

## Tuesday TechTip:

The focus of this Spring Cleaning TechTip is all about increasing computer performance and speed. Every little bit helps in keeping your computer up and running as efficiently as you do and remember that in ev'ry job that must be done, there is an element of fun and ev'ry task you undertake becomes a piece of cake.... Just a spoonful of sugar helps the medicine go down ...

### **Get rid of clutter!**

Take a look at your desktop. Is it full of desktop icons, important files and/or folders? Do you have a file/folder naming convention? If not, create one. If so, make sure everything is organized correctly. It's easy in our busy days to randomly place important files in a "temporary" location (such as the desktop) then never correctly file it into the appropriate folder. Take a moment to clean-up and organize your files and folders.

### **Protect your information: Backup your files to the I:\ drive**

As a best practice, be sure to place a copy of all important files on your network storage drive, often referred to as the I:\ drive. [What is the I:\ drive you may ask?](#) It is a backed up and secured free network storage folder. Quickly access your I:\ drive by clicking on *My Computer* and finding the network drive with your eServices username on 'ccnetfiles\home'.

### **Be Aware!**

If you download software from the Internet, be aware of what else is included. For example, if you download Adobe Acrobat Reader, Google Toolbar is included by default in the installation. When downloading software, read all fine print to make sure and only install what you really want and need.



### **Stay away from Limewire!**

Don't install peer-to-peer applications (such as Limewire, BitTorrent, gnutella). Not only are these software applications frequently used for illegal file-sharing they also slow your computer performance tremendously overtime and more importantly make Columbia College information vulnerable to malicious attacks. Don't risk it !

### **Remove old/unwanted programs:**

Safely remove old or unwanted programs, such as Google or Yahoo Toolbar:

1. Click on **Start** → **Control Panel**.
2. The *Control Panel* dialog box opens. Click **Add or Remove Programs**.



3. Select the program you would like to remove and click **Remove**. Beware! DO NOT remove any Windows, Microsoft, or unknown programs. If you have questions whether a program may be removed please contact the Solutions Center at [CCHelpdesk@ccis.edu](mailto:CCHelpdesk@ccis.edu) or x4357.

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For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>