

## Optimise your SSD (Solid State Drive) Drives or your HDD (Hard Disk Drive) Drives

Inbuilt, in the Windows 10 Operating System is a tool for Defragmenting or Optimising SSD Drives or HDD Drives.

**Solid State** means the drive has no mechanical parts and **Hard Disk** means with a mechanically operated motor driven disk read by a laser sensor.

The **Defragment and Optimise Drives** tool is found in the Programme's list, in the **Windows Administrative Tools** Folder. It is a good recommendation to locate the given programme icon, in this folder and to right-click it and choose save a shortcut to the Start Menu, to provide handy access for running the tool.

On opening the Optimisation Tool, you will see a small dialogue window appear, which contains a list of all the drives on your computer. There is an option to turn on auto-optimisation, which is recommended.

HDD Drives can be **analysed** to check what percentage of fragmentation a drive is currently at. As a general rule do not allow fragmentation above 5%.

SSD Drives, in the Windows 10 Operating System, will indicate in the Optimisation Tool dialogue window list, with the words '**Needs Optimisation**', when this is their needful status. Simply select each SSD Drive you have in turn and click Optimise just below. The process is very quick.