

Trouble Saving? Not Necessarily a Space Problem

Ever have trouble saving a file? An error message says you do not have enough space. Actually the problem may be with your file, not your storage. For example, working with files sent as attachments in Outlook. One of the great features of Outlook is working with Microsoft documents while in Outlook. Other documents, especially large or compressed files, may need to be opened outside of Outlook. Next time you get this message, drag or save the attachment to your desktop before you start working on it. Then save again, before you put too much work into the document, to see if this solves the problem.

If you do need more storage, cleaning out old files and defragmenting* your PC will free up space. Don't forget to clean out your Home Folder periodically. To request more network space for your Home folder, contact BERT.

*To find the Disk Defragment program, click the Start button. Select All Programs >> Accessories >> System Tools >> Disk Defragmenter. Before you start the defragment process, make sure your files are backed up, all applications are closed and the computer is plugged into power. (If your computer does shut off while defragmenting, it may crash the hard drive or corrupt the operating system, or both.)