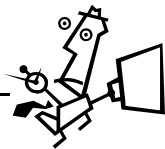


# Defragment



Feel like you're in pieces? Your computer may be feeling the same way.



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## Windows

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Your computer came provided with certain maintenance tools. The most important of these tools are **ScanDisk** and **disk defragmenter**. **Scan disk** will check your disk for problems and errors. It will automatically run when your computer has not been shut down correctly. **Disk defragmenter** sorts through the files on your computer and puts related files together on your computer for efficiency and organization. You should perform disk defragmenter as regular computer maintenance.

1. Press **Start**.
2. Choose **Programs**.
3. Point to **Accessories**.
4. Point to **System Tools**.
5. Choose **Disk Defragmenter**.
6. Choose the **C drive**.
7. Click **OK**. (This process may take up to 2 hours if you have not done it for awhile.)