



5 GOLDEN RULES OF COMPUTING

It's surprising how many people assume that you can just switch on a computer & start using it straight away. These 5 simple rules allow your computer to function at its' best when its' needed!

1) WAIT!

Don't assume that just because you have the latest, fastest computer or broadband connection that you can just switch on & start clicking icons straight away. Software isn't necessarily any faster, wait & give time for drivers and background programmes to load & the modem to find the broadband connection.

2) STOP & TRY AGAIN!

Web page or download taking a long time to connect or finish loading? Try closing the link & opening again, or leaving it until later and try again.

3) DON'T CLICK TOO OFTEN!

If a programme takes a while to load, don't keep clicking its' icon, otherwise you may end up with multiple copies running in the task bar. These will use up resources resulting in the computer running slower.

4) CLOSE FINISHED PROGRAMMES!

Don't leave programmes open in the background and then wonder why your computer is 'chugging' along and struggling to perform tasks. Closing unused programmes will release memory and CPU for other programmes to function quicker & easier.

5) CLEAN OUT!

Archive, onto external media, old/finished information that you want to keep but seldom use & delete un-wanted files. This will ensure that you have as much memory free for use by other programmes & files. Delete temporary files & web browser activity regularly, other wise log files etc. will get bigger & bigger and clog up your machine.