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Important instructions for maintaining computers within an office. by Julianne Nick

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A lot of office works will have been using the same computer for a period of time and started to notice a considerable amount of slowing, as well as experiencing problems loading numerous programs at once. As computers often do, they become filled up with junk, unused documents and programs that simply remain unused.

Under this strain, you will find that even running two programs side-by-side can cause a significant slowdown, as well as causing overheating within the machine, which can cause a serious hardware fault.

However this can be solved by following a few simple guidelines that are inexpensive, quick and highly effective. Shown below are www.ipadstand.co.uk's top tips to help with maximising the efficiency of your office computer:

1. Portable hard drive - Whatever work the office does, it is of utmost importance to regularly backup documents and important data in case of a serious fault. This is a simple task when using a portable hard drive, which are cheap and offer ample amounts of space. These are a great way of ensuring that you always have your documents for use on a number of other computers.

2. Buy a second router. Most modern companies use services online; whether they are researching, conducting surveys or advertising, the internet is vital for a large amount of companies. This can create a number of connections on a single piece of hardware, which can contribute to a major decrease in speed. However, with the use of two routers, you can afford yourself faster internet, greater security, a backup (if one router malfunctions) and increase wireless network reach.

3. De-fragment and delete - Office computer users will sometimes have to install programs that are for a single purpose, which is never needed again. Some programs will automatically set themselves to opening as soon as the computer boots, taking up valuable processor speed and RAM - you can, however, disable these at start-up or simply uninstall them. There is a simple and handy tool for uninstalling contained in the control panel, or for stopping programs opening at start-up, press the windows key and R, type in msconfig.exe, navigate to the start up tab and un-tick programs that are not needed.

4. You may want to have a central computer. Nine times out of ten computers will run slowly due to insufficient memory, so it could be a good idea to have central computer and then connect this to the individual computers. This centralised computer would then run the whole system and it would be more powerful and effective. This means that you could connect to the hub by using a portable tablet, like an iPad. The you could look into macbook hire as it is much cheaper than buying one out right and can be easily upgraded.

5. Organise the desktop screen, much like a real desk. You can reach maximise productivity if you keep it clear and spacious. Create folders and organise them effectively and for extra clarity, keep them in clear dated folders. This will not produce a significant speed benefit for your system, but it does make retrieving and browsing documents a great deal easier.

6. Install the latest Operating Systems. Although this may seem like a costly option, keeping the OS of your computer updated can provide a significant benefit. As computing is all about advancements, a new operating system is a great way to stay ahead of the game and ensure that you can run every piece of software.

There exists a large amount of ways to increase processor speed - a percentage of which may prove time-consuming to install; however these are a great way to make work simpler and increase office productivity.

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a Macbook hire - I've worked with a host of different finance systems and I'm well versed in making quick calculations. I'm very numerical and have spent my whole life trying to learn more and gain lots of experience in a variety of financial fields. I want to bolster my existing skills and spend more time working in a team. I'm well placed to make any business shine and improve.

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