



Using Windows XP Disk Defragmenter

Using Windows XP Disk Defragmenter to Increase Space on Your Hard Disk

Disk Defragmenter consolidates fragmented files and folders on your computer's hard disk, so that each occupies a single, contiguous space on the volume. By using Disk Defragmenter, your system can then gain access more quickly to your files and folders, as well as, save new ones more efficiently. By consolidating your files and folders, Disk Defragmenter also consolidates the volume's free space, making it less likely that new files will be fragmented.

To open Disk Defragmenter in Windows XP, please do the following:

1. Click **Start**.
2. Point to **All Programs**.
3. Point to **Accessories**.
4. Point to **System Tools**.
5. Click **Disk Defragmenter**.

To *defragment* a volume [area], please do the following:

1. *Single*-click the volume that you want to defrag such as the C: drive, and then click **Defragment**.
 - After the defragmentation is finished, Disk Defragmenter will display the results of the process in the defragmentation display.

2. Next, click **View Report** to look at the Defragmentation Report, which displays detailed information about the volume you just defragmented.

To *analyze* a volume [area] before defragmenting that volume, please do the following:

1. *Single*-click the volume that you want to check for fragmented files and folders, and then click **Analyze**.
 - When Disk Defragmenter finishes analyzing the volume, it will display its analysis of the volume in the Analysis display.
 - Disk Defragmenter will also display a dialog box that tells you whether you need to defragment the volume at this time.
2. Click **View Report** to view the analysis report, which will display more detailed volume information and a list of fragmented files.

If you need assistance with Disk Defragmenter contact the *Client Computing—Information Systems Help Desk* at 660-562-1634.

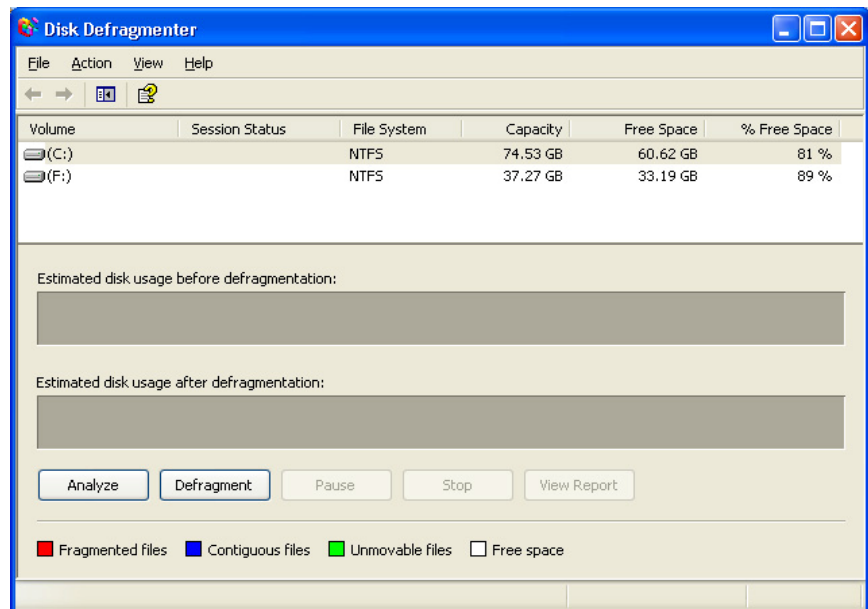


Figure 1. Disk Defragmenter window. Single-click on the volume you want to Analyze or Defragment and click on the appropriate button.