

## Disk Defragmenter

1. Click **Start**, then point to programs, then point to **Accessories**, then point to **System Tools**, then point to **Disk Defragmenter** and click to open the **Disk Defragmenter** application.
2. First, this program will ask you which drive you wish to defragment. Select the appropriate drive, and then left click the **OK** button. Then the **Defragmenter** will begin. Once it is done just **LEFT** click the **OK** button to finish.
  - **Disk Defragmenter** is used to keep all of the pieces of a file in the same general location on the disk. Drive C: is usually the only drive needing disk defragmentation every couple of weeks. This, like **Scan Disk** should be done once every 1-2 weeks.

