

My computer is slow! Fix it!

By Tony Grant

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Everyone would like to have a faster computer. Even that guy that just bought one. It is a known fact that each PC system becomes obsolete as soon as it is purchased. For this reason we must learn to accept what we have, and try to make the most of it.

Here is a scenario: Bobby and Jimmy both get the same computer, at the same time. Bobby does a lot of office application work. He types letters, makes spreadsheets, presentations, etc. Jimmy likes to surf the Web and install all kinds of new programs. Whose computer is going to be faster? Are they both going to remain the same speed? The fact is that Bobby's PC will always be faster. The more programs you load the slower your computer gets. Why? This is because Windows keeps a record of every software package that has ever been installed on your computer. Each time you turn on your machine it searches through this list. This takes time. "But I uninstall all my programs when I am done with them," you say. That doesn't matter. Uninstalling will help, but there is still a trace of the program in the Windows registry.

There are programs that will help you clean your computer, and supposedly speed it up. Most of the time these software are more damaging than anything. If you use these applications be careful what you tell them to do. If you don't know what it is, don't do it! That is a good rule of thumb for any situation.

So, you want to know how to speed up your computer, eh? You could always go out and buy more memory, a faster processor, a faster hard drive, etc. The quickest and cheapest way is to minimize the number of applications you have running (taking up memory).

Look at the taskbar (the little gray bar at the bottom of your screen). On the left side you have the START menu. On the right side you have a list of programs that are currently running on your system. They run in the background, and take up memory. Some of these programs are very necessary for the system to func-

tion properly. Other don't need to be active, and can be turned off, to be turned on again when they are needed.

Here is how to turn them off. Remember do not change anything you are not sure of. Click on START – SETTINGS – TASKBAR AND START MENU. A window titled Taskbar Properties will pop up. Click on the START MENU PROGRAMS tab at the top. Click on the REMOVE button. This will show you a list of programs you have in your PROGRAMS menu. Scroll down to STARTUP and click on the little plus sign to the left of it. You should get a list of programs that start up with your computer. Some of these can be removed. If you know what they are, and know you don't need them, highlight them and click REMOVE. Once you are done just exit and restart your computer (you will NOT be asked to restart, do it anyway).

Uninstalling a program will help your system as well. A trace will be left behind, but it only has a minor affect. To uninstall a program click START – SETTINGS – CONTROL PANEL. You should get a window that pops up titled Control Panel. There are many things we can do here, but we are only concerned with one. Double-Click on the ADD/REMOVE PROGRAMS icon. You should get a window titled Add/Remove Programs Properties. Look at the list of programs here and decide if any need to be uninstalled. If you are not sure do not remove them. To uninstall just highlight the program and click the ADD/REMOVE button. Follow the instructions to finish the process. You might be asked to remove shared files. The best answer is always NO, unless you are sure what the files are.

Hope that helps your computer out a bit. There are more ways to get rid of unnecessary memory-resident applications, but they are a little more involved. If you have any questions consult with your local tech support personnel.

Interdisciplinary Cooperation Editing Computer Textbook

Creation of Prentice Hall's textbook, Learn Microsoft Office XP, is an example of interdisciplinarity in an electronic environment. The book is coauthored by Professor John Preston, College of Technology, Robert Ferrett, Director of the Center for Instructional Computing, and Sally Preston, adjunct professor at Washtenaw Community College. They collaborated online with a dozen or more editorial staff at Prentice Hall to produce this 600 page book with only one face-to-face meeting between the authors and the staff.

The authors worked with Professor Nancy Allen and her students in the Technical Writing program to give them an insight into editing a computer textbook. The students edited chapters of the book in parallel with professional editors to see how it was done. The authors met with the class on two occasions to answer questions and describe the writing and editing process. All other communication between the authors and students took place electronically. The students were given credit for their contribution in the acknowledgement section of the book and each of them received a complementary copy. Students have enthusiastically expressed appreciation for the opportunity to take part in a real technical editing project.

Way to Go!

Carol Haddad and **Denise Pilato** for receiving Provost Travel grants for the July-September time period.

UPCOMING...

All COT Faculty and Staff are encouraged to attend the IDT-MLS Alumni Dinner to be held in Guild Hall at Mckenny Union. The theme for the event is "Traveling Down the Information Technology Highway: Implications for Business and Higher Education". Speakers for the evening are Ruth Bruch VP and CIO, Information Technology, Visteon Corporation and Dr. Dugger the COT Dean. Dinner is served at 7pm. Please RSVP by October 10th to Bob Teehan, 487-8108, vet_teehan@online.emich.edu Please enclose a \$30 check payable to EMU, IDT-MLS Alumni Chapter. Send to Bob Teehan, EMU Access Services, 203 King Hall.

QUICK BITS

BTE

In Atlanta, Professors Ann Remp and Ronald Fulkert presented "Is It a Fax? Is It An E-Mail? It's Digital Convergence!" A Casebook on Media Etiquette and Selection at the National Business Education Association Conference, April 12, 2001.

Dr. Remp has been appointed as the National Business Education Association 2002 Yearbook editor.

Dr. Darcelle White made two conference presentations: In Atlanta, Professor Darcelle White presented "Teaching the NET Generation" Strategies and course materials for instructors in Business Education at the National Business Education Association Conference, April 12, 2001.

IDT

Based on very current research funded by a New Faculty Grant with additional funding provided by the College of Technology and the Interdisciplinary Technology Department, Denise Pilato will be delivering a paper for presentation and publication at the U.S. Naval Symposium, Sept. 12-15, held at the U.S. Naval Academy in Annapolis, MD. Denise's paper, "A Woman, A War, and a Signal Success" is based on recently uncovered information about this Civil War woman inventor's relationship with the U.S. Navy during the Civil War and the use of her pyrotechnic signal and code system. The grant and additional funding allowed Denise to visit the Baker Library at Harvard, the U.S. Navy Yard in Washington D.C., the National Archives, and several U.S. Life Saving Stations in Michigan.

MS

The EMU Army ROTC Department provided the Color Guard for the opening ceremony of the Michigan Division of Kiwanis Convention held at the Eagle Crest Conference Center on Friday, August 25, 2001. The following cadets participated: Sarah Hermann, Jason Gardel, Kory Krammer and Andrew Joseph under the supervision of SFC Thomas Emond.

