



# Coffee Break

Question on Software or Operating system.

## Defrag XP hard drive.

Defrag in Windows XP  
Windows XP's Disk Defragmenter looks a little different from the one you'll find in Windows 98 and Windows Me, but it works in a similar way. You can find it by clicking **[Start] [Programs] [Accessories] [System Tools] [Disk Defragmenter]**.

Another quick way to start Defrag is to open **Windows Explorer** Right Click the mouse on **Local Disk (C:)** From the dialog box choose **Properties**.



This properties menu will appear. Click **Tools** Tab then **Defragment Now** button.

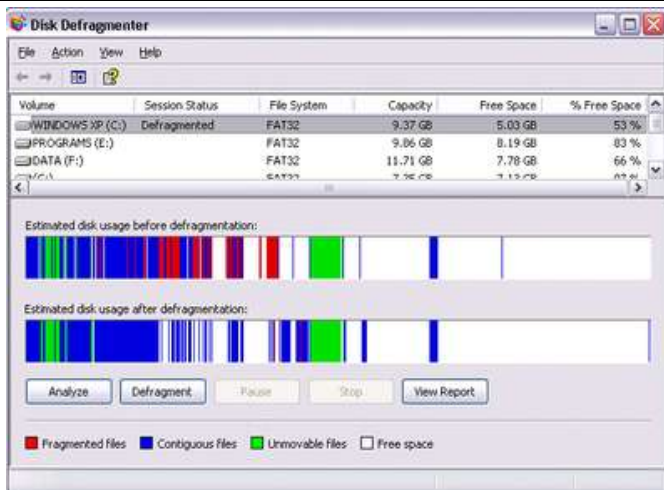
The Windows XP Defragmenter is somewhat smarter than its predecessors and isn't as easily thrown off its stride by background programs. Still, it is better to shutdown any software that runs in the background.

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

1. To end your Virus Checking Program,
2. Right Click the program's Icon on the Task Bar.
3. In the dialog box Left Click on Exit.

## To Disable your screensaver

1. Right click on the desktop.
2. Select PROPERTIES
3. Select the SCREENSAVER tab.
4. Select None from a drop down list on the left labeled Screensavers.
5. Press the Apply button and then the OK button



XP defragmenter screen.

## How often do I need to defrag?

If you do a lot of installing and uninstalling, you should probably de-frag at least once per month. more often if needed.

### Factors Affecting the Time Required to Defragment a Hard Drive

1. The size of the hard drive
2. The speed of the hard drive, seek time and data transfer rate
3. How badly fragmented the hard drive is
4. A screensaver can slow defragmentation down by forcing it to restart.
5. Virus checking program can force a restart.