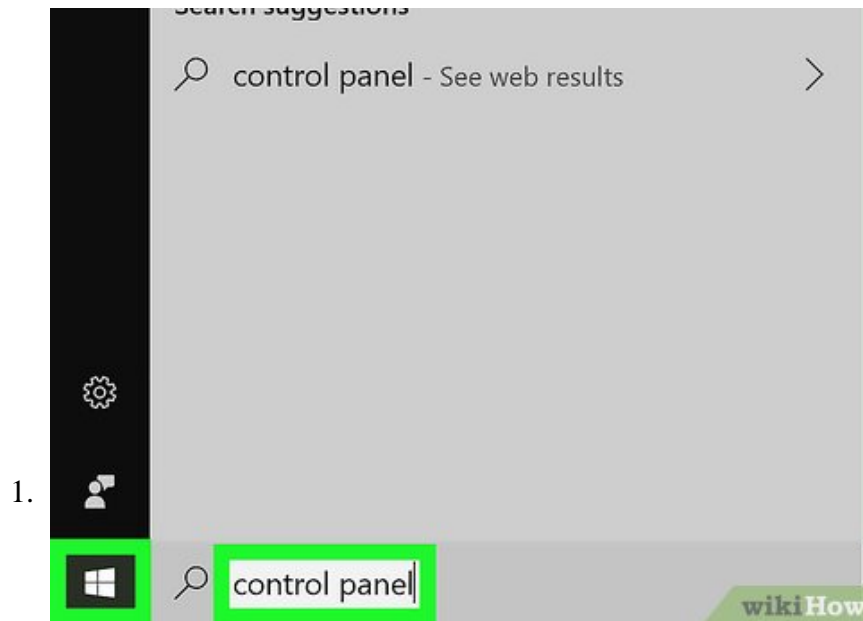


How to Defrag a Computer

This wikiHow teaches you how to defragment a hard drive, a process that rearranges and better utilizes the space on the drive to improve your PC's performance. Though defragmenting a hard drive is not typically advised for Mac users, you...

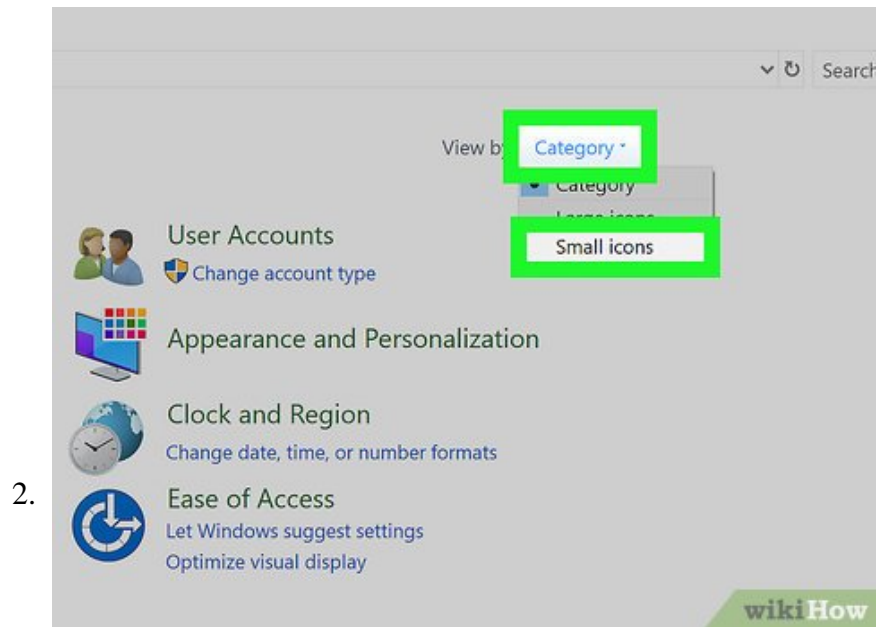
Method 1 of 3:

Windows 10 and 8

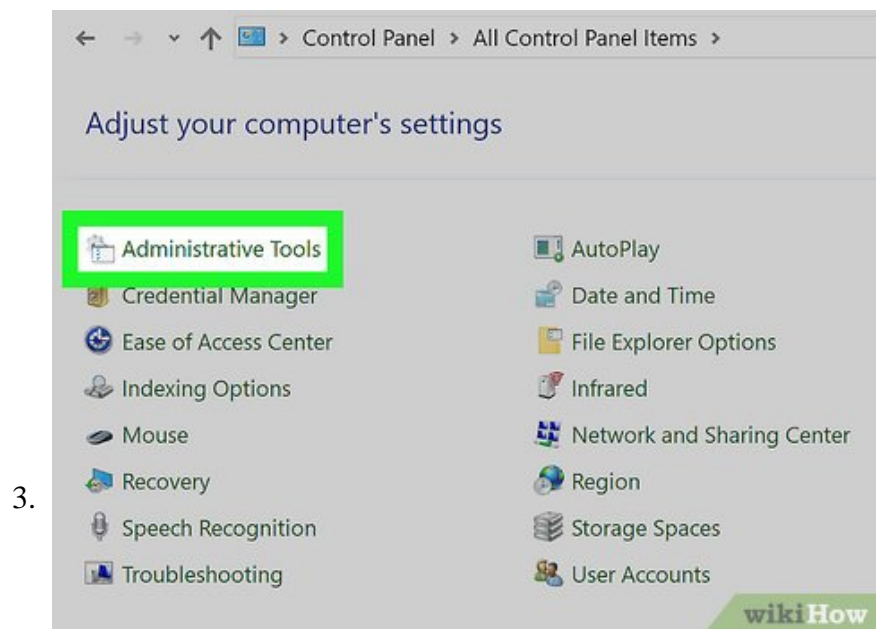


Open the Control Panel. The steps are slightly different depending on your operating system:

1. Windows 10: Click the circle or magnifying glass to the right of the Start menu to open the Search bar, type `control panel`, then click **Control Panel**.
2. Windows 8: Hover the mouse over the bottom-right corner of the screen to bring up the menu, click Settings, and then click **Control Panel**.



Select **Small icons** from the 'View by' menu. It's near the top-right corner of the window.

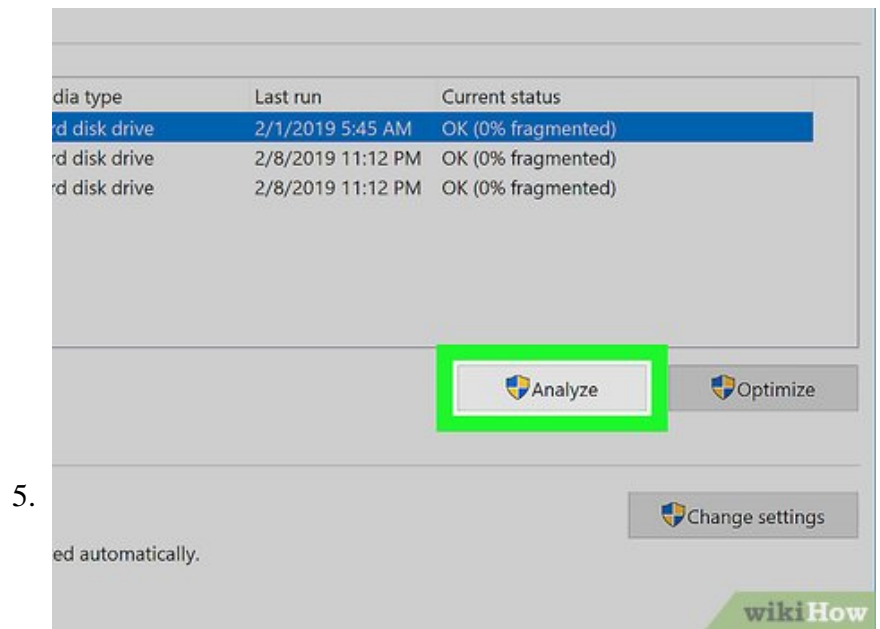


Click **Administrative Tools**. A list of admin tools will appear.



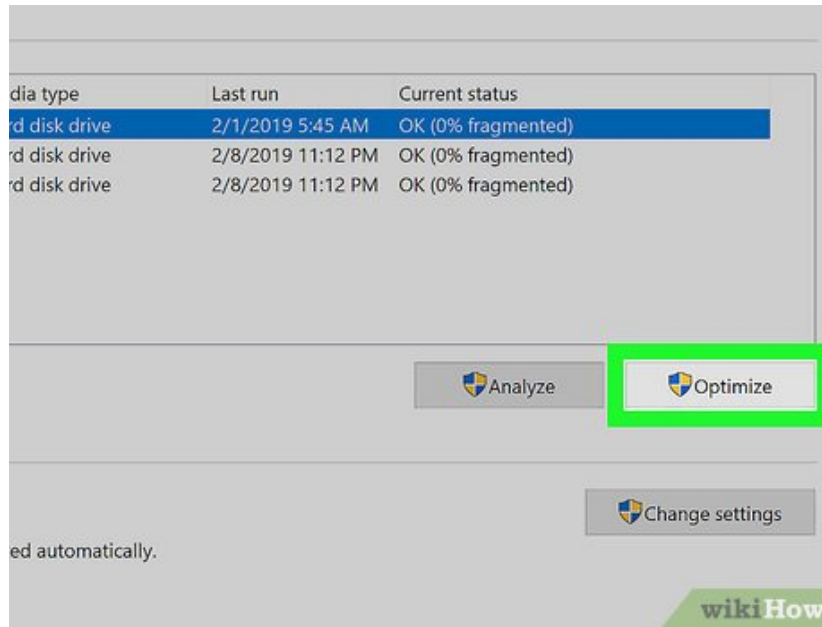
Double-click **Defragment and Optimize Drives**. It's in the main (right) panel. A list of drives on your computer will appear.

1. If your hard drive is set up to defragment automatically, you'll see the word 'On' under 'Scheduled optimization' at the bottom of the window. You can change the schedule by clicking **Change settings**.



Select your drive and click **Analyze**. Windows will now check to see if your drive needs to be defragmented.

1. If you have an SSD hard drive (solid state), this button will not be available. This is because it's not necessary to defragment your SSD drive.

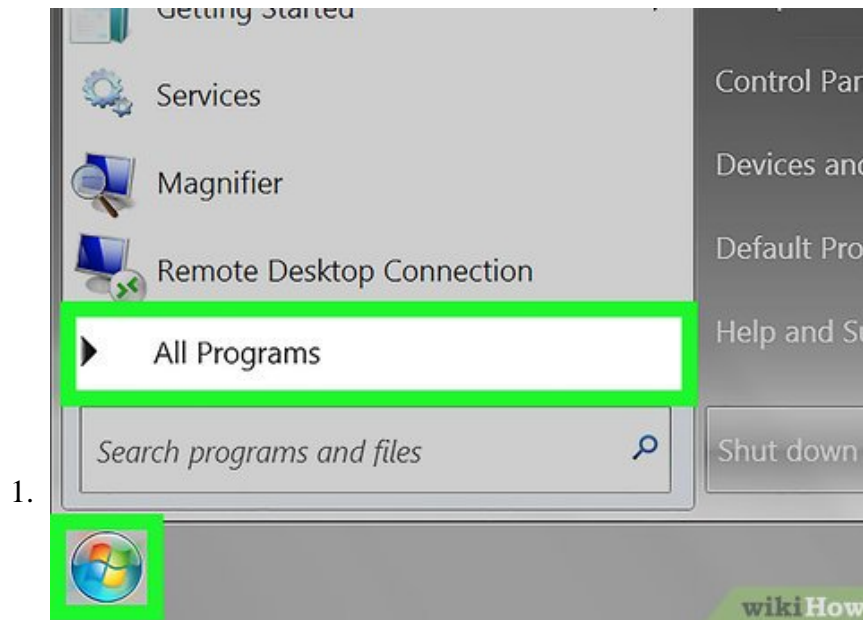


Select your drive and click **Optimize**. If your hard drive needs to be defragmented, click this button to begin the process.

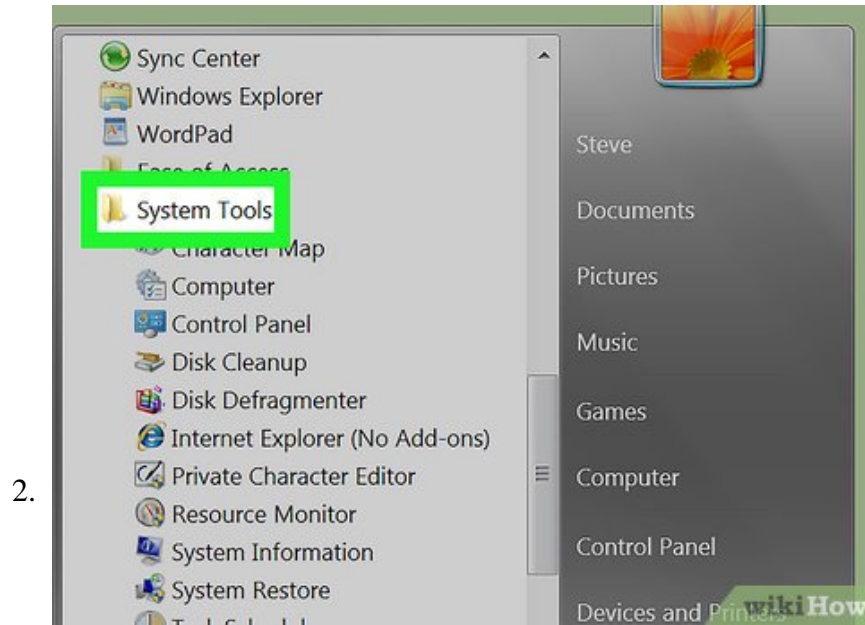
1. The defragmentation process can take anywhere from several minutes to several hours to complete depending on the state of your disk drive.^[1]

Method 2 of 3:

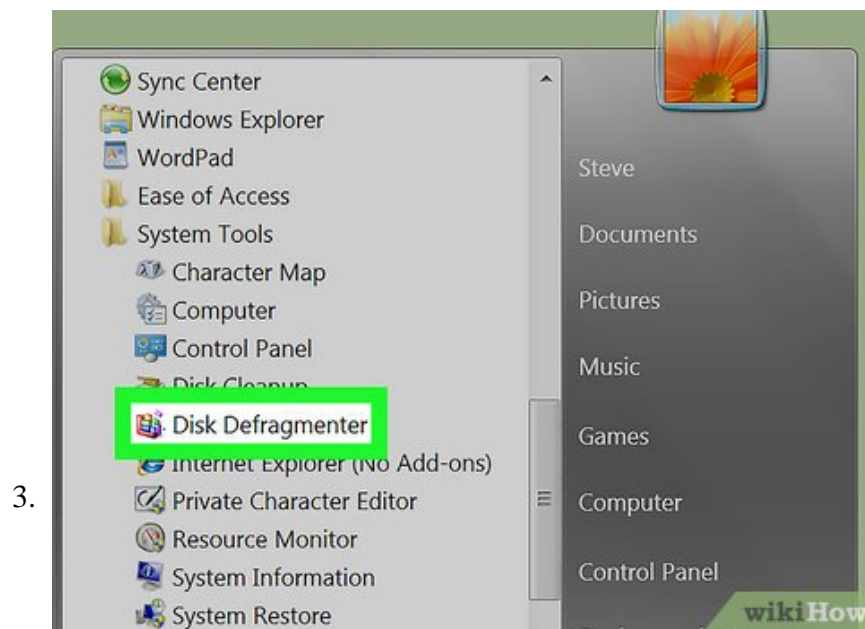
Windows 7 and Vista



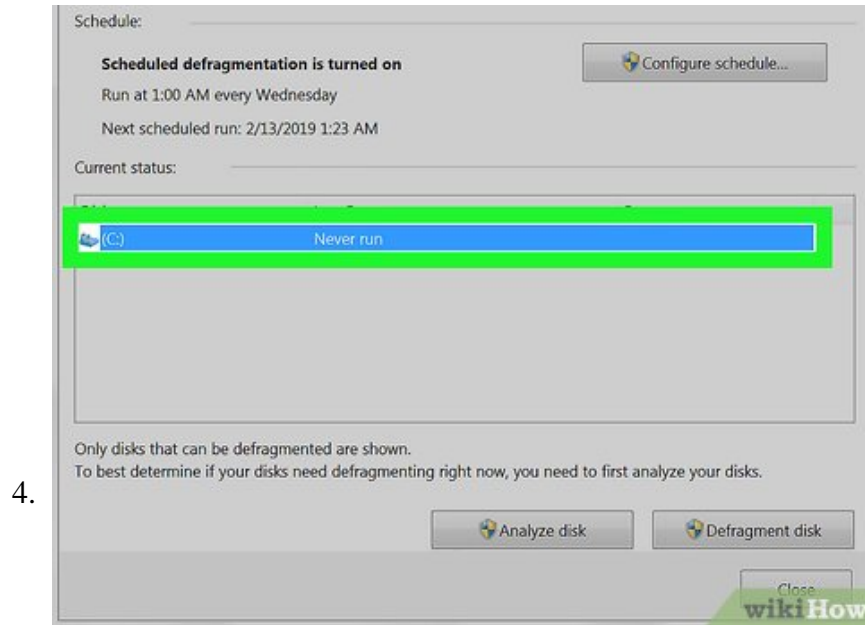
Click the Start menu and select **All Programs**.



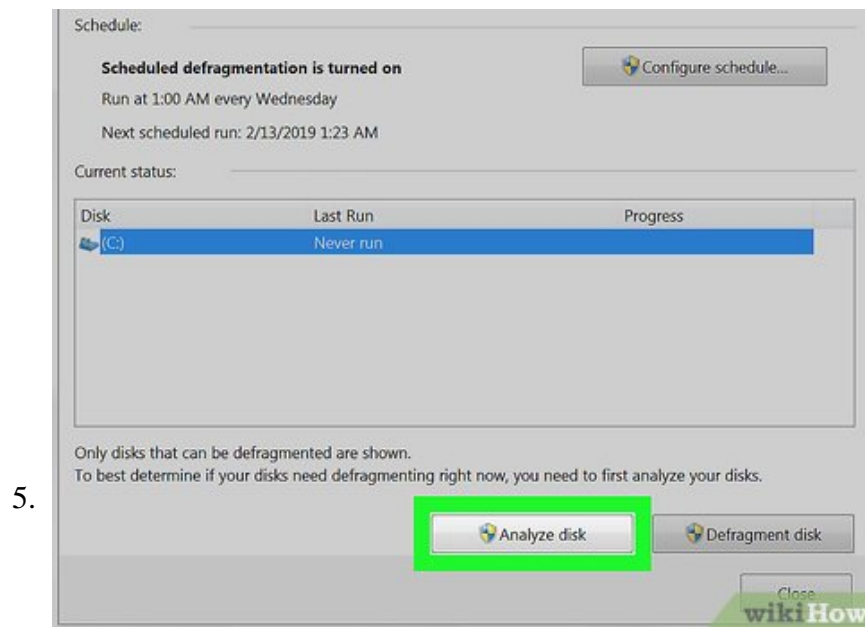
Click the **Accessories** menu and select **System Tools**.



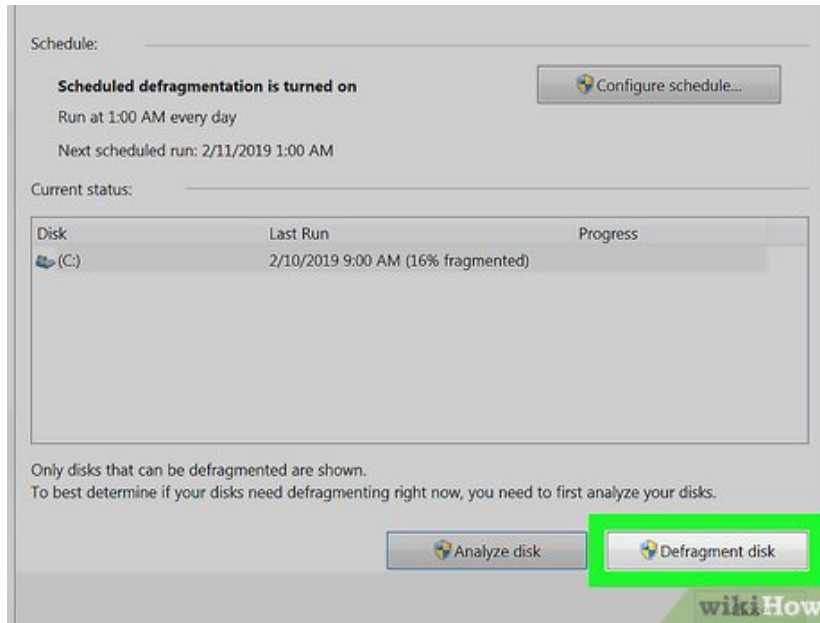
Click **Disk Defragmenter**.



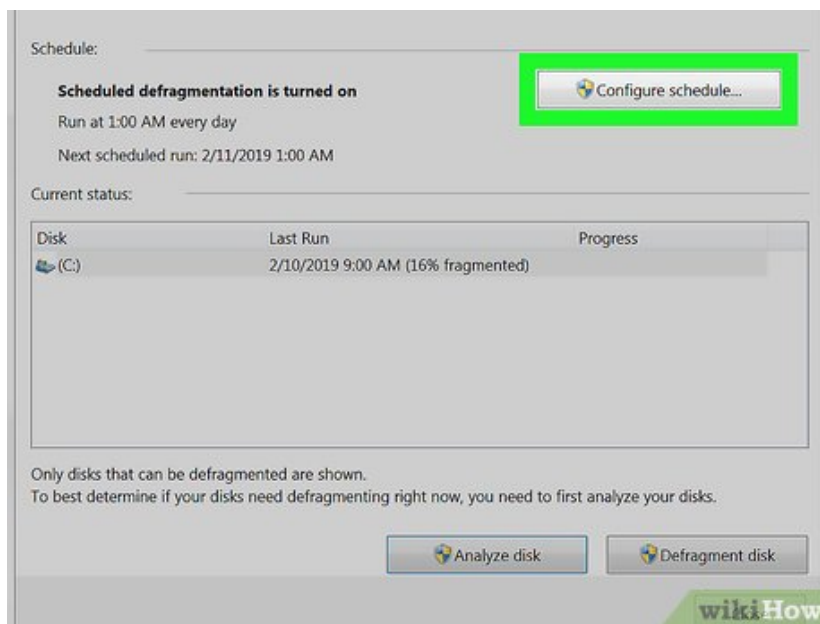
Highlight the disk drive you to defragment. For example, if you want your computer's main hard drive defragmented, then highlight "(C:)."



Click **Analyze Disk**. It's near the bottom of the Window. Your computer will analyze the disk drive to determine whether defragmenting the drive is recommended.

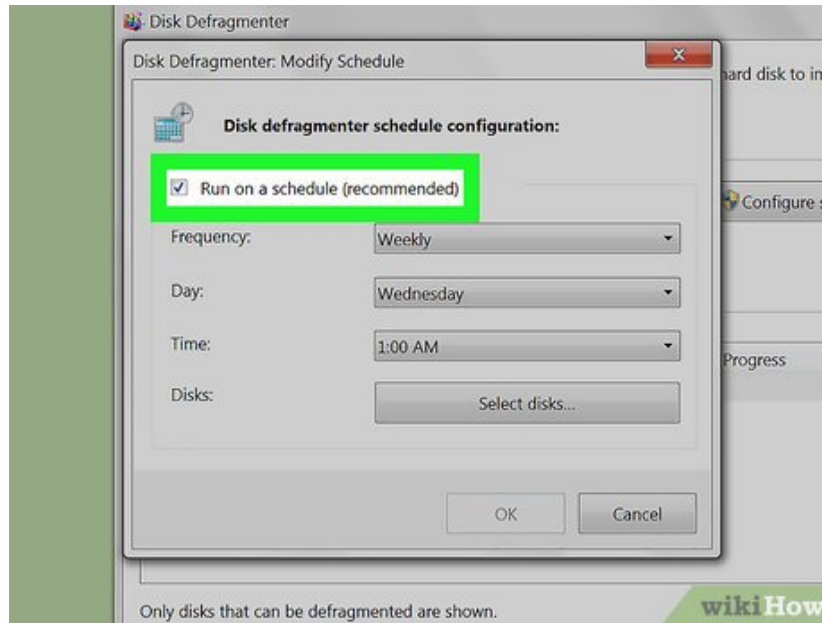


Click **Defragment disk** if your computer instructs you to defragment. The defrag process can take anywhere from several minutes to several hours to complete depending on the state of your disk drive.



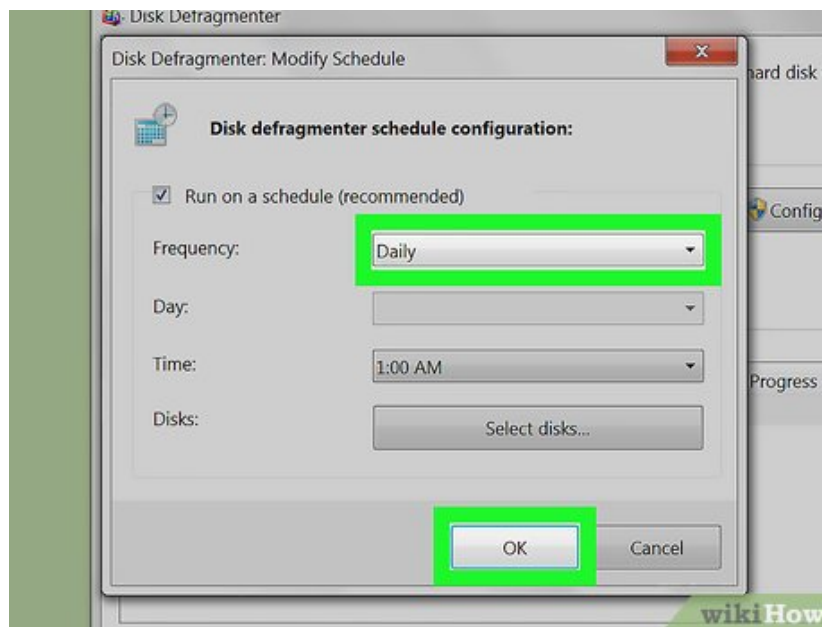
Click **Configure schedule** when Disk Defragmenter finishes. It's above the list of hard drives.

8.



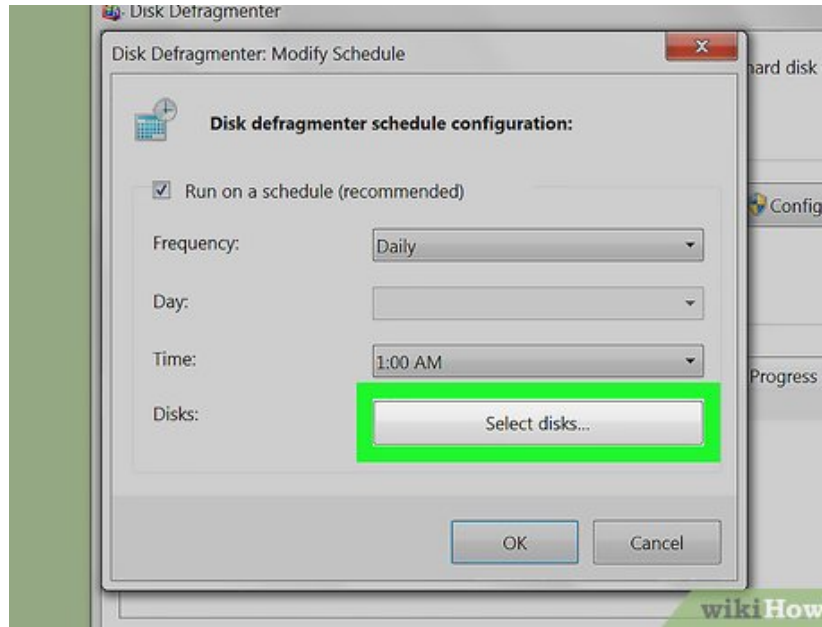
Place a check mark next to "Run on a schedule."

9.



Set a defragment schedule and click **OK**. Choose the frequency at which you would like Windows to automatically defragment your hard drive.

10.



Select your hard drive and click **OK**. Your computer is now set to automatically defragment your hard drives on a schedule.

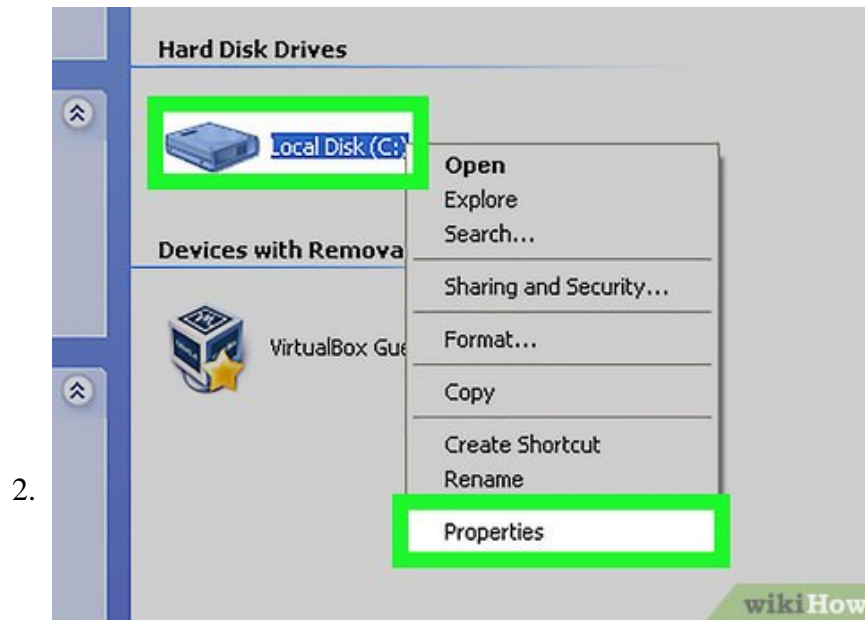
Method 3 of 3:

Windows XP

1.



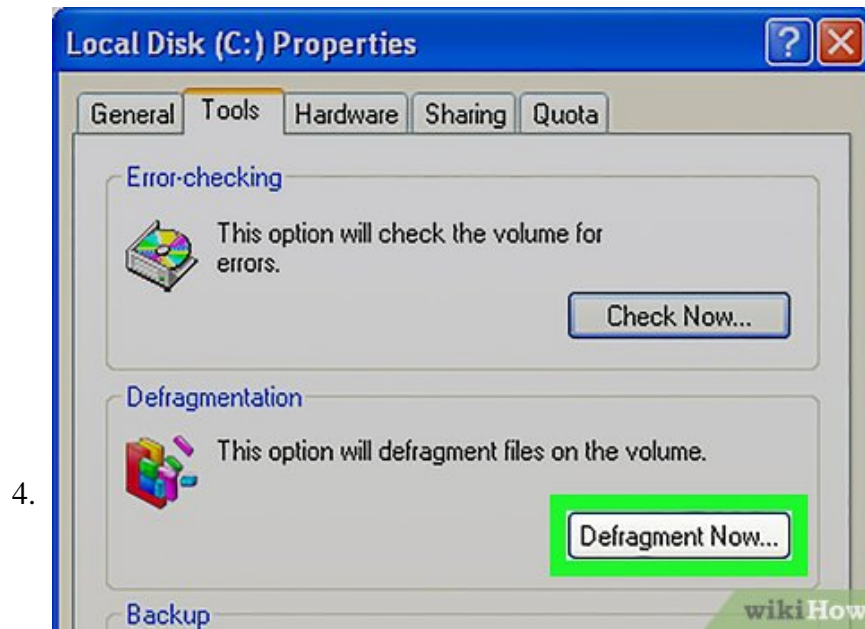
Click the Start menu and select **My Computer**.



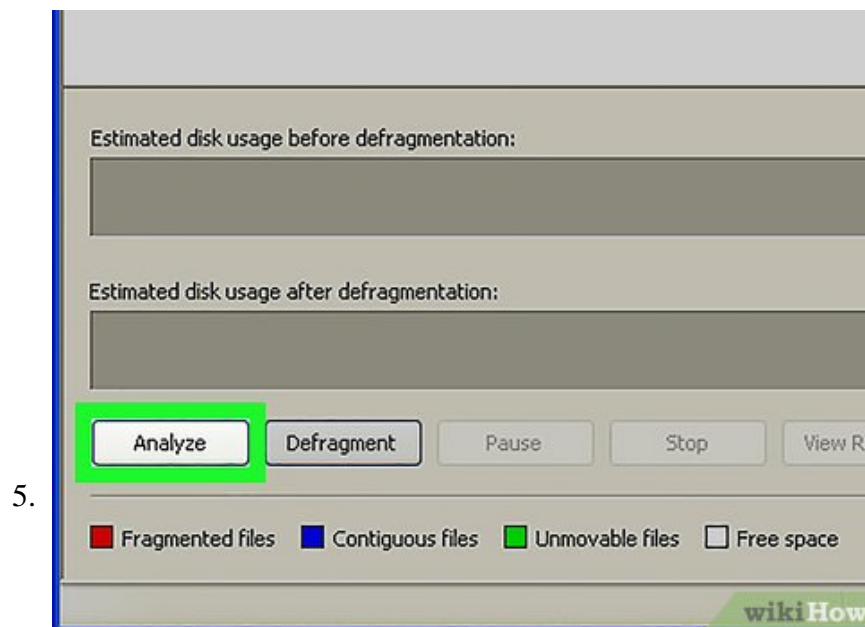
Right-click your hard drive and select **Properties**.



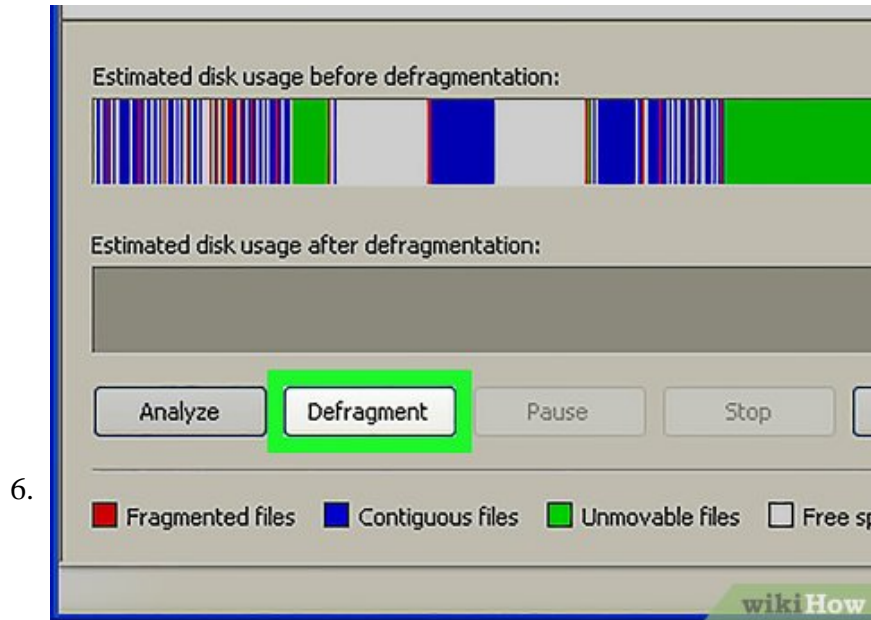
Click the **Tools** tab. It's at the top of the window.



Click **Defragment Now**. It's in the 'Defragmentation' group. This opens the Disk Defragmenter window.

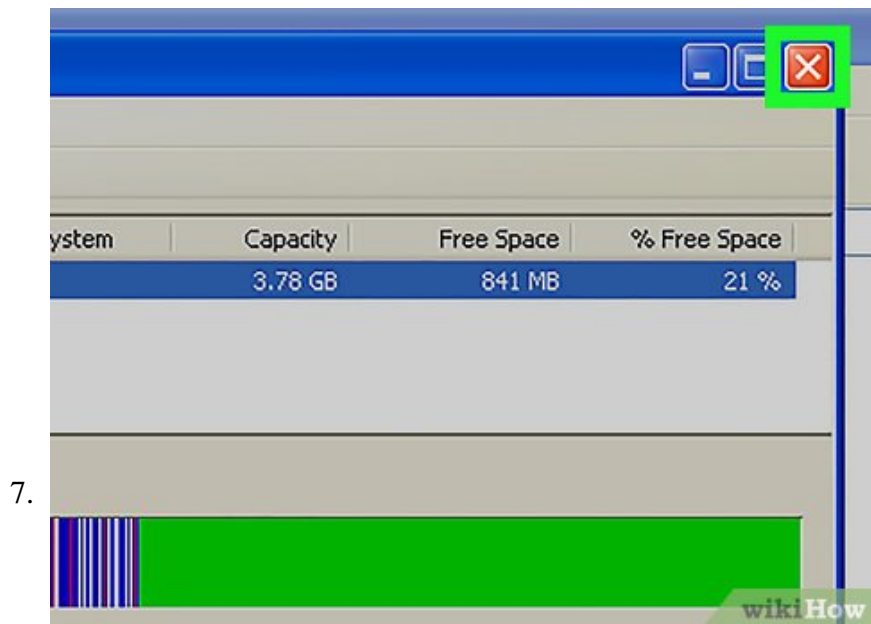


Select the drive you want to defragment and click **Analyze**. Your computer will analyze that disk drive's files and folders to determine whether defragmentation is necessary.



Click **Defragment** if recommended by the tool. The drive will now be defragmented. This process may take several minutes to several hours.

1. If you see a message that says the drive does not need to be defragmented, there's no need to take any action.



Click **Close** when you're finished defragmenting the hard drive.

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