

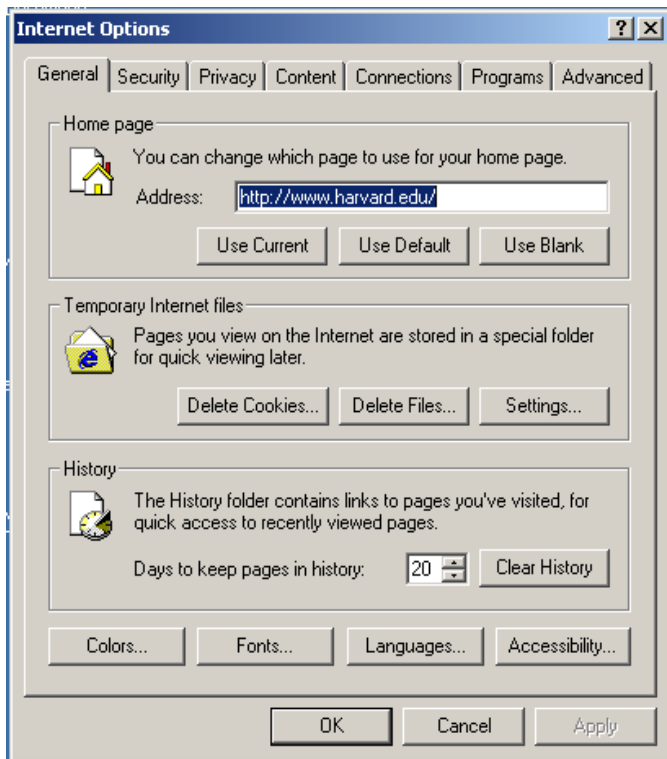
Tip - Improving Computer Performance

These are a few steps that you can do on your computer to help boost performance.

If Internet Explorer is not working properly, clearing out the "cache" of Internet files will help boost its' performance.

To Clear the Cache in Internet Explorer:

1. From the Tools Menu, select Internet Options.
2. On the General Tab of the Internet Options dialog box, in the center Temporary Internet Files section, press the Delete Files button.
3. In the Delete Files dialog box, click OK to remove all Internet files.



A housekeeping tip to do on occasion is to remove any files older than a couple of days in the computer's Temp directory.

To Remove Files from the Temp Directory:

1. Right-click on the My Computer Icon on your desktop.
2. From the Pop-up menu, scroll to select Explore.
3. In the left pane of My Computer dialog box, click on Local Disk (C:).
4. Then click on the Temp folder to view files in that directory.
5. If there are files in the Temp folder older than two days, delete the files.
 - a. Left-click on the first filename to delete.
 - b. Scroll to last filename to delete and left-click again.
 - c. Right-click to bring up a pop-up menu, and select Delete.
6. Go back to the My Computer dialog box, scroll to Recycle Bin.
 - a. Right-click on Recycle Bin to bring up a pop-up menu.
 - b. Click OK to Confirm File Delete to remove the files in the Recycle Bin.

Another housekeeping tip is to remove the files in Eudora's attachments folder that is on your computer's hard drive.

To Remove Files from the Eudora Attach Directory:

1. Right-click on the My Computer Icon on your desktop.
2. From the pop-up menu, scroll to select Explore.
3. In the left pane of My Computer dialog box:
 - a. Click on Local Disk (C:).
 - b. Click on Program Files folder.
 - c. Scroll and click on Qualcomm folder.
 - d. Click on the Eudora folder.
 - e. Click on the Attach folder.
5. If there are files in the Attach folder older than a few days old, delete the files.
 - a. Left-click on the first filename to delete.
 - b. Scroll to last filename to delete and left-click again.
 - c. Right-click to bring up a pop-up menu, and select Delete.
6. Go back to the My Computer dialog box, scroll to Recycle Bin.
 - a. Right-click on Recycle Bin to bring up a pop-up menu.
 - b. Click OK to Confirm File Delete to remove the files in the Recycle Bin.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/

or please contact the Help Desk via phone at 617-495-8411, or via email to dls@harvard.edu.