

# 8 Habits for Successful Computing

(What Every Computer User Must Know *AND* Do)

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- **Use a Battery Backup**

Your computer runs on power that you get from the power supply company through the wall outlet. The key word here is “supply”. When there is power outage, your computer will stop working immediately. There is always a chance for data loss especially when power is turned off while files are open.



- **Backup Your Data Regularly**

You spend a lot of time creating you data files and storing them on your computer. How would you feel if one day the computer does not come up? You can't get to your files.



- **Use Up-To-Date Anti-Virus Software**

A virus is a type of program that can cause damage to your computer or use your internet connection to spread itself to other computers, usually those of your co-workers, friends and family. A virus can be annoying or malicious.



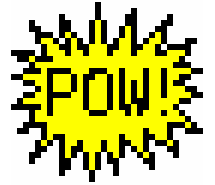
- **Use Anti-Spam software**

“Spam” is a term used to describe any e-mail that is sent unsolicited. Spam is aggravating. It has reached a point where over 50% of e-mail traveling the Internet is spam making it a serious problem for businesses and for the common man. Imagine if you go to the store and find yourself in a daily traffic jam where the cars alongside your car are full of worthless material. That's e-mail spam.



- Use Popup Blocker

A popup is a window that appears unexpectedly on the screen when you visit a website. These popup windows are usually advertisements from the website or an affiliate business. They can be annoying especially when a window repeatedly and continuously pops-up. I've had instances where closing a popup window opened up another group of popup windows.



- Use Anti-Spyware Software

"Spyware" is a term used to describe programs that are installed on your computer without you knowing about them. These usually piggyback on other programs or e-mail messages that you download to your computer. Spyware programs, or as sometimes called bots, are downloaded to your computer and used to collect information for marketing purposes. The problem with Spyware is that you don't know about them and you did not consent to them.



- Use a Firewall

When you connect to the Internet whether you are using a dialup connection, DSL or Cable, you are opening your computer to the outside world. It's like opening every window in your home to the outside without knowing that you opened them. A firewall is designed to protect these open windows from intruders and may even alert you if an intruder attempts to enter your system.



- Check for Windows Updates

Even though Windows is a well-designed and stable Operating System, it is vulnerable to potential hackers and viruses that can cause damage. Microsoft makes available regular updates to Windows to computer users for **FREE**. All you have to do is connect to the Internet then select “Windows Update” from the programs menu. You will find three types of updates: High Priority, Software and Hardware updates. The least you must do is to download and install the “High Priority” updates.

