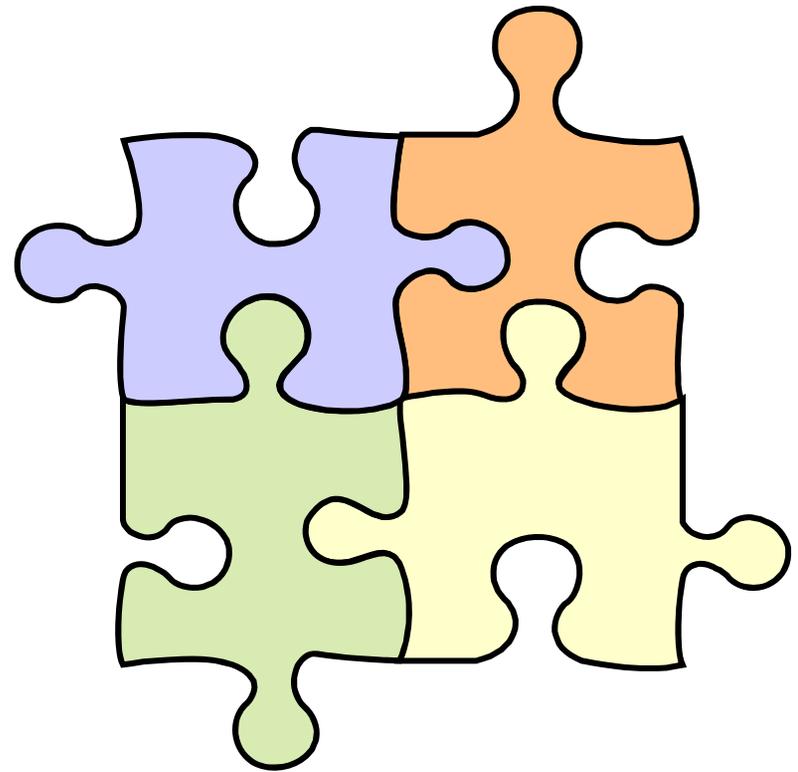


Disk Defragmenter

January 11, 2012

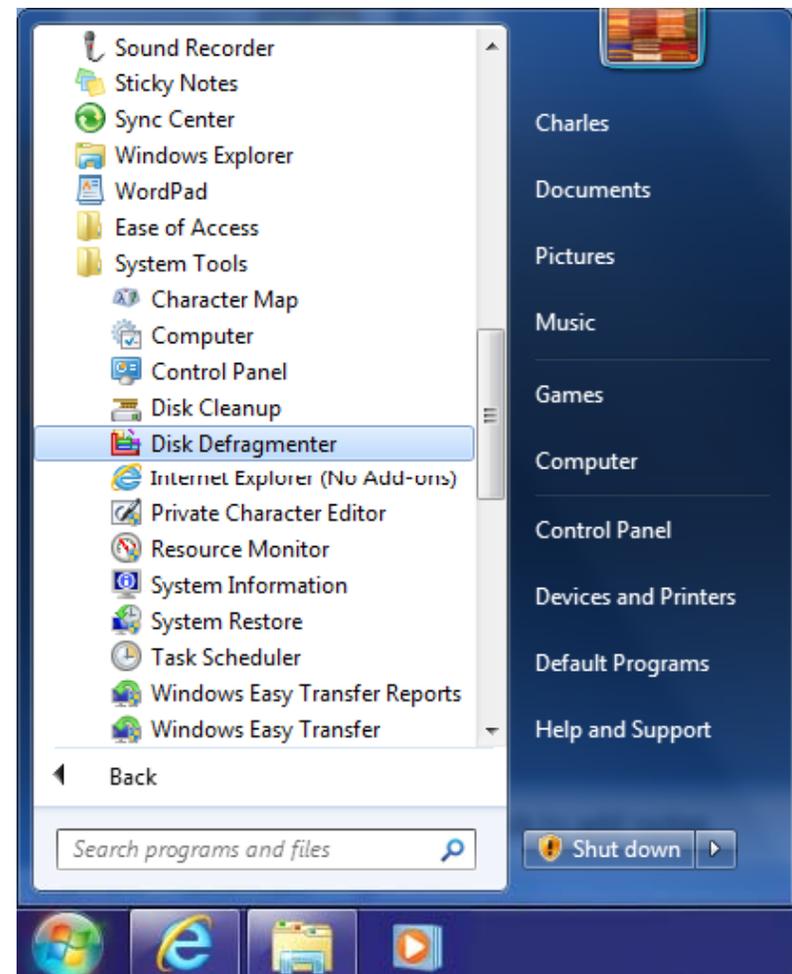
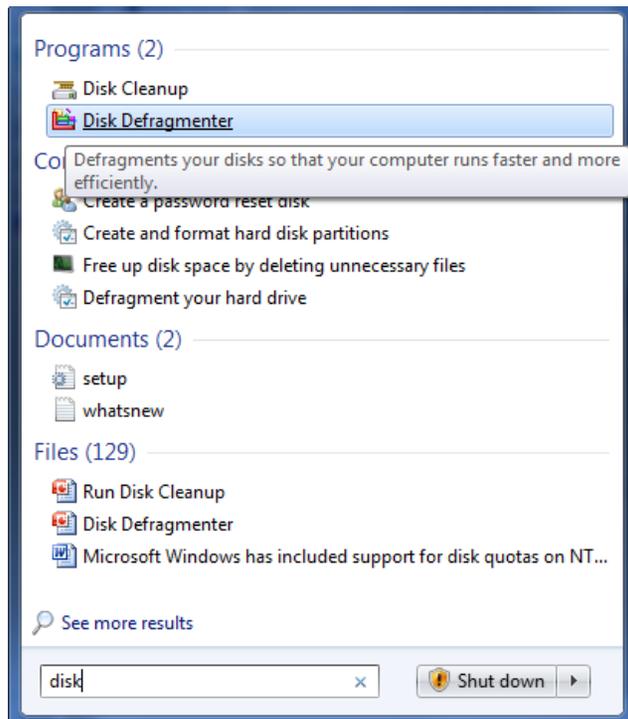
The Disk Defragmenter

After we complete the Disk Cleanup process, we should run the Disk Defragmenter to place parts of files and programs together closely on the hard drive. This will also speed up the computer.



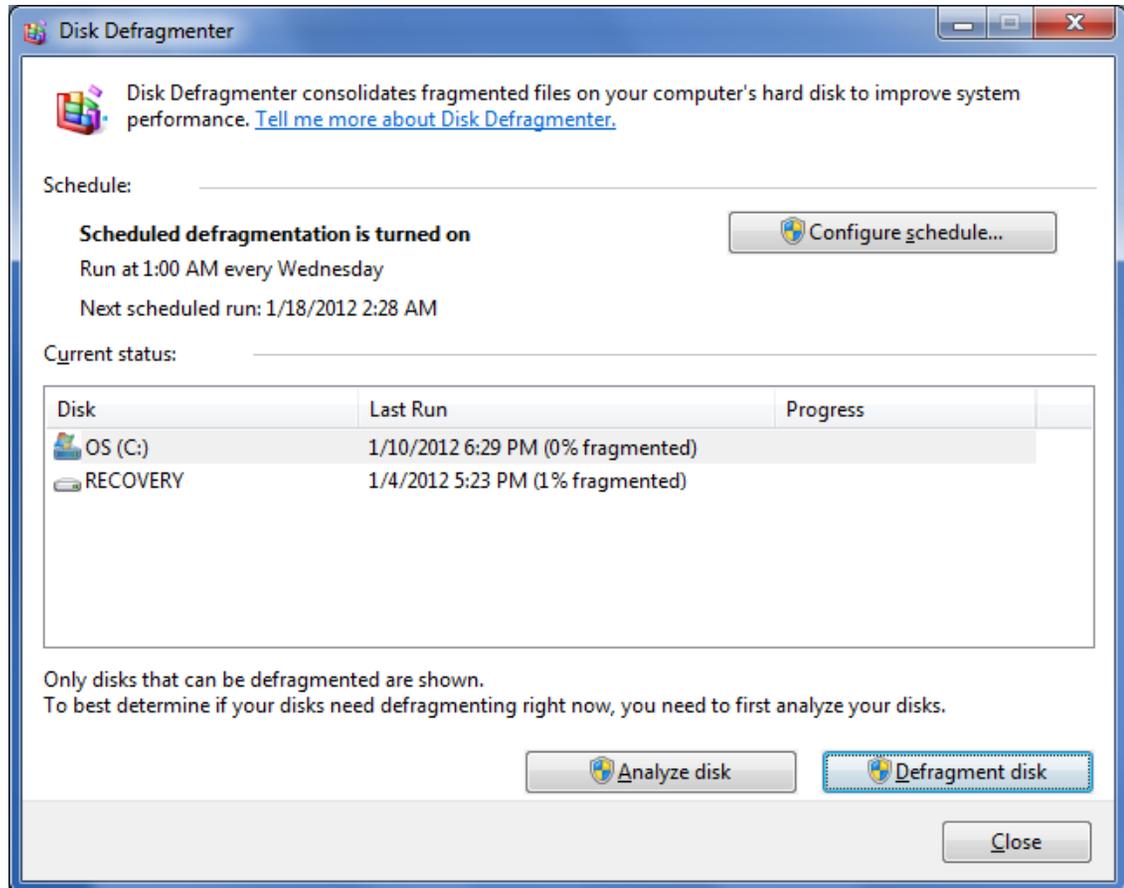
Disk Defragmenter

To start the Disk Defragmenter program, we choose Programs, then Accessories, then System Tools and finally Disk Defragmenter . Or we can type “disk” in the search textbox on the Start menu. We can single click Disk Defragmenter under the Programs category to start the program.



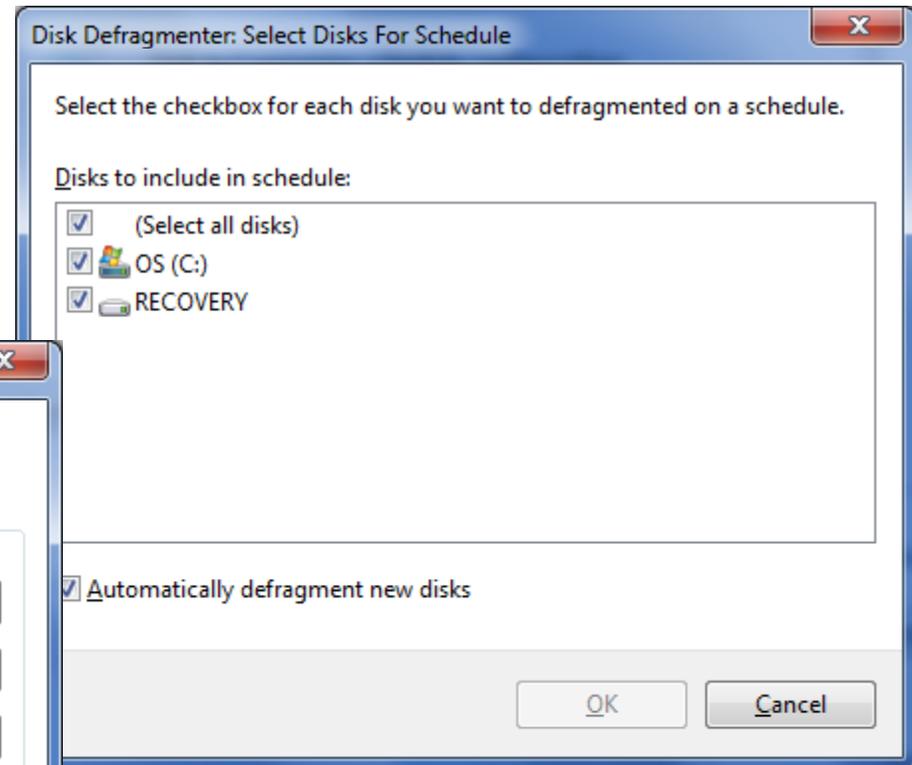
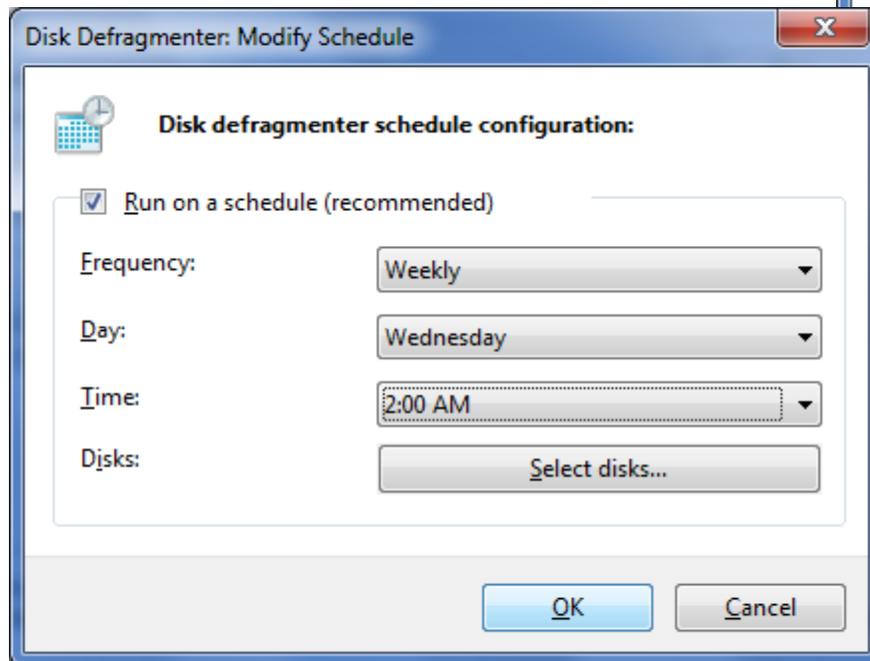
Disk Defragmenter Window

The first task we will complete is to configure the schedule to automatically defragment the disk. We should pick the Configure schedule button.



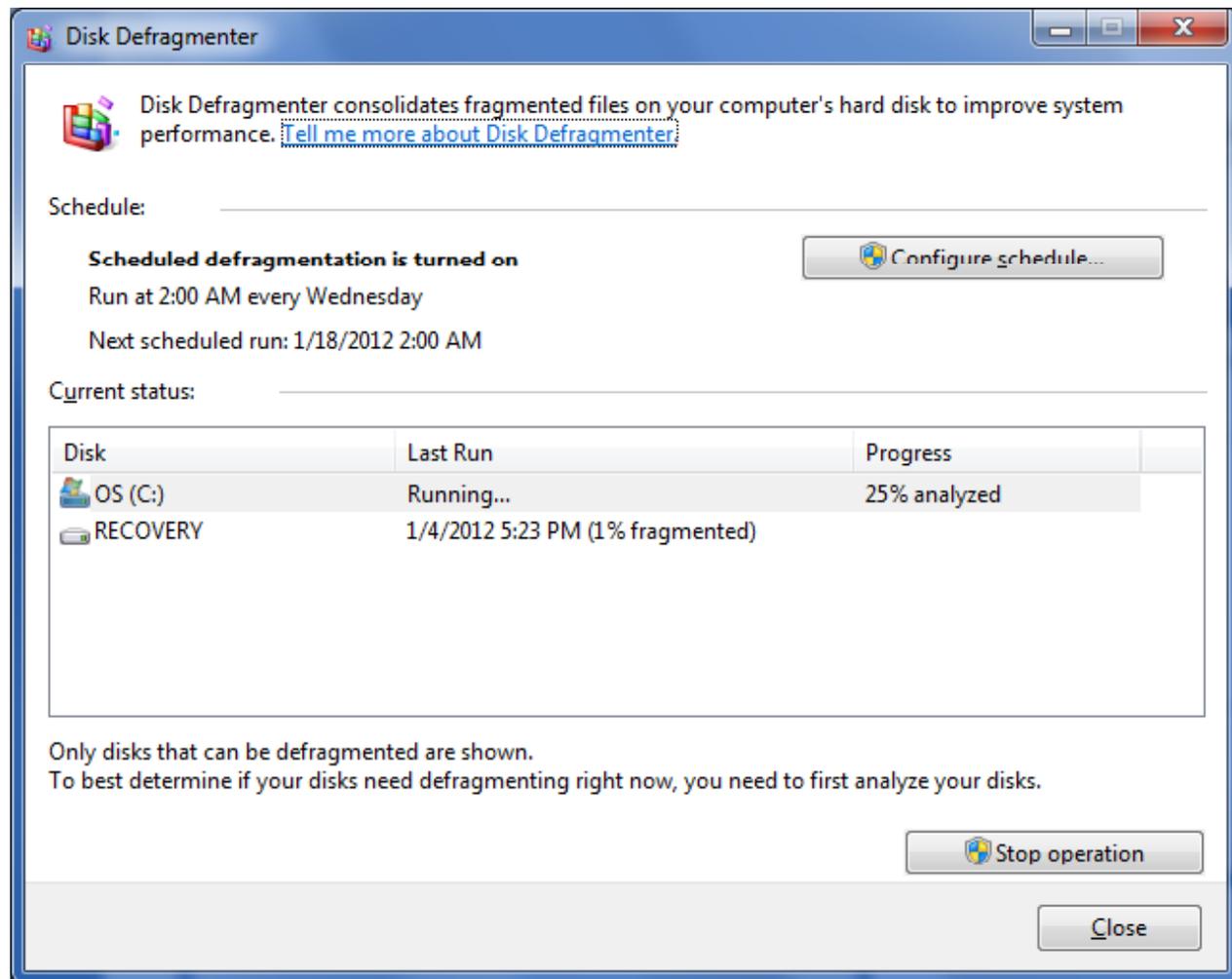
Modify the Schedule

We will set the defragmenting period to weekly, on Wednesday at 2 AM. We select the Disk button and assure that all the disks are included on the schedule. Press OK and exit the scheduling windows.



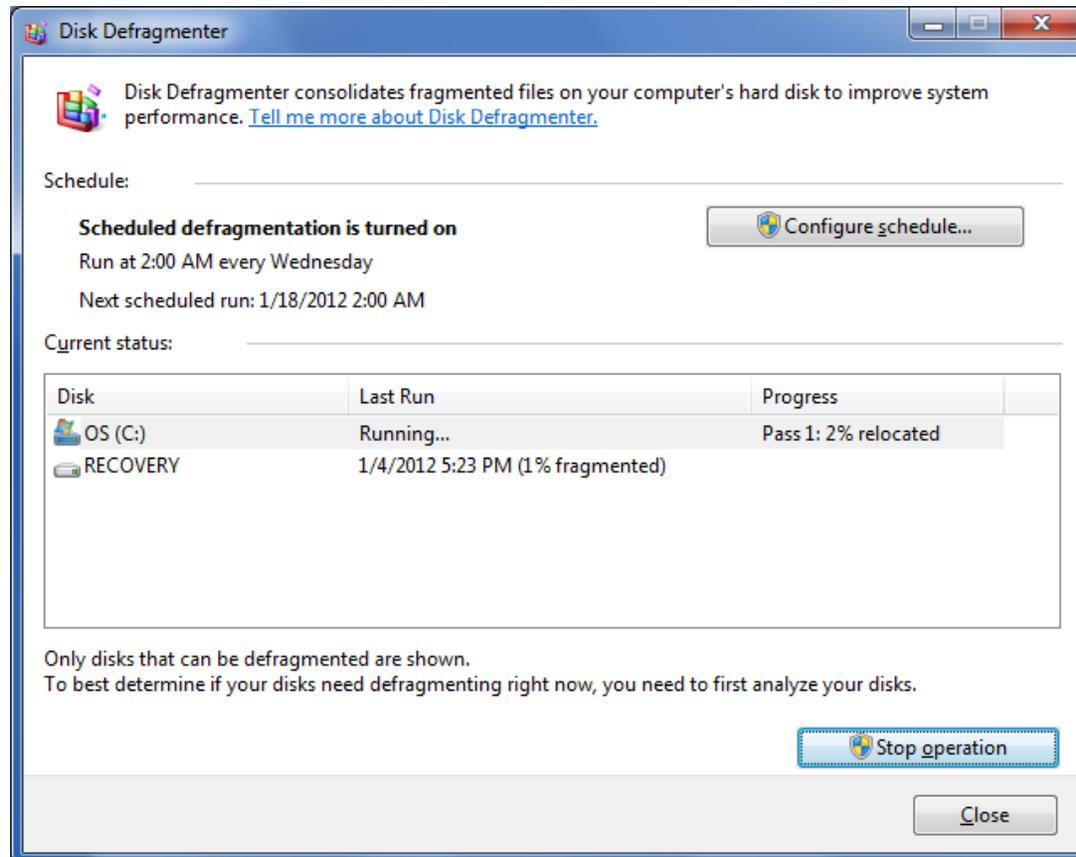
Analyze the Disk

To manually run the program we can pick the Analyze Disk button. In several minutes, we will see the percentage of how much the files on the hard drive are fragmented. At a few percent, we do not need to run the application.



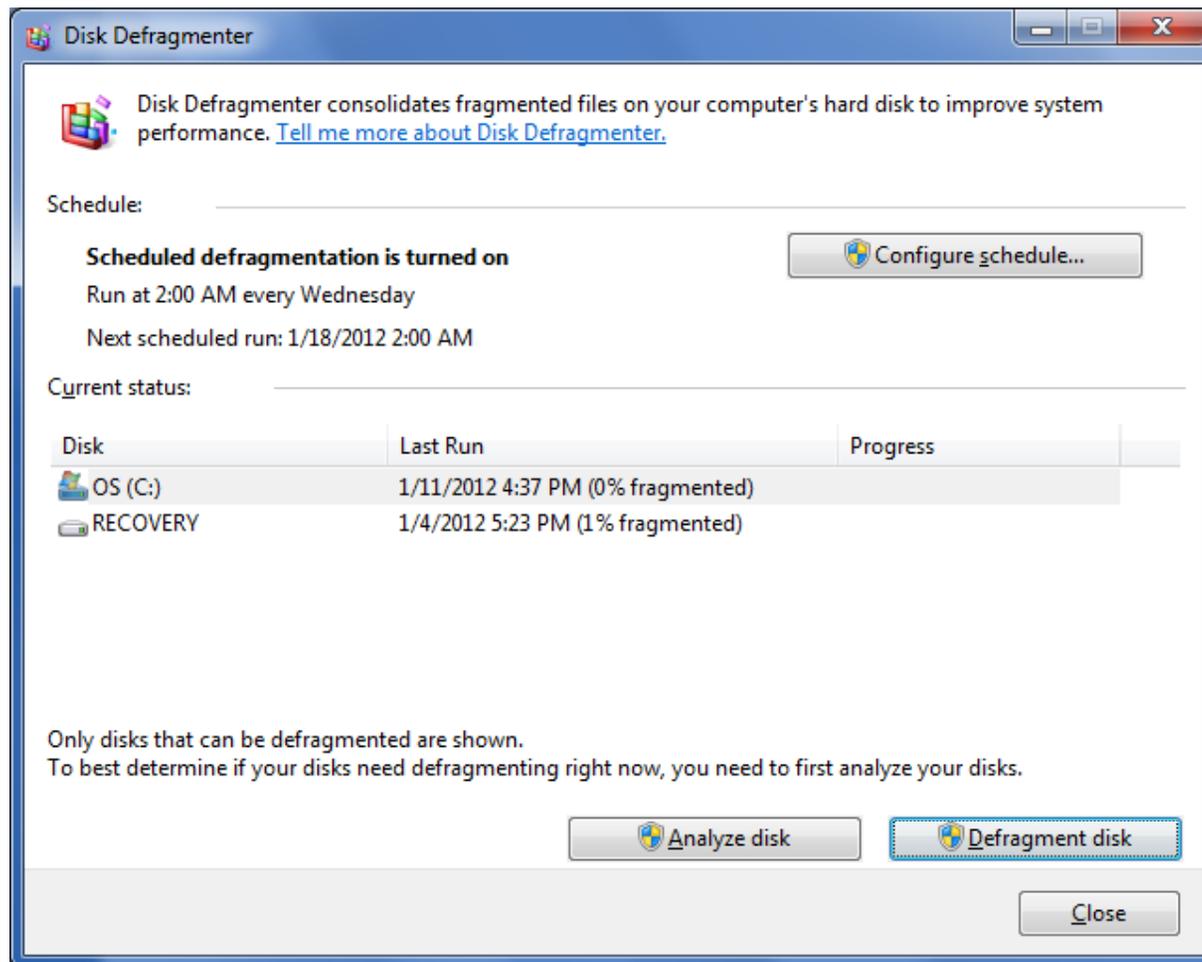
Defragment Disk

We can force the defragmentation by selecting the Defragment Disk button. Defragmenting a hard drive can take a long time. So we want to do this at the end of the day.



Disk Defragmenter Complete

The C: drive is now zero percent fragmented.



Cleaning Internet Passwords

Next, we will learn how clean up passwords and other Internet data that we have added to the computer over a certain period of time.

In the next lesson, we will use Internet Options application to remove password and Internet history we do not want.

