

## Windows Tips

### **Ditch Office Utilities**

Don't drag down your Windows performance. Ditch Office Utilities for speed. There are many options for speeding up Windows. We think you can always use one more. Besides, can your PC ever be too fast? We didn't think so.

There are a few utilities you can dump to increase your PC performance. Office Startup and Find Fast (a utility that builds indexes to speed finding documents using Open and Open Office Documents) can boost Office tasks, but they tend to drag down Windows performance.

### **Follow these three steps to remove them.**

1. Delete both icons from your Start Up folder.
2. Use the Office CD to fully remove Find Fast.
3. Use Add/Remove Programs to open the Office Setup tool.
4. Open Office Tools in the Setup program.
5. Uncheck the box.
6. Click OK.

### **Remove findfast.cpl from your Windows System directory**

Once you reboot your computer, the Find Fast utility will be gone. If you want to reinstall Find Fast, all you have to do is insert the Office CD and reverse the process.

### **Delete Run History**

Follow these simple steps to cover your computing tracks, Each of the commands you use to quick launch a website, program, folder, or document using the Start menu Run dialog box is saved in a history list. These commands stack up even after the computer is restarted.

### **Clear the entire Run history by following these steps:**

1. Start the TweakUI utility.
2. If TweakUI is installed, you'll find it by clicking Start, Settings, Control Panel.
3. Double-click the TweakUI icon.
4. Click the Paranoia tab.
5. Check "Clear Run history at logon."
6. Click "Clear Selected Items Now."

Leave the "Clear run history at logon" box checked if you want to automatically clear the Run history when you log on to your computer. Uncheck it and click OK if you want to clear the Run history yourself in the future.