Hi Everyone!

I am going to be emailing you some information from time-to-time which I think you might be interested in. If you are not interested in my emails, just reply and let me know, and I will remove you from my distribution list.

Please note that I have changed my email address to gimnicher@gmail.com. Should you send an email to my old email address gimnicherconsult@aol.com, I will still receive it and it will automatically be forwarded to my new address. You will also be sent an automatic reply informing you of this change.

For this first email, I will talk about disk fragmentation. Disk fragmentation is something that occurs with virtually every computer that has a hard drive and contributes to slowing down the performance of your computer. Disk fragmentation is very complicated, but here is a fairly simple explanation:

> Fragmentation happens to a hard disk over time as you save, change, or delete files. The changes that you save to a file are often stored at a location on the hard disk that's different from the original file. Additional changes are saved to even more locations. Over time, both the file and the hard disk itself become fragmented, and your computer slows down as it has to look in many different places to open a file.

> Disk defragmentation describes the process of reuniting fragmented files on your computer's hard disk so that the computer can run more efficiently.

There are many disk defragmentation tools available – in fact, one comes standard with Microsoft Windows systems (for instance, on Windows XP systems, it can be found be pressing the Start button, moving your cursor over All Programs, then Accessories, then System Tools, then clicking on Disk Defragmenter.) One of my preferred defragmentation tools is called Defraggler and it is available for free at http://www.piriform.com/defraggler It is faster than the Windows version, has more features, and is easy to use. Even though it is faster, disk defragmentation can take many hours, especially if your disk has not had this done for quite awhile. So it is best to begin the defragmentation process and just walk away from your computer and let it run. **(Warning: be sure your computer is on AC power before beginning defragmentation and that your critical data is backed up in case of an unexpected problem.)**

That's it! Remember, please feel free to let me know if there is anything I can do to keep your computers running fast, securely, and reliably!!

Regards,
Steve
650-222-4140

P.S. In conclusion, here is a little computer humor to brighten your day!!

For those of us who sometimes get flustered by our computers, please read on....

If Bud Abbott and Lou Costello were alive today, their infamous sketch, 'Who's on First?' might have turned out something like this:

COSTELLO CALLS TO BUY A COMPUTER FROM ABBOTT

ABBOTT: *Super Duper computer store. Can I help you?*

COSTELLO: *Thanks, I'm setting up an office in my den and I'm thinking about buying a computer.*

ABBOTT: *Mac?*

COSTELLO: *No, the name's Lou.*

ABBOTT: *Your computer?*

COSTELLO: *I don't own a computer. I want to buy one.*

ABBOTT: *Mac?*

COSTELLO: *I told you, my name's Lou.*

ABBOTT: *What about Windows?*

COSTELLO: *Why? Will it get stuffy in here?*

ABBOTT: *Do you want a computer with Windows?*

COSTELLO: *I don't know. What will I see when I look at the windows?*

ABBOTT: *Wallpaper.*

COSTELLO: *Never mind the windows. I need a computer and software.*

ABBOTT: *Software for Windows?*

COSTELLO: *No. On the computer! I need something I can use to write proposals, track expenses and run my business. What do you have?*

ABBOTT: *Office.*

COSTELLO: *Yeah, for my office. Can you recommend anything?*

ABBOTT: *I just did.*

COSTELLO: *You just did what?*

ABBOTT: *Recommend something.*

COSTELLO: *You recommended something?*

ABBOTT: *Yes.*

COSTELLO: For my office?

ABBOTT: Yes.

COSTELLO: OK, what did you recommend for my office?

ABBOTT: Office.

COSTELLO: Yes, for my office!

ABBOTT: I recommend Office with Windows.

COSTELLO: I already have an office with windows! OK, let's just say I'm sitting at my computer and I want to type a proposal. What do I need?

ABBOTT: Word.

COSTELLO: What word?

ABBOTT: Word in Office.

COSTELLO: The only word in office is office.

ABBOTT: The Word in Office for Windows.

COSTELLO: Which word in office for windows?

ABBOTT: The Word you get when you click the blue 'W'.

COSTELLO: I'm going to click your blue 'w' if you don't start with some straight answers. What about financial bookkeeping? You have anything I can track my money with?

ABBOTT: Money.

COSTELLO: That's right. What do you have?

ABBOTT: Money.

COSTELLO: I need money to track my money?

ABBOTT: It comes bundled with your computer.

COSTELLO: What's bundled with my computer?

ABBOTT: Money.

COSTELLO: Money comes with my computer?

ABBOTT: Yes. No extra charge.

COSTELLO: I get a bundle of money with my computer? How much?

ABBOTT: One copy.

COSTELLO: Isn't it illegal to copy money?

ABBOTT: Microsoft gave us a license to copy Money.

COSTELLO: They can give you a license to copy money?

ABBOTT: Why not? THEY OWN IT!

(A few days later)

ABBOTT: Super Duper computer store. Can I help you?

COSTELLO: How do I turn my computer off?

ABBOTT: Click on 'START'...............