SOLUTIONS

PROBLEMS CAUSED BY DISK FRAGMENTATION

What is Disk Fragmentation?

When a file is saved to the hard drive, it tries to keep everything in the same location.

Over the course of time files will be deleted, leaving blank areas between files. If you install another large program, the hard drive tries to fill the holes, thus breaking up the program storage block.

The presence of excessive file fragments on a disk make it more difficult for the operating system to function properly.

The top five traceable issues attributed to disk fragmentation include:

1. File Corruption and Data Loss.

2. Boot Up Issues, RAM & Cache Problems.

3. Errors In Programs.

4. Crashes and Hangs

5. Hard Drive Failures.

Defragmenting your hard drive on a regular basis can improve your overall system performance by more than 20 percent as well as help prevent these issues.

All current versions of Microsoft have a defragmentation program included with the operating system.

In Windows XP Click Start > All Programs > Accessories > System Tools > Disk Defragmenter.

There are also many good third party programs on the market that run faster or optimize better than the Windows version.

Disk Keeper by Executive and Norton Speed Disk (Part of Norton SystemWorks) by Symantec to name a few.

Defragmentation programs use a lot of system resources and should run by itself, don't try to run other programs as a noticeable slowdown normally occurs.

With this in mind, you should run these programs when you can walk away from the computer for awhile.

COMPARE 2 DOCUMENTS SIDE BY SIDE IN WORD 2003

When working with multiple copies of a document being able to do a side by side comparison helps avoid mistakes and saves time.

Word 2003 makes document comparisons easier by allowing you to view differences between two documents without having to merge them.

First, both documents must have a unique name.

Second, decide which document will become your final version. This will be the one you will make the modifications to.

Now you are ready to compare side by side:

1. Open both documents.

2. Click on the Window tab in the menu bar and click Compare side by Side with (name of document you are comparing).

3. A toolbar will appear towards the bottom of your screen. This toolbar allows for synchronous scrolling.

4. Click on the synchronous scrolling icon.

5. Move your scroll bar up and down to view your documents side by side.

6. Make changes to the document that will become your final version.

7. When you are finished and have saved the changes click on the close side by side icon.

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WHAT IS RSS?

RSS Stands for Really Simple Syndication or Rich Site Summary.

Basically, RSS is a free web content service which is continuously updated with the latest information. For example stock market information or your favorite news headlines and even your favorite soap opera blog entries.

RSS allows you to stay easily informed by retrieving the latest content from the sites you are interested in.

An RSS Feed Reader is software that allows you to grab the RSS feeds from various sites and display them for you to read.

Some popular RSS Readers are Outlook 2007, FeedReader and NewsGator.

There are also some great web based Readers such as My Yahoo, Google Reader and Bloglines.

VISTA UPGRADE ADVISOR

If you have been debating on upgrading your existing computer to one of the new versions of Windows Vista, this tool is an absolute must.

The Windows Vista Upgrade Advisor will help you to determine if your Windows XP-based PC can run Windows Vista.

You can also use the Upgrade Advisor to determine if your Windows XP machine's hardware as well as software is compatible with the 4 (US) available editions of Windows Vista.

This small software tool will scan your computer and create an easy-to-understand report of all known system, device, and program compatibility issues, and recommend ways to resolve them.

This report is especially impor-tant for business consumers which may run proprietary or legacy software.

Upgrade Advisor can also help you to choose the edition of Windows Vista that best fits the way you want to use your computer.

You can download Microsoft's Vista Upgrade Advisor at:

Www.microsoft.com