1. Open Disk Defragmenter by clicking the Start button. In the search box, type Disk Defragmenter, and then, in the list of results, click Disk Defragmenter.
2. Under Current status, select the disk you want to defragment.
3. To determine if the disk needs to be defragmented or not, click Analyze disk. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

Once Windows is finished analyzing the disk, you can check the percentage of fragmentation on the disk in the Last Run column. If the number is above 10%, you should defragment the disk.

4. Click Defragment disk. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

Disk Defragmenter might take from several minutes to a few hours to finish, depending on the size and degree of fragmentation of your hard disk. You can still use your computer during the defragmentation process.