



HERE AND THERE

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A Message from Allison Wagner
National Student Representative
University of Wisconsin - Whitewater

Happy Holidays! I'm sure everyone enjoyed the Thanksgiving break, although that will mean finals for a lot of you. Winter break is not far off though; there is light at the end of the tunnel.

Congratulations to those who are graduating this semester; good luck with everything you do. I am really looking forward to graduating and getting into a teaching position myself. Good luck, as well, to those who will be student teaching next semester. Student teaching is a wonderful experience. Make the best of it.

School can be very stressful, especially towards the end when papers and projects are due and finals are near. You may think it will never end, but just remember hard work pays off and it will all be over soon enough, and you will wonder where the time went. I know I do.

The competition year is drawing to a close and I wish each chapter the best of luck. I am excited to hear all the different chapter projects for the 2005 competition year.

As always, if you have any questions feel free to contact me. I am always glad to offer assistance whenever I can. Have a safe and merry Christmas, and a happy New Year!

President's Report

Thelma King
Gamma Phi Chapter
North Carolina A&T State University

Season's Greetings to Everyone!

From reading previous Here and There publications, I know that many of the chapters have been very busy working on various projects and activities. I have enjoyed reading about all the good things that you are doing in your schools and communities. The student articles have been informative and timely. Over the several years that I have been a teacher educator, I have observed that business education students become actively involved in their professional organizations early. One can clearly see that they are practicing the aims of Pi Omega Pi.

I realize that the high level of student involvement is made possible by the outstanding leadership of the business faculty and staff on the various campuses. You are to be congratulated for a job well done. On top of all your other responsibilities, you take the time to serve as a Pi Omega Pi advisor. I applaud you.

We have updated many things on the National website and made corrections where needed. You will see that you have links to the various chapter resource documents. Please refer to them as you manage your chapters. Let us know if there are any other changes that need to be made. It is our desire that the information there be current and accurate.

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Association for Career and Technical Education (Business Education Division)

The Business Education Division of the Association for Career and Technical Education has a broad-based foundation of persons who are dedicated to educating today's students for tomorrow's business community. Members include educators from middle schools, junior high schools, secondary schools, vocational and career centers, adult education, community and technical colleges, four-year baccalaureate degree programs, graduate degree programs, and other related institutions and organizations.

Here and There

Here and There is the official newsletter of Pi Omega Pi, the national honor society in business teacher education. It is published four times each competition year: February, April, October, and December. Articles and news should be sent to:

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National Council 2005-2007

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(President's Report Continued from Page 1)

You should have received the Chapter Activities Report guidelines by now. Make sure that you record all of your activities and return the report to the National Secretary by the due date.

Everyone is invited to attend the NBEA Convention, which will be held in Tampa, FL, April 12-15, 2006. The Pi Omega Pi breakfast is scheduled for Friday, April 14th from 7-8:30 a.m. Refer to the NBEA website (www.nbea.org) for registration information.

As the semester comes to an end, I wish you all a happy holiday season. Take a break, relax, enjoy family, and reflect. We will see you in the New Year!

Chapter Activities

Beta Chapter

Northwest Missouri State University

Beta Chapter at Northwest Missouri State University initiated five new members during the fall semester: Ryan Anderson, Heidi Drew, Christopher Eckert, Joel Guenther, and Matthew Moore. The Chapter's initiation ceremony was held following a program by Delta Mu Delta on reception etiquette. Members and guests had a wonderful time learning the one-hand hold and freeing the other hand to greet one another. A business meeting concluded the evening where the project for the national competition was discussed. Those working on the projects were reminded of their responsibilities and the fast approaching deadline.

Kappa Chapter

Indiana University of Pennsylvania

The members of Pi Omega Pi's Kappa Chapter have been participating in a variety of activities this fall semester. President Amy Roth and Vice President Kevin Long have been representing the Kappa

Chapter on Indiana University of Pennsylvania's College of Business Student Advisory Council (COBSAC). This organization is made up of student leaders in different business associations. The aim of COBSAC is to promote student involvement and networking in the Eberly College of Business. At the end of the semester, COBSAC is sponsoring a dance for all organizations in the College of Business and many POP members will be attending.

This semester's fundraising campaign proved to be quite successful. The members of Kappa designed, marketed, and sold t-shirts for IUP's Homecoming. These shirts were a big hit across campus and members of the organization were pleased with the results.

Thirteen members of the Kappa Chapter traveled to Hershey, Pennsylvania, for the Annual Pennsylvania Business Education Association Conference. The conference, held on November 18, 2005, proved to be very beneficial. Members attended various seminars, networked with business teachers from across Pennsylvania, and even got a few freebies. Many have already expressed interest in attending next year.

This semester, the Kappa Chapter will initiate two new members into the organization. Jessica Taylor and Rebekah Sievers will be inducted into Pi Omega Pi at a ceremony in December. Also at this ceremony, the current student teachers will be honored. Best of luck to POP members, Jallene Westover and Brian Thompson, who will be graduating in December!

Mu Chapter

Emporia State University

Mu Chapter has been working on completing the national project, which entails creating educational color books and multimedia based on the national personal finance standards and Kansas economic standards for K-3 students. The books will be distributed with help from the Emporia State University Students In Free Enterprise and Phi Beta

Lambda chapters to county schools before Christmas.

Information about the free materials will be distributed to all Kansas grade schools and will also be made available on the ESU School of Business web site.

Chapter members are also completing hours required by ESU student government for community service hours.

Psi Chapter

University of Wisconsin-Whitewater

The months of October and November proved to be extremely active. Successful meetings and social events marked a productive quarter. The Kringle fundraiser provided another successful fund raising activity and several members promoted the Whitewater Psi Chapter in the helping of a local elementary school. The national project is showing signs of eminent success and members this quarter have demonstrated a more than usual display of willingness to become involved in Pi Omega Pi activities.

Alpha Beta Chapter

Eastern Kentucky University

Seasons Greetings! The Alpha Beta Chapter has been bustling with lots of activities over the last several months. In October the Chapter inducted several new members.

During the October meeting, plans for the local, regional, and national projects were discussed. The Chapter hosted a regional FBLA conference with 400 high school students on campus. Additionally, Alpha Beta worked on identifying possible fundraising opportunities.

November was a great month. The Chapter discussed national, regional, and local projects and deadlines were established. Tentative plans to attend the NBEA convention in Florida were also made. At this time, most members plan on attending the convention.

Alpha Pi Chapter

Mississippi State University

The Alpha Pi Chapter initiated three new members in the fall. Five members attended the Southern Business Education Association Convention in October in Franklin, Tennessee. Members have been busy completing the projects for national competition as well as sponsoring one of the labs for the Open House for the department. A bulletin board reflecting the excellent learning experiences of both teacher education and information technology services majors was a highlight of the lab. Members and adviser enjoyed a relaxing holiday reception at the home of our adviser.

Alpha Chi Chapter

Eastern Illinois University

The Alpha Chi Chapter of Eastern Illinois University initiated five new members on Wednesday, September 28, 2005. Part of the recruitment of new members involved the development of a chapter newsletter describing the activities and current members. Initiation brought the active members total to twelve. Of these twelve members, four will be student teaching in the spring of 2006. The fall semester was a busy time and is winding down.

This semester has been a busy one for the members of the Alpha Chi Chapter. A service project was completed with the Education for Employment Regional Director. Members assisted teachers at a professional development day by helping set up computer projection systems and distributing handouts. Members benefited from learning what goes on in preparing for a one-day mini-conference as well as from the presentations they observed.

Several members attended the Eastern Illinois Business Education Association (EIBEA) meeting and the Illinois Business Education Association (IBEA) conference this fall. The EIBEA fall meeting was held in Casey, Illinois one evening in October, while IBEA was a three-day conference

during the first week of November held in Springfield, Illinois.

As the semester comes to an end, the Chapter still has several activities planned. Officer elections will be held since many of the current officers will be student teaching in the spring. Members are also planning to participate in a community service activity with the members of Phi Beta Lambda during the first weekend of December and to have an end of the semester social activity the week before final exams.

The Alpha Chi Chapter has also been involved in fundraising in hopes of sponsoring members to attend the Pi Omega Pi conference in 2007. Members will be working during the last week of school at Textbook Rental for an end of the semester fundraiser.

Beta Kappa Chapter
East Carolina University

Beta Kappa Chapter has had a busy semester working diligently on the national project. Several members are planning to attend the national conference in Tampa, Florida, in April. The Fall Initiation Ceremony is planned in conjunction with a Christmas party on December 4. Four new members will be initiated in December.

Gamma Phi Chapter
North Carolina A&T State University

The Gamma Phi Chapter of Pi Omega Pi participated in the numerous activities:

- Assisted with a Praxis II preparation workshop on Saturday, October 8. Licensure and prospective teachers attended from around NC.
- Participated in the North Carolina A&T State University annual University Day activities. Gamma Phi members assisted at the Department of Business Education table by answering questions for prospective students and parents and hopefully inspiring some students to become future business teachers.
- Donated school supplies to Kappa Delta Honor

Society who were collecting the supplies to send to students affected by Hurricane Katrina.

- Hosted the First Year Teaching seminar in November which was open to all education majors. Alum from the disciplines of business education, English, elementary education and an administrator were invited to serve on the panel to discuss the first year teaching experience and share advice with current students. The discussion was very helpful.
- In celebration of National Business Education Month, members presented the Business Education faculty with a small gift to show appreciation.
- Members along with another Business Education organization collected items for a Thanksgiving box that was presented to a needy family in the community.

Zeta Eta Chapter
Kansas State University

The Zeta Eta Chapter of Pi Omega Pi is getting ready for its annual holiday party. The Chapter will have a potluck dinner at our adviser's home that night, as well as a meeting and initiation. The Chapter will be welcoming three new members during this initiation ceremony. Officer elections for the next calendar year will be held that night as well.

The Chapter has also been completing the community project of adopting a family. Members plan to help a local family to better enjoy this holiday season. The local project is already completed. The yearly fundraiser was sales of sweatshirts and hoodies. The members worked hard to market the merchandise and it really paid off.

The five members who attended the Kansas Business Education Association in Wichita learned a lot from attending sessions and networking with other business educators. Those members were able to relay the new ideas to the rest of the Chapter so all the members could also benefit.

Planning the trip to NBEA in Tampa is starting to get underway. Zeta Eta will have several members attending. This is always a wonderful source for learning and networking, as well as having fun!

Member Articles

The New Chalkboard

Tammy Reynolds
Beta Chapter

Northwest Missouri State University

Teachers are always looking for new ways to increase student interaction in their classrooms. In the October issue of Here and There, the Chi Chapter at Indiana State University submitted an article on the Personal Response System (PRS). One example of this is the Classroom Performance System (CPS) by eInstruction. As an accessory to this system, eInstruction has created a wireless CPS Chalkboard. This device added to the CPS program allows the students to be interactive with the lesson and the teacher to get away from the front of the classroom.

In some subjects, making fun and interesting lessons every day can be difficult. Some days have to be saved for facts and basics of a new topic. With the CPS and use of the Chalkboard, every lesson can maintain students' attention even in the traditional lessons.

The CPS Chalkboard by eInstruction is a portable device that is slightly smaller than a sheet of paper. It is a handheld tablet that includes a pen-like tool that is used like a 'mouse' on a computer. The Chalkboard allows the teacher to move about the room to teach the lesson while monitoring students. The lesson can be built into the CPS and implemented by the teacher from the Chalkboard. The Chalkboard can be used to handwrite new problems and modify the lesson as needed.

At einstruction.com, there is more information about the CPS system and the Chalkboard plus more about what other tools they have. The following is a list they provide of what the teacher can do with the CPS Chalkboard.

1. Author questions using the Chalkboard for later delivery (great for reducing time creating questions with math symbols)
2. Author questions incorporating graphics and annotating the graphics for later delivery
3. Deliver questions dynamically writing the questions on the Chalkboard during the class from any location in the classroom
4. Control your in-class delivery via the CPS Chalkboard while moving about the classroom
5. Annotate questions after receiving results from the class
6. Create and use you own template or use eInstruction provided templates

The CPS Chalkboard works very well with the Classroom Performance System. However, the product is also available to use in any setting, with or without CPS. The Chalkboard can be purchased for \$350 to use in any classroom. It is easy to manipulate the Chalkboard after some training and practice. Any teacher that tries the CPS with the Chalkboard will fall in love with it and want it in their own classroom.

Is Technology Leading to Downgraded Writing Skills?

Adrie Koehler
Chi Chapter

Indiana State University

BRB, LOL, C U L8R G8R, How r u, TTYL. . . Sound familiar? Can you decipher this jargon? If the answer is yes, then you must be familiar with instant messaging or text messaging. Most teenagers and college

students are intimate with this type of language and communicate with texting programs regularly. In fact, instant messaging on the computer or sending a text message on a cell phone occurs on a daily basis for many young people in this contemporary society.

Although the trend is to use abbreviated phrases while chatting with friends, is typing in this informal method leading to a more informal attitude toward writing in the classroom? Or, are students able to use the casual writing habits strictly for online conversation? In order to further investigate this issue, I felt asking my mother, a junior/senior high school English teacher, might shed some light on the subject.

I first asked her if she has noticed a shift in students' writing toward more informal writing and incorrect forms. She replied, "I have noticed an increasing amount of students using the letter u in place of the pronoun you, the letter r in place of the verb are, and the numeral 2 in place of all forms of the word (to, too, two). In addition, I have noticed several students no longer capitalize the pronoun I, and an alarming number of students fail to capitalize the first word of sentences. In the last couple of years, I think more students have become negligent in omitting end punctuation." She teaches seventh and ninth grade English.

Apparently, the trend of students bringing instant messaging jargon into the classroom is growing, and presents teachers, already busy, with another issue to confront in their classroom. In order to effectively combat the use of texting lingo in the classroom, teachers will need to explain to students that the grammatical methods used when instant messaging is not an appropriate voice to use to complete writing assignments in the classroom.

Requirements for New UW Students

John Curkovic
Psi Chapter

University of Wisconsin-Whitewater

Most UW System colleges require the same requirements for entering students. The colleges accept students that have 17 or more preparatory credits. Among these 17 preparatory credits, 13 credits must be from the four main subject areas. The 13 credits are divided up between the four main subject areas differently. You must have four English, three social science, three mathematical, and three natural science credits to be accepted at a UW System college. The remaining four credits of your 17 will consist of your electives. You may choose your electives from foreign language, fine arts, computer science, and other academic areas such as business and marketing classes. Some colleges may require that you take two credits of foreign language as electives to be accepted into that college.

Of the 17 credits required for new student admission, only four credits may be chosen for electives. In these four electives you have to be able to choose the classes that interest you. This only allows you to study other interested academic areas broadly. On the hand there is not a maximum on allowing students to take only 17 credits in high school. If they want to study other areas they can take more classes and have less study halls. Seventeen high school credits is just the minimum for new incoming students in college.

Among the required credits, only four credits are required as electives for admission into a UW System college. Business and Marketing classes count toward UW System entry requirements in different ways. Some business and marketing classes also count toward math credits, such as: accounting, record keeping, and statistics, so these classes may be part of your core class electives. Other business classes such as economics can count toward social science credits as well as business.

CLEP has implications for Business and Marketing Education. I do not believe that there are AP exams for business and marketing classes. CLEP can be taken by high school students or college students to receive college credits. People of different ages and life styles can all benefit from taking a CLEP exam. Regardless of where they learned the knowledge, CLEP allows people to demonstrate their college-level knowledge and

receive credit. CLEP exams are offered in a wide array of business and marketing classes such as: law, principles, concepts, and many more.

There are many benefits to taking CLEP exams in your strong subject areas. For people who took off time before college, CLEP exams can be an easy way to bypass some of the basic classes, by applying your common knowledge you obtained through working. When receiving college credits through CLEP exams you save time, and money. You do not have to pay much or waste valuable time in a class that teaches a subject that you have already mastered. The price for taking a CLEP exam is usually around \$55. CLEP exams also helps students graduate on time, satisfy requirements, and can also make college more interesting for students. CLEP allows you to move right into advanced, more challenging courses, and may help at the finish line if you are short of credits to graduate.

I think that CLEP exams are a great opportunity for students. I wish I would have known of CLEP when I was a high school student. More students need to become aware of CLEP exams so they can take advantage of their benefits. During my freshman and sophomore year of college, I remember taking a lot of classes that taught basic information that I already knew. Had I known about CLEP, I could have taken advantage of its benefits by saving time, money, and enjoying my classes more.

When I become a teacher I will make sure that my students are informed of CLEP, and the benefits that it offers. I will also take the time to help the students set up plans and times to take these exams so that they receive college credits.

Even though there is not much room left for high school students to take business and marketing, I will encourage my students to take related classes. Trying to divide four electives into areas of interest is not easy. Even taking all four electives in either business or marketing is not that many courses. I will stress the importance of business and marketing courses to my students through their academic value.

If you are interested in become a business or marketing major in college you can benefit from taking related classes now. If you take business and marketing classes in high school and believe that you master the content knowledge, then you should take a CLEP exam in that subject. If you pass the exam you will receive college credits in that subject area in most UW System classes. When receiving college credits, this will allow you to move onto advanced courses, saving you time and money without the general classes.

There are many benefits to taking business and marketing classes in high school. They will help you to pursue your dreams in college more easily. There are also many advantages to taking CLEP exams to obtain college credit. When I become a teacher, I will encourage students to take business and marketing classes and also to take advantage of the CLEP exams.

Gender Bias and Technology _____

Treva Macy
Alpha Beta Chapter

Eastern Kentucky University

A 2001 national survey of children both at home and school (Debell & Chapman, 2003) point out that male and females may actually have fewer differences in access to computers than originally thought. It appears that both male and female students have almost identical access to computers. Noticeable differences occur, however, in the way the sexes utilize technology.

The study suggests, and most parents with males will agree, that males prefer to use computers for game playing. Females, on the other hand, use computers for e-mailing and word processing. Males tend to have more positive role models, especially in technology (i.e. Bill Gates) than females. Male students are also more likely than females to choose computer use during free class time. Many teachers fail to be role models for female students because they themselves are not comfortable with technology in the classroom. Many times teachers will rely on students, usually male, to assist when technical problems arise with classroom equipment.

So, how can teachers level the playing field for female students? Incorporating Vygotsky's theory on social cognition where learning takes place by interaction with others could be of benefit for female students. Learning from other students, as well as from the teacher's example could play a role in improving female use of computers.

Here are a few suggestions.

- Assign group projects with individual components to ensure the success of the group and the individual.
- Schedule computer use with equal time slots.
- Incorporate computers into all business classes (Internet access to business law classes and accounting classes) as well as math and science classes (with the use of presentation software and spreadsheets).
- Encourage as much hands on use of computers as possible.
- Refer to female role models as part of normal classroom instruction.

And perhaps the most important of all, teachers should strive to continually improve their computer skills. With the majority of teachers in the United States being female, female teachers can become positive role models for female students. With a little effort and planning, students can become proficient with technology and gender bias in the classroom can become obsolete.

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Becoming a Professional

Shelley Johnson
Alpha Pi Chapter

Mississippi State University

How can a good teacher become a great teacher? What are some ideal ways that educators can continue to grow personally and professionally? For starters, never stop learning. It may sound cliché, but it will always ring true. Knowledge is power. The more one knows, the more one grows. Find ways for improving instruction, implementing new strategies and techniques, and improving overall.

Another way to become a better teacher is to join professional organizations. Networking with others in the educational arena has numerous benefits and positive outcomes. Veteran educators may serve as mentors by sharing experiences with newer teachers. The up and coming teachers may provide a breath of fresh air by contributing new and innovative ideas into the classrooms. What better way is there to get a feel for education than by forming relationships with others who share the same interests?

Most importantly, the best and most successful educators have a passion for what they do. They not only take pride in their work, but they also show genuine care and concern for each and every student. Knowing they can make a difference is key to their success.

iPods and Podcasting – Learning On The Go

Kurt John & Charles Garner
Beta Kappa Chapter

East Carolina University

Have you ever missed a class and felt like you would never catch up? Obtaining the notes from a classmate is not the same as hearing the professor's lecture. Many universities around the country have a solution. This solution not only helps students who are absent from a class, but also helps those learners that

have trouble taking notes or who want to review a particular part of a lecture. Podcasts of lectures have moved learning into the high tech age. Professor's lectures are being placed online for students to download to their iPod, personal computer, or mp3 player. Podcasts, free broadcasts available for download via the Internet, have provided a unique resource for students to use for learning.

Duke University, the first university to implement an iPod program, used iPods for many course-related activities. Students of selected classes at Duke could download "faculty provided course content, including language lessons, music, recorded lectures and audio books" (Roach, 2005). It is the goal of the universities that are using this technology to make new and emerging technology a core part of their structure as well as incorporating technology that is popular with their students (Read, 2005, March). Apple's iPods seem to be everywhere on college campuses, they are a part of "student culture" (Read, 2005, October). According to Read (2005, October), many professors believe that students already have this technology so why not use it to help students learn.

Professors at Boston University believe if a student is absent from class that it will be more beneficial to the student to hear a recorded lecture than to obtain notes from a peer (Fletcher, 2005). Placing lectures and content information on-line has also been called "coursecasting" (Read, 2005, October). Lectures online are not only helpful to those students that were absent from class but also helpful to students who are not English proficient (Read, 2005, October). Podcasting lectures allow students to review for exams or go over difficult to understand portions of a lecture (Read, 2005, July). The ability to review a lecture at one's own pace is easy and most beneficial to the student (Read, 2005, October). For students that best learn through visual and audible means, online lectures will allow them to focus on the professor during class and allow them to take notes when they review the podcast later (Hallett, 2005). Professors are also enjoying this technology as a means to enrich lectures with "audio clips from famous speeches, music and news casts" (Prince, 2005).

Professors and universities are excited about the use of iPods, and podcasting lectures because they allow students to take learning anywhere on campus (Read, 2005, October). Students could be running, at the student recreation center, doing laundry, waiting for the bus, or walking to and from classes (Read, 2005, October). At Purdue University their goal was to make learning mobile and not have students tied to their computers (Read, 2005, October). One of the goals of mobilizing lectures is to fill students' dead time with learning (Read, 2005, March). Sitting at the library reviewing notes and references is a thing of the past—just grab your iPod and head out for a jog while listening to last week's lectures.

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Don't Let Burnout Stop You from Making a Difference

Sarah Mobley
Gamma Phi Chapter

North Carolina A&T State University

As a future educator you go through seven semesters of training at your respective colleges and universities, followed by one semester of student teaching, and then it's time to teach! So you enter the field excited about bringing the world of business to life for your students. You have numerous goals set and high expectations for them. You have endless teaching strategies that you can't wait to try out. As a teacher, you have infinite ideas on how to make learning fun as well as relevant to your students. You know these students can succeed, and will stop at nothing to ensure that they do.

But then what happens? After a few semesters or a few years does the desire diminish? What happens to the original conviction to make sure that every student succeeds in your classroom? Can burnout rear its ugly head in such a short period of time? The answer is yes. So how can you be proactive and prevent it?

Teaching is said to be one of the top five most stressful careers. From behavior issues, to paperwork, and endless hours of planning, burnout can come quickly for even the most committed teacher. Fortunately, there are ways to prevent and deal with burnout.

1. Ask for help. Find a mentor or a colleague to befriend and talk with. Sometimes talking to someone who understands can help a lot.
2. Don't sweat the small stuff. Every little detail does not have to be perfect. You are human just like everybody else and, therefore, will make some mistakes. Just learn from them and try not to repeat them.
3. Don't play the teacher role at home. Make sure you separate your work life and home life. It will give you needed balance.
4. Take time for yourself. Do something that you like to do, just for you. It may be reading a book (not related to teaching) or going to see a movie, anything! Just do it!
5. Remember why you started teaching. Touching the lives of students and making a difference are the reasons to be and stay in this profession.

The students need good teachers! They need the passion and dedication with which new teachers enter the profession. Don't fall victim to burnout, but recognize and deal with it in order to give your students 100%. Keep in mind the five strategies. They can help to prolong your teaching career, as well as make you as happy and productive throughout your career as when you first began. Remember, don't let burnout stop you from making a difference in the lives of young people.

References:

<http://k6educators.about.com/cs/helpforteachers/a/avoidburnout.htm>

System Tune Up

Carl Brown
Zeta Eta Chapter

Kansas State University

Ever have a slow computer and you don't have the time to deal with tech support or the IT department? Here are some steps that you can follow to make your systems run faster. These steps are for Windows 98, Windows Millennium and the newest version Windows XP. I call it a system tune up. It is very helpful to clean up your system, free up hard drive space, get rid of system lock ups and help to speed up the system.

For Tuning up a Windows 98/ME operating system**Step one:**

- Click on the start button (bottom left corner).
- Select Programs then, Accessories then, System Tools then, and Scandisk.

When the Scandisk windows opens make these selections by clicking on the box or circle next to them.

- Standard test and then Automatically fix errors.
- Drive C should already be selected – if not then select that drive by clicking on it once.
- Click on the OK or Start Button.

When this is completed you should get a window that says on the first line:

Scandisk did not find any errors, or Scandisk found errors and fixed them all.

- Click on the close button at the bottom of this window.
- Close Scandisk.

Step two:

- Click on the start button (bottom left corner).
- Select Find or Search then,
- Select Files and folders.
- You will see a file name section in this section type in: *.chk.
- You should see a look-in section – MAKE SURE it says C drive if not select it using the down arrow or use the little arrow at the end of the box - Click on Find Now or Search.

When the system is finished searching it will show at the bottom left corner of the window will say 0 files found or X number of files found.

- Click ONCE on the first file listed then press the CTRL + A keys (select all) you will then see that all are highlighted.
- Hold down the Shift key and then press the delete key a windows will pop up it should read:
“Do you want to permanently delete these files – Click OK or Yes which ever the option is.”

The window will clear of files – click in the file name box again and do the following:

- You will see a file name section in this section type in: *.tmp.
- You should see a look-in section – MAKE SURE it says C drive if not select it using the down arrow or use the little arrow at the end of the box – Click on Find Now or Search.

When the system is finished searching it will show at the bottom left corner of the Window will say 0 files found or X number of files found.

- Click ONCE on the first file listed then press the CTRL + A keys you will then see that all are highlighted.
- Hold down the Shift key and then press the delete key a windows will pop up it should read:
“Do you want to permanently delete these files – Click OK or Yes which ever is the option.”
- If you get a message window, select the “NO To ALL” button it will delete the files.
- Close this window with the X in the top right corner.

TMP and CHK extensions on files – these files are garbage and will fill up your hard drive and cause things to slow down.

Step three:

Click on the start button (bottom left corner)

- Select Programs then, Accessories then, System Tools then, Disk cleanup.
- Select the C drive when the option appears.
- The next window you will see a list of items place a check next to all items listed.
- Click on Ok or Yes – You will get a confirmation Windows Select Yes again.

When the windows disappear it is finished.

Step four

Click on Start, Run.

- Type in MSCONFIG and press enter.
- When the Window appears follow these steps:
Click on the General Tab,
Click on the selective startup,
Remove the checks next to
Process autoexec.bat, config.sys, and Startup options.

Click on the startup options tab.

- Replace checks in ONLY Scan registry, Taskbar, Virus Program – (McAfee (VSHWin), or Norton auto protect you can verify the virus program by looking at the path to the right of the file.
*Note: A path that is for Symantec is your Norton Anti Virus – McAfee is for of course the McAfee Anti Virus.

Click on apply – say NO to the restart of the computer.

Step five

Click on the start button (bottom left corner).

- Select Programs then, Accessories then, System Tools then, Click on Disk Defragmenter.

Before starting this program click on the Advance button.

- REMOVE the check from rearrange files for faster access – ALL OTHER Option Leave Checked.
- Click on Apply then OK or just OK if Apply is not available.

Select the C drive and then click on start and let the program run.

When the defrag is finished, close the window and then shut down your computer.

Let the system set for a minute then restart system.

System should be running a bit faster and with fewer lock ups.

For Tuning up a Windows XP operating system

Step 1:

To remove Cookies and Temporary Internet Files:

- Click on Start, then Control Panel.
- Click on Internet options.

In the middle of dialog box, you will a section for Temporary Internet Files:

- You will see a button for Delete Cookies.
- This will be quick depending on how many cookies you have on the system.

Click on Delete Files you will get a window asking concerning offline files:

- Put a check in the box and then click OK – when this is finished then run the defragmenter program.

Step 2:

While still in Control Panel:

- Select Administrative Tools.
- When this window opens select Computer Management.

In the left column you will find Under storage Disk Defragmenter:

- Click on Disk Defragmenter.
- A window will open on the right side of the window.

Step 3:

Click on the drive you want to defrag (i.e. C drive).

This will then allow you to click on the defrag button in the bottom screen.

The system will Defragment – this will take a long time in XP.

Windows XP does an automatic scandisk so you will not have to run this option as you do in the previous versions of windows.

Your XP system will run faster. After, running these steps you will see a big difference – if the system has less than 512 kb of memory you will not see much of a difference in speed. A minimum of 512 kb of memory in system will ensure system runs efficiently and fast; anything below will cause this operating system to run slow and lock up.

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