A FEW TIPS TO KEEP YOUR COMPUTER RUNNING SMOOTHLY (*Additional*):

1. Always shut down Windows properly - never turn your computer off with the power switch before it is done. Only when your computer locks up and your hard drive is not running (hard drive light is not blinking) you may turn it off by keeping the power switch in for a while.

    Recover from crashes by pressing the Ctrl + Alt + Delete keys at the same time. Press them again to reboot your computer.

2. It is highly recommend that you purchase an UPS (Uninterruptible Power Supply) for your computer. This will prevent your computer from crashing during power failures, and will protect your computer from low and high voltage occurrences.

3. Backup any data you cannot afford to lose to at least two separate physical drives - so backup data to floppies, flash drives, CDs, etc. The time to backup is when you create something you can't afford to lose. Don't wait until tomorrow!

4. Run Scandisk and Defragment at least once a month. This will keep your hard drive healthy and prevent crashes. (Start | All Programs | Accessories | System Tools | Disk Defragmenter). Alternatively, purchase a program such as Norton Utilities and use it to keep your hard drive healthy and virus free.

5. Never unplug peripherals from the computer when it is powered up. Unplugging with the power on can short out the connector socket or the motherboard.

6. Do keep at least 100 MB or 200 MB of your C: drive free for Windows to use. If you do not have enough free space you will choke Windows and it will start dumping data to your hard drive, or it will just get really, really, slow. Use the Disk Cleanup facility to delete old files. (Start | All Programs | Accessories | System Tools | Disk Cleanup).

7. Do not let a lot of programs load up when you start your computer. They use valuable memory and Windows Resources (Windows internal workspace) and make your computer slow. Other programs running in the background can be found by activating the Task Manager (press Ctrl + Alt + Delete simultaneously). End the process or application by selecting the correct option.

8. Use a virus checker regularly. The best type of protection is continuous monitoring from a dedicated anti-virus program like Norton Antivirus or any other ant-virus program. Upgrade it regularly – download the latest definition files from the Internet.

9. If you have a high speed Internet connection you need a firewall program. A firewall program keeps those who want to hijack your computer from gaining access to your system. You really do not want someone else running your computer.

10. Keep track of the software disks you receive with your computer and new peripherals. These disks contain valuable software drivers and programs for Windows and are needed when Windows must be reloaded. Keep these disks and your Windows software disks in a safe, dry, place -- you never know when you will need them.

THE MOST COMMON ERROR MESSAGES IN A WINDOW ENVIRONMENT

MESSAGE	CAUSE	SOLUTION
Runtime Error	An error that occurs during the execution of a program.	Close the program and/or re-install it. Make sure it is a legal copy of the program.
ActiveX Error	An error caused by certain browser settings and misconfigured system files.	Use the Windows CD to repair or re-install the system files. Make sure to register the legal Windows package.
DLL Error	Missing or corrupt .dll files often occur when removing or installing a program.	Try to copy the dll file(s) back or re-install program.
.exe Error	Often occur during system or program start up due to unneeded files in the Windows registry.	Use the Windows CD to repair the system files.
General Protection Fault	Occurs when a program that is running violates the hardware rules in some way.	Re-install the program and make sure it is a legal copy.
Blue Screen	Occurs when Windows cannot recover from a system error.	Usually requires a reboot.
Windows Explorer Error	A dirty registry may cause Windows Explorer to get stuck in a loop.	Use the Windows CD to repair or re-install the system files.
iExplore or iExplorer Error	An error related to your Internet Explorer browser often causing it to shut down.	Check the Internet connection settings.
Access Violation	An error that occurs when an application tries to access storage not designated for it.	Make sure the storage device is not write-protected or damaged. Replace it needed.
System32 Error	An error often caused by missing or corrupt system files.	Use the Windows CD to repair or re-install the system files.
Windows Installer Error	Caused by 3rd party "shell extensions" resulting in a white screen and/or crash.	Use the Windows CD to repair or re-install the system files.

Windows provides troubleshooting information for some of the more commonly encountered system errors. This troubleshooting information will help you diagnose the problem quickly. When you click Help in an error message dialog box, you will get the following information:

- A detailed description of the error.
- One or more ways in which you can resolve the error.
- A list of related tools and Help topics that may help you prevent the error from occurring in the future

Always make sure you install legal programs and register it to receive regular updates from the Internet.