Help Your Computer Work Faster—
Defrag Your Drive

Service Your PC Regularly

Most of us use our computers more than we use our cars. Computers, like cars, also need to be serviced regularly. You can start today with the first step—**Defrag Your Drive!**

What is Defrag— Defragment

Most hard drives store data in different places within a spinning platter. When writing information to your hard drive, the computer stores it in "blocks" that are ordered in sequence from one side to another. When files are deleted, this leaves gaps of space on the hard drive. When saving new data these files get split between blocks causing fragmentation, resulting in blocks that are further away from each other. The hard drive then takes longer to read a file because it has to "visit" multiple spots instead of going in sequence.

To Defrag (defragment) your drive, you remove all the gaps and it puts the blocks back in sequential order, so your computer doesn't have to run around to read a single file. This will improve your computer's speed and efficiency.

How to Defrag your computer?

Windows Vista: Choose Start→Control Panel→System and Maintenance (or Security) and then select Administrative Tools and select Defragment Your Hard Drive.

Windows XP: Select Start menu, click Run, type Dfrg.msc and press Enter. You'll open up the Disk Defragmenter, here you can defragment each of your drives individually. You should do this about once a week or so, or you can set it to run on a schedule using Windows' Task Scheduler.

Windows 7 or 8: Windows will automatically defragment your hard drive on a schedule. To make sure everything's running smoothly, open up the Start menu or Start screen and type "defrag." Open up Windows' Disk Defragmenter and make check it's running on a schedule as intended.

Windows 10: Windows will automatically defragment your hard drive on a schedule. However, if you notice files are taking longer to load you can check how fragmented the drive is in Windows.
1 - Open the disk optimization tool by searching for "optimize" or "defrag" in the taskbar.
2 - Select your hard drive and click Analyse. Note that if you have a SSD, this option is greyed out and not available.
3 - Check the percentage of fragmented files in the results - try keep your fragmentation percentage under 5%.
4 -If you want to defragment your drive, **click Optimize.**
When Windows is done, your drive should say 0% fragmented in the Optimize Drives utility.

Note - It's best to do this when you don't need to use your computer for anything else, so you can let Windows defragment the drive efficiently.