



# Scallycomputechs

FEBRUARY NEWSLETTER

## Current News

- **Office Hours**  
8:30 AM - 6:30 PM 7 days a week. For support issues email us at: [helpdesk@scallycomputechs.com](mailto:helpdesk@scallycomputechs.com).
- **New Office**  
148 E. Third Avenue, Suite 201. San Mateo, California 94401.  
Phone (650) 347-7500  
FAX (650) 347-7600

## Featured Service

### Advertise Your Business With Scallycomputechs

We are offering a business card advertisement on the back of our monthly newsletter and on our Scallycomputechs internet site. Please call us for more information at (650) 347-7500.

Newsletter advertising is just \$20.00 a month.  
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Internet advertising is just \$10.00 a month.

## Services We Provide

- Develop and implement IT policies .
- PC and Server Installation, configuration, maintenance, upgrades, and repairs.
- Software installation, configuration, upgrades, fixes, troubleshooting, and support.
- Security analysis.
- Virus and Spyware removal.

Norman Scally

Director of IT

Scallycomputechs

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## Tip of the Month

### 5 Tips to Help Speed up your Computer

If your computer seems slower than it used to be, it probably is. Over time, computers get slower because files become disorganized and resources are consumed by unnecessary software. Fortunately, Microsoft Windows XP includes tools to clean up your computer and restore its performance. The steps in this article will walk you through the use of these tools to tune up your computer and will be continued within the next four months.

Before you do anything, backup your computer. Some of the steps in this article can cause pre-existing but hidden problems to surface, which may keep your computer from starting. A backup allows you to restore your important files in the unlikely event that something does go wrong.

#### 4) Defragment your hard disk drive

Sometimes, a newspaper article skips from the front page to somewhere in the middle of the paper. You have to stop reading the article and flip through the paper to find the page on which it continues. You could read the article much faster if it were printed on a single page.

Files on your computer can either be *fragmented*, like newspaper articles, or *unfragmented*, like a book. Over time, more and more files become fragmented. When a file is fragmented, it takes longer for the computer to read it because it has to skip to different sections of the hard disk drive—just like it takes you a few seconds to find a page in the middle of a newspaper. Defragmentation improves your computer's performance by reorganizing your files. While fragmentation looks complicated, it's easy to defragment your computer.

#### To Defragment your computer

1. Click **start**, and then click **My Computer**
2. Right click **Local Disk**, and then click **properties**
3. Click the **Tools** tab, and then click **Defragment Now**.
4. The **Disk Defragmenter** appears. Click your hard disk drive, and then click **Defragment**.
5. Disk Defragmenter will work for at least several minutes, although it might take several hours. When prompted, click **Close**. \*If you have more than one hard disk drive, repeat this process for each hard disk drive listed, starting at step 4

**Look for Tip 5 next month.**

\*If you are unsure, or don't know what a type of a program it is for, don't uninstall it, send an email to [helpdesk@scallycomputechs.com](mailto:helpdesk@scallycomputechs.com)

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