

## Five Ways to Help Speed Up Your Computer

If your computer is running slowly, then there may be unnecessary files bogging it down. Also, files become fragmented over time, further reducing speed. Luckily, there are a few simple steps you can take to resolve these issues, and best of all, these solutions are free.



### Run a malware scan

Malware runs in the computer's background and hogs its memory. You should use Malwarebytes' Anti-Malware program. It does have a paid version, but the free version is very good and updated often. This program will delete malware that many others miss.

### Run a virus scan

If you don't already have anti-virus software, then you can use Avira Antivir, Microsoft Security Essentials, or AVG Free. All of them are excellent anti-virus programs, and they are very easy on system resources, which isn't the case for some of the bigger names in the business.

### Clean your temporary files and registry

You shouldn't just start wildly deleting items in their registry. This is where a free program called CCleaner comes in. It analyzes your hard drive for unnecessary files and deletes them. It also analyzes the registry, finding errors and unneeded entries, and it fixes them for the user. It can even make a registry backup in case anything should go wrong.

### Run disk defragmenter

There are other options, but Microsoft's disk defragmenter is actually one of the best. It should be located under start, accessories, and then system tools. It will analyze and organize the contents of your hard drive, making it easier for the computer to find information. This is essential to a smoothly running PC.

### Check Task Manager

If you're still having problems, then open task manager, select the processes' tab, and organize by memory usage. Identify what processes are using the most memory, and use Google to find out what they do. With non-essential software, you can just delete the software. If it's essential, use Google to find out how to prevent it from loading on startup, or consider a light alternative.

If you follow these five steps, your computer should be running faster now. Over time, problems can occur again, so it's important to repeat this process regularly. **T**



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## Innovative Solution Feature:

# Why both Users and Financial Managers alike love Adagio Accounting

Adagio Accounting is designed for organizations that manage \$2 to \$100 million in sales/revenue, with significant transaction volume and at least one person responsible for managing those transactions.

This modular accounting system combines a batch interface that is easy to understand and control with online processing in order entry and inventory control.

Additionally, Adagio provides dynamite-looking invoices, checks and statements on

blank paper. All this without being forced to use a mouse during data entry or any other accounting procedures.

Here are the top 5 things both users and financial managers love about Adagio:

**The amazing financial reporter.** For organizations that manage through their financial statements, Adagio Ledger's Financial Reporter is second to none. The reporter combines complete statement design flexibility and formatting with ease of use.

**The integration with Excel.** A single click sends your financial statement to Excel, preserving all the formatting. Any fields from any file can be exported using only a few mouse clicks.

**The speed of data entry.** Strong keyboard entry capabilities make data entry fast and easy, which is so important for accounting data entry clerks. Every transaction type can be copied and automatically updated, saving thousands of keystrokes throughout the day.

**The great information lookup features.** The drill down ability is so convenient. For example, when you create a batch, you can quickly drill to

a customer record and bring up all of the sales statistics and transaction history for that customer.

**The Statement/Letter/Check/Invoice Designer** that comes with the product makes it simple to create professional documents complete with your company logo, MICR encoding on laser form checks, and more.

**A Simple Database.** You do not have to worry about your complicated database and the technical complexity in SQL, Btrieve, ODBC...

You can learn much more about Adagio and even download evaluation modules at [www.softrak.com](http://www.softrak.com). **T**

## theTechnoTips

### Protect your Spreadsheet from Unauthorized Access or Changes

Protect your spreadsheet by preventing unauthorized changes to the data you entered. Without this protection in place, anyone who has access to your computer or network could change your spreadsheet, or even delete all your data. Microsoft Excel provides users with a simple way to protect your spreadsheets and eliminate the possibility of unauthorized access or changes.

1. Open Excel and open the spreadsheet you wish to protect.
2. Click on the "Tools" menu and choose "Protection" from the list. Click on "Protect Sheet."
3. Enter a password if you want to require users to enter a password when opening the spreadsheet. Select the actions you want users to be able to perform, then click "OK."
4. Click on the "File" menu and choose "Save" from the menu to save your work with the changes in place.

### Common File Types and Associated Programs

Here is a handy list of common file types with a brief description and examples of programs that can open these files.

- .avi - video file. Open with Windows Media Player
- .bmp - image file. Open with Paint
- .cfg - configuration file.
- .dat - data file.
- .doc - document file. Open with Word
- .exe - program file. Double-click to run
- .gif - image file. Open with Paint
- .htm/.html - web document. Open with Internet Explorer
- .ini - text configuration file. Open with Notepad
- .jpeg/jpg - image file. Open with Paint
- .mov - movie file. Open with Quicktime
- .mpeg/mpg - video file. Open with QuickTime
- .mp3 - audio file. Open with Windows Media Player
- .pdf - secure document file. Open with Adobe Reader
- .pps - slideshow presentation. Open with PowerPoint
- .ppt - presentation file. Open with PowerPoint
- .txt - text file. Open with Notepad
- .wav - audio file. Open with Windows Media Player
- .xls - spreadsheet file. Open with Excel
- .zip - compressed file. Open with WinZip