

Computer Management

→ We need to manage our computers in order to them to perform @ their best and deliver reliable results.

① Security



* Installing + updating antivirus software *

→ essential tool for keeping computer safe from malware that might try to steal or destroy data

→ research software first to make sure reliable - forums + reviews

- Install only one antivirus product
- set software to download new virus definitions automatically
- set the software to scan removable drives automatically
- set software to scan entire computer automatically once a week (at least)

* Using a firewall *

→ protects from some forms of malware that can't be avoided using anti-virus.

→ attack your comp directly through the network or in the case of spyware, send your data out to the malware creators using the network.

→ A hardware or software that monitors which applications are using the communication link + which ports are being used.

→ most consumers don't use hardware firewall - used where a private network connects to the internet

* Keeping software up to date *

→ flaws + bugs can make your computer unable to hacking + cause loss of data if app crashes.

→ companies fix reported bugs + flaws + produce updates

* Be aware of trends in computer crime *

→ Feedly to subscribe to RSS feeds relating to computer security.

→ less likely to fall for tricks or scams.

* Common Sense *

• receive too good to be true offers

- snapes.com = check it well
- search for more info.

• email comes from organisation like bank

- contact telephonically or compare to info on website - don't click link!

Basic

- restricts your computers communications to most common settings (e-mail, internet + basic productivity users)

Complex

- check and change settings to individual apps + control access to specific ports

* Passwords *

• use different ones for different accounts

• long = more effective than short with characters

• avoid words found in dictionary

• avoid personal info

• change regularly.

② Saving Time



* Defragmenting the hard drive *

→ run special software to rearrange files on the disk so that they are stored in sequence again.

→ Fragmented = files are broken up into several pieces + stored all over the disk instead of being in sequence

→ takes longer to read + write files to a fragmented disk.

→ do it @ least every 6 months (more often if frequently copy + delete)

* Managing files and folders *

• make sure all documents stored in a single root folder (easy to backup by simply making a copy of folder)

• create separate folders inside to hold files (created by different software or for specific projects)

• meaningful names

- make sure OS is indexing the files in documents folder
 - ↳ an index that includes the contents as well as name = easy to search for.

- use OS search tool bc faster than browsing through folders

* Remember hardware requirements *

- ↳ If software needs specific hardware requirements + they are not met, the software will be v. slow + is more likely to crash.

3 Reliability



* Following a good backup program *

- daily, weekly, monthly, yearly policy
- keep backup in different location from your computer
- keep backup safe! (anyone who steals or accesses your backups can take their time to break any encryption or security)

* Be prepared to Rebuild *

- ↳ quickest solution to a serious computer disaster

- either on new comp. or by wiping current system.
- keep software installation CD/DVD/downloads on removable storage you can easily find.
- make sure you have a record of license keys + serial numbers
 - ↳ printouts
- follow a good backup policy + know how to restore data

* Upgrading Hardware + Software *

- plan + budget for
- every year hardware becomes faster + more powerful. Software = new features + devices are lighter + last longer
- Be realistic + cost effective.
 - Update hardware every 3-5 years + software as needed (determined by new features)
- replacing costs at least as much as original + budget accordingly
- upgrading software = discount of between 10% - 50% depending on vendor. Usually offered to owners of last two major versions
- if need latest features consistently, consider SaaS as an alternative to yearly upgrades.
- make sure you follow 'be prepared for rebuild' bc will help you when you upgrade (smooth + efficient)