

## DISK DIFRAGMENTER (Once a Month or When needed)

The screenshot shows a Windows XP desktop with the Start menu open. The user's name is Antonio Arce. The Start menu is expanded to show the path: Start > Accessories > System Tools > Disk Defragmenter. The Disk Defragmenter application is highlighted in blue. Other applications visible in the Start menu include Internet Explorer, Microsoft Office Word, Paint, Macromedia Fireworks 2004, Adobe Acrobat 7.0 Professional, Calculator, and various system utilities like Disk Cleanup, System Restore, and System Information.

**STEPS:**

1. Go to Start + Accessories + System Tools + Disk Defragmenter
2. Click "Analyze" in the new screen
3. If needed, click "Defragment"
4. Wait, it will take (sometimes) several minutes.
5. Check at least once a month

