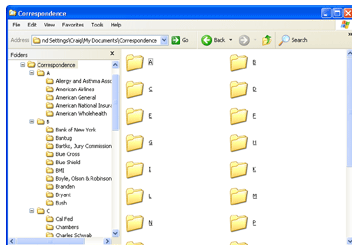


## Organise your folders, update Windows, run antivirus software



We all know how easy it is to dump files into the wrong folder when we're in a hurry. But one way to make sure you keep your files organised is to remove the clutter with a filing system that makes sense for the way you use your computer.

Here are a few tips to get you started:

Take the time to plan the best way to organise your files. How do you spend your time on the computer and what you want to create? Do you work with photos and image-editing software, surf the Web, write short stories, research school projects, or play games? The folders you create in Documents can be tailored to show you just the kind of data about your files that you need to track. For more tips about creating a well-organised filing system, [click here](#).

## Your taskbar has disappeared!

The taskbar is that horizontal bar on your computer screen that displays open items on your desktop, the Start menu, etc. In many ways, it's your central command.

There's nothing more frustrating than going to start a program, only to find the taskbar has disappeared. A computer without a taskbar will bring you to a grinding halt.

The good news is that the taskbar never disappears - it just hides. It may be behind other open windows, or at the top, or side of your screen. You can, unintentionally, make the taskbar so thin that it seems invisible.

[Click here](#) for possible reasons why your taskbar has vanished.



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