



Coffee Break

Question on Software or Operating system.

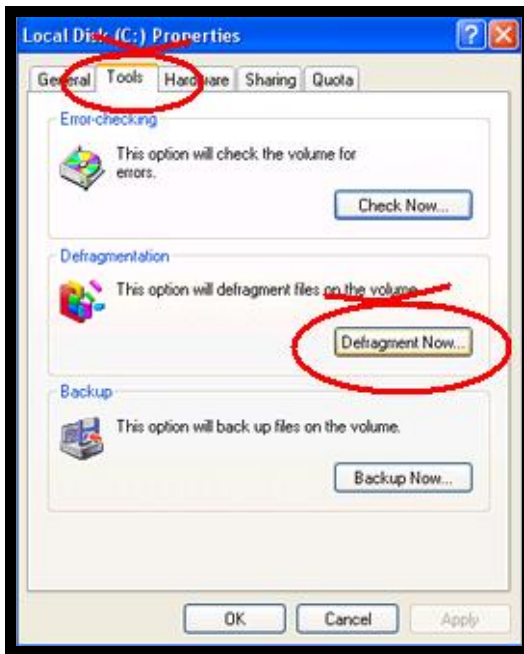
DEFRAG TIP FOR XP.

With most Windows programs there is at least three ways to do things or activate a command. Defrag is no exception.

You can find it by clicking

[1] [Start] [Programs] [Accessories] [System Tools] [Disk Defragmenter].

[2] Open **Windows Explorer**, **Right Click** the mouse on an **open space in the right hand panel**. From the dialog box choose **Properties**. Click **Tools** Tab then **Defragment Now** button.



This properties menu will appear.

*Click **Tools** Tab then **Defragment Now** button.*

[3] The third way is to Open '**My Computer**' **Right Click** the mouse on **Local Disk (C:)** From the dialog box choose **Properties**. Click [**Tools**] Tab then **Defragment Now** button.

To speed up Windows XP's defrag operations.

Note: This tip applies to both Windows XP Home and Professional editions.

A simple way to speed up a defrag operation in Windows XP is to restart the system before you launch Defrag. This allows the operating system to clear out the swap/paging file and anything on the Clipboard and reset it to the default size. This lets Defrag focus strictly on the necessary data on the hard disk without having to stop and manage a huge swap file loaded with unneeded data.

Windows XP Defragmenter is somewhat smarter than its predecessors and isn't as easily thrown off its stride by background programs. Still, it is better to shutdown any software that runs in the background.

- **Disable your screensaver**
- **The most important one to switch off or close down is your Virus Checking program.** Virus checking program can force a restart.

To end your Virus Checking Program,

1. **Right Click** the program's **Icon on the Task Bar.**
2. **In the dialog box Left Click** on **Exit.**

Remember to restart the computer so all Virus Checking on your system is restarted.