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 now...” to start the process.
3) You should receive a prompt to select the drives that will be defragmented and clicking “OK”. For most cases selecting all of the drives listed is acceptable.

4) Once you click OK, the defragmentation process will start and will run until it is complete. You may notice that the process will finish quickly if the “Run on a schedule” option was enabled to regularly defragment the hard drive.