

Defragmenting your computer



What is defragmenting and why do it?

Firstly don't be put off by the name. Disk Defragmenting is a small utility program built into your computer which is designed to keep it running smoothly and could possibly speed things up.

When you have a new computer the hard drive is reasonably empty when you add files and documents they form one contiguous block, like a brick wall. Because all the bricks are in one place the computer can find them quickly.

As you use your computer, adding new files and writing documents the space in your hard drive fills up, the fuller it is the more cumbersome the computer becomes. Then when you delete files and documents you create small empty spaces, randomly knocking the bricks out of the wall. As you add more files the computer fills in the gaps but it doesn't always put the programmes together, may put a blue brick in with the red bricks. This causes the programme to be broken up, or fragmented.

The computer keeps a track of all the different pieces and puts them back together when needed. But obviously the more broken up the information the longer it takes to access what you want causing your computer to go slower.

How do you defrag?

Your computer comes with a program designed just for this purpose. The programme 'defragments your hard disk' put the wall back together with the right coloured bricks in the right places making it easier and faster for your computer to retrieve files etc.

Before you start the defrag, turn off any programmes you are running

Click on the **'Start'** button, bottom left of your screen



In the Start menu click on **'All Programmes'** and then **'Accessories'**

In 'Accessories' click on **'System Tools'** and finally **'Disk Defragmenter'**

Depending on your computer and hard drive, defragmenting can take a bit of time. You will not see any difference in your computer but it maybe a little bit faster.

If you have problems finding it click on 'Start' then 'Help' and in the search tab type in the word "defragment" the computer will then give you a link to the programme.

How often should you defrag?

Once a month is a good practice for the average user but just getting into the habit of defragging your computer every now and then is good. It keeps your computer running smoothly.

For further information contact
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