




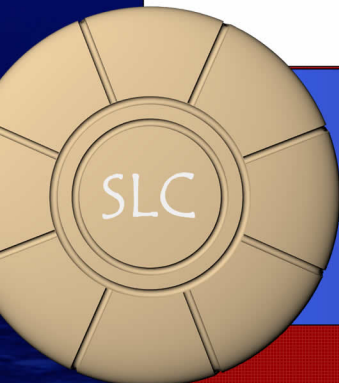


Five Steps to using your computer safely...

1. Keep your computer [up-to-date](#) with the latest [updates](#) from Microsoft. On your Desktop, next to the clock make sure Automatic Updates is not  off and running periodically  on your computer. Control Automatic Update Settings  under the Control Panel.  
2. The leading cause of getting computer viruses usually involves forgetting to keep your anti-virus program updated. Don't let your subscription lapse simply because you don't feel like paying for a yearly subscription, you usually end up paying for it in the end.
3. When surfing the web don't click yes to windows that ask you to download or install things you don't need. Unless its a message coming from a program you already have installed on your computer that you feel you can trust. If you don't know, ask Scott Larson before clicking yes to anything.
4. Don't download and install programs from the internet unless you know it's a safe program. Google the name of the program to see if anyone has had problems with it. Additionally, be careful visiting sites you are not familiar with, they could be sites that will inadvertently try to get you to install spy-ware on your computer.
5. Make sure you have some kind of backup solution on your computer. If your computer crashed right now, resulting in a total loss of data, what would you do? Do you have a backup of your email and documents stored somewhere? Let Scott Larson help you with the details of coming up with a backup solution that will prevent a catastrophic loss of your data.



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