

T4 Disk Defragmenter Procedure

If you are already in Windows Explorer, follow the procedure below.

If you are on the "Welcome to T4 Main Menu" screen, hit (Ctrl + Alt) + X to get into Windows Explorer and proceed below:

Disk Defragmenter Procedure:

On the left hand side of the screen right click on "My Computer" and from the menu choose "Manage".

This will open up the "Computer Management" window.

Find "Disk Defragmenter" in the list and left double click on the name.

This will open up the Disk Defragmenter.

Left click on "Analyze" and let it run. It will now analyze if the disk needs to be defragged.

After it is done a window will pop up showing that analyzing has finished and it will tell you:

You should defragment this volume

Or

It is not necessary to defragment at this time.

If it tells you that you should defragment, left click on "Defragment" and it will start the process.

If it tells you that it is not necessary to defragment, click on the X in the upper right corner of the screen to return to the "Welcome to T4 Main Menu" screen.

After it is done (it may take awhile depending on how bad it is fragmented) close out of the window and click on the X in the upper right corner of the screen to return to the "Welcome to T4 Main Menu" screen.