Radio Days – 2010-12-18

Tip of the Week – Remove Fonts For Speed

Did you know that having lots of fonts in your computer will make it take longer to start and make it run more slowly? There is a simple solution: just remove the many fonts which you do not use. Windows fonts are stored in the **Fonts** folder which is in the **Windows** folder.

If you are using Windows XP then the simple solution is to create a new folder and *move* (not *copy*) all the unwanted font files into this new folder. These fonts will not be loaded next time you start Windows. If you later need a font just move it back to the Fonts folder.

In Windows Vista you must click on each font then click on **Delete**. This is a drastic action as it cannot be undone so you need to take care: one client deleted some fonts needed by Windows itself!

In Windows 7 it is very easy: open your Control Panel then, in the Fonts section, just right-click on the font then click **Hide**. Every font that you hide this way can be shown later using the same technique if you later decide that you do need this font.

Elusive Data

Sometimes, just when you believe that you have all the data that you need in your backup, you find that a really important file (or series of files) is missing. This happened to me when I started using my new computer. I did not copy my email files or my address book because they were not in the backup. To ensure that your backup contains all the files that you need there are two useful techniques which you can use.

The first technique is one which I use for my email program: I just change the location of the email files using the options in the email program for setting the storage location. Some email programs (like Outlook Express) move the files themselves; others (like Eudora) need you to move the files then they will pick them up from the new location.

Another type of data which can be difficult to find and backup is your address book details. The difficult way to backup your address book is to work out where the data is stored then do a manual copy to your backup location. This is both tedious and error-prone.

The easy way to backup your address book is to export the details to a folder which is in an area that you backup each time you do a backup. I have created a folder called **Export** inside **My Documents** and I then export my address book details to that folder as well as all the entries in my calendar program. This means that I can easily recover this data should I move to a new computer or should I need to recover from my backup.

The problem with this system is that it is all manual. If you do not export your data to the new export folder you will backup your old data, not your current data. To make this as foolproof as possible you will need to automate the whole process.

When I have worked out how to do this automation I will include it in another cheat sheet.

Further Information

None this week