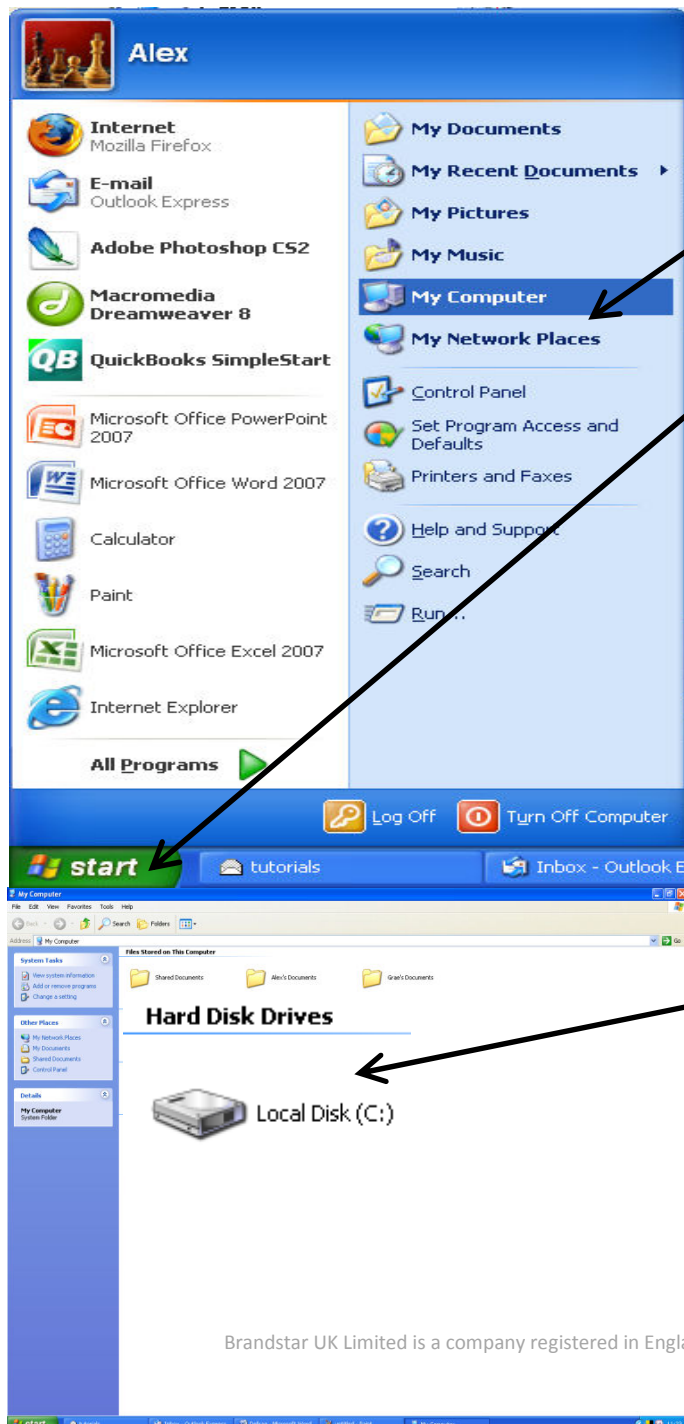




Defrag

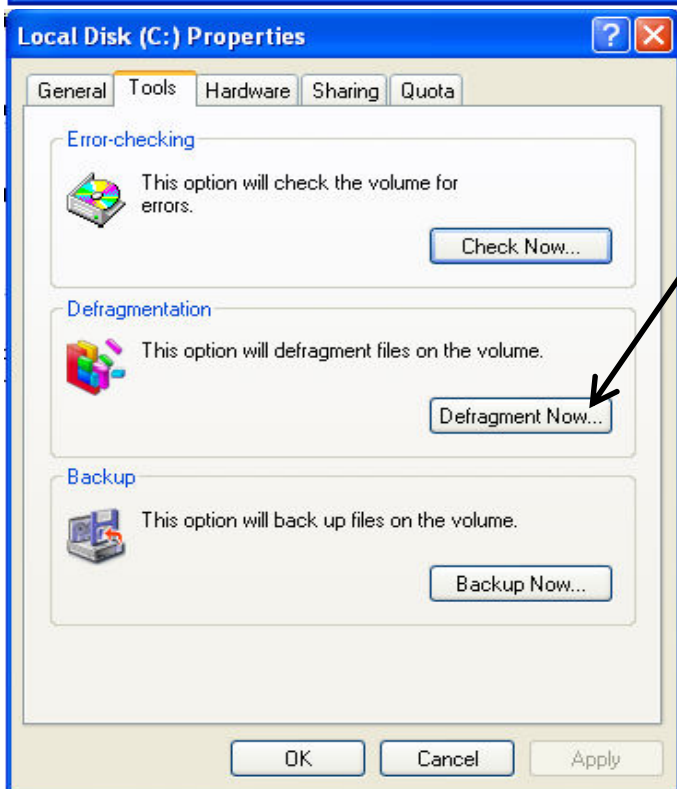
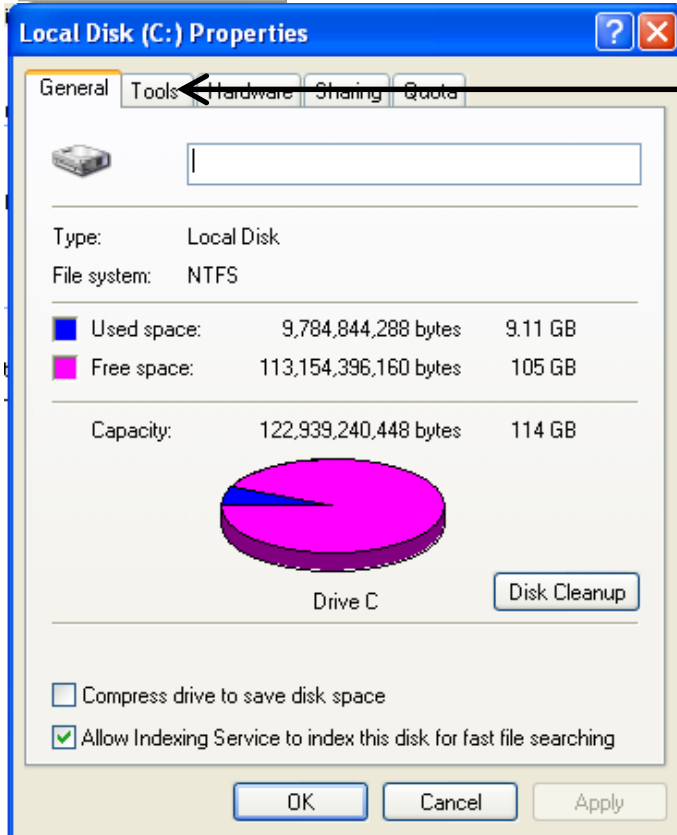
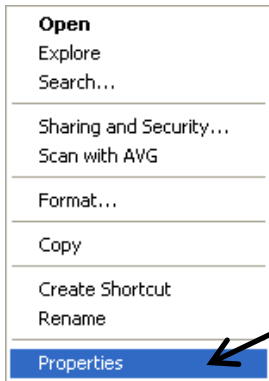
This tutorial will show you how to defragment your computer. What is a Defrag? If you use this analogy, your computer is like a filing cabinet, it starts all neat and tidy but over time it becomes messy and disorganised. Defrag simply tidies things up which makes it easier for the computer to locate the information it requires therefore improving the machines performance.



- First of all click 'Start' and select 'My Computer'.

- It is best not to do anything on the machine while the Defrag is running.

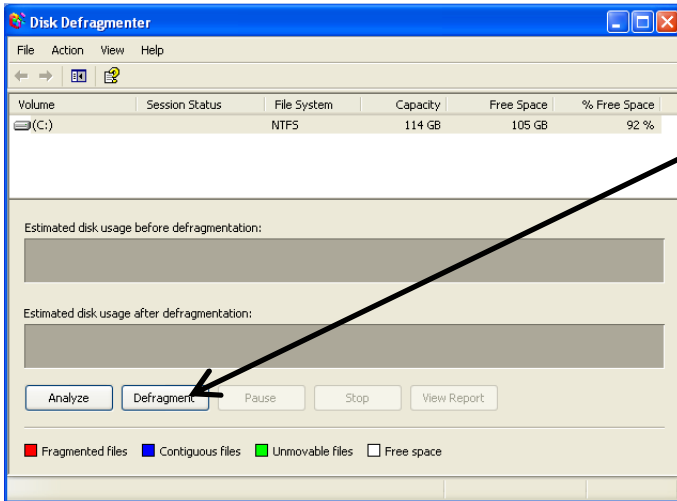
- Then **right click** on 'Local Disk' (C:)



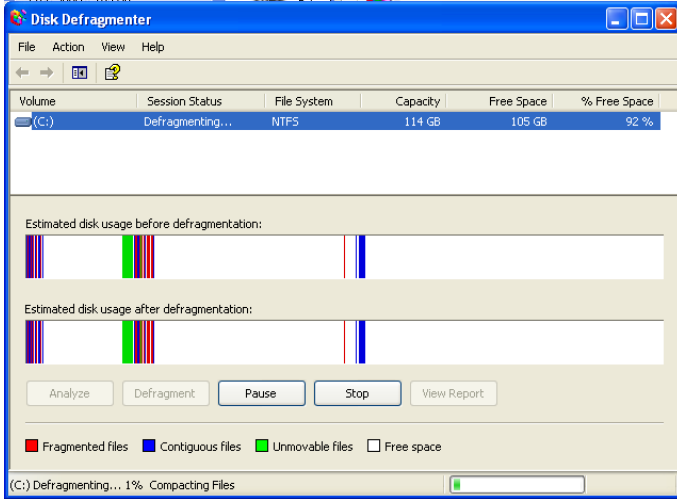
• Select properties.

• Select tools.

• Click 'defragment now'.



- Click 'Defragment'.



- Whilst the defrag is happening the defrag window will look similar to this. The defrag may take a while.

- You will be informed that the defrag is complete. You can then close the defrag utility & continue using the machine.