

PC handbook: Lubricate the computer

So frustrated with the scene of 'steed' Windows booting slowly like a cowboy, 'she delivered' the browser trudged heavily, 'the soldier' ??Word often went wrong, even suddenly 'standing dead' holding



So frustrated with the "steed" Windows scene that started slowly like a cowboy, "she interfered" the browser trudged heavily, the "soldier" Word often failed, even suddenly "standing dead" in the middle And that is the warning ring that is about to be fixed again. Not too hard! With just a few minutes of simple tweaks, your computer can rush and continue its battle. .

WINDOWS POLISHING

Windows works more and more "hard" and you need to work to wake up the "system" for the system, Before performing system cleanup, perform a virus and spyware scan. Windows components and applications no longer use the same useless stuff, make sure you have the right tools to restore the vitality of your computer.

Eliminate bad guys

Start by visiting the Windows Update website (www.microsoft.com) to make sure you have the latest fixes for your operating system. Next, update your existing anti-virus and anti-spyware utilities, and then scan the entire system with each of the above tools (refer to the article "PC protection: 10 security steps", ID: A0511_106). . After completing the above tasks, disconnect the Internet or local network (if any), turn off the automatic protection of security programs. This will make it easier to determine what is causing the computer stagnation.

Delete programs that do not need

There are a lot of preinstalled applications on your computer that "help" programs are automatically launched at the same time as Windows starts up. However, they don't really do anything but contribute to the creation. "mess" for Windows.

First, remove the Windows components that are no longer needed. In Windows XP, click Start, Control Panel, Add or Remove Programs, and select the Add / Remove Windows Components tab in the left pane (the same steps are done in previous Windows versions). For example, two "candidates" to remove Games (click Accessories and Utilities. Details. Games. Details, and uncheck the games you want to remove) and MSN Explorer (just simply uncheck it and follow the process). guide). Once done, click Next and then Finish.

You can safely remove applications using the Control Panel's Add or Remove Programs tool. However, if the program comes with the ability to uninstall itself, you should use this feature. Set whether the program still appears in the Add or Remove Programs window after you have done the above steps, or if you do not support the auto-uninstall feature, look for the program in the list in the section " Currently installing programs ". Then click the Remove or Change / Remove button and follow the instructions. Some security programs only have the "Change" option, requiring uninstallation to be done with the tool that comes with the program.

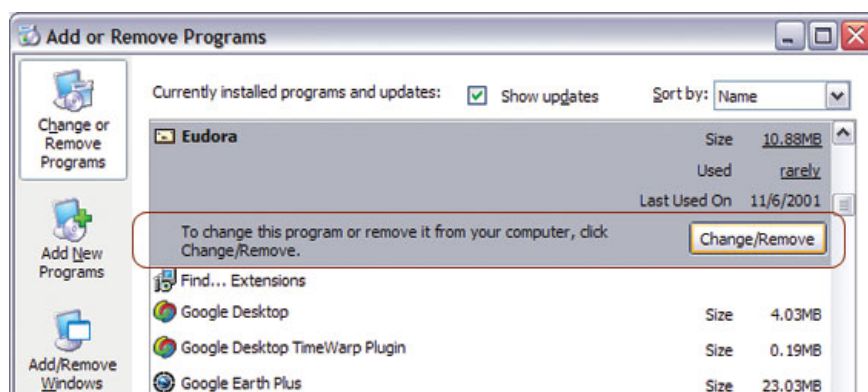


Figure 1: Uninstall with Add or Remove Programs of Windows.

Next, click Show updates at the top of the window to see Windows fixes and the Office application added to your system. However, if you delete a fix here, Windows understands that you want to remove this fix rather than delete them. Note, removing the bug will be very dangerous! If you want to clean up the backup files, please refer

~~Alternatively, you can use the free Startup Control Panel utility (www.pcworld.com.vn, ID: 49984), which can display all applications that automatically start on your computer (except for some Application really needs to hide). After downloading and installing this utility, click on Start, Control Panel.Startup and choose one of the Startup cards. Uncheck the unnecessary programs to prevent them from automatically starting during Windows startup. Prohibited programs will appear in the Delete tab, so you can use them again easily if needed.~~

~~Finally, remember to restart the computer after working with Startup Control Panel to change the settings in Windows.~~

OPTIMIZED LAPTOP

Like desktop computers, "lost" things in laptops (laptops) will compete for "clean" of system resources. Anything that is unnecessary will reduce the battery life of the device. With some "tricks", you can make your laptop faster and more efficient.

Take care of battery power

For laptops, you need to be aware of the battery power usage plan that fits your actual needs. Click Start, Control Panel.Power Options. Under the Power Schemes section, select the Max Battery value and click OK. This setting turns off the screen after 1 minute and switches the device to standby mode if you do not use it for 2 minutes. If the time is too early, repeat the steps above and select the Portable / Laptop value to set the transfer to standby after 5 minutes. However, note that some battery saving modes will slow down the operation of the system. Another way to reduce the consumption of battery power in a laptop is to dim the screen. Unfortunately, each laptop manufacturer has a different technique for blurring the screen, so you need to consult the accompanying user guide. Keyboards in some laptops often have a screen increase / decrease key. You need to set the screen brightness to the maximum acceptable level and increase it to step by step. In addition, the notebook's built-in wireless card also consumes a lot of power when searching for access points, so turn them off when you don't need a network connection (local and Internet). Also, devices that use USB communication and PC Card should be turned off if you don't use them.

Clean the system

In addition to following the instructions introduced in the "Blocking autostart application" section, right-click on the system tray icons and turn them off if they are not needed. Don't worry, they will automatically reappear at the next Windows startup.

Choose Standby or Hibernate mode?

Windows XP's standby mode will deactivate hard disk and monitor, but all information in computer memory still exists and uses little battery power. In contrast, hibernation (also known as Hibernate) saves everything to the hard disk and turns off the computer completely. Windows boots up faster in standby mode and is much slower in Hibernate mode. However, if your computer's battery runs out suddenly when you are in standby mode, you will lose all changes in open files but not saved.

To switch the device to standby mode, select Start.Turn off Computer.Stand By. To switch the device to hibernate, select Start, Turn off Computer and click Hibernate (you may have to press and hold the key to see this option). If the Hibernate item is not found, select Start, Control Panel, Power Options and check the Enable hibernation option. To restart the system in another mode, press the power on / off button on the device. If your laptop has a button called "Sleep" or is able to automatically shutdown when you fold the lid, click on the Advanced tab in the Power Options window to find options to adjust these settings in the section. Power Buttons.

Optimized hard disk

The more free hard disk space available, the more efficient Windows will operate, for example when using a hard disk as virtual memory. You can refer to the article "Let PC run faster" on TGVT A 12/2001, p. 94 for solutions to tweak Windows memory parameters. Fortunately, hard disk cleanup is often done easily. For example, some people need the hard disk space that Windows uses for the Recycle Bin feature (default is 10% of hard disk capacity). To save, right-click the Recycle Bin icon, select Properties, drag the slider down to 3% or even lower, and then click OK.

Another application that takes up a lot of hard disk space is System Restore of Windows. To limit this waste, right-click the My Computer icon, select Properties, System Restore, drag the slider down to 3% (or lower) and click OK.

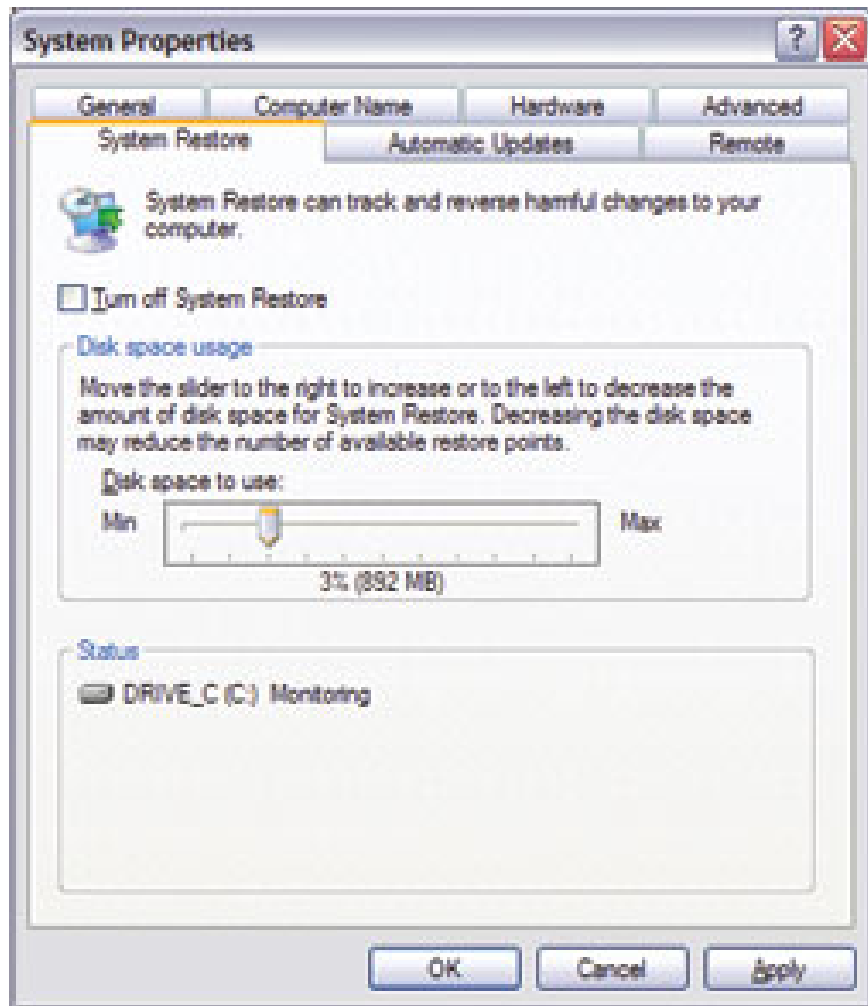


Figure 3: Freeing the hard disk by reducing the Windows System Restore storage capacity.

At this point, you can run Windows' Disk Cleanup utility: click Start, Run, type cleanmgr / sageset: 99 and press. Select each file type you want to search and click OK. Right-click on the C: hard drive in the My Computer window and select Properties, Disk Cleanup. You will see a list of files that you can delete. Please select the items you see no longer needed, click OK and then Yes.

However, you can also keep some items in that list. For example, the contents of the Temporary Internet folder

will help speed up Internet Explorer by reducing the number of data downloads of a website you frequently visit. In addition, if you delete Office Setup files, some upgrade features of Office 2003 office suite will not work correctly.

Once you have "luminescence" completely the hard disk, restart the computer. On the Windows screen, right-click on the hard drive C: in the My Computer window and select Properties, Defragment Now. In the Defragmenter dialog box, click Analyze. If prompted to "defragment", click the Defragment button and wait. In fact, there are some disagreements about the ability to improve the performance of the system after defragmenting. However, many agree that periodic defragmentation will help retrieve data faster.

Clean the Registry

You will probably take a lot of time to "wrestle" the Registry keys, cache parameters and countless other details in the process of optimizing your system. However, you can take advantage of the utilities available to accomplish this task, such as Power Tools (\$ 30, a trial version available for download at find.pcworld.com/49980) and System Mechanic from Iolo Technologies (\$ 50, the trial version is available for download at find.pcworld.com/49982). Both of these utilities make it easy to wipe out "redundant" things in the Registry.

Limit users

Try to keep Windows "safe" by creating a limited user account. This account is usually applied to anyone who shares a computer with you but does not gain confidence about what they will install on the computer. First, log into the administrator account and click Start, Control Panel>User Accounts>Create a new account (if you don't see this option, the network administrator may have limited the system). yours). Enter a new user account name, click Next and check the Limited option under "Pick an account type" and click Create Account. To create a password for an account, click on the account and select Create a password. Then, type in the password (twice) and the password search hint (password hint), then click Create Password. Finally close the User Accounts dialog box once you're done.

INCREASE SPEED OF APPLICATIONS

Sooner or later, each application will accumulate "heaps" of unnecessary things like "junk" files, stale additional tools or other settings that interfere with the "combat" capabilities of friend.

Resuscitation for Microsoft Word

Whenever there is a problem such as "hanging up" for example, Microsoft Word word processing software saves temporary files in the hard disk, often with names like "DFC15F8.TMP". Using the Disk Cleanup utility can solve this problem, but you can also delete them. To get started, close all running programs. Then, click Start.Search and select All files and folders (if necessary), enter ~ * .tmp in the dialog box labeled "All or part of a file name", select Local Hard Drives (C :) below "Look in" section and click Search. When the search is complete, press the -A key combination to select all files and then press.

By default, Word saves the AutoRecover copy of files that are open every 10 minutes. When something goes wrong, Word provides the ability to restore open files right before. Occasionally, AutoRecover files exist on the hard disk for longer than necessary, to prevent possible risks. To ensure these "old" AutoRecover files do not occupy the hard disk, open Word software and select Tools.Options.File Locations. Double-click the

AutoRecover files section, then right-click the folder name that appears (usually WordSTARTUP) and select Explorer. Next, go to the parent directory of the current directory and delete all files with the .asd extension.

"Outdated" add-ins can also slow down Word's processing speed. To solve the problem, select Tools, Templates and Add-ins, find unnecessary plugins in the "Global templates and add-ins" list and click Remove to remove them.

If the Remove button is "faded", close Word and open the Word Startup folder (usually located in the C: Documents and SettingsusernameApplication folder DataMicrosoftWordStartup, with username as your system login account name). Change the name of each unnecessary file so that they do not exist in .dot format (eg renaming the oldmarcos.dot file to oldmacros.dot.save). When restarting Word, these "useless" add-ins will no longer be activated.

Clean up Outlook

A highlight of the Microsoft Outlook email delivery and contact management utility is the ability to store everything in just one file with the extension .pst. However, the shortcomings here are almost impossible and it is difficult to "clean" this file.

Outlook 2003's .pst file is more reliable than Outlook 97, 2000, and 2002 files. If you upgrade to Outlook 2003 from an earlier version, you may still be using the .pst file. old.Updating to Outlook 2003 format can save you a lot of previous information.However, it is often time-consuming to do this.



Figure 4: Accelerate Outlook by compressing the .pst file.

To determine which type of .pst file you are using in Outlook 2003, right-click the Personal Folders item in the left pane under All Mail Folders, select Properties for Personal Folder, and click Advanced. If the Format dialog box appears with "Personal Folders File (97-2002)" information, then you are using the old version. To convert, close Outlook and search for file outlook.pst or mailbox.pst. These two files are usually stored in the C: Documents and Settings\username\Application folder Data\Microsoft\Outlook, with username as your system login account name.

If the two files are not found, open Outlook and click File>Data File Management. Then, a dialog box listing information about the Archive and Personal Data folder will appear. Next, click Settings to view their links or select Open folders to display content in the Explorer utility window. (You need to close Outlook before doing the following steps.) Once you find the desired file, right-click on the file and select Rename to proceed with the renaming (ie outlook.old.pst).

When restarting Outlook, the program will notify you that the .pst file cannot be found and click OK. Outlook will suggest creating a new Personal Folders file and you need to select Open and then OK. When Outlook is finished, click File.Open.Outlook Data File, select the file outlook.old.pst above (or mailbox.old.pst) and click OK again.

When you click on the plus sign (+) in Personal Folders in the left pane, you will find all the old Outlook data. Click and drag the parts you want to keep from these folders to the Inbox, Contacts, Calendar, Sent Items folders or even the Deleted Items folder. You can leave the Personal Folders section open, or right-click on it and select Close to close it. Set the case if Outlook does not recognize the Contact list, you can refer to the manual at find.pcworld.com/49988 to fix it.

You can improve the performance of any Outlook version by compressing (archiving) old messages: clicking File.Archive and selecting a folder, specifying the date information in the drop-down menu "Archive items older than " and click OK. Also, you can visit the website find49989 to find out how to set up Outlook to automatically backup.

Next, run Outlook's Inbox Repair Tool to make sure the .pst file works fine. When you close Outlook, click Start.Search and select All files and folders (if necessary), type scanpst.exe and press. Double-click the file in the search results window and click Browse, locate the .pst file described above and select the file. Next, click Open.Start. If the Repair Tool dialog box finds an error, select Make backup of scanned file before repairing and clicking Repair. Finally, click OK when the job is complete.

Continue working, right-click the Personal Folders item, select Properties for Personal Folders, click the Advanced button under the General tab, and select Compact Now. When the job is finished, click OK twice.

Speed ??up the browser

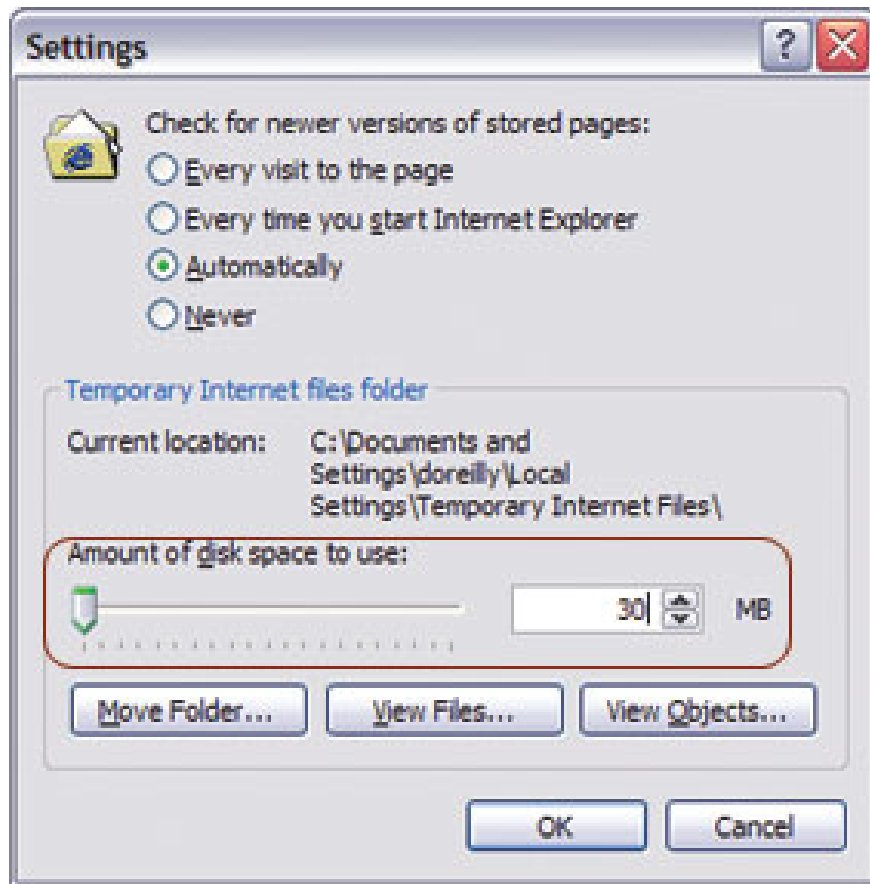


Figure 5: Recover the hard disk space for the temporary Internet Explorer utility file.

Cleaning up Internet history files, cookie information, and caching can be done very simply: click Tools>Internet Options and select Delete Cookies and Delete Files (under section Temporary Internet Files) or Clear History (in History section) in the General tab.

If your computer is equipped with a 150GB hard disk, it doesn't matter if Internet Explorer uses 3GB to store temporary files. On the contrary, you may have to accept a slightly slower browsing speed to save space on a 10GB hard disk.

To cut down on the waste of the hard disk, click Tools, Internet Options, select Settings on the General tab and adjust the slider to 20GB or 30GB for example (or you can increase this number to speed up when browsing the web. with dial up connection).Click OK twice to finish.

PC CLEANING

In addition to the "virtual" elements that slow down Windows performance such as lack of memory, hard disk space, and other miscellaneous things in the operating system, the dust on the keyboard, mouse, screen or even Both on optical discs are "real" elements that contribute significantly to hindering user operations on computers.

Keyboard

Certainly, long-term "resident" dirt in the keyboard makes typing more difficult, to clean the keyboard you will need to prepare a vapor spray, a bottle of isopropyl alcohol (usually sold at pharmacy), cotton swabs and soft towels.

Remove the keyboard from the device and take it outside (or put on a newspaper as well), turn the keyboard upside down and tap gently to let the dust splash. Next, erect the keyboard and blow the air between the keys. Finally, continue to flip the keyboard, shake and tap the keys. Repeat three three steps: spray - shake - type until there is no dust.

With the keyboard still not plugged into the computer, apply some isopropyl alcohol to the towel and wipe it on the keyboard surface. Then, use a cotton toothpick (also alcohol-soaked) to clean the slots between the keys. Isopropyl alcohol evaporates quickly but if necessary, you can use a dry cloth to clean the keyboard again.

Mouse

If the "mouse" computer uses your trackball (not optical mouse) to become "dizzy", clean the scroll bars inside it. All you need is an air sprayer and a clamp.

Remove the mouse from the machine and turn it over. You will see a small plastic plate with a round hole in the middle. Turn this disc in the direction of the indicated arrow, remove the plastic disc and remove the rotating ball.

You will see 2 or 3 scroll bars inside. Dust and fiber on these rollers are the cause of confusing "behaviors" when you move the mouse. Spray the air into these rolls, then pull the fibers out with your hands or tongs. Wipe the trackball and fix the mouse to its original state.

Screen

Can't you read some characters in the spreadsheet because they are special symbols? No, it's because of dust on the screen surface. Wiping a CRT monitor is easy: just turn off the screen and wipe with a soft, damp cloth (use water, don't use glass cleaner).

However, dusting on the LCD screen is a little more complicated. You need a man-made cloth like eyeglasses, a bottle of liquid consists of half water and half is isopropyl alcohol. Turn off the monitor (or turn off the computer if it's a laptop), carefully wipe and gently screen the screen with a damp cloth that has absorbed the liquid solution. For both CRT and LCD monitors, wait a few minutes after cleaning before turning on the screen again.

Compact-disc

Just a small stain on the surface of the CD / DVD will interrupt a music, video or software installation process. If you gently wipe the disc surface from the inside out with a dry cotton towel will not solve the problem. Then, use 3M's optical disc cleaning device, Scotch CD and CD-ROM Cleaner (\$ 13, find.pcworld.com/49992). This handwheel comes with a water spray disc. Put some liquid on the dirty disc surface, put the disc (downward disc label) into the device, close the lid and turn the crank 5 times. Then, remove the disc and allow to dry for a few minutes.

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