How to Defragment Your Hard Drive:

1) In order to defragment your hard drive, go to Start, click “All Programs,” select “Accessories,” then “Disk Defragmenter,” and then click “Defragment.”

2) When the main status screen loads, click the button labeled “Defragment” to start the process.
3) When the process is complete you will receive a message similar to the one below and you can close the application.