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This will add up to a situation where even the most basic necessities on a computer, such as opening two programs at one time will become a laborious task, as well as causing the computer to overheat, leading to potentially irreparable damage.

This can, however, be avoided by following a few guidelines that require very little technological knowledge. These are important factors from www.ipadstand.co.uk to start making the most of office computers:

1. External storage - No matter what work the office does, it is extremely important to backup all documents and sensitive data in case a drive fails. This can quickly be achieved with the use of an external hard drive, the majority of which are high-spec, offering a sizeable amount of space. These products are the ideal way to keep a second copy of documents for use on other computers in the future.
2. Use a second router. The majority of companies today utilise online services; whether they are researching, conducting surveys or advertising, the internet is vital for a large amount of companies. This can lead to many computers using the same hardware to connect, leading to potential slow down. However with two routers, you can speed up your internet and increase wireless networking range.
3. De-fragment the system and get rid of older files - Some employees may have to install programs on their computers simply to be used only once and not needed again. Despite this inactivity, some programs may open themselves on computer start-up, taking up valuable processor speed and RAM - these can quite easily be uninstalled or disabled on start up. Simply open the control panel and click on 'uninstall', 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 hub. Sometimes computers can run slowly because they haven't got enough memory, to solve this you could install a central computer and minimise the strain on individual computers. This centralised computer would then run the whole system and it would be more powerful and effective. This would then allow you to connect to the central computer using a tablet, for instance an iPad. You could then look into buying a iPad 3 stand which can help you to work on the iPad much easier.
5. Tidy your desktop, compare your desktop screen to your work desk. You will be able to work a lot better if you keep it tidy and clear. Keep your folders organised and for extra organisation, separate them by date. This will not really speed up your system; however it does make retrieving and browsing documents a great deal easier.
6. Keep up-to-date with latest OS. This may seem an expensive measure, but there are a number of advantages to using the newest operating system. Advancing software is a key part of computing, so keeping an updated OS is a must.

There are a number of upgrades to increase computer speed - some costlier and harder to install; however these are a great way to make work simpler and positively influence productivity.

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<http://www.articleside.com/technology-articles/important-tips-for-speeding-up-computers-within-an-office.htm> - [Article Side](#)

[Jazmin Judah](#) - About Author:

a [iPad 3 stand](#) - 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 in addition to excelling at creative writing projects. I've honed my writing skills on a range of challenging projects and I'm an adaptable worker.

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