

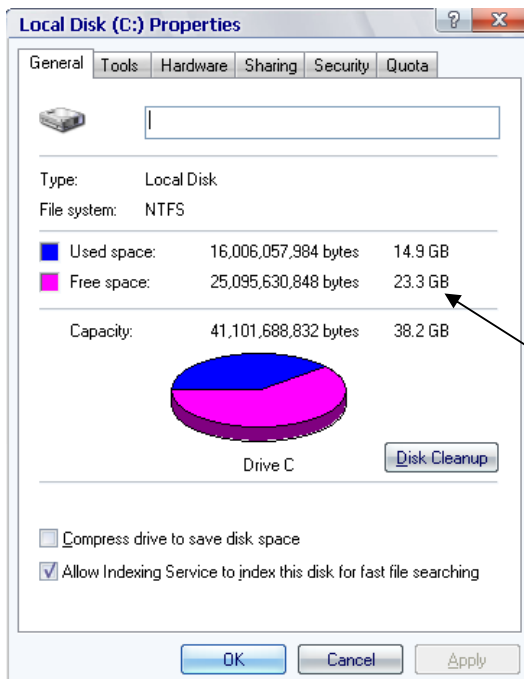
Information Booklet: Why Is My Computer Is Slow???

There are hundreds of reasons why your computer could be slow, but by following my (so-called) simple instructions, hopefully, you should be able to get your computer to function at a relatively good speed.

The reasons for your machine being slow are:

1. Low disk space:

If your hard disk drive (the piece of hardware that stores all your information), is has less than 2GB of free space (which you can check by right-clicking on the hard drive and going to properties), then it's time to do something about it. Here's how to check.



If you look at the purple row (eg. 23.3GB) and that is less than 2GB, then you need to clear out anything you don't need anymore (eg. Old documents, pictures, music etc).

The next thing you can do to free up space on your hard drive is perform what's called a 'Disk Cleanup'.

You will find the Disk Cleanup application in the following path.

Start – All Programs – Accessories – System Tools – Disk Cleanup

This will then run a process of basically 'looking around' on your hard drive, and then tell you things that you can delete, that you don't really need anymore. This should free up a fair amount of space. If this solves your problem, then you have fixed the problem.

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Please Note: It is a good idea to do a disk cleanup at least once a month; it just keeps the computers hard drive nice and tidy.

2. Out-Of-Date Microsoft:

Your computer runs what's called an operating system (eg. Windows XP), but just like a car, your computer needs a service once or twice a year. Now if you are capable of doing this yourself, then go ahead. But if not, you can follow the following instructions, or you can take it to your nearest 'computer place.'

The following instructions should be fairly simple, but if you have any problems, please contact me at the details above:

To Run Microsoft Update:

Start – Programs – Windows Update (right at the top)

Please note that for this to work, you must be connected to the internet.

The web page should load, and when it does, there should be a button in the middle of the screen that says 'Check for updates', click that button, and the updates should automatically download and install themselves. For some updates, there may be a wizard (eg. New Service Pack), all you should really have to do is press next, next, finish.

This will give you the latest updates for Microsoft® Windows® XP, updates like security and service packs for Microsoft® Windows® and Microsoft® Office®.

3. Anti-Virus Software Updates

Now just like the updates in the previous section, it's all pretty simple, so you should be able to do it yourself.

Now it all depends on what Anti-Virus software package you are running on your machine. There are packages out there that you have to pay an annual subscription on, but in my opinion, the free ones do just the same job, if not better.

Some of the popular free packages are.

- AVG Free (<http://www.avgfree.com>)
- Ad-Aware
- Spybot

Now if your computer doesn't have Anti-Virus software installed, then put that at the top of your list, it is very important (especially if you use the internet a lot) so that your computer doesn't get viruses that could possibly 'kill' your computer, or get a hold of personal information stored on your computer.

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If when you are downloading the software package of the internet, and it's not one of the above, and it seems a little bit 'dodgy', try using one of the best, because there are actual software packages posing as Anti-Virus software, when in actual fact, they are a virus itself. So please be careful.

Now if you are using AVG Free (which I highly recommend), it is quite easy to update the virus database, just open the AVG control centre (the four coloured icon in the taskbar) and click on the 'Get Latest Updates' button, that will download them automatically from the AVG site, and install itself on your computer.

I hope this information has been of use to you. If you have any questions or comments about this information, or anything computer-related, please don't hesitate to contact us. Details are as follows:

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