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Declutter your computer

Delete files & cookies

When you visit a Web site, your browser automatically copies that page and saves it on your hard drive in a folder called a **cache**. **Caching** allows you to revisit those pages much faster, without having to download them all over again.

Your cache will eventually fill up. When this happens, your browser will delete some files, starting with the oldest. Even though your browser will do this automatically, **clearing your cache manually** on occasion may help speed up your system. If your browser hangs or freezes frequently, it may help to clear your browser's cache. You may also want to limit the size of your cache, so that it can never get too big.

To clear cache in Internet Explorer 7 for Windows:

1. Right click on the 'blue E' (Internet Explorer) on your desktop & go to **Properties**
2. On the **General** Tab click the **Delete** button
3. Click **Delete Files** button, put a check mark in the box & click **Yes**
4. Click the **Delete Cookies** button & then click **Yes**
5. Click **Close**, then **OK**

Generally, doing this once per month will help your computer stay safe, your web browsing work better and open web pages faster.

About Spyware:

Why is it called "Spyware"?

While this may be a great concept, the downside is that the advertising

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St. Peters, MO 63376

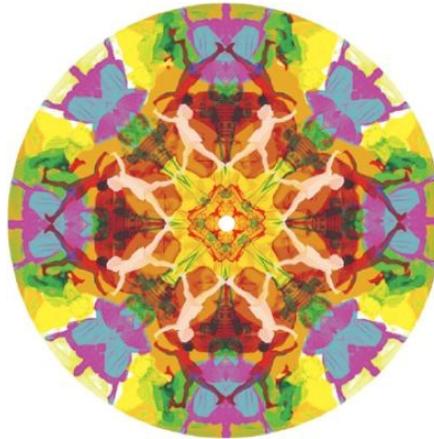
companies also install additional tracking software on your system, which is continuously "calling home", using your Internet connection and reports statistical data to the "mother ship". While according to the privacy policies of the companies, there will be no sensitive or identifying data collected from your system and you shall remain anonymous, it still remains the fact, that you have a "live" server sitting on your PC that is sending information about you and your surfing habits to a remote location. Not all Spyware is put out by reputable companies. There are individuals placing Spyware on music and game downloads. This can then be linked to virus programs.

Run Spybot:

1. Double click the Spybot icon
2. When the application loads, on the left pane, click "Update" and then "Search for updates"
3. On the list, put a check in all boxes EXCEPT "English help for Tea Timer" & "Main skins" (these are not needed on your computer)
4. Hit "Download Updates" if you have checked any boxes
5. On the left pane, click "Search & Destroy" and go eat lunch. This will take about 15 – 20 minutes.
6. When the search is complete, put a check mark in all boxes and click "Fix selected problems"
7. Close Spybot

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Did you know?

How to add album art to any music folder

One of the features in Windows XP is its album thumbnail generator, which automatically places the appropriate album cover art on the folder to which you are copying music (generally in WMA format).

But, what about those people that have already copied their CDs to the hard drive using MP3 format? You can download album cover art from sites such as cdnow.com or amguide.com and then use the new Windows XP folder customize feature to display the proper image for each folder.

This takes time. You have to manually edit the folder properties for every single folder and you will lose customizations if you have to reinstall the Operating System. There's an excellent fix, however.

When you download the album cover art from the Web, just save the images as **folder.jpg** each time and place them in the appropriate folder. Windows XP will automatically use that image as the thumbnail for that folder and will use that image in Media Player for Windows XP (MPXP) if you choose to display album cover art. The folder customization is automatic, so it survives an Operating System reinstallation as well. Your music folders have never looked so good!



Joe's Small Business Notes:

If you use a notebook or netbook PC, here's a great little marketing tip for you...brand your computer with computer skins (decals to cover the back of the screen) Open your machine up at a client's and get your name and/or logo noticed (and remembered).

<http://www.schtickers.com/>

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