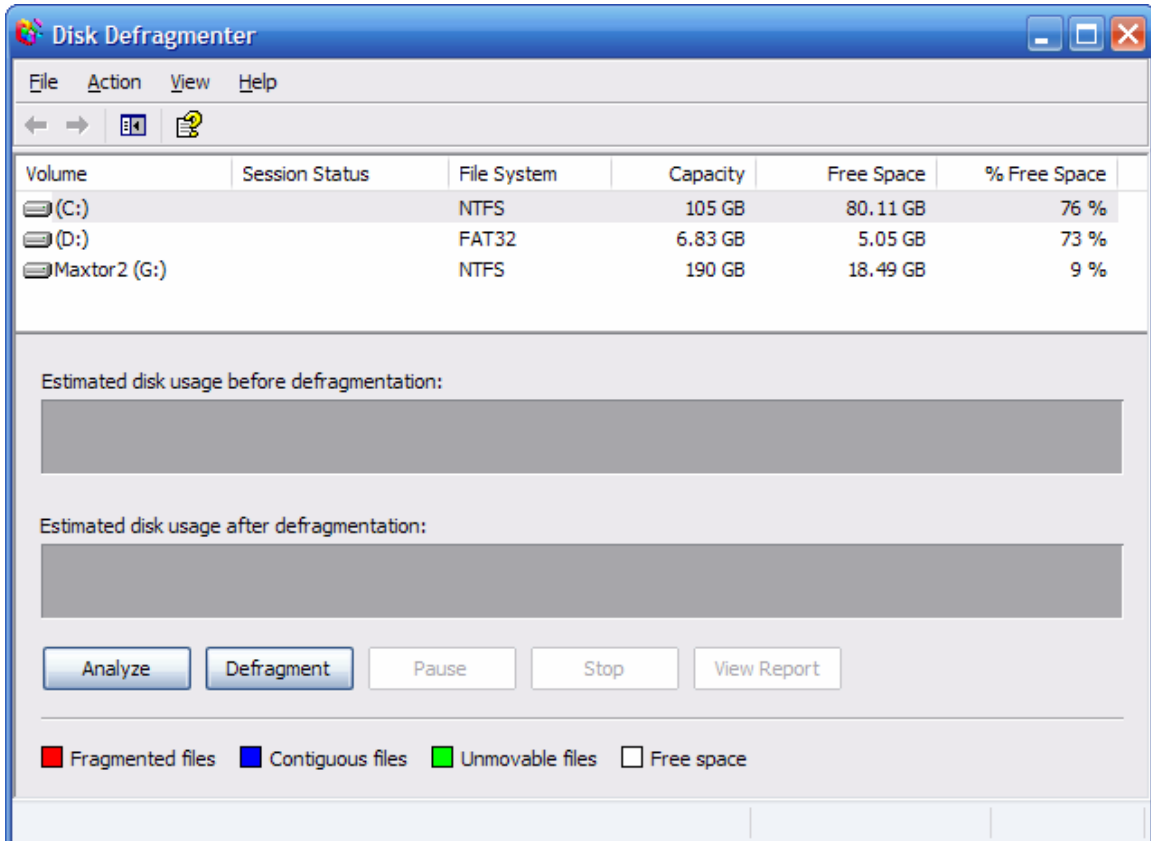


## Disk Defragmentation Walkthrough

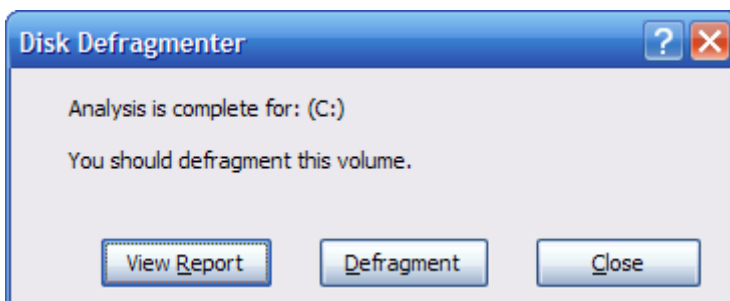
### Step 1:

Locate the disk cleanup utility by going to your start button: START > ALL PROGRAMS > ACCESSORIES > SYSTEM TOOLS > DISK DEFRAGMENTER. Left-click on the “Disk Defragmenter” option. The dialogue box below will appear.

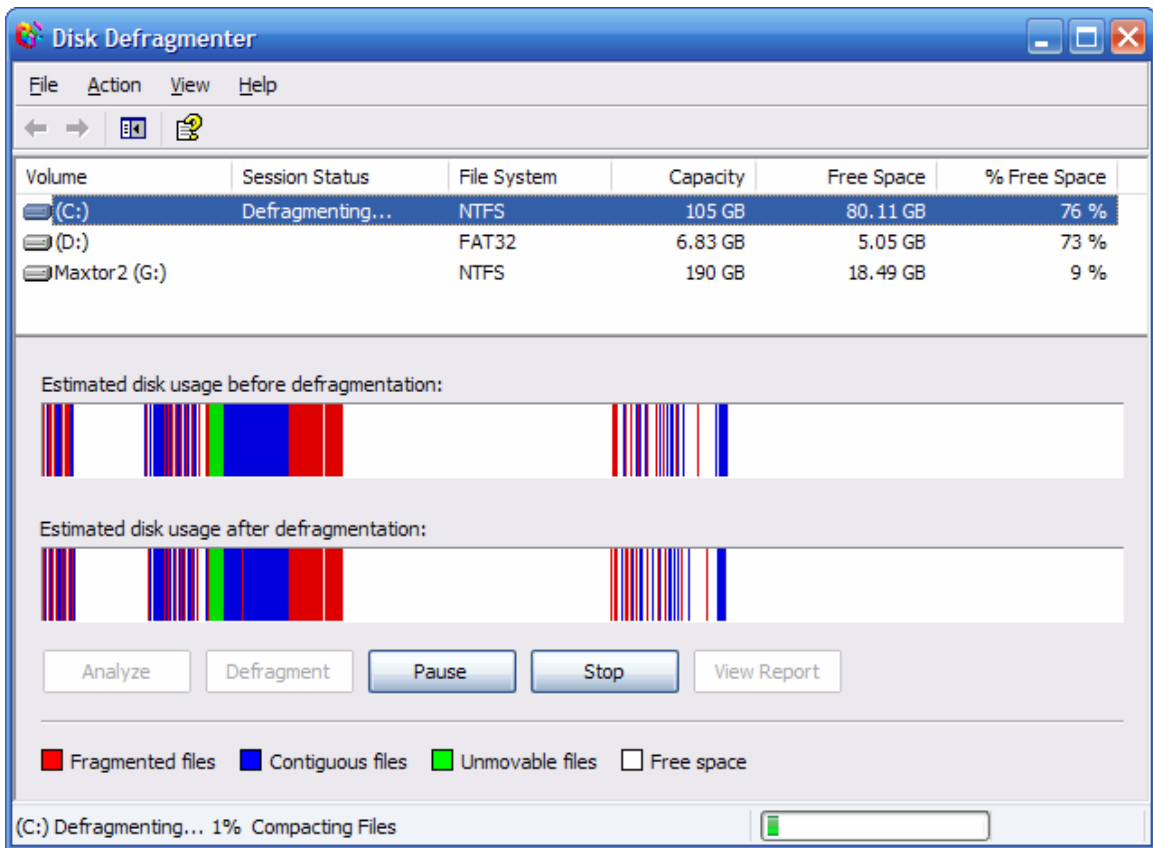


### Step 2:

Select your “C:” drive from the list if it is not already. Left-click “Analyze”. The dialogue window below will appear.



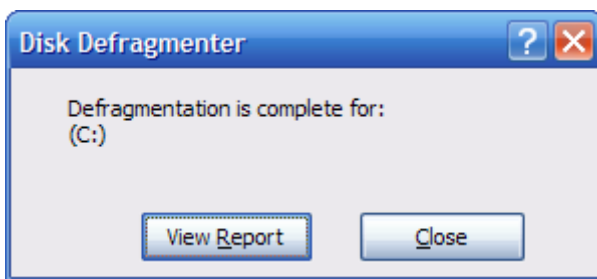
If the Message Reads, “You should defragment this volume,” Left-click on “Defragment”. This will begin the defragmentation process, and the following screen should appear.



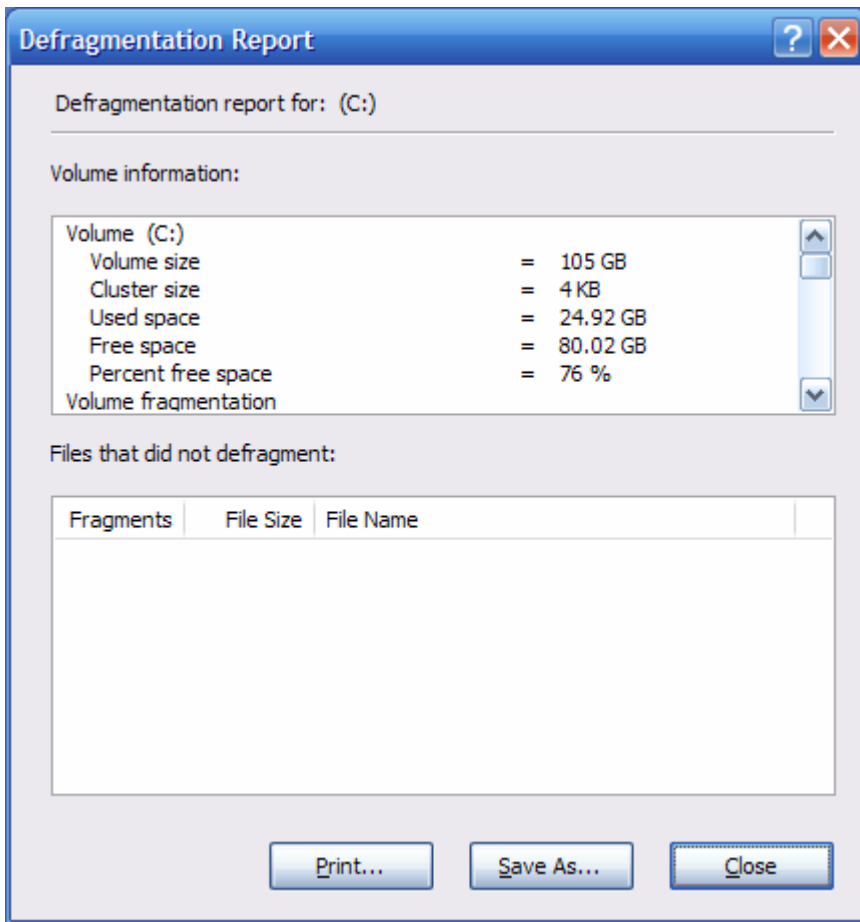
*\*Note: If the previous message reads “You do not need to defragment this volume”, Analyze any other drives that you happen to have installed, if none of them need defragmenting, then you can cancel the entire process at this point.*

### Step 3:

After this process is complete (anywhere between 15 minutes and several hours depending on the size, speed, and fragmentation of the drive) the following dialogue box should appear.



If you so choose you can Left-click “View Report” to see a summary of the defragmentation. A dialogue box similar to the one below should appear.



You may choose to peruse the results and save or print them for future reference. At this point, if you happen to have multiple hard drives, you should repeat the defragmentation process as necessary for each drive.