

Since 1983 Software To Go has been offering superior products, service and support to small and medium sized businesses.

Software To Go is a full-service Technology Solution Provider specializing in computer and software pre-sales knowledge and post-sales support.

We pledge to do everything realistically possible to assist you in taking a high-tech plunge into your computing needs.

Welcome to those of you just learning about the Software To Go difference!

Sincerely,
The Staff of Software To Go

For more information about us:
Our Web Site
www.software-to-go.com

Contact Us
636-441-3420
314-727-3420

Visit our retail location



Computer maintenance made easy

Computers, like cars, homes, and appliances, need regular maintenance to keep functioning well. Fortunately, keeping your computer well maintained isn't a time-consuming task because most of the work can be completely automated.

There are several things you can do to keep your computer organized and running smoothly:

- **Organize files and folders.** If you save all your files in a single folder, it can quickly become cluttered, making it hard to locate specific files when you need them. Need help doing this? Call Software To Go and we can easily walk you through this process.
- Specify how folders open. Microsoft Windows XP displays folders using a default view based on the types of files in the folder. For example, your My Pictures folder shows thumbnails by default, but you can change the view to show only file names.
- **Delete files you don't need anymore.**
- **Remove programs you don't need anymore.** Unused programs can slow down your computer. If you install a program and later decide that you don't need it, you should remove it to keep your computer running smoothly.

Most aspects of computer maintenance can be automated by spending a few minutes configuring your computer:

- **Make your computer more secure.** Keep your firewall turned on. Keep all your software and your operating system up-to-date. Keep your antivirus software up to date. Keep your antispyware technology up to date.

Questions, comments or suggestions? Click [here](#).

- **[Stay up to date automatically.](#)** Microsoft regularly releases updates to Windows XP and other Microsoft programs to improve their performance and security. You can set up your computer to automatically receive and install these updates.
- **[Set your clock automatically.](#)** Over time, your computer's clock can become a few minutes slow or fast.

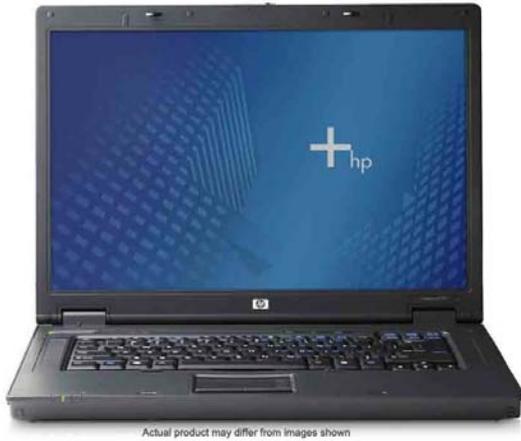
Some maintenance tasks should be performed every week or every month. You should routinely perform these steps to keep your computer running like new:

- **Perform regular maintenance**
- **[Back up your files.](#)** Don't risk losing important files if your computer fails. Create backup copies of your files, including music and pictures, using an external hard drive so you can recover them if necessary. You can even automate the backup process so your files are protected, even if you are too busy to manually back them up.
- **[Copy your files to a CD.](#)** Whether you need to make a backup copy or transfer files that are too big for e-mail, CD-R and CD-RW provide a low-cost and easy way to store files.

- **Startup items:**

Here is a HUGE culprit on the average computer. See all those icons in the lower right corner of your screen? Those are all being loaded on startup, and those are not all of them either! If you are wondering why you have to wait minutes to use your computer after startup it is because all of those items are loading after Windows has started. They also use up memory just sitting there.

First off, if you know what these items in the tray are and do not need them running, you can either right click an icon and look for options or double click any icon to open the program and look for removal options from there. Some are easy and common. QuickTime, AOL and RealPlayer are good examples of items that do not need to be there.



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Microsoft is extending "downgrade" rights to business customers, effectively ensuring that XP will be available in the marketplace until 2020.



Joe's Small Business Notes:

Software To Go provides a number of Maintenance and Support Programs designed to fit the needs of any small Business!





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for our circle of friends, partners, BNI members and fellow Chamber Members

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