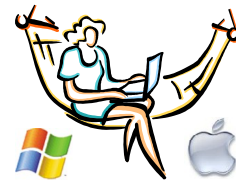




Tabard IT Ltd

Making Your PCs Work Harder

May 2005 Newsletter



Backed up or against the wall?

Is your data backed up? Home users might have digital pictures, music, work files and email on their PCs. Businesses would have all their data either on a server or spread out on several PCs. What would happen if you lost this data completely? If the consequences of losing it are daunting, you should consider backing these files up as soon as possible.

You can do it yourself, for example on a writeable CD or DVD drive, but this can take some time and would probably spread over several discs. There are alternatives which would back up automatically, such as:

- Hard disc backup—low cost, fast
- Tape backup—higher cost and slower but good for archiving
- Remote backup—ongoing cost, but reliable and offsite

For more information or prices, [contact us](#).

Tired of spam and pop-ups?

Are you getting bombarded by pop-ups or spam? If your internet browser home page has changed unexpectedly, or if windows pop up at random, it's possible you might have unwanted software known as [spyware](#) on your machine. It's probably not enough to depend on [Microsoft anti-spyware](#), but you can download other programs which check for this, and they're free for personal use. More details are available on our [website](#). Note that it can be tricky to get rid of spyware properly, so if you need help, please call.

Spam is very difficult to stop completely, but one of the better spam filters we've used is built in to Microsoft's Outlook 2003 program (alas, it's not in Outlook XP). If you don't have Outlook 2003 and would like help getting rid of spam, you can refer to our [website](#), [email](#) or [call us](#).

WiFi (Wireless Network)

If you have a wireless network, are you sure it's secure? If we set it up for you, we will have made it safe using built-in encryption, but most wireless set-ups don't use encryption out of the box.

If your network isn't secure, it's possible for people in the area to use your internet connection, see your machines and their contents and possibly infect your machines with viruses knowingly or unknowingly. [Call us](#) if you're unsure.

Virus Updates & Firewalls

Have you updated your anti-virus definitions? Even if your anti-virus package is set to update automatically, it's still a good idea to manually update it at least once a month; this is especially true of dial-up users.

Does your PC or network have a [firewall](#)? Tabard IT recommend you always have a properly configured firewall in place before connecting to the internet.

Windows and Mac OS Updates

Is your PC up-to-date? Connect to the internet; on Windows Internet Explorer, select Tools/Windows Update; on Mac OS X select Software Update from the Apple menu.

We have tried to make this newsletter informative and interesting, but if you would not like to receive email newsletters from us, please email rufus.chapman@tabardit.co.uk.

To contact us, email help@tabardit.co.uk, call 0131 538 0766, or you can call Rufus on 0788 418 8427 or Mike on 0779 518 0185. Find out more information on www.tabardit.co.uk