

*BIPC DIGITAL IMAGE STUDY GROUP*

*ASSIGNMENT 2001-05*

*SUBJECT: Tips*

*PROBLEM: The computer is operating in strange ways.*

*CONCEPT: The following tips are useful in many circumstances..*

*TIPS: Frequently many software problems can be corrected using the following tips.*

- ❑ Every once in a while shutting your computer down is extremely beneficial. Windows, Office, and other software packages do "behind the scene" things that affect performance. Windows has a lot of hidden temporary files that not only take up hard disk space but also can slow down operations. A lot of these files are removed when one shuts down. It is better not to use "restart". Do a complete shut down and then turn on your machine using the computer start switch..*
- ❑ Experience seems to indicate that Office 2000 slows down the printing of large digital image files. If printing is slow, try eliminating automatic loading of "Microsoft Office" and other programs during start up using the program "Maintenance Wizard" (Start-Programs-Accessories-System Tools-Maintenance Wizard). Click "Change my maintenance settings or schedule". Then click appropriately until the window "Start Windows More Quickly" appears. Then unclick each software package not to be opened automatically at start up. Don't worry about your favorites. When you desire to open any program it will be loaded correctly. (Don't be afraid to unclick every program listed.)*
- ❑ Assuming that no programs are automatically loaded at startup, then it is frequently desirable to (1) save all files, (2) shutdown your computer, and (3) turn on your computer again using the computer switch. (Don't use restart!) After your machine starts, then load only the program (say Photoshop) in which you want to work. By having only one program in your system possible program interactions are eliminated (such as the printing slow down caused by Office).*
- ❑ Frequently, clean up your hard disk as follows: In Windows Explorer left click on the "C" drive icon. Then right-click to open a window having several options one of which is "Properties". Click on Properties to open the Properties window. Click on "Disk cleanup" and follow the instructions.*
- ❑ Depressing "File" and then moving to the bottom of the resulting menu enables the opening of files which have recently been used.*

*ASSIGNMENT: Try some of the tips. Discuss at next meeting.*

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