

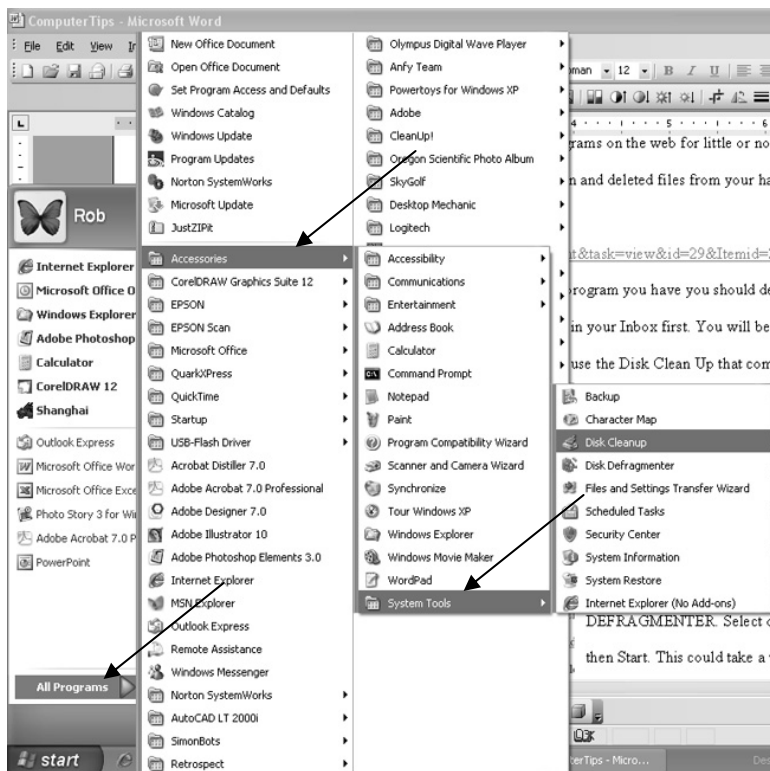
## Computer Tips

Is your computer slower than you remember it being? Does it take longer to open a program or web page than it used to? Computers should be cleaned at least every month and more often if you are moving and or adding and deleting big files. There are programs on the web for little or no cost that do a great job of removing cookies, temporary files, recycle bin and deleted files from your hard drive.

One such program is, Clean Up! At

[http://www.stevengould.org/index.php?option=com\\_content&task=view&id=29&Itemid=223](http://www.stevengould.org/index.php?option=com_content&task=view&id=29&Itemid=223) or just

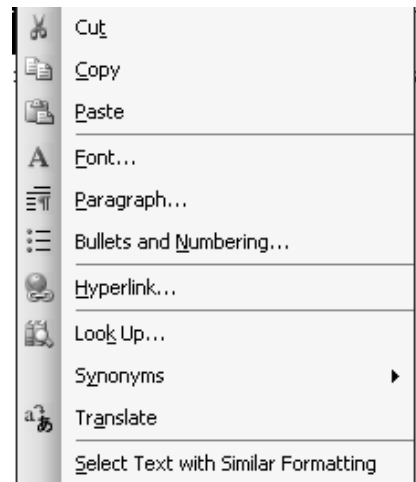
do a search for Clean Up! Depending on the type of email program you have you should delete Sent Mail, Deleted Mail and all the old mail you no longer need in your Inbox first. You will be amazed at the space it clears up the first time you run it. You can also use the Disk Clean Up that comes with



Windows. Go to **START**, then **ALL PROGRAMS**, then **ACCESSORIES**, then **SYSTEM TOOLS** and then **DISK CLEAN UP**. When that is done, do the same thing again but at the end, instead of **DISK CLEAN UP**, click on **DISK DEFRAGMENTER**. Select drive 'C' and then Start. This could take a some time if you haven't done it in a while. In normal usage, adding and deleting files, information gets scattered (fragmented)

on the hard drive. When you defrag the hard drive the files are put back in order and grouped closer together so they are located faster by the computer.

If you want to copy something from almost any program including information on a web page and paste it to an email or a word program, remember this. Highlight the information you want to copy ( like this) by holding the left mouse button down and moving it to where you want to stop copying. Release the left button and right click *inside* the highlighted area, select Copy. Now go to the area or page you want to paste the information, right



click where you want it and select Paste. This works great for recipes you take from the web. This works for pictures also. Just right click within the picture and select copy. Then go to your other program or page, right click and paste. As you can see from the box that appears when you right click there are many more options you could click on if needed. Work on a practice page and test these options out. It will not take long to figure it out.



Windows got its name from Microsoft because you can have many windows open at one time. They can be alongside each other, tiled horizontally or in the background. In the background is the easiest way to have them open and switch back and forth. The programs that are open will appear in the tray at the bottom of your screen as depicted above. If you are working in one program and want to switch to another it is not necessary to close the program you have open. Go to START, ALL PROGRAMS, open the other program or programs and when you want to shift back, just click on that tab in the tray at the bottom of the screen and it will move to the front (open). You can switch back and forth this way with quite a few programs open including your email.

As always, check this and other tips at - <http://www.aaazzz.net/id5.html>

Bob Mattsson