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Loading Instructions

PC

insert disk 1 into your floppy drive and type "A:" (or "B:" etc, if that is the label for your floppy drive) and press enter. Then type "INSTALC" and press enter. The program will then ask for your destination directory and will install USM for you. Sound card set up is also handled during this phase.

After installation, type "USM" and press enter to start the game.

Amiga and A1200

Floppy disk users should insert disk 1 and switch your machine on. The game will automatically start to load and you will be prompted for the other disk(s) when required.

A1 200 Hard drive users should boot your machine from the hard drive as usual, and then insert disk 3. Double click on the disk icon and then double click on the HDInstall icon that appears in the window. Follow the on screen instructions to type in a drawer name and insert the other disks when prompted.

A500 Hard drive users should boot your machine from the hard drive as usual, and then insert disk 1. Double click on the disk icon and then double click on the HDInstall icon that appears in the window. Follow the on screen instructions to type in a drawer name and insert the other disks when prompted.

To start the game, all hard drive users should boot from hard drive as usual, open the drawer where you installed the game and then double click on the game icon to load USM.

Starting the Game

On loading the game, after the opening screens, you will have to choose which team to manage and whether to adapt the team statistics. You can choose any team from the Conference to the Premiership. Highlight your choice by clicking on the club name or scroll through the list using the arrows.

You may like to change some of the names and statistics of the team members, particularly as some players may have swapped clubs by the time you purchased this game. You are able to change any of the statistics of any of the teams. This is the only time during the game that the player statistics can be changed, so choose wisely. Click on EDIT and then on each member of the team that you wish to edit. When you have finished, you can choose to save the statistics or reload the default selection by clicking on DISK. In future games you will then be able to load in your edited teams at the start of every new game. The default teams with their pre-set statistics can also be loaded in at the start of the game.

When you are happy with your editing, highlight the name of the club you wish to manage and click SELECT.

Starting Cash

You are presented with a choice of starting capital. This will decide how tricky the game is. Obviously starting with \$5,000,000 will be far less of a challenge than with \$250,000, whichever club you select.

Click on the amount you want.

Commercial Game on/off

Choose to play with this turned on and it will be up to you to build and run your own shops, restaurants, and stalls. Financial considerations can make or break a manager so be sure you're up to the challenge. If you choose to play without this option, then the assistant manager will handle all of this for you, prompting when he thinks that more building work is necessary.

Music & Sound Options

Choose whether to play with Sound and/or Music enabled. Pressing F10 during the game will also toggle these options on or off.

Rigging on/off

Allows you to play it dirty if you choose. Obviously no normal manager would resort to these tactics - would they?

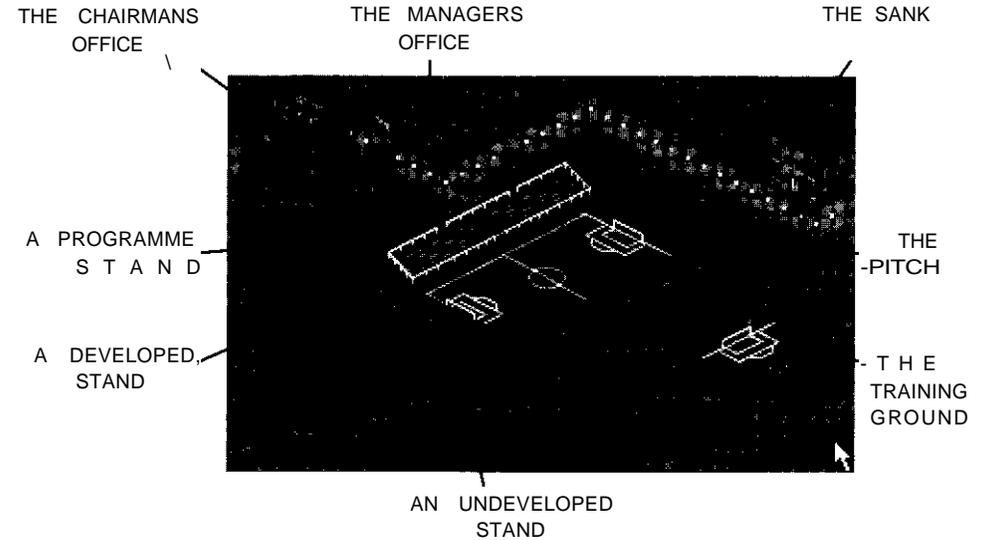
Anims on/off (Amiga only)

Turning animations off will increase the speed of the game. This can also be activated during the game by pressing F8.

Player History on/off (Amiga only)

Leave this option set to OFF if playing from floppy drives. This will reduce the disk access times, as stats from previous seasons will not be available.

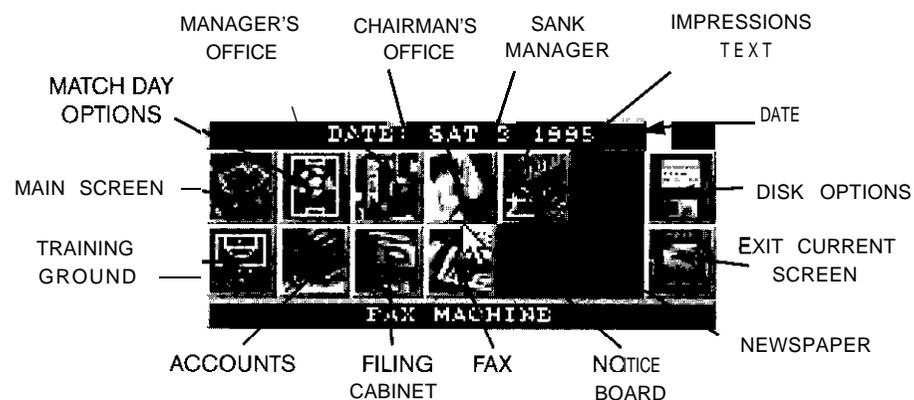
Main Screen



This screen shows you the extent of your empire. If you start as a small club, then your facilities won't be too impressive, but as you grow, your stands, shops, offices will all grow with you. As you move the mouse pointer over different buildings or areas the text at the bottom of the screen will tell you which building is which. Whilst on this screen, pressing F9 will toggle the font between two styles, so choose your favourite.

The screens that you can directly access from this screen are as follows :

- Bank
- Your office
- The Chairman's Office
- Stand Information
- Match day options
- Businesses
- Training

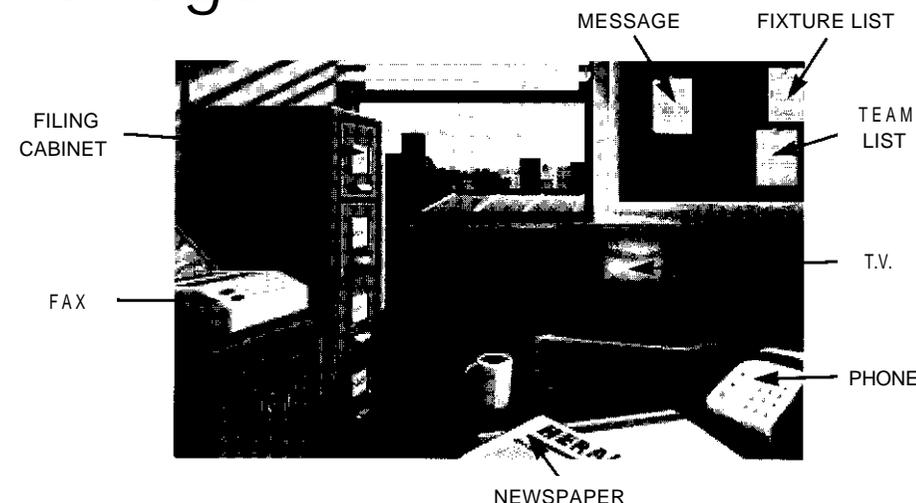


At any time you can right click with **your mouse** and gain **access** to the “**Fast icons!**” These take you to the spots in the game in which you will be spending most of your time. Click on any of the following and go straight there:

- Match options
- Managers office
- Chairman's office
- Bank Manager
- ImpressionsText
- Disk options
- Training Ground
- Accounts
- Filing cabinets
- Fax machine
- Noticeboard

Newspaper reports

Manager



This is your office, where you will carry out most of your managerial duties, Buying and selling players, arranging friendlies, negotiating wages and transfers, it all happens here.

Fax

Transfer list: The transfer list will show all the players currently on the market and their values. Player statistics can easily be accessed from here by clicking **STATS**. If you want a closer look at the player, clicking on **VIEW** will take you to the player's individual details. From there, you can make an offer. The offer must be acceptable to the player and the club, but it's always worth trying a bit of negotiation to get a cheaper deal.

Arrange friendlies: At the start of the season, you might like to arrange up to four friendly matches. This is useful for assessing the strengths of all the members of your squad and how they perform together as a team. Scroll through the divisions by clicking on the arrows. When you see a match-up that might prove interesting, click on that club. You will then have to select the date that you would like to play on and whether to play home or away. Bear in mind that only clubs below your division will accept friendlies (except if you are in the conference).

Approach player: If you would like to buy a player who isn't on the transfer list, clicking this button will allow you to approach any player in the 5 divisions. Bear in mind that if he is a particularly good player then his club may not want to lose him.

View Faxes: This will show all the faxes that you receive from players' agents, coaches, the council, the FA or the chairman.

Phone

The phone is used for the shadier side of your business dealings. Use it to ensure victory or to increase your cash. The majority of people in the league are scrupulously honest, so be very careful about who you offer money to. If you go too far and the FA start to investigate you, you could lose your job or your liberty.

Rig Match : If matches aren't going your way, and you really need a win, then as a last resort you can offer the opposing team a large cash incentive to lose. Click **on RIG MATCH** and then choose the amount you would like to offer. Click **on OFFER** and see the response. If the club accepts the money, then your chances of winning increase. Beware that this will not always mean that you will get the result you want.

Offer **Bung :** If you are having problems signing the player you want, it may be beneficial to offer the player's manager a large "bung" to persuade him to change his mind. After selecting **OFFER BUNG** choose which club to make the offer to, and then the amount that you would like to offer. If the club accepts, then the chances of him now accepting a transfer bid are higher.

Place Bet : Highlight the win, lose or draw line and then enter the amount of money that you want to gamble.

Answerphone : Messages from your bookmaker, if you choose to use him, will be left on your machine.

Notices

Team : This shows your current team selection.

Fixtures : This lists all the fixtures for the season, and as time goes by the results of past matches. Click on the previous matches to see fuller details displayed.

Various : As your season progresses, messages will appear from your chairman, the bank manager, the local council and various other people. Keep a sharp eye out as they could be vital to your survival.

Files

The filing cabinet is where you will go to check on the player and club records. You can transfer players and sort out new contracts from here. To transfer list a new player, click on his name and then select **LIST**. The player will then be made available for sale, and offers for him will come in due course, which you can choose to accept or reject. If you need money badly **you can** choose to **FAST SELL** a player instead. This will mean that a much lower fee will be paid for the player, but the money will be yours instantly. If a player's contract runs out then he will be automatically listed and offers may start to come in. Be careful about rejecting offers, because the player may choose to go and the final fee will be decided by a tribunal.

Player : Gives all the details of every member of your squad from their statistics to their happiness.

Club : All the club details, showing league and cup positions over the past years, top scorers and ground details. Click **on GRAPH** to **see a** chart of your progress in the league and **TRANSFER** to **see a** record of all your transfer deals at your current club.

Manager : Shows your personal record over the years.

Misc. : Shows the vital performance ratings, season ticket sales, and staff details. The performance ratings show the opinion of the fans, the chairman, the bank manager and the players, which all contribute to your overall job security.

Impressions Text

On your smart TV is a huge array of statistics about the season so far. You can look at the fixtures and form of every team from the Conference to the Premiership. The Fast buttons will let you move about the pages with the minimum of effort.

Fixtures : Shows all league, domestic cup and European matches scheduled

Results : Shows the last match day results

League Tables : Shows current league tables for all divisions

Current Form : The clubs with the best current run of form

Top Scorers : The top marksmen for the season

Top Players : Who are the best performing players in each division?

Newspaper

Newspaper reports will give a detailed description of some of your games, letters from fans, and the occasional scoop. Reading these reports can give you an idea as to your success in the eyes of the public. Remember that your chairman, bank manager, players and fans will also read the papers so be careful when answering journalists' questions after a game.

Chairman

GROUND IMPROVEMENTS

ADVERTISING AND SPONSORSHIP



TICKET PRICES AND ATTENDANCE

Each club needs a sponsor to survive. The lower divisions may find it tricky to get a good deal, whilst the Premiership teams will often have to turn offers down. If you turn an offer down, you may have to wait for some time before another offer comes your way - be careful! If you are in the middle of the season and still without a sponsor, the chairman may start to get a little nervous.

Advertisements

As your stadium grows, so the opportunities for selling ad space around the pitch increase. Choose the best deal from a large selection or let your assistant manager shoulder the problem. His choice may not always be as good as yours, but at least the funds will keep flowing.

Ticket Prices

Prices are crucial to whether your club gets the support it deserves. Too high and no-one will come to watch. Too low and you may start to lose out on the cash. Remember to keep prices at friendlies low, and to milk big cup ties for all they're worth.

Attendance Graphs

Click on the buttons on the left of the ticket panel to see graphs that show your attendance and income at all your home games. Watch the graphs closely as you will soon see the effect of prices, your current form and the style you choose to play. The fans like to see an attractive game, but they also need to see you win! Don't forget that the figures for attendance include season ticket holders and those fans with 'free' tickets, which do not bring in any weekly income.

Ground Improvements

Improving your stands and stadium facilities is extremely simple. Clicking on this icon brings you into the improvements screen. Choose to either improve your grandstands, commercial properties, catering outlets or the car parking and roads. Click on one of these and the particular options will appear.

When building stands select which side of the stadium to develop by highlighting North, South, East or West, and then click on the type of stand you would like to build. The 'ghosted' options are unavailable.

For buildings, choose which type of structure you would like to purchase and click on it. Then position the building where you like. Buildings that obscure your view will automatically reduce so that you have a clearer view. Left click when you are happy with the position. If you want to construct two similar buildings, move to the new position and left click again. When you are satisfied that you have placed enough buildings, right clicking will give you the chance to confirm or cancel. Buildings will take some time to build, depending on their size.

Stands

Better facilities mean that more fans will come to your matches. Improved stands mean you can charge that little bit more for tickets and it could make all the difference on your financial scoresheet.

Commercial

As crowds grow so will their appetite for all your club merchandise. Set up shops, programme stands and stalls to satisfy them.

Catering

From burgers to *haute* cuisine people will always want to eat. Make sure that they eat at the ground with keen prices and enough differing venues.

Roads/Parking

It's no use having all the facilities if no-one can get to them. Make sure that all the various parts of your stadium can be accessed via the road. Watch the little men who wander about, if none of them go where you've placed your new building, it's possible that they can't access it.

Roads do not have to pass the front of a building, but must touch at least one side to be effective. The more car parks you have, the easier people will find it coming to your matches.

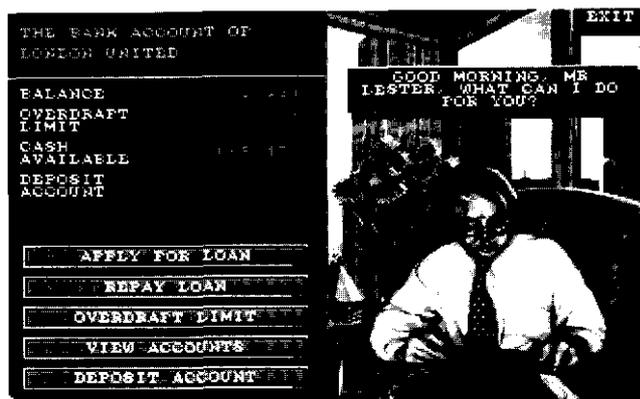
Demolishing Buildings

If you are unhappy with the way any parts of your club grounds look, then use the 'Demolish' option to get rid of them. There is no cost involved, but you will have to pay the full price for any building you put in the same place.

Maintain Building

Your buildings will have to be maintained as your empire ages, and costs will rise accordingly. As buildings get larger their equivalent maintenance costs rise. This is set initially to 100% coverage, but if money is tight this may be a good (but risky) place to find some quick money. As the buildings age, it may be cost effective to demolish them and replace them with a brand new structure. Remember that if your stands are being rebuilt, your ticket sales will reduce as capacity falls.

Bank



The bank manager will be keeping a sharp eye on your progress, so it is worthwhile keeping him happy. If you need to borrow money for a top player, a good record in this office will be vital.

Apply For Loan

If your cash flow is good enough you may be granted a loan, although you will be assessed as to your highest possible monthly repayments. Spread the loan up to nine years for larger amounts, but interest rates will probably be quite high.

Repay Loan

If you have the cash, it is probably wise to pay off your loan as soon as possible.

Overdraft Limit

You can apply for an overdraft limit, and depending on your financial position, can then spend money you don't have!

View Accounts

Toggle between your weekly and annual accounts.

Deposit Account

Move your money between current and deposit accounts to make use of any changes in the interest rates.

Training

This part of the game is important if you want to keep your promotion and cup dreams intact. Make sure that you have enough coaches to fulfil all the training obligations. As players' statistics rise, so will their value, so it is worth employing the best coaches to train them. Skills will only improve slowly over time, so be patient. Also bear in mind that a player's age will have an influence on his performance and his capacity to improve through training. Make sure that all injuries are treated straight away to shorten the time your players are out.

Player Details/Graphs

Using the graph option gives you the quickest way to see your team's strengths and weaknesses. Click on the buttons at the top of each column to see a graph comparing the chosen skill for all your players. Click the right mouse button to get the numbers back.

Available Coaches

Shows all the coaches willing to work for you. The amount and quality of coaches that apply for jobs will be affected by the club's status but also information that they receive from your current coaches regarding wages and workloads.

Once you have hired a coach, his name will appear under "Current Coaches". To get him to train a player, make sure that his name is highlighted and then click on the number (or graph) representing the skill of the player you wish to improve. For example, to get Coach Harris to train player Smith's shooting skills, you would highlight Coach Harris and then click on the actual number which shows Smith's current shooting skill. The number (or graph) you clicked on and the player's name will then change to the same colour as the coach's name so that you can see, at a glance, who is doing what.

Assistant Advice

Instead of handling all the training work yourself, let your assistant make some suggestions. They may not always be perfect, but it will save you time.

Injury List

Shows all injured players, the type of injury and time needed to recover. The recovery period is the time taken for the injury to heal. After the injury heals, then the fitness will start to increase. The recovery time can be reduced by

assigning a fitness coach to that player.

Once you have employed some coaches, clicking on their names will let you increase their wages, sack them if they're not much good, or use them as scouts.

When acting as a scout, you can detail him to search for players in all the divisions and also Europe. Specify which leagues to look in, what strengths you need and how much you are willing to pay. When you have found a player you like the look of, order the scout to watch him for a few matches. In a couple of weeks you will be able to ask the scout for his report which will tell you how your chosen player is performing. A "*" next to a coaches name indicates that he has a report available for you to see.

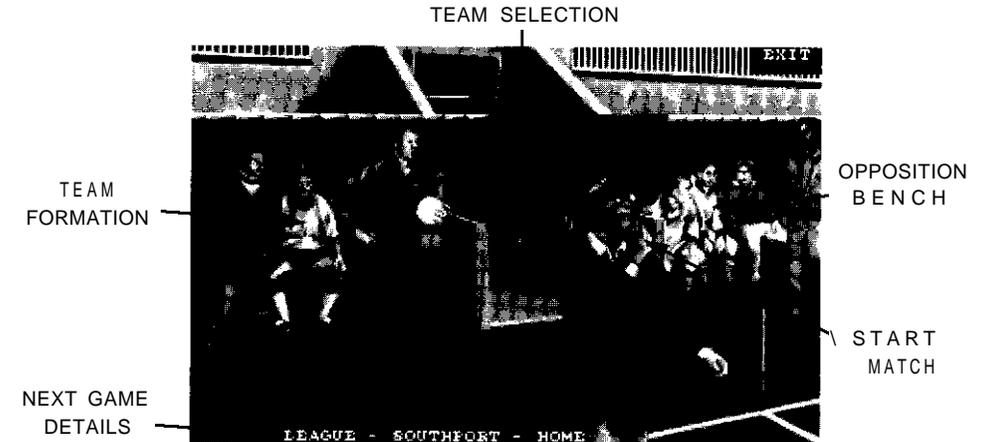
Shops

With commercial game on, it will be up to you to decide when to build new shops and restaurants, so keep an eye on the performance graphs of all your properties.

Local/Full prices

If you click on a shop or restaurant on the main screen, you will be able to see its prices, sales and profit margin. The first figures you will see are the "local" details. These are the details of the particular shop/stall that you have selected. If you would like to see how all the shops/stalls of that type are performing, clicking on ALL will show you. To quickly see the full prices, sales and profits of all your goods/services, click on FULL. On all these screens, clicking on the name of the goods will bring up a graph of sales and profits, so you can see market trends and profits per unit.

Match Day Options



This is where the action is! All your off the pitch exploits will come to nothing if the team isn't up to scratch.

Team Formation (The Home Bench)

Choose your playing style from all the options available and select the formation best suited to your players. You can switch players around in a formation simply by clicking on their name and "carrying" the name to a new position, then clicking. This will automatically swap the players around.

Team Selection (The Changing Room)

Choose your side with care, as only the subs that you select now will be able to come on during the game. The assistant manager will help with team selection, formation choice and training decisions if you need it. Changing players in and out of the team is as simple as clicking on one player to highlight him, clicking on SWAP POS and then clicking where you want him to go.

View Opposition (The Away Bench)

Lets you see the opposition's current form, their position in the table and their playing styles. Adapt your own styles to suit the occasion. To see the statistics of any of the opposing players, simply click on his name. This may be useful in the match to spot the main threats of the opposition's attack.

When you are completely happy with your selection click on **START MATCH** (if you in one of the tactical screens), or simply click on the referee which will get you into the action. As the players move onto the field you have a number of options :

Setup

Tell your players how to play individually during the match. Clicking on each player will bring up their statistics and lets you give them instructions. Attackers and midfielders can be told to operate up, back, left or right. Defenders can also be given man-to-man marking responsibilities for any opposition player you nominate. Positional instructions will not "completely" change the way the player moves, but rather it allows you to fine tune your chosen formation.

If you want your players to follow the same instructions you gave them in the last game you played, click on **PREVIOUS** instead of **SETUP**.

Kick Off

Start the match straight away with no prematch instructions. You can still give instructions to the players from the touchlines though, and make substitutions whenever the ball goes dead. After the kick off you can press the 'R' button at any time. This will show a slow motion action replay of the last few seconds of action.

Instant

Will generate a result immediately. Be wary of using this option, even if the game is a foregone conclusion. Too many teams have not paid enough respect to seemingly lowly opposition, especially in cup games. By fully playing the match, it at least gives you the chance to throw players forward, put new attackers on etc, especially if a late goal is needed.

Cancel

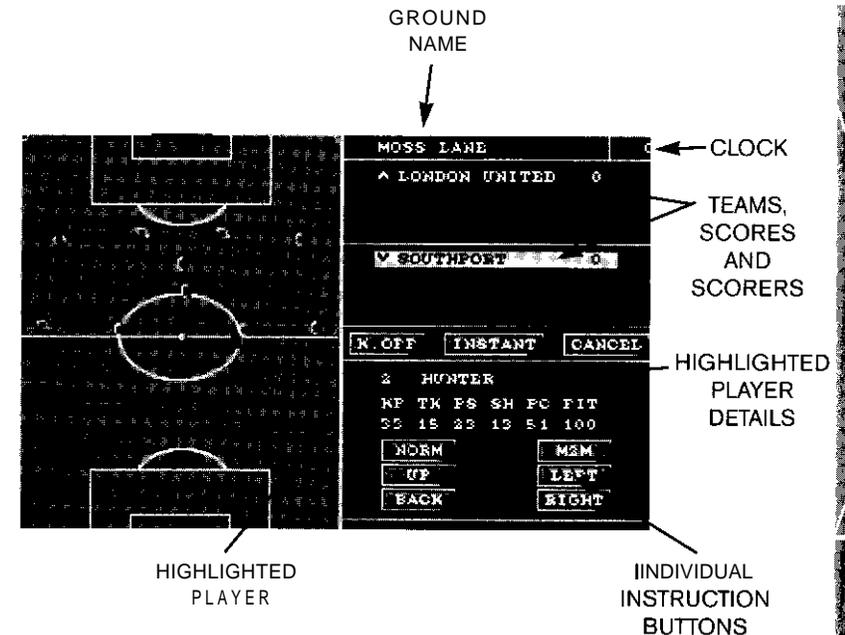
Takes you back to the selection screens to draft new players into your team or for last minute changes.

Once you have kicked off, you can still issue instructions to the team. Click on any team member and issue your orders. If the game is in motion, your selected player will be ringed by a black circle that is extremely useful for watching individual players during the game. You can pause the game at any time by clicking on **PAUSE**. If you want to speed up the action click on the arrows to the right of **NORM**. To slow down again, use the arrows on the left. Speed can be **NORMAL**, **x2**, **x4**, and **x8**.

Substitutions can only be made when the ball is dead. Click on **SUB** and it will be highlighted. The next time that the ball is out of play you will be able to bring on subs, change your formation or change your style. After 40 minutes of playing time, you will be able to see the player's match performance rating next to his name in the subs screen. This is useful for deciding who needs replacing in the line-up.

In the event of serious injuries or red cards being shown, you will be taken straight to the subs screen where you can decide your next move. This may involve switching players around in the formation to cover a missing player or simply using your two substitutes.

On the final whistle, the result will be shown on a panel. Also shown will be goalscorers, serious injuries sustained and red and yellow cards received. From here you can choose to see the player statistics or to go straight to the results service. These statistics show how each individual player (including the opposition) has performed. From this you will be able to see who plays best in different positions or styles.



Saving Your Game

To save your game click on the disk icon on the fast icon bar. This will bring up the file requester. Choose which slot (from 0 to 9) you wish to use and enter a name for the saved game when prompted.

Amiga floppy disk users will need a blank formatted disk available for every game you wish to save. Only one saved game will fit on each disk.

Technical Tips (for PC users)

We have found that many of the common problems our customers experience with their machines have simple answers. If you are experiencing one of the problems listed below, please try the solution(s) provided before searching elsewhere for answers.

1. WHY DOESN'T MY MOUSE WORK?

If your mouse does not work at all:

Is the mouse installed for DOS? Windows uses its own drivers, and therefore works without a properly installed DOS mouse driver; For this reason, you cannot assume that because a mouse works with a Windows system that a mouse driver for DOS programs is currently installed.

To find out whether or not such a driver is installed:

-enter a DOS application that supports a mouse, such as the EDIT utility (DOS 5.0 or later) or a DOS word processor (or anything else, besides Windows, that loads from the DOS prompt and uses a mouse). If the mouse does not respond at all in such a program, then the DOS driver is not properly loaded. Check the disk or manual that came with your mouse for instructions on how to install it.

If the mouse works sporadically (jumping around, not clicking properly, etc.):

-You may not have a 100% Microsoft compatible mouse driver (this has nothing to do with hardware, only software). Check your hard disk for a file called MOUSE.COM, as some upgrade versions of DOS include this Microsoft mouse driver (type "dir mouse.com /s<enter>" at the C:\ root directory prompt). If not already on your system, such a driver can be obtained from either the vendor or manufacturer of your computer or mouse.

2. HOW DO I MAKE A GAME/BOOT DISK?

Format a floppy disk in drive A: by placing a blank disk into A: and typing "FORMAT A: IS"; follow the instructions onscreen; if an error message is encountered, be sure the disk is the correct density for the drive (high density is necessary for current machines). If further errors are encountered, try another disk. Leave the formatted floppy in drive A:.

You must copy your DOS mouse driver to the boot disk (in drive A:); this driver might be found either on your hard drive or on floppy disks that came with your system for the mouse and video card respectively. The mouse driver may be called MOUSE.COM, MOUSE.EXE or MOUSE.SYS or something similar. If you do not know how to copy files, consult your DOS manual.

Change the current drive to drive A: by typing "A: <enter>": The prompt should now look like: "A:\>" Open your editor by typing "EDIT A:\CONFIG.SYS". Type in the following file ignoring the stuff between brackets.

(if your mouse driver is a *.sys file, enter the following line as well:)

```
DEVICE=A:\MOUSE.SYS
```

(remember to alter the filename according to the specific filename of your mouse driver)

If the hard drive is configured with auto-compression software, such as Stacker or DoubleSpace, refer to that package's manual for instructions on loading the driver and include the appropriate line in this file.

Once the CONFIG.SYS file is finished, save it and exit the editor. (To save a file in the MS-DOS editor, either use the mouse, if working, to choose the "File" menu, then "Save": or hold down the <alt> key, type "f" to drop the menu, then "s" to choose "Save").

Start up the editor again from the A: drive by typing:

```
"EDIT A:\AUTOEXEC.BAT"
```

Type in the following file:

```
PROMPT $P$G
```

```
PATH C:\DOS
```

(if your mouse driver is a *.COM or ● .EXE file, enter it here:)

```
C:\MOUSE\MOUSE.COM
```

(alter this line depending on the path and name of your mouse driver ● .COM or ● .EXE file. Refer to the following section on "Why doesn't my mouse work?" for more information.)

```
c :
```

Save the file and exit the editor.

To boot from this floppy disk, leave it in drive A: and restart the computer. Change to the directory that holds the game, then type in the command appropriate to run the program (then have fun).

3. HOW DO I SET UP MY SOUND CARD?

Setting sound card parameters:

To use a sound card with an Impressions program, it is sometimes necessary to set a number of parameters using the setup utility located in the game directory.

The significant values are the card type, I/O Address, the Interrupt Request Channel (IRQ) and the Direct Memory Access (DMA) values of the relevant sound card. Boot from your hard drive (i.e. without a special boot disk) and type "SET<enter>" and look for a line that begins with "BLASTER=" followed by a sequence of letter/number combinations including: Annn, In, Dn (where n represents a numerical digit); Annn is the address, In is the IRQ and Dn is the DMA value; if using values from a "BLASTER=" line, set sound card type to Soundblaster.

The setup program allows for specification of the type of sound card as well as the Address, IRQ and DMA values of the installed card; If any of these are incorrectly set, sound will not work with the program.

If no BLASTER variable is found from SET, consult either the sound card manual or the technician who installed the device to obtain the Address, IRQ and DMA values.

Sound card emulation:

If you are using a card that is not listed as an option in the setup program, it probably emulates something else. It is usually a good idea to use the oldest version of whatever card your system is emulating (i.e. choose SoundBlaster over SoundBlaster pro), as the older cards are usually better documented so that emulation of those works better.

STILL HAVING PROBLEMS?

BEFORE YOU CALL...

In order to allow us to help you more effectively, please try to follow the suggestions below before you call for help. This will assist us in finding the answer to your problem as quickly as possible, so that you can begin playing and enjoying your new game.

1. READ AT LEAST THE FIRST FEW CHAPTERS OF YOUR DOS

MANUAL. The more you know about the operating system that your machine is running, the easier it will be for any technical support to help you solve any problems. You should at least be familiar with how DOS commands work, what disk files and directories are, and what utilities are available on your machine for editing text files.

2. FIND OUT AS MUCH AS POSSIBLE ABOUT HOW YOUR MACHINE IS CONFIGURED. What version of what brand operating system is running on the machine? (At the command prompt, type "VER" and hit enter to find out what version of DOS is running) What kind of chip is running your machine? ('486? '386? '286? 8086?) How much memory is in the system? How much conventional memory is free? How much hard disk space is free? What kind of video card is in your machine? (SVGA? VGA? EGA? Brand name?) What kind of sound card, if any, is in your system? Do you have a CD-ROM drive? Are you using Stacker, DoubleSpace or some other kind of disk compression? Are you using QEMM or some other third party memory manager? If Windows 3.1 is installed on the machine, you can run Microsoft Diagnostics to find out some of these things, if you do not already know about them (type "MSD", then hit <enter> at the command prompt). If necessary, call whomever it was that originally configured your system to answer these questions. It's also a good idea to print out your CONFIG.SYS and AUTOEXEC.BAT files (usually in the root directory of C:) and keep the printouts handy.

3. SET UP THE COMPUTER NEAR THE PHONE WITH THE PROGRAM INSTALLED ON THE HARD DRIVE. It is very difficult for technical support to troubleshoot a computer problem over the phone without having access to the machine in question while it is running. If this is not an option, list every detail about the occurrence of the problem, including all pertinent system

configuration information (such as that described in the previous paragraph), and keep this list handy when calling tech support.

4. DEFRAGMENT YOUR HARD DISK. Non-contiguous files on a hard disk can sometimes cause strange and mysterious things to occur. While in the game directory, type "CHKDSK *.*", then hit <enter> at the DOS prompt to find out if all the game files are contiguous or not. A hard disk can be defragmented, or defragged, by using a disk utility program such as SPEEDISK, which is packaged with Norton Utilities, or DEFRAG, a program included with MS-DOS version 6.0 or above. This reorders disk space, making stored files contiguous. If a hard drive has not been defragged for more than a month, and has been used even moderately, it is likely that many of the files on the disk have become noncontiguous. Whenever you defrag your hard disk, be sure to choose a Full Optimization.

5. CHECK FOR VIRUSES. Viruses can mess up even the most carefully configured system. Use a memory-resident virus checker (such as VSAFE, a utility that comes with MS-DOS version 6.0 and above) whenever you insert new disks into your machine, and run an anti-virus utility (such as MSAV, another utility that comes with MS-DOS v.6.0 and above) before you call.