

IMPROVE PERFORMANCE BY OPTIMIZING YOUR DRIVE

One of the best ways you can improve your PC's performance is by optimizing the drive. Windows includes features to help optimize the different types of drives that PCs use today. No matter which type of drive your PC uses, Windows automatically chooses the optimization that's right for your drive.

By default, Optimize Drives, previously called Disk Defragmenter, runs automatically on a weekly schedule. But you can also optimize drives on your PC manually.

TO OPTIMIZE MANUALLY:

1. Type ***Optimize*** at the Search box, then click **Defragment and optimize your drives** from the list that appears below.
2. Under **Status**, click the drive you want to optimize. (The **Media type** column tells you what type of drive you're optimizing.)
3. To determine if the drive needs to be optimized, click **Analyze**. You might be asked for an admin password or to confirm your choice.

After Windows is finished analyzing the drive, check the **Current status** column to see whether you need to optimize the drive. If the drive is more than 10% fragmented, you should optimize the drive now.

4. Click **Optimize**. You might be asked for an admin password or to confirm your choice.

Optimizing a drive might take anywhere from several minutes to a few hours to finish, depending on the size of the drive and degree of optimization needed. *You can still use your PC during the optimization process.*

TO CHANGE THE OPTIMIZE SCHEDULE:

1. Type ***Optimize*** while at the Search box/icon, then click **Defragment and optimize your drives** from the list that appears below.
2. Click **Change settings**. You might be asked for an admin password or to confirm your choice.
3. Do one of the following:

- To turn off scheduled optimization, clear the **Run on a schedule** check box.
 - To change the frequency of scheduled optimization, next to **Frequency**, click the drop-down list, and then click **Daily**, **Weekly**, or **Monthly**. The default schedule for optimization is weekly and runs during Automatic Maintenance.
 - To choose the drives you want to include or exclude in scheduled optimization, next to **Drives**, click **Choose**, select or clear the check boxes next to the drives, and then click **OK**. You can also clear the **Automatically optimize new drives** check box if you don't want new drives added to scheduled optimization. If Windows can't optimize a drive, it won't offer the drive as an option for Automatic Maintenance.
4. Tap or click **OK**.

TO REPAIR A DRIVE

1. Open **File Explorer** (Windows + E).
2. Right-click the drive you want to repair, and then click **Properties**.
3. Click the **Tools** tab, and then, under **Error checking**, click **Check**. You might be asked for an admin password or to confirm your choice.
4. Follow the instructions. You might need to restart your PC after error checking is complete.