



Coffee Break

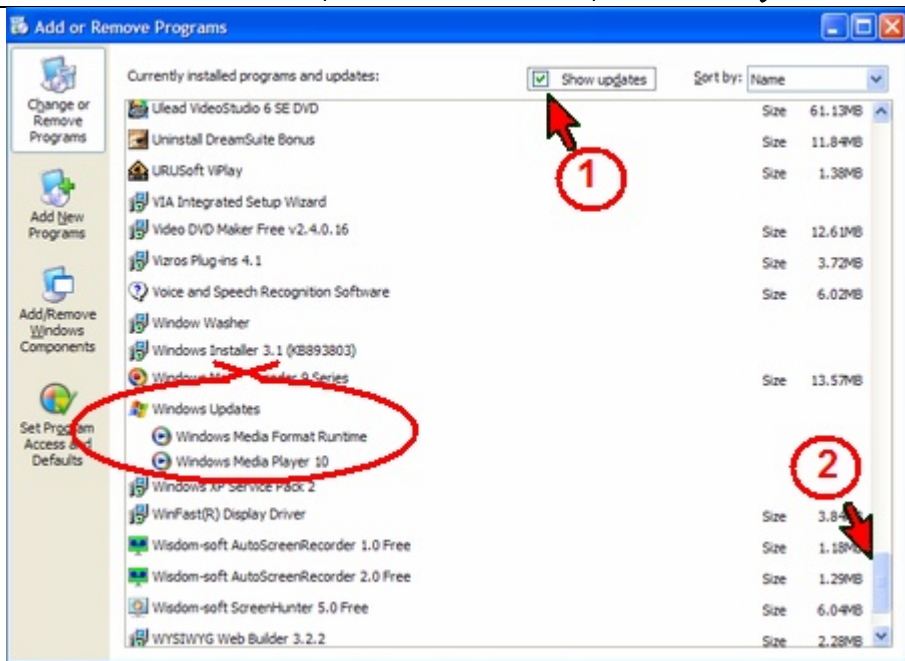
Question on Software or Operating system.

Two Quick Tips

Here are two quick and easy tips to show what's been installed on your computer and the storage space taken on your hard drive in **[My Pictures]** folder.

Do you know what up-dates are loaded on your computer by Microsoft?

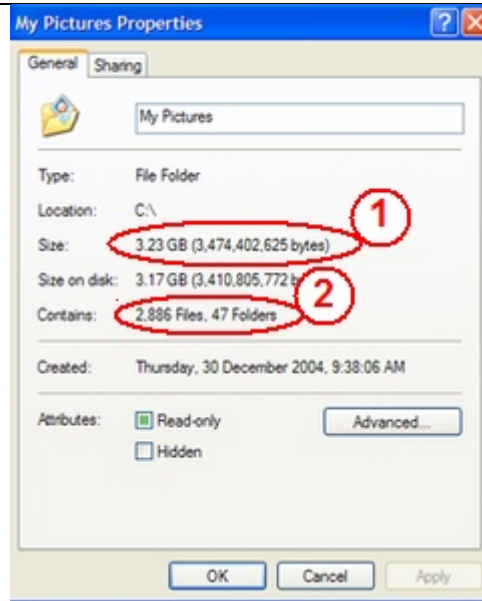
To find out, open the control panel and click on **[Add or Remove]** icon.



- (1) place a tick in the **[Show updates]** box
- (2) Scroll down near the bottom of the list and find **[Windows Updates]**. A list of what has been loaded will be displayed.

How much space does My Pictures folder use on my computer?

- (1) Open Windows Explorer, Right click **[My Pictures]** folder.
- (2) Left click **[Properties]**.



- (1) Shows the number of bytes your images are using.
- (2) The number of pictures, plus how many folders are in **My Pictures** folder.
- (3) Images take up a lot of hard drive space. It's a good plan to back them up onto a CD or DVD.