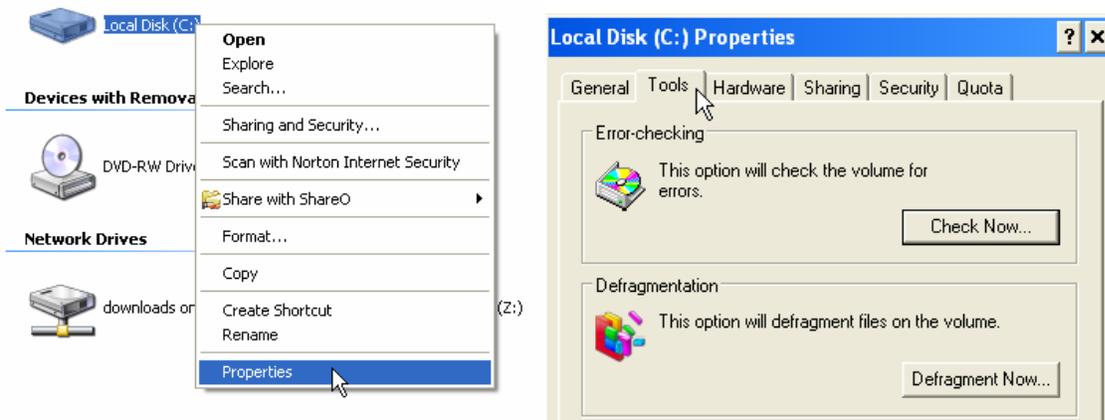


# PC Cleanup Tasks – Disk Defragmenting

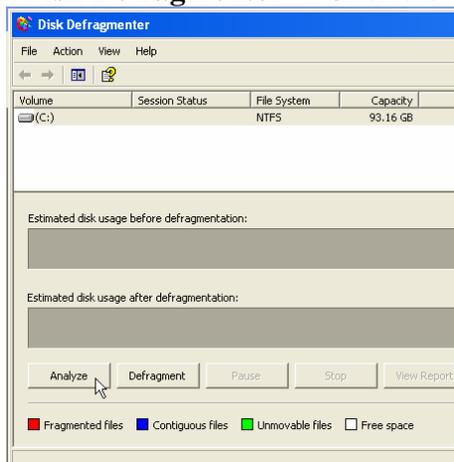
- 1) Open the “My Computer” icon, either from your desktop, or the start menu.



- 2) Right-Click on the hard disk icon (each one in turn if you have multiple hard disks) and click on the Properties menu item.
- 3) Select the “Tools” folder tab, and then click on the “Defragment now...” button.



- 4) “Disk Defragmenter” - Click the “Analyze” button to see if defragmentation is necessary.



# Network Evaluation

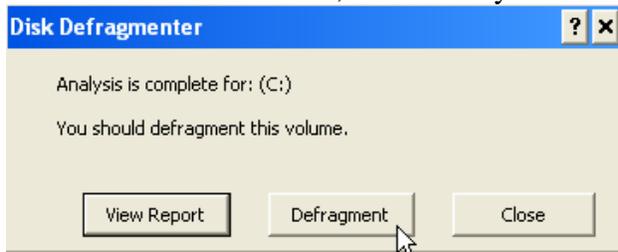
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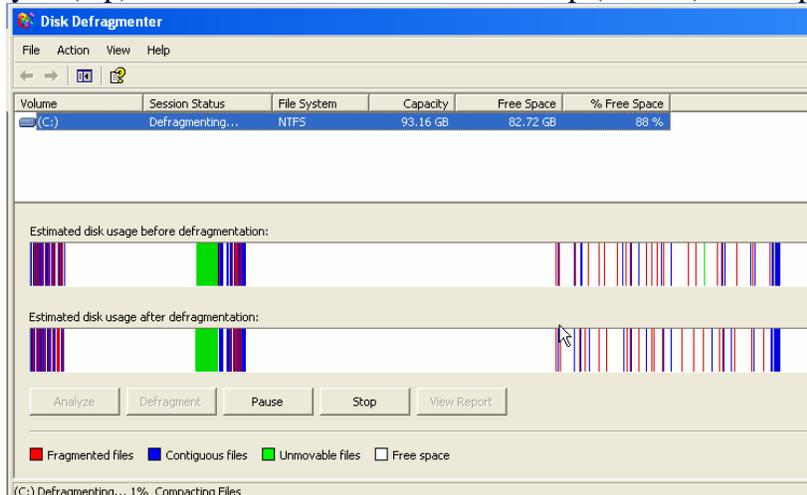
# PC Cleanup Tasks – Disk Defragmenting

- 5) If you get a message like this when analysis is done, then click on the “Defragment” button. Since this can take some time, do it when you will not need your computer (lunch, etc.)

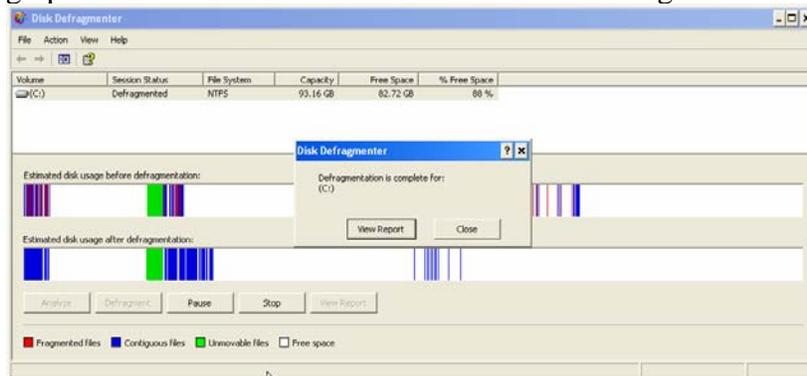


Note: There are third-party programs which do a better job than the built-in Windows utility, but using the built-in version will keep your disk(s) in better condition than ignoring the problem while your computer's performance degrades.

- 6) While the Disk Defragmenter is cleaning up your hard disk, the window will show the original analysis (top) and the current state of the cleanup (bottom). Multiple defragmenting passes can help.



- 7) When finished, the Disk Defragmenter will provide a pop-up message. The upper and lower graphs show the relative difference between the original condition and the cleaned up disk.



- 8) Disk Defragmentation should be performed at **least** monthly to keep the system performing well.

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