

DEFRAGMENTING A DISK

When a file is stored on a disk it is broken into chunks. Each piece is stored in the first available sector. When a disk starts getting full and files are deleted, file parts are no longer saved in adjacent sectors. Therefore, a file may be scattered (fragmented) over the disk. When this happens the retrieval of files is slowed down. Defragmenting a disk reorganizes the parts of each file so the parts of the file are adjacent to each other on the disk, which eliminates search time.

Disk Defragmenter can be used to analyze local volumes, and to locate and consolidate fragmented files and folders. The colors that appear in the defragmenter dialog box represent the following:

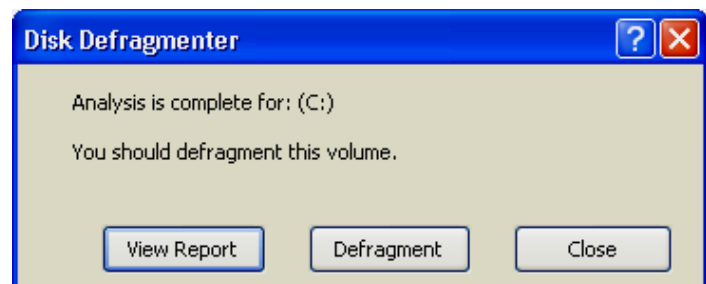
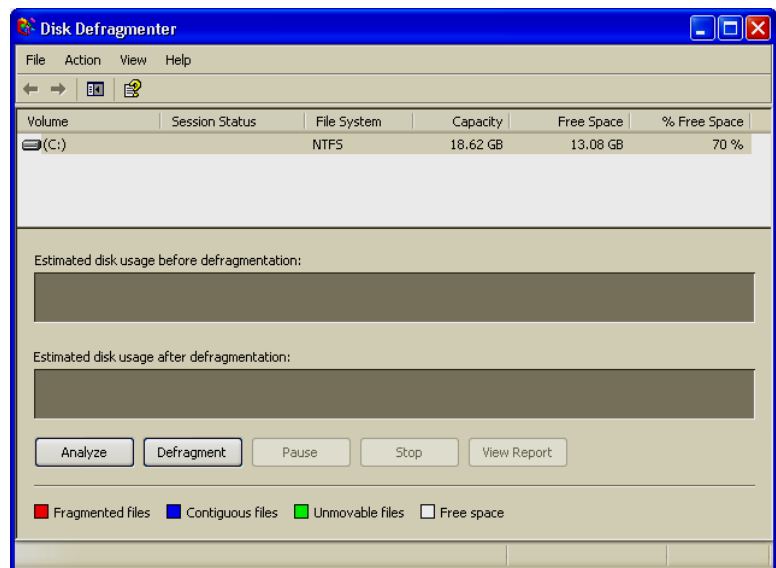
Color

Description

- Red** Most of the clusters are part of a fragmented file.
- Blue** Most of the clusters are contiguous files with clusters in the group that contain only free space and contiguous clusters.
- Green** Most of the clusters are part of a file that cannot be moved from its current location.
- White** Most of the clusters are free space and contiguous clusters

To defragment a disk, complete the following steps:

- ❖ Click **Start** on the **Taskbar**.
- ❖ Point to **All Programs** in the **Start** menu.
- ❖ Point to **Accessories** in the list of options.
- ❖ Point to **System Tools** from the list of options.
- ❖ Click **Disk Defragmenter** to open the **Disk Defragmenter** dialog box (see illustration at right).
- ❖ Click **Analyze** to allow Disk Defragmenter to check the files to see whether the disk needs to be defragmented.
 - If the disk doesn't need to be defragmented, a dialog box will appear stating that the disk doesn't need to be done.
 - If the disk does need to be defragmented, the dialog box will state so (see illustration at right).



- ❖ To **Defragment** the disk drive, click **Defragment**.
 - The Defragment process will start.
 - It is recommended that the computer not be used during defragmentation.
 - Using the computer during this process may result in less than optimal results.
 - To stop the process temporarily, click **Pause**.
 - To stop the process completely, click **Stop**.
- ❖ When the process is complete, a box will appear asking if it is OK to quit Disk Defragmenter.
- ❖ Click **OK**.
- ❖ For information about using **Disk Defragmenter**, select the **Action** menu in **Disk Defragmenter**, and then click **Help**.