

## 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 'System Tools' folder, which is further expanded to show 'Disk Defragmenter' as the selected option. The desktop background is blue with various icons for 'My Documents', 'My Computer', 'Recycle Bin', and 'Google Earth'. The taskbar at the bottom shows the Start button, a few open applications, and the system tray with the time 9:55 AM.

**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

