



## Improve Your Office Productivity

Tip 2: 26<sup>th</sup> March 2007

### **How to Maintain Your Computer System**

1. If you use your computer more than a few hours per day, we suggest you do not to turn off your computer at the end of the day. Instead turn off only the monitor to save electricity. Daily power up and down makes the components exposed to high and low temperature cycles that are not good for the life-time of the components, particularly the critical ones such as hard drives, CPU, and memory. The temperature cycle would result in expansion-shrinking cycle for the components. The life-time of electronic components would be increased if they are run at constant temperature with adequate ventilation.
2. If your area experiences a few times of power outage per year, it is necessary to use a UPS. Sudden power downs while the system is running may cause severe damage to hard drives.
3. A tape backup and a lock to make systems hard to move are worthy investment for critical data.
4. Use your hand to touch and feel the cover of your computer at least once a week. The cover should be at room temperature. If it feels warm there may be a problem! Check to make sure that the cooling fans on the power supply and CPU are working properly. Clean the air pathway on the back of the power supply on a regular basis.

### **Avoid the My Documents default**

When you choose Save As or Open, Word automatically opens the My Documents folder in the resulting dialog box. If you tend to work from a folder other than My Documents, you'll save valuable time by setting that primary folder as your default.

To do this, choose **Tools | Options from the menu bar**, and **click on the File Locations tab**. Select Documents from the File Types list box and click Modify. In the **Modify Location dialog box**, open your preferred folder, then click OK. Click OK to close the Options dialog box. Each time you start Word, it opens the folder you designated as the default working folder the first time you access the Open or Save As dialog box. Regardless of which folder you've selected as the default, Word remembers which folder you navigate to during your Word session and sends you there for subsequent saves or opens. For example, if your default is the C: drive, that folder opens when you first launch Word. But if you navigate to a folder on your network to open or save a document, Word opens that folder next time you click Save As or Open. When you close and reopen Word, the Save As or Open dialog box again defaults to the C: drive.

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