

# SOLUTIONS



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ADVANCE COMPUTER TECHNOLOGIES

## TROUBLESHOOTING A SLOW PC

There are many reasons why a computer starts to slow down or become sluggish.

Even if you aren't a computer guru, there are steps you can take to troubleshoot a slow PC.

1. Do you have Spyware or a Virus? Not only do spyware and viruses cause a security threat, they can also cause a dramatic decrease in your computer's performance. Try running a scan with an up to date spyware program and antivirus software.
2. Could your Hard Drive be failing? If your hard drive is starting to fail you may see unexplained "Blue Screens" or problems booting your

computer. Sometimes, you can hear a change in the disk spinning. Try running scandisk and chkdisk.

3. Do you have too many applications running in the background? Many applications running in the background will show up on your desktop system tray. Try removing these programs from your start up folder.
4. Could your Processor be overheating? Today's processor creates a lot of heat. Check to see if your fan motor is running, that the bearings aren't loose, and clean off the excess dust.
5. Do you have enough RAM



installed on your computer? Sometimes a simple memory upgrade can dramatically improve your computer's performance.

Trying any of these simple troubleshooting tips may help improve your everyday computer experience.

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utilities are meant for use only with the Windows XP Operating System.

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## CATCH YOUR AOL E-MAIL IN OUTLOOK

To have your AOL e-mail download into outlook, simply follow these directions:

First, Open your Outlook program. On the Tools menu, click E-mail Accounts.

Click "Add a new e-mail account", and then click Next.

Click IMAP, and then click Next.

In the appropriate fields,

type the following information:

Your Name -Type your name as you want it to appear to other people.

E-mail Address - Type your full AOL e-mail address that includes your screen name followed by the @aol.com.

User Name-Type your AOL screen name.

Password- Type your AOL password.

Incoming mail server -Type imap.aol.com.

Outgoing mail server -Type smtp.aol.com.

Click More Settings.

Click the Outgoing Server tab. Select the My outgoing server requires authentication check box.

Click Use same settings as my incoming mail server.

Click the Advanced tab, and in the Outgoing mail

(SMTP) box, change the number to 587.

Click OK.

Click Next.

Click Finish.



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## MICROSOFT WORD 2003 SHORTCUT KEYS

1. Choose a Word—Double left click
2. Choose entire paragraph—triple left click
3. Print Preview—Ctrl & F2
4. Justify a paragraph—Ctrl & J
5. Center a paragraph—Ctrl & E
6. Copy a word—Ctrl & C
7. Paste a word—Ctrl & V
8. Cut a word—Ctrl & X
9. Move to the start of document—Ctrl & Home
10. Move to the end of a document—Ctrl & End
11. Move Left one word at a time—Ctrl & Left Arrow
12. Move right one word at a time—Ctrl & Right Arrow



## PROTECT YOUR PORTABLE STORAGE DEVICES

Moving data from one location to another has become necessity in today's business.

The most common transporter of data has become the USB "Jump Drive" which can hold up to 2 GB of information.

These drives can be plugged into any computer without needing to

reboot and the data becomes readily accessible to anyone.

Protecting your data during transit should be a priority if you are caring sensitive information.

The best way to secure your data on a "Jump Drive" is to use an encryption program with 128 bit AES Encryption.

The encryption program allows you to encrypt the data on the USB drive and then password protect your data keeping your information safe from unauthorized users.

Most drives sold today come with an encryption software program or it can be purchased for a nominal fee.