

SOLUTIONS



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HAVE A DISASTER RECOVERY PLAN

As an individual with precious family photos or are a business owner with sensitive and important data, having a proven Disaster Recovery Plan is an absolute essential.

The first and most important part of a Disaster Recovery Plan is to have a back up solution that keeps your data in a safe off-site and secure location.

It is ineffective to use CD's, external drives or back up tapes if they only end up being kept right next to the computer you are backing up.

Not to mention that the data stored on these media devices can be lost, stolen or damaged.

When looking for a remote backup option keep a few things in mind besides the monthly fees and the initial set up costs.

1. Make sure the data is protected by a strong encryption key and ask what happens if that key is lost.

2. Verify how and where your data will be stored and what recovery choices are available should a disaster occur.

3. Read the contract! What are the companies guarantees for data security and response time after a disaster.



4. Ask these questions: What kind of access will you have to your data? Will the back up be automated and on what type of time schedule? How much storage space are you allowed and can you add more if needed?

5. When a server is involved make sure your IT staff is

trained on backup and recovery procedures to avoid additional downtime.

6. Finally, try to choose a remote back up company that stores your data in a different geographical area in the event of a nature disaster.

Once you know your data is protected there is one more step to your Disaster Recovery plan.

Always keep the operating system software that came with your computer as well as any software you have added in a safe place in case you need it. These will be required in the event of a disaster.

If you can't get or don't have the original software then invest in a program that allows you to make an exact duplicate of your hard drive and can copy your software programs.

Taking the time to prepare for a disaster now will save you and your business valuable time and money later.

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ONECARE: AN ALL IN ONE SOLUTION

Microsoft has released its new All In One Protection and Maintenance software solution called OneCare.

OneCare, which Microsoft released in late May offers consumers a simple and easy to use comprehensive solution for antivirus, anti-spyware, backups, security updates and performance tune-ups.

The program, which can be downloaded directly from Microsoft's site, appears to

seamlessly integrate with Windows.

The program uses easily recognized icons similar to a street light to show the consumer if it's status is good, fair or at risk.

OneCare's performance tune-up is like car maintenance for your computer.

On a regularly scheduled interval the program will defragment the hard drive, delete obsolete files and track Microsoft's and other

software program updates.

The antivirus and anti-spyware segment monitors and scans for any threats such as viruses and worms.

The Firewall works like a two way gate monitoring all incoming and outgoing activity.

OneCare also has an enterprise solution for small business which includes protection for the workstations and the server.

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HOW TO PASSWORD PROTECT A WORD DOCUMENT

Password lists and sensitive word documents should have a password to avoid an unauthorized user from accessing or modifying your data.

Word 2000, XP and 2003 all provide password protection for your documents.

To accomplish this task, first

open your Microsoft Word document.

Next click on tools and then choose options from the drop down menu.

A new box will pop up with 11 tabs, choose the Security tab.

You will see two boxes. One box allows for a password to

open the document and the other a password to modify the document.

Once you have typed in your password click Ok. You will be prompted to reenter your password one more time.

Then save your document as normal.



LOJACK FOR YOUR LAPTOP

A laptop is stolen about every 53 seconds and only about 3% are ever recovered.

Today, there is a new way to help you protect your notebook from the same fate.

Absolute software created a program called Lojack for your Laptop.

Once installed, the pro-

gram will transmit its location at regular intervals every time the computer is connected to the internet.

The technology can be embedded in the BIOS so even if the operating system is reinstalled the Lojack is not removed.

Service contracts can be purchased for 1, 2 or 3 years. There are many

additional features that Absolute can provide including Remote Data Delete.

If your laptop is stolen you contact the Recovery Team at Absolute and they handle the rest.

Absolute also provides a money back guarantee if the notebook is not recovered within 30 days.