Weekly Tech Tips

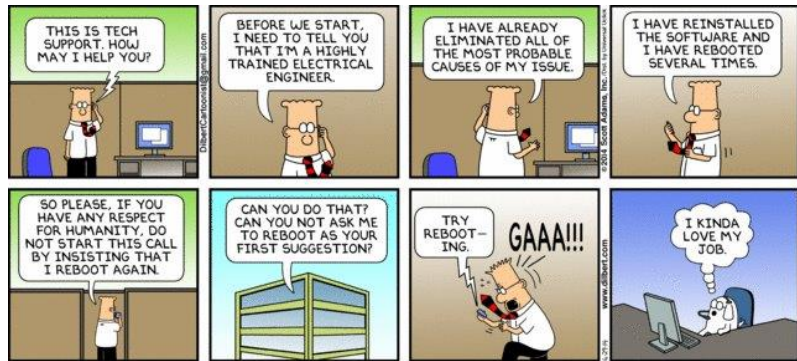helpdesk@robertstechs.com • 319-364-3004

Did You Know?

There are two ways to reach the help desk to have your problems addressed. You can always send an e-mail to helpdesk@roberts techs.com, or you can give us a call at 319-364-3004, and choose option 5. Even if it's after hours, leaving a voice-mail will alert our staff by e-mail of your problem.

Let Us Reward You!

Do you know of a business struggling with their IT needs? If so, we've got the solution! Go to www.robertstechs.com and refer them under our "About Us" section! They'll receive a free Network Assessment with no strings attached, and if they become a client, you'll be rewarded as well!

Why Do A Weekly Restart?

"Did you try doing a full restart of your computer?" Many of you have heard us ask this question before. However, do you know why we ask this? It's not because we believe you wouldn't have thought of it on your own! Restarting a computer weekly can fix many problems. Remapping drives, reconnecting printers, resolving application errors, cleaning up memory, and resolving slowness are just a few of the things this process can help fix. In between restarts, it is not necessary to shut the computer off constantly.

Doing so could cause it to take longer to start up in the morning, when many of you are the most busy. The best practice is to leave your machine on every night. You can do a restart every week to clean up residual things, but if you leave it on and connected to the network at night and over the weekend, the updates and scans can run during off hours. This allows your machine to run better during business hours.

If you have any questions, please e-mail helpdesk@robertstechs.com.

Keyboard Shortcuts

Microsoft Word Keyboard Shortcuts

- To open a document, press Ctrl + O
- To save a document, press Ctrl + S
- To close a document, press Ctrl + W
- To select all, press Ctrl + A
- To bold text, press Ctrl + B
- To italicize text, press Ctrl + I
- To underline text, press Ctrl + U

RTS Contact Info

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TECHNOLOGY SOLUTIONS