User Guide

For

Windows 10

Defragment and Optimize Drives, Disk Backup

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Defragment and Optimize Drives

Defragment and Optimize Drives is a useful maintenance tool for a Windows operating system. When a computer is writing data onto to a disk drive, it writes data to next available space, not necessarily in a useful order. Overtime data gets spread throughout the disk drive, and it takes the computer longer to find the data, which slows the computer down. What disk defragmentation does, is rearrange the data so that it is closer together, which allows the computer to find it faster.

Navigating to Disk Defragment and Optimize Drives App

There are a couple of ways to find the Defragment and Optimize Drives application. If you hover your mouse on the left bottom corner of your screen you will see a search bar. In that search bar type in "Defragment and Optimize Drives". Usually the results will appear as you type and it will show before you have the whole name typed in as shown below:
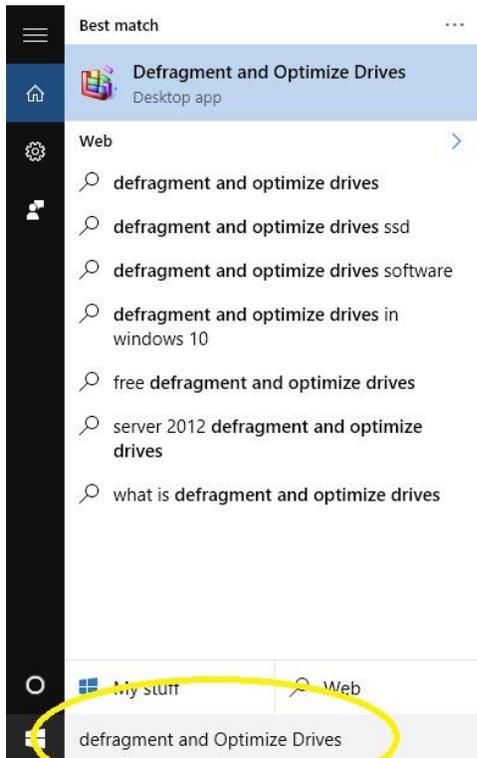
Now if this search option does not work you can go into the start menu by clicking the windows symbol. At the bottom left corner of the start menu just above the windows symbol is a tab that says "all apps. Left click on this and it will show all the apps on your computer in alphabetical order. Navigate to the "W" section and find "Windows Administrative Tools" and left click on it, you will see the "Defragment and Optimize Drives" application as shown on next page:
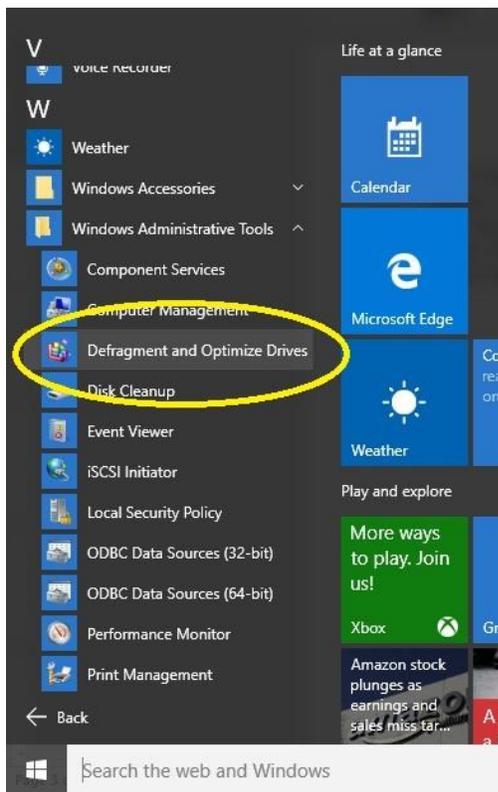
Now that you've navigated to the application before using it you may need administrator privileges to use it. To access it with administrator privilege, instead of left clicking the program, you will need to right click it. Depending on which way you accessed the program, when you right click it will display options for opening the file. What you want to find is something that reads "Run as Administrator" and click on it. This allows you to actually carry out the Defragmentation process because it requires administrator privileges to do so.

Analyze and Optimize Drives Options

We will talk about how to find and use the two options, but I thought it would be smart to explain them first. The first disk defragmenter option is to analyze the hard drive. What this process does is examine the hard drive to see if there is even a need to defragment. This is nice because it does take some time to carry out the defrag process.

The second option is to optimize the drive. This means to actually carry out the process of defragmenting your hard drive. I would suggest analyzing the drive before going through with the optimization process.

To use the analyze option, you would click on analyze and then the computer will analyze your hard drive and let you know if it is in need of optimization. This process may take some time; it will show you the progress made as it is carrying it out. As shown below:
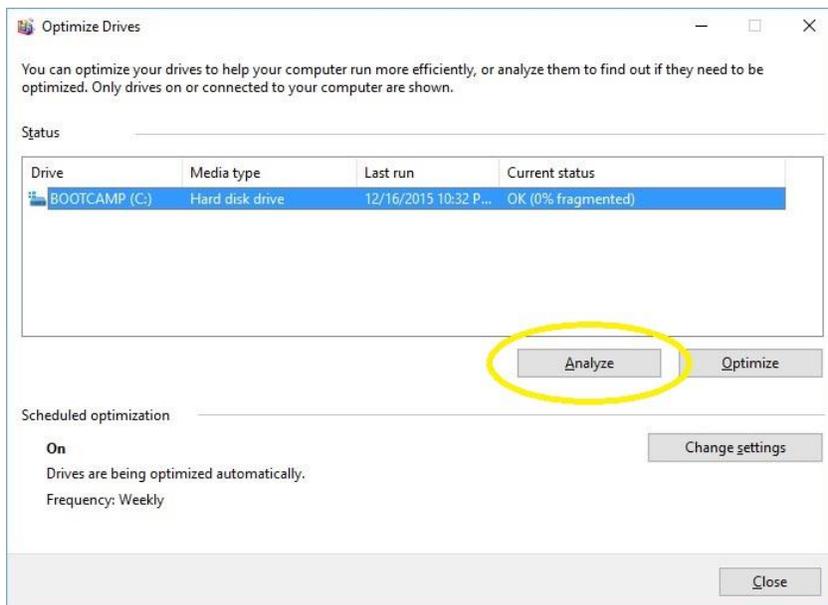
After it does its thing and analyzes the drive it will indicate if your drive is need of optimization and the percent of the drive fragmented. After this is complete then you can use the next option of Optimizing the drive if suggested by pressing the Optimize button as shown below:
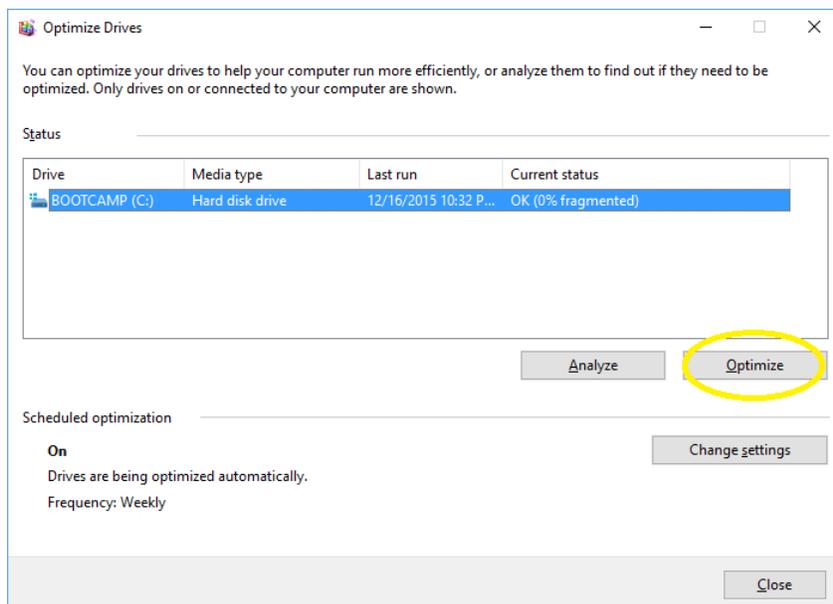
After you press the optimize button, the computer will go through with the defragmentation process and it will prompt you when its complete.

Disk Backup

Disk backup is a useful application included with most Windows operating systems. The application is used to replicate data from your hard drive to an external device. This can beneficial because in the event of a power outage or hard drive failure, you can recover import data without it being lost. Also in the event of accidently deleting a file, backups allow you to recover the data. Most businesses implement some sort of a backup schedule whether it be daily or weekly.

Disk backup allows you to be selective on what you back up as well. There may be certain documents that you don't want to back up or folders that are not needed. You could also do a full system backup as well, but the more data selected to backup, the more time it takes.

In regards to where to back up files there are many options for that as well. You can choose to back up to an external hard drive or even a USB if it is large enough. The size will be the biggest factor because you may have data that requires a large amount of space and you'll have to select the device accordingly. Many businesses back their data up to an external server and to multiple drives to ensure redundancy of their data.

Using Disk Backup

To find the backup utility in windows 10 navigate to the Start ⊞ button, then select **Settings** > **Update & security** > **Backup** > **Add a drive**. After selecting add a drive, choose the appropriate drive to back up to.
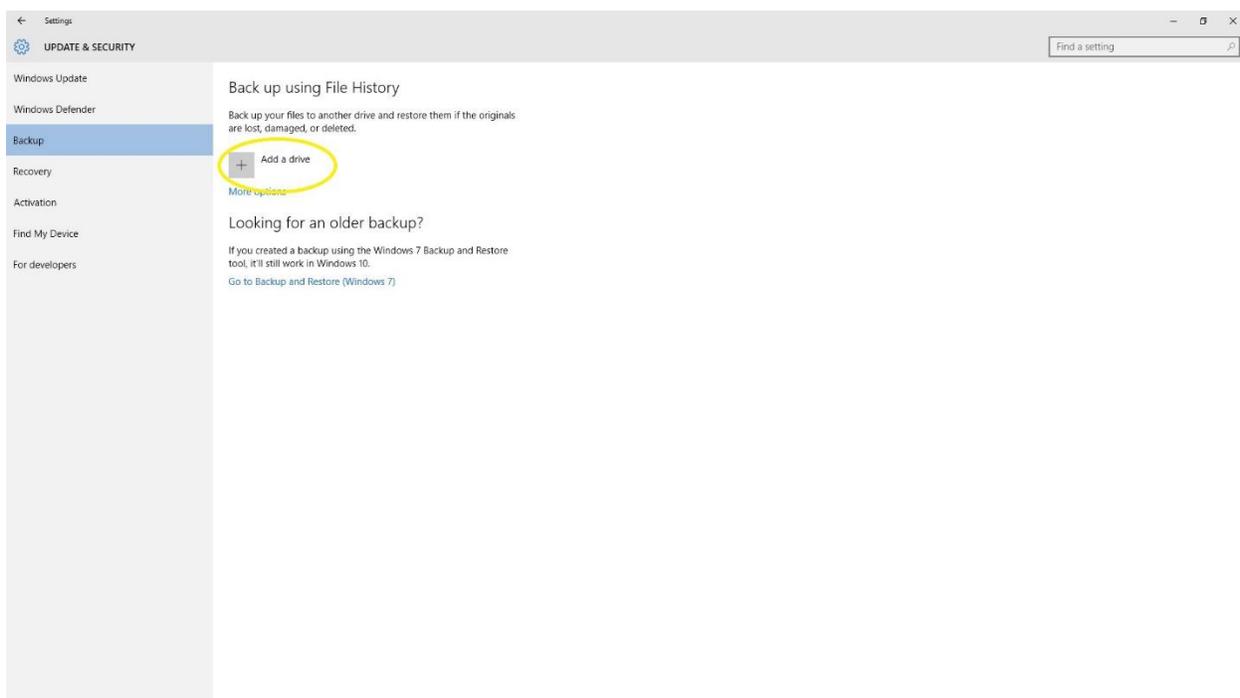
After selecting the drive intended for a backup you can go to **More Options** to schedule times for your backup, exclude files from back up, or restore from a backup.
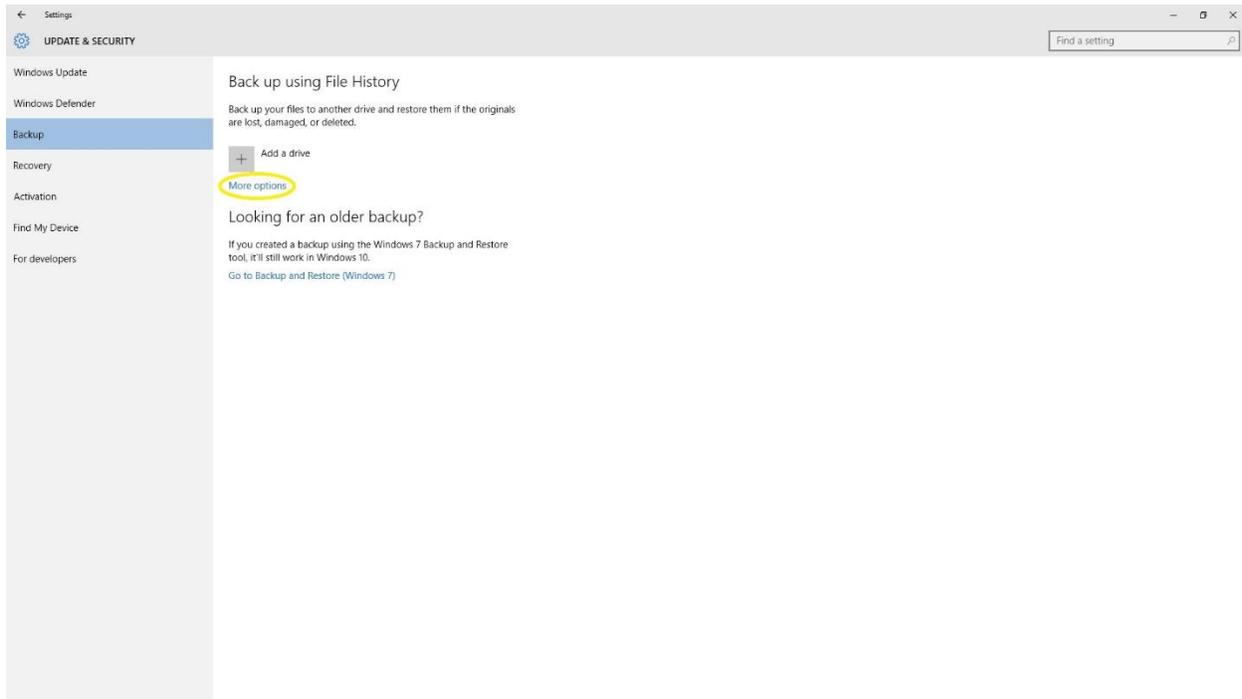

After selecting **More Options,** you will come to another menu and go to **See Advanced Settings**.

In this menu you will see several options on the left side of screen. There are for selections on the left hand side to choose from including **Restore Personal Files, Select Drive, Exclude Folders, Advanced Settings.**
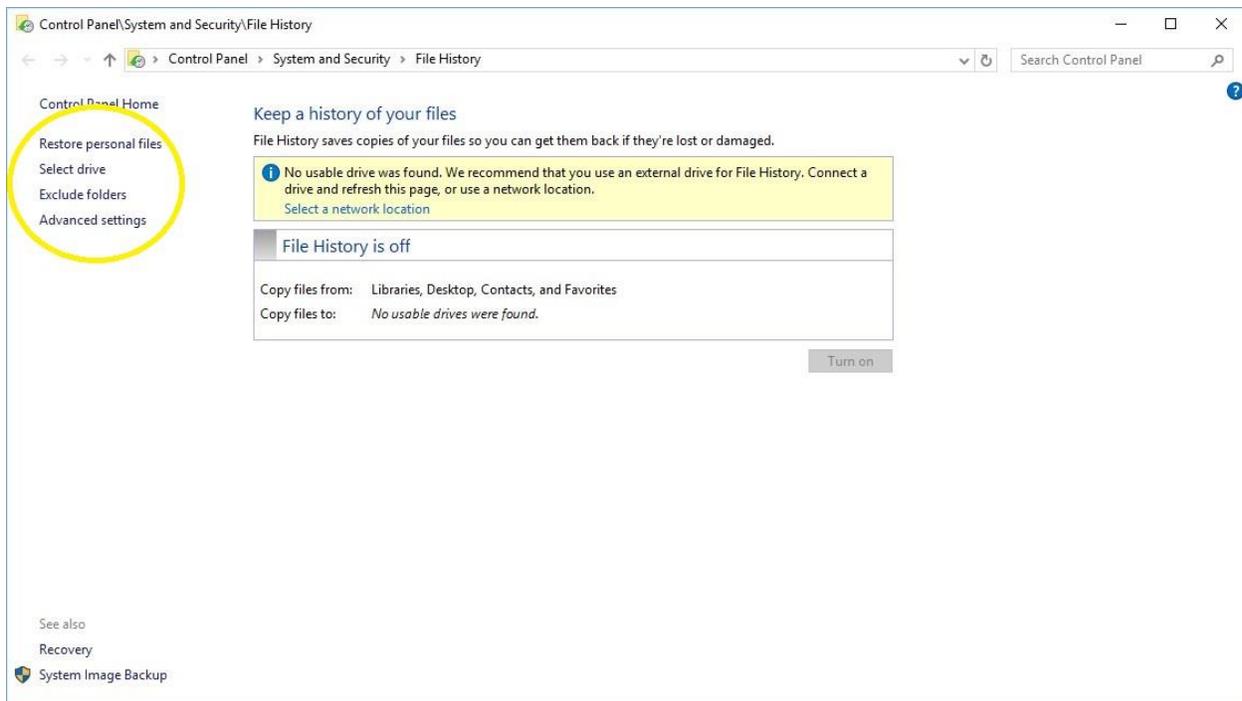
To exclude files or folders that you don't want backed up, go to the **Exclude folders.** In this menu you can choose the certain folders not in need of backup.
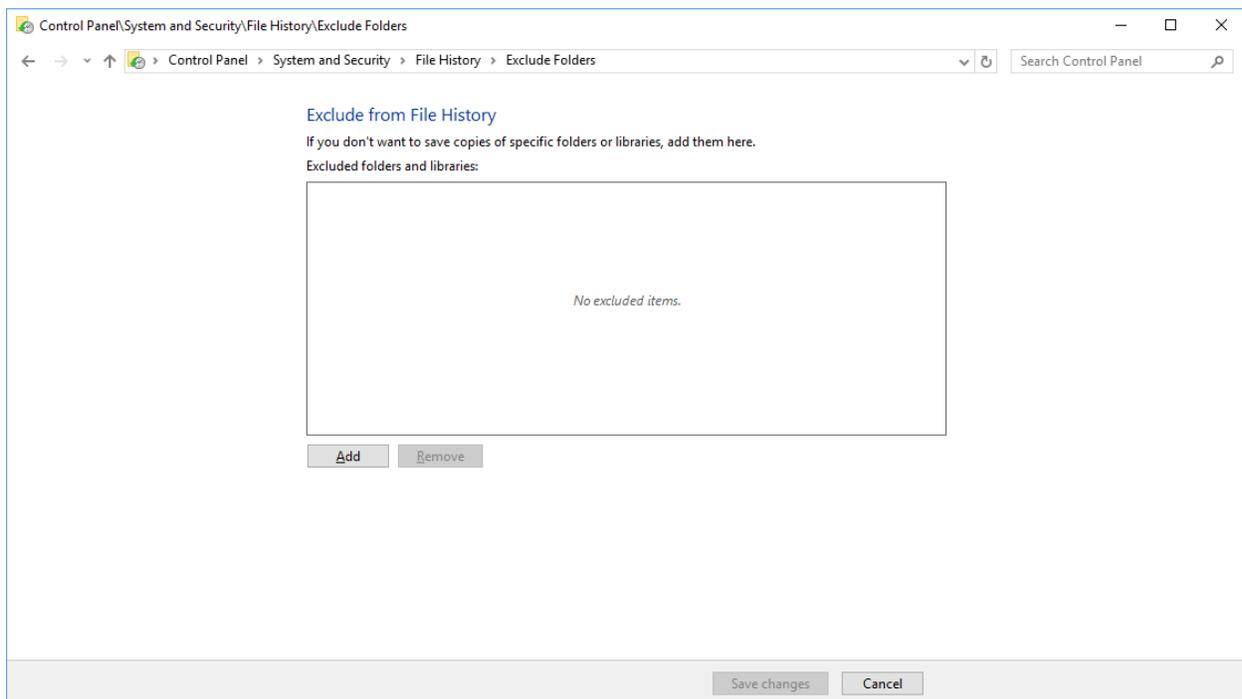
To set the frequency of saving files go to **Advanced Settings**. From here you can set your computer to backup files every 10min to daily. You can also specify how long to keep files as well, anything from 1 month to forever.