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You can find very simple ways to avoid these scenarios with these straightforward guidelines that will require little expense or technical know-how. Shown below are laptophire.com's top tips to help with making the most of office computers:

1. External hard drives - It doesn't matter what work the office does, it is crucial to backup documents in case of a serious fault. With an external hard drive, this is easily achievable as they are cheap and offer ample amounts of space. This is the ideal method of securing documents regardless of what happens to your computer.

2. Use a second router. Most companies today will use online facilities; whether they are writing online or trading, the internet plays a major part for many businesses. This can create a number of connections on a single piece of hardware, which leads to a decrease in speed. However, by using two routers, you will have backup hardware to ensure you can always connect.

3. Delete old files and de-fragment your system - Some employees may have to install programs on their computers simply for a single use and never again opened. Some programs will automatically set themselves to opening as soon as the computer boots, which can often take up a lot of RAM - you can, however, disable these at start-up or simply uninstall them. In the Control Panel of the computer, you will find 'uninstall a program', which is the easiest way to remove programs, or for start-up configuration, open the run box and type msconfig.exe, then navigate to the start-up tab and un-tick anything that shouldn't be running.

4. You may want to have a central network. Sometimes computers can run slowly because they haven't got enough memory, so you could install a central computer as a way to minimize your computer usage. This central computer would then have all the memory that you need and it would be much more efficient. You could then connect to the central computer by using a portable device, such as an iPad. And you could even look into macbook rental as a mac could still be used as a desktop computer.

5. Tidy your desktop, compare your desktop screen to your work desk. You can reach maximise productivity if you keep it clear and spacious. Create folders and organise them effectively and if you're feeling particularly ambitious, do it by date with separate folders. Whilst this will not vastly increase the speed of your computer, it will make organising and checking files and documents a lot simpler.

6. Keep up-to-date with latest OS. Although this may seem like a costly option, installing the latest operating systems can provide a significant advantage to your business. As software is consistently being upgraded, it is vital to use an up-to-date operating system.

There exists a large amount of ways to increase processor speed - some which will be more expensive and time-consuming to install; however all are significantly beneficial as they can help to make work easier and increase employee morale and productivity.

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Emilee Jaden - About Author:
a Macbook rental - Writing has always been my passion and I have been quick to learn a range of writing techniques. I have proved myself to be proficient at writing in a range of online formats on top of coming up with outstanding creative copy. I also work closely with technical and administrative teams as part of my role.

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