

## How To Schedule Computer To Defrag Hard Drive

As a general technical support task National Geeks recommends that you perform a system defragmentation of the systems hard drive on a scheduled basis. This process may improve your system performance. A defrag of the system may take several hours to complete, which is why we recommend scheduling this task for after hours when you are not using the system.

### **Note: The system must be powered on for this task to complete**

National Geeks does not recommend performing this process on a laptop computer, rather we recommend doing a manual defragmentation as needed.

**Important fact:** Your user account must have administrative rights to the computer in order to perform this task.

Step 1: Logon to your system as you would normally

Step 2: Click on the start button

Step 3: Click on All Programs → Accessories → Systems Tools → Scheduled Tasks

“Windows 2000 users click on the Start button → Programs → Accessories → Systems Tools → Scheduled Tasks

Step 4: Double click on Add Scheduled Task

Step 5: Press Next

Step 6: Click Browse

Step 7: Type %windir%\system32\defrag.exe  
“The percent signs are required for this to work properly”

Step 8: Click Open

The next step is to schedule when you want to perform this task. We recommend doing this process on a monthly basis.

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Step 9: Click on Monthly, and press Next



**Scheduled Task Wizard**

Type a name for this task. The task name can be the same name as the program name.

defrag

Perform this task:

- Daily
- Weekly
- Monthly
- One time only
- When my computer starts
- When I log on

< Back   Next >   Cancel

Step 10: The recommended schedule is as follows the First Saturday of every month at 12:00 AM;



**Scheduled Task Wizard**

Select the time and day you want this task to start.

Start time:  
12:00 AM

Day 1

The first Saturday

Of the month(s):

<input checked="" type="checkbox"/> Jan	<input checked="" type="checkbox"/> Apr	<input checked="" type="checkbox"/> Jul	<input checked="" type="checkbox"/> Oct
<input checked="" type="checkbox"/> Feb	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> Aug	<input checked="" type="checkbox"/> Nov
<input checked="" type="checkbox"/> Mar	<input checked="" type="checkbox"/> Jun	<input checked="" type="checkbox"/> Sep	<input checked="" type="checkbox"/> Dec

< Back   Next >   Cancel

Once you have scheduled the start time, and dates of this tasks press next

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Step 11: Enter user username and password, and press Next



Scheduled Task Wizard

Enter the name and password of a user. The task will run as if it were started by that user.

Enter the user name: USERNAME

Enter the password: ●●●●●●●●●●

Confirm password: ●●●●●●●●●●

If a password is not entered, scheduled tasks might not run.

< Back   Next >   Cancel

Step 12: Put a check mark next to Open advanced properties for this task when I click Finish, and then click finish



Scheduled Task Wizard

You have successfully scheduled the following task:  
defrag

Windows will perform this task:  
At 12:00 AM on the first Sat of every month, starting  
6/1/07

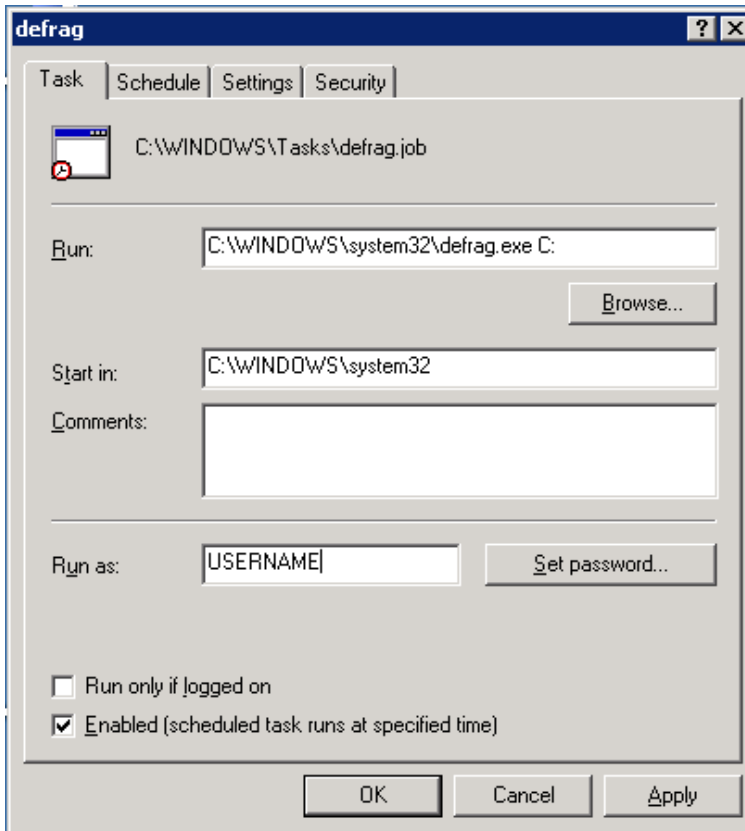
Open advanced properties for this task when I click Finish.

Click Finish to add this task to your Windows schedule.

< Back   Finish   Cancel

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Step 13: In the RUN field, put a "C:" as shown below.  
Example: C:\WINDOWS\system32\defrag.exe C:



Step 14: Press the Apply button, and you will be prompted to enter your password again. Please do so, and press OK

Step 15: Press OK, and you're done. Good job!!!

If you have followed these steps you should now see a new scheduled tasks called "defrag"

Should you want assistance with this process please contact National Geeks at (210) 653-1456.