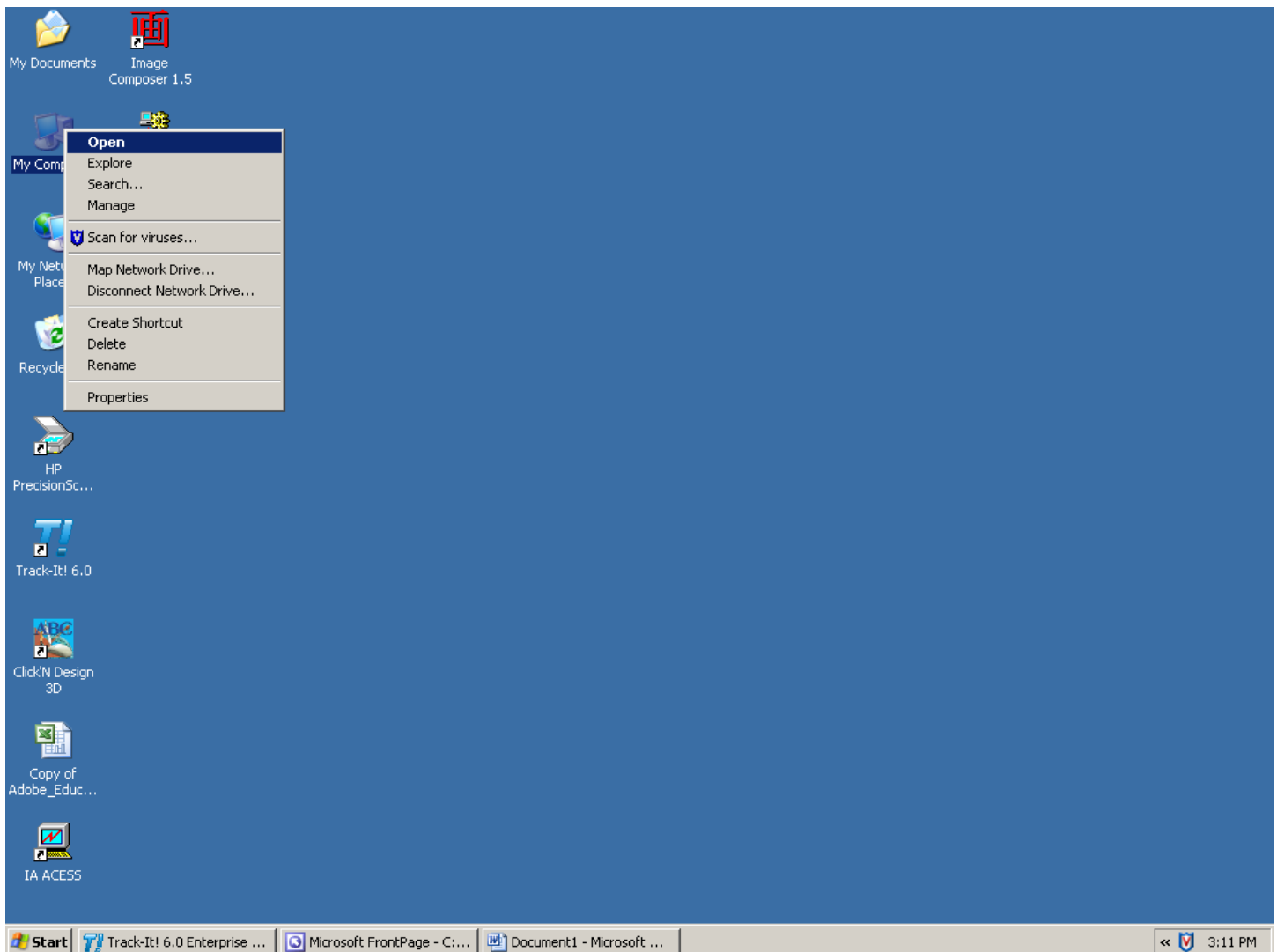


How to do a defragmentation of your computer's storage disk

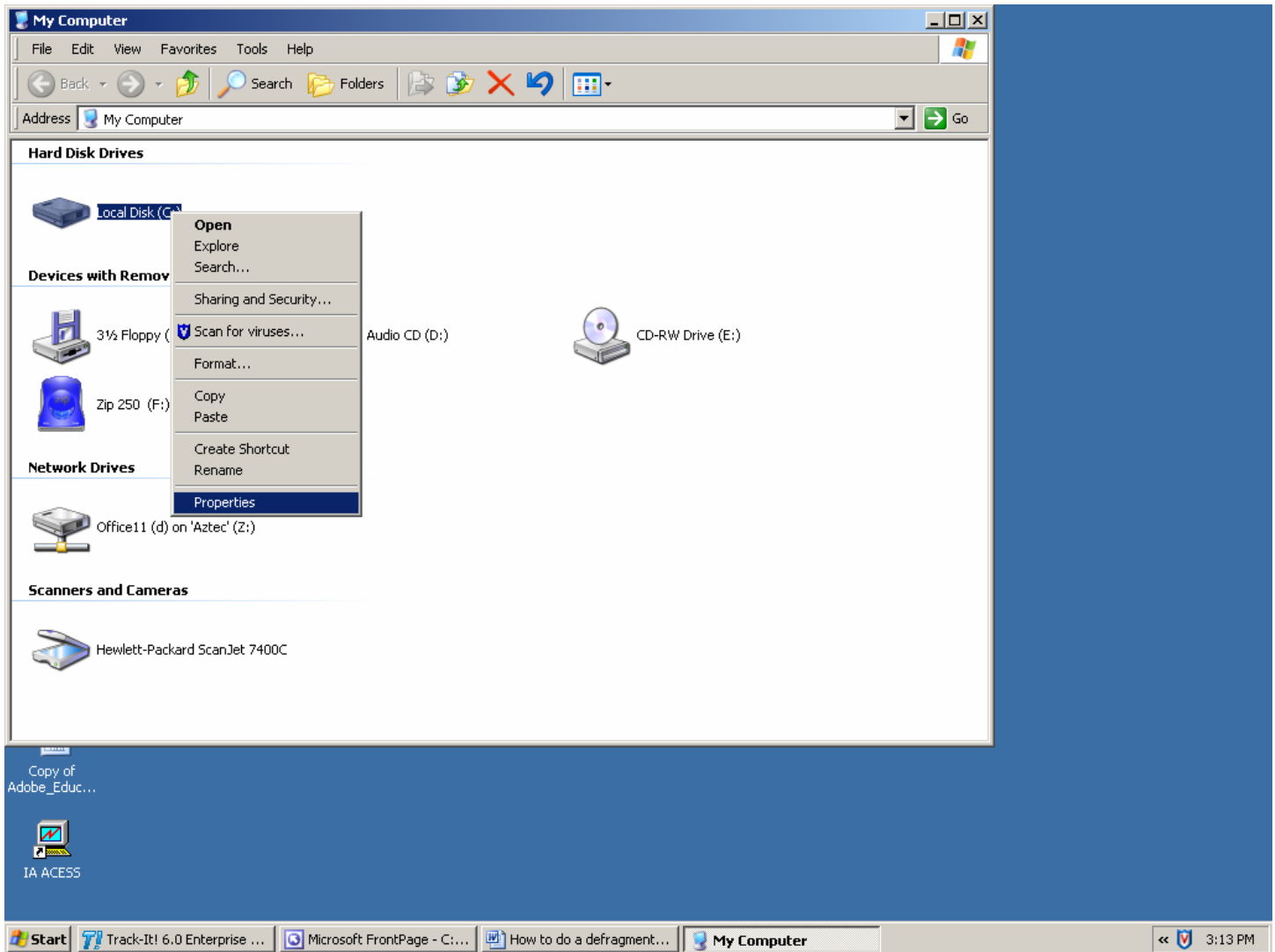
During the course of using your computer throughout the year it becomes necessary to use a utility named Disk Defragmenter. The purpose of using this utility is to re-arrange your files in their original location of the storage disk or hard drive. Consider the utility like a little secretary putting the files you have used and left laying around. The little secretary will start putting the files back to the original folder where they belong. That is what a defragmentation does. By doing this once a week it will increase your computer's performance because the search for your files will not be as hard for the read and write arms inside your hard drive or storage disk to find, so the hard disk will not work as hard to perform the task you are calling to be performed.

Here are the procedures to do a Disk Defragmentation:

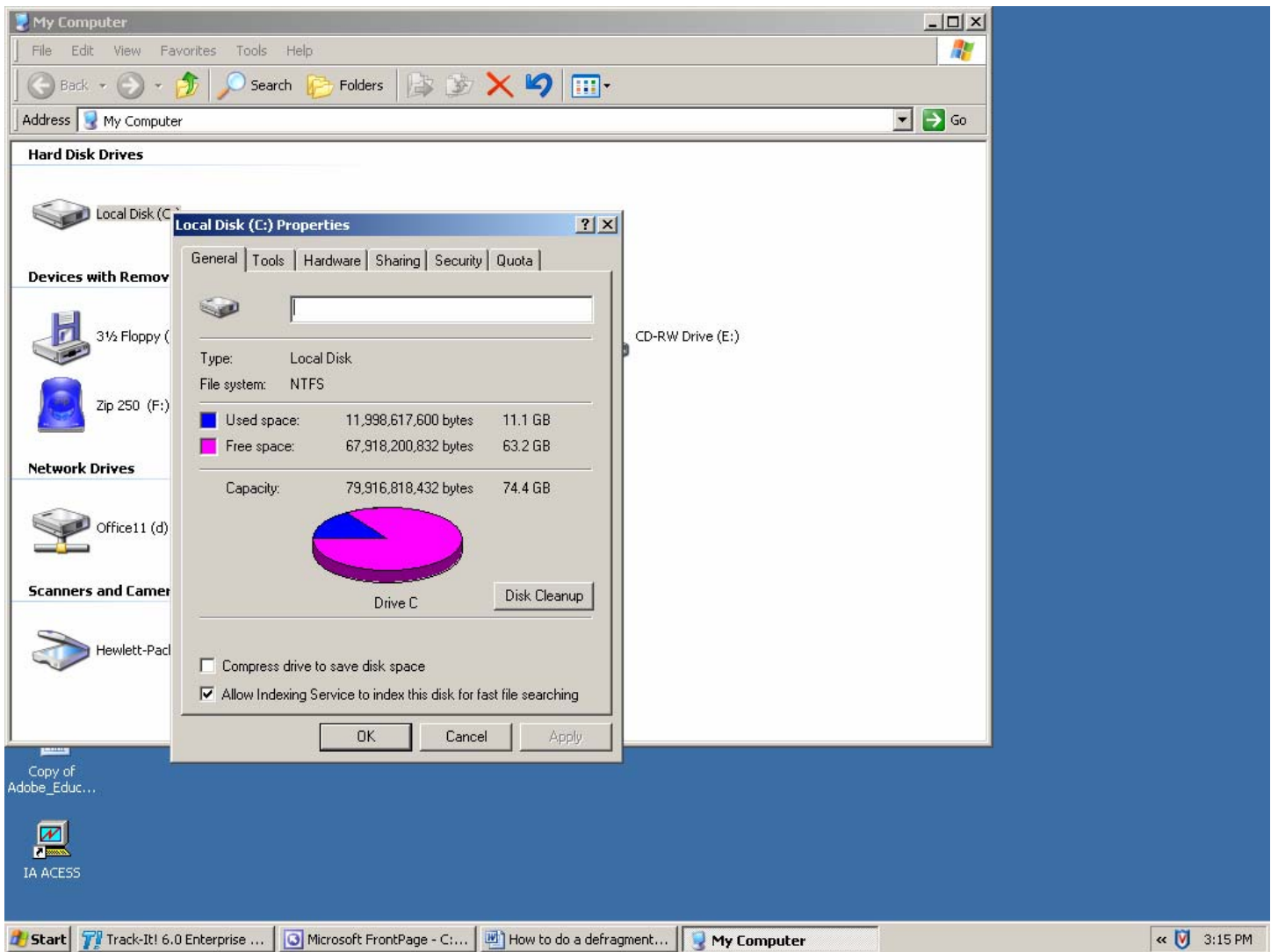
First highlight the My Computer icon on your desktop and right click and select Open.



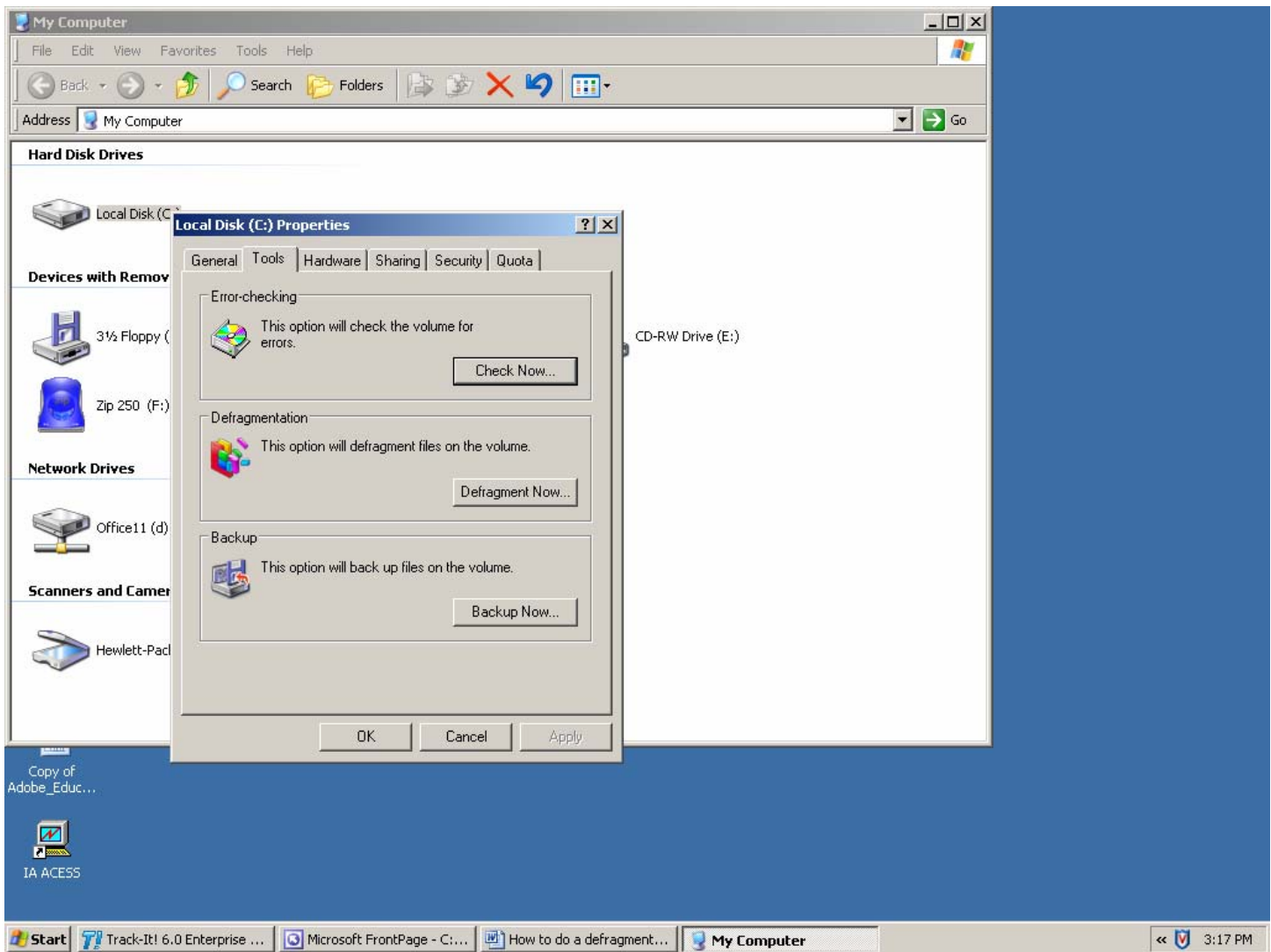
Once The My Computer Dialogue Opens select Local Disk (C:) then right click and scroll down and select Properties from the drop down menu.



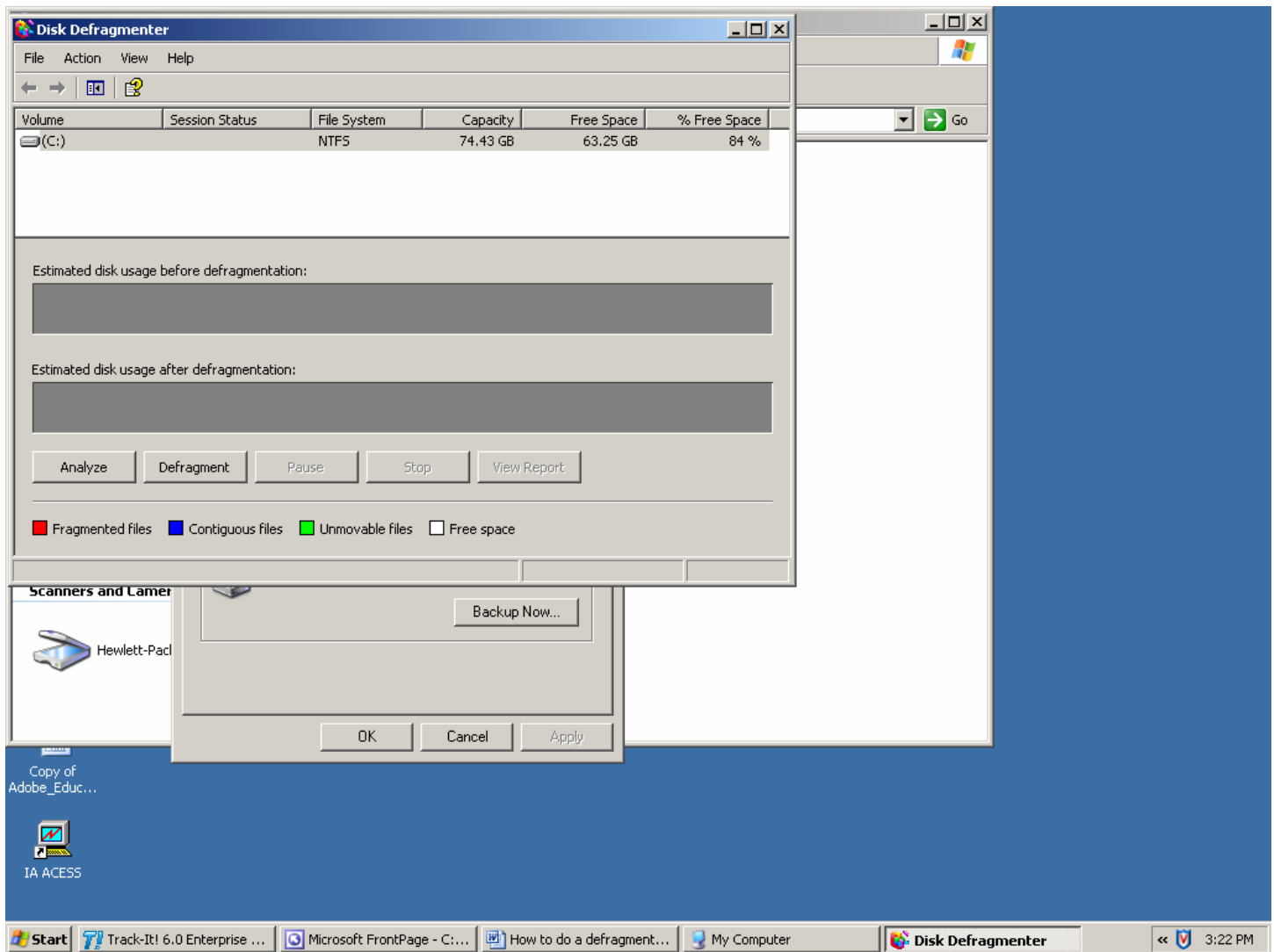
Once you have click on Properties, the Local Disk Properties Dialogue Box will appear. Click on the Tools Tab located at the top of the Dialogue Box.



Once you have click on the Tool Tab, the Tool Tab Dialogue Box will appear, click on the Defragment Now button

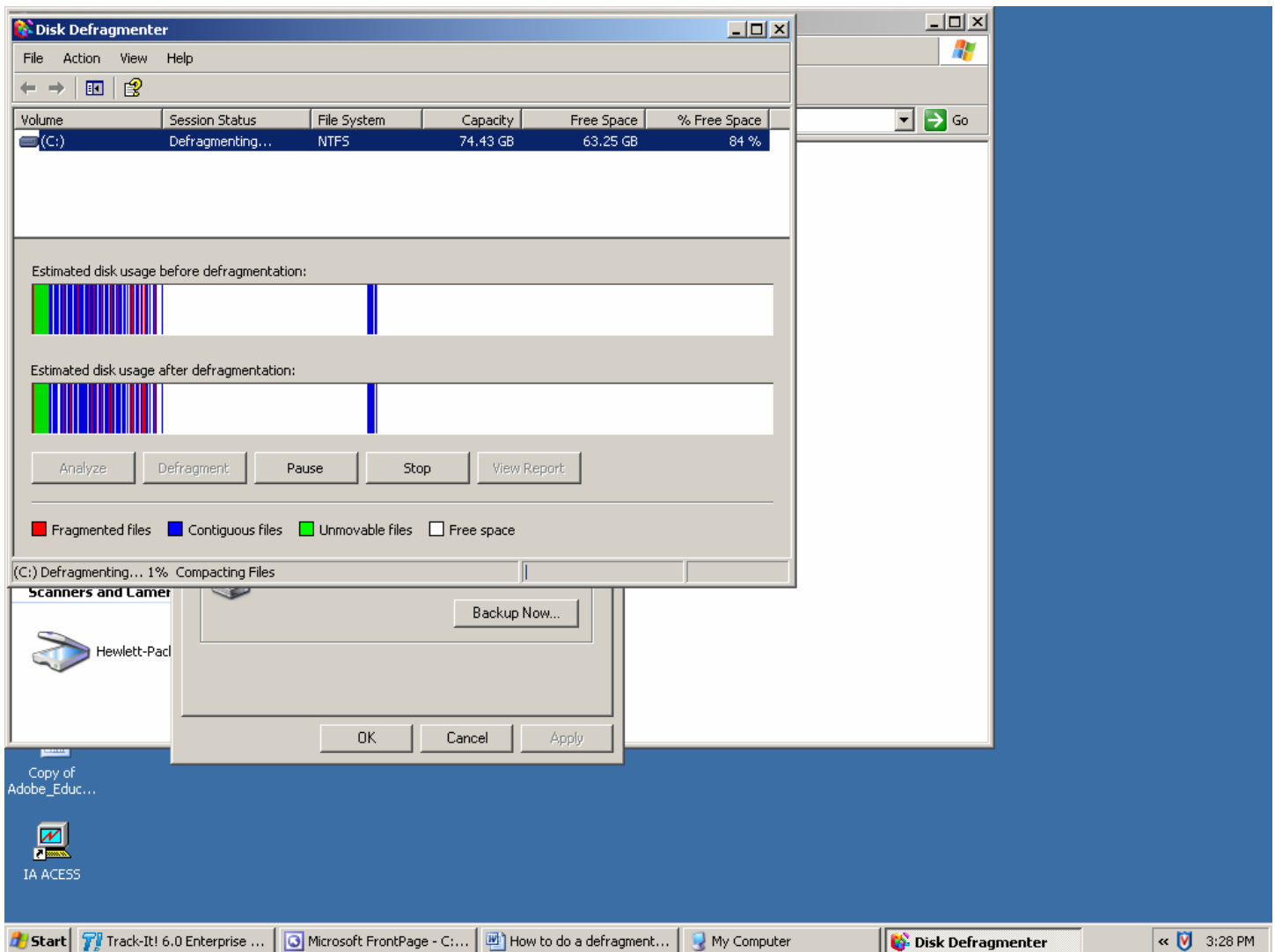


Once you have click on the Defragment Now button. The Disk Defragmenter utility will appear.

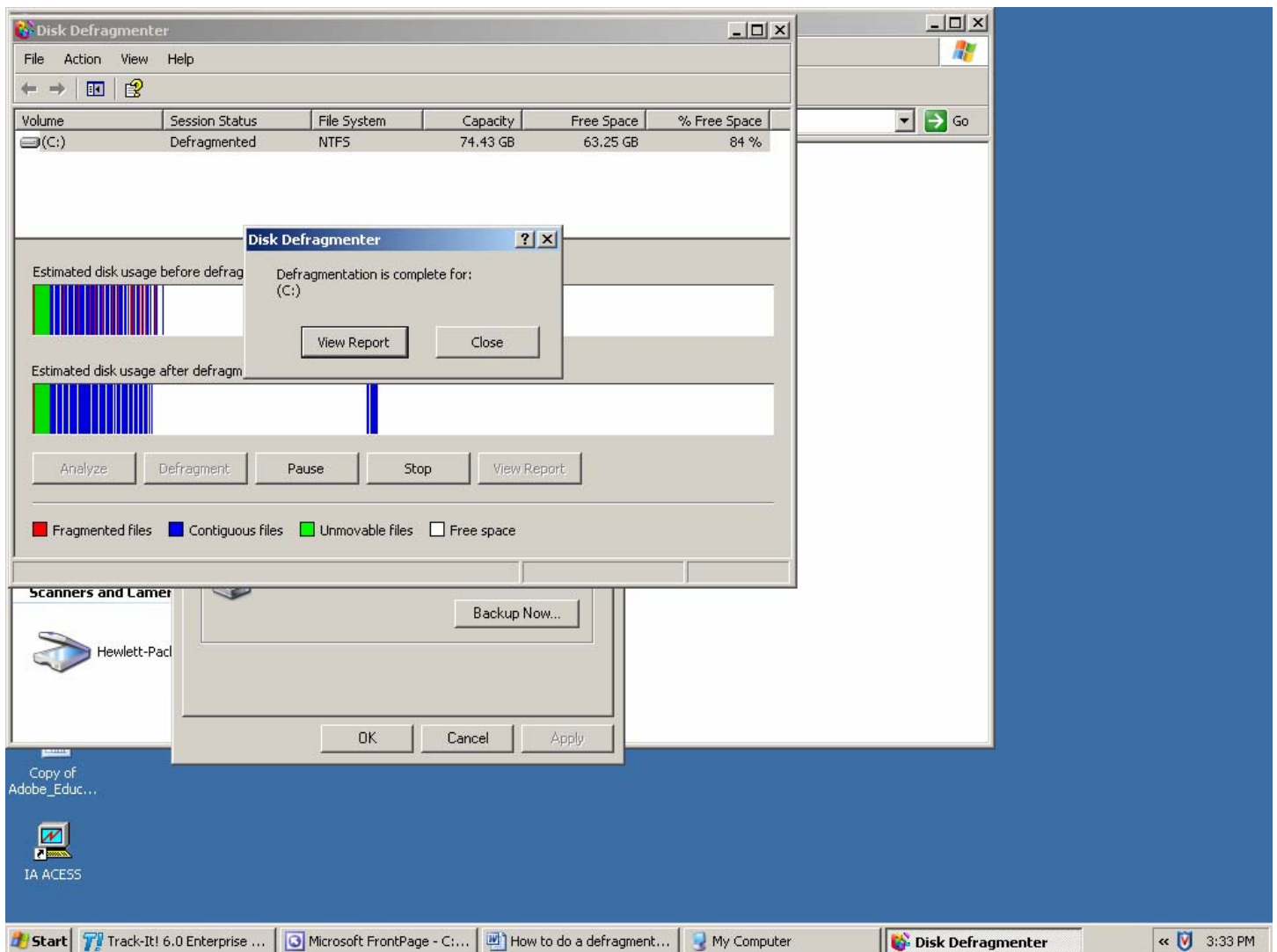


Click on the Defragment Button and the utility will start to analyze the storage disk or hard drive first before starting the defragmentation process

You will observe how bad your storage disk or hard drive is fragmented by looking at the red vertical bars that appear. Depending on the size of the storage disk or hard drive, it will determine how long it will take to Defragment. Usually takes about 20 to 30 minutes to complete.



Once the Defragmenter Utility has finish you can click on the report dialogue box and click on the Close button then click on the X button located at the extreme right top of the dialogue box to exit out Once again it is recommended to do a restart of you computer to refresh or reconfigure itself when doing the booting process.



Now you have completed the task of doing a defragmentation of the storage or hard disk drive.

If you have done this procedures and the computer gives you an error message, do not be discouraged, it is probably a security settings letting you know that you do not sufficient rights to do this procedure. If this message should comes up, please do not hesitate to call the IS&P Help Desk for assistance, at 872-2111. In order to proceed to access your computer the IS&P technician must confirm permission to do so. The IS&P Help Desk technician will check to see if your computer has the client software that allows the technician to access your computer remotely. If the technician can access your computer remotely, she will then proceed to assist you. If not a work order will be created for you so a computer technician will be assigned to you work order request.