

## **Defragmentation**

The best analogy that I can give you about Defragmentation is this: when you first got your computer your hard drive was like a fresh deck of cards. When you open up a deck of cards... all of the cards are in order starting with the suites of the cards, Spades, Hearts, Clubs, Diamonds and in their respective order from highest to lowest denominations like an Ace down to a number two.

With respect to your hard drive...every time your use your computer...a keystroke, a mouse movement, starting a program, getting your e-mail for example... your hard drive records and moves information around both sides of the disk. It is similar to shuffling that deck of cards mentioned in this section. The longer that you use your computer, the more the information is moved and moved and shuffled around on your hard drive. The reason why a computer will slow down... is that your hard drive has to work harder back and forth on both side of the its disk to retrieve the information that you require. In the worst case scenario... there will come a point when your hard drive might freeze up and not be able to work. Why...because the information on your hard drive is so scattered it makes it almost impossible for it to work efficiently.

What is the solution? Exactly, "Defragmentation". When you defrag your computer, it is like placing all of those shuffled cards back into their proper sequence. Defragging restores the information on your computer's hard drive in a proper order so that it make it easier for your hard drive to access the information that you want to find.

In the earlier years of personal computing, a salesmen or service technician would not tell us that we needed to do this regularly to maintain the health of our computers. It was easy money for them to repair our computers without educating the computer users. I know this personally! A friend of mine showed me how to defrag and maintain my computer. My first computer went without any Defragmentation for about the first six months of its life! I now do it at least once a week or more depending upon how long I use my computer. The more you use it... the more often that you should defrag.

Depending upon the operating system of your computer, most computers, from a menu option, will have a direct link so that one can defrag their hard drives. My first computer, after about six months of use, took about 12 hours to defragment! So, if you are reading this for the first time and you may be experiencing the same issue on your computer (a general slowing down over all processes), you might want to chose a time that will not interfere with your normal use of your computer. You might defrag your computer before you go to sleep. It may take you a longer time to defrag...depending upon how fast or slow your computer processor and how long it has been between your last Defragmentation. It is always a good practice too after Defragmentation to restart your computer before using it.

In general, where would you find this Defragmentation program on your computer? Not every computer operating system is the same. Here is one way that you may be able to find where this program is located on your computer, if you have a Windows O.S. - Go to your Start Menu - Go to Find or Search - Type in defrag. It should help you locate where this program resides upon your computer. Make sure that you close down all other programs running on your computer first before defragging. Turn off any screen savers too. Then, defrag your computer, restart it, turn your screen saver back on too! You will probably see that you computer runs a great deal faster after defragmentation.