

IN BRIEF

Oregon
State
Bar

PROFESSIONAL LIABILITY FUND

www.osbplf.org

Malpractice Prevention Education for Oregon Lawyers

Is Your PC's Performance Lagging?

Over time, computers can become sluggish due to unnecessary applications as well as fragmented files. Take time to clean up your computer periodically to improve its speed and efficiency by following these steps:

- Uninstall any applications you no longer use. Don't just delete the icon – it's only a shortcut. Use the uninstall feature that came with the software, or go to the Control Panel in Windows and choose Add or Remove Programs. Once the program list is populated, select the unnecessary program and click Remove. For help with this step, try the PCDecrapifier: www.pcdecrapifier.com. This program is free for personal use.
- Delete any downloaded or temporary files you don't need. These may reside in C:\Temp or C:\Windows\Temp, or C:\Documents and Settings\[your user name]\Local Settings\Temp. Be careful NOT to delete any downloaded programs you still use. These can be found at C:\Windows\Downloaded Installations or C:\Windows\Downloaded Program Files. If you aren't sure whether a file should be deleted, leave it. Your computer will still benefit from the other steps described in this article.
- Run Disk Clean-up and Disk Defragmenter from your built-in System Tools. (In Windows XP, click on Start, All Programs>Accessories>System Tools.) If you want a more aggressive clean-up tool, consider the freeware application CCleaner available at www.ccleaner.com.

BEVERLY MICHAELIS

PLF PRACTICE MANAGEMENT ADVISOR

THIS ISSUE

February 2009

Issue 107

DISCLAIMER

IN BRIEF includes claim prevention information that helps you to minimize the likelihood of being sued for legal malpractice. The material presented does not establish, report, or create the standard of care for attorneys. The articles do not represent a complete analysis of the topics presented, and readers should conduct their own appropriate research.