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# COMPUTER SECURITY

We have all come to rely upon that little box that sits in the corner performing those every day tasks but have you ever considered how safe that information is? What would happen if you didn't have the use of the computer, would it really matter to you?

## HOW SAFE IS YOUR COMPUTER?

Information stored on your computer is known as "data." Is your data safe?

Can you answer Yes to these questions?

- Are there usernames and passwords set on the computers?
- Does your computer have a screensaver with a locked password?
- Do you lock your window screen when you are away from it?
- Do you regularly change your password?
- Do you have a backup, ie. Another copy of those important documents?
- Is this backup kept up to date daily?
- Do you have a backup of those important settings such as email, Internet access, program settings? If your computer had to be replaced are these easy

to reset up?

- Do you password protect your sensitive documents?
- Use templates for documents you regularly have to use and prevent overwriting in error.
- Are you virus protected with the appropriate settings to secure your systems?
- Is the virus software up to date? New viruses are released every day.
- Are you careful with email attachments
- Are you careful with using cookies on the Internet
- Do you have a firewall installed?
- Are you spyware protected and do you regularly run this program to remove any spy programs?
- Is your network secure?
- Do you use wireless

technology? Is this encrypted and secure?

- If your computer failed would you be able to retrieve everything you require simply and easily?
- Look out for the yellow padlock symbol. This should be visible if you are on a secure website.
- Use security cables with padlocks which fix to desktop computers, laptops, monitors and keyboards securing your equipment to any immovable object helping to prevent theft. It works as a visible and physical deterrent.





*Keep your information and equipment safe*

There are several ways you can secure your computer and its data not necessarily in case of theft but also in case of computer failure. Unfortunately like any equipment it can and will fail one day. If you ensure your data is safe then you can be assured that your information is easily recovered and your business downtime minimal.

## HINTS AND TIPS

Lock up your computer screen when you are away from it especially if there are others around. A quick way to do this is to hold down the windows key

 on the keyboard and press L

 and press M to minimize all windows.

 and press F to find a file.

*Moving around a document.*

Hold down Control and press Home to go to the top of a document.

Hold down Control and press End to go to the end of a document.

Use PageUp and PageDown keys on the keyboard to move up and down a document a page at a time.

Ctrl + A to select all

Ctrl + C to copy

Ctrl + V to paste

*Using Function Keys*

Alt and F4 will close the current window.

F1 for Help

F3 to find a file.

Alt and Tab will switch between windows