


Tuning Up Your PC

Defragmentation

Introduction

 Disk defragmenter requires administrative rights. If you try to defrag without administrator privileges, you may receive the following message: Disk Defragmenter - You must have Administrator privileges to defrag a volume. Please call the OTS Help Center at **410.704.5151** for assistance.

Summary

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Why Defrag?

Defragmenting your hard drive is a great way to boost the performance of your computer. Though the term "defragment" sounds a little abrasive, it is actually a simple and helpful process.

What Does it Do?


Adding and deleting files from your hard drive is a common task. Unfortunately, this process is not always done very efficiently. For example, when you delete a bunch of little files and add a new large file, the file may get broken up into multiple sections on the hard drive. The computer will still read the newly added file as a single valid file, but it will have to scan multiple parts of the drive to read it. Because hard drive seek time is one of the biggest bottlenecks of a computer's performance, this can reduce your computer's speed quite a bit. If you have a ton of "fragmented" files on your hard disk, you might hear extra grinding, sputtering, and other weird noises coming from your computer.

This is why defragmenting your hard drive is such a good idea. When you start to hear extra grinding sounds, or your computer doesn't open files as quickly as it did before, it's time to defrag.

How to Defragment

Windows Users

1. Click **Start >Programs >Accessories > System Tools > Disk Defragmenter**
2. Click the Drive (**Fig 1, 1**) you wish to defrag.
3. Click the **Defragment (Fig 1, 2)** button.

 **Windows 2000 and below users:** Screen savers must be set to "None." If it isn't, the defrag utility will stop every time the screensaver activates and will start from the beginning every time the screensaver is deactivated resulting in a continuous loop.

Macintosh users: Norton Utilities or another hard drive utility is the only way to defrag.

If you use your computer daily, defrag your hard drive once a month.

Figure 1

