Protecting your Computer

The things you MUST know

Overview

- The Basics of protection:
  - Placement of your computer
  - Powering your computer
  - Heat, your computer's worst enemy
  - Caring for your computer & Physical damage

- Protecting your computer against:
  - Data Loss
  - Viruses
  - Hackers
  - Spam
  - Theft

Placement of your Computer

- Your computer is composed of many sensitive parts. In placing your computer you should avoid locations that would put your computer at risk of:
  - Falling or Tipping over
  - Having things fall on them
  - Having things spill on them
  - Being exposed to moisture
  - Being exposed to excessive dust

Hard Drives are EXTREMELY Sensitive!

Powering your computer

- A clean, steady power source is essential to stable computer operation. Your computer's power supply has specific operating voltages that it must maintain in order for your computer to operate.
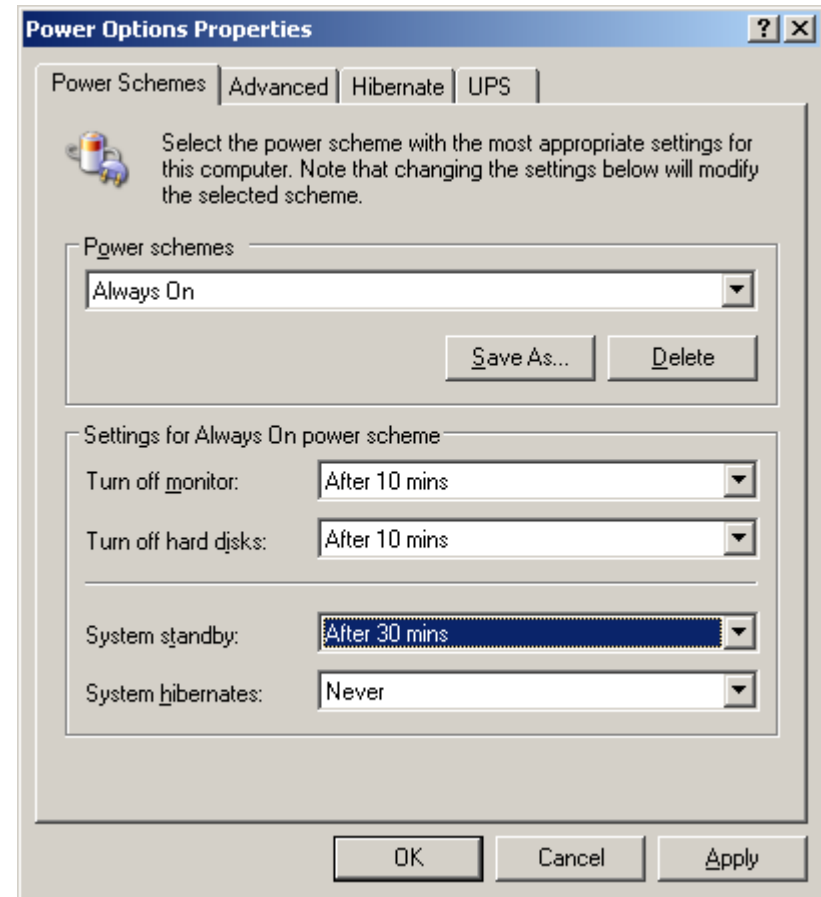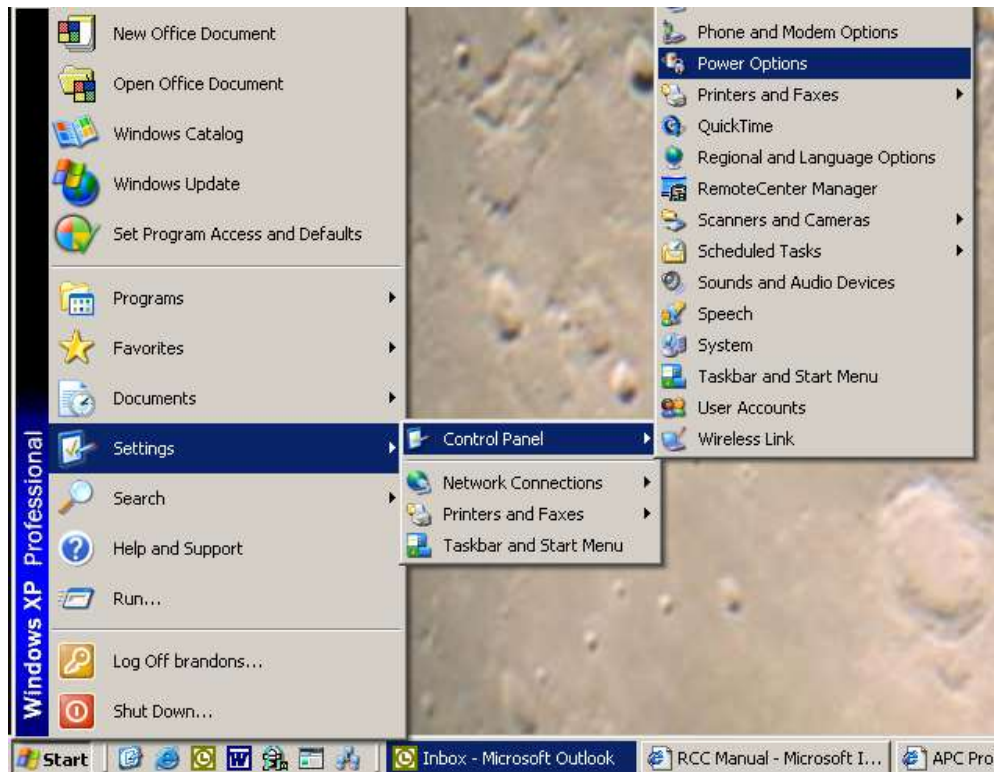
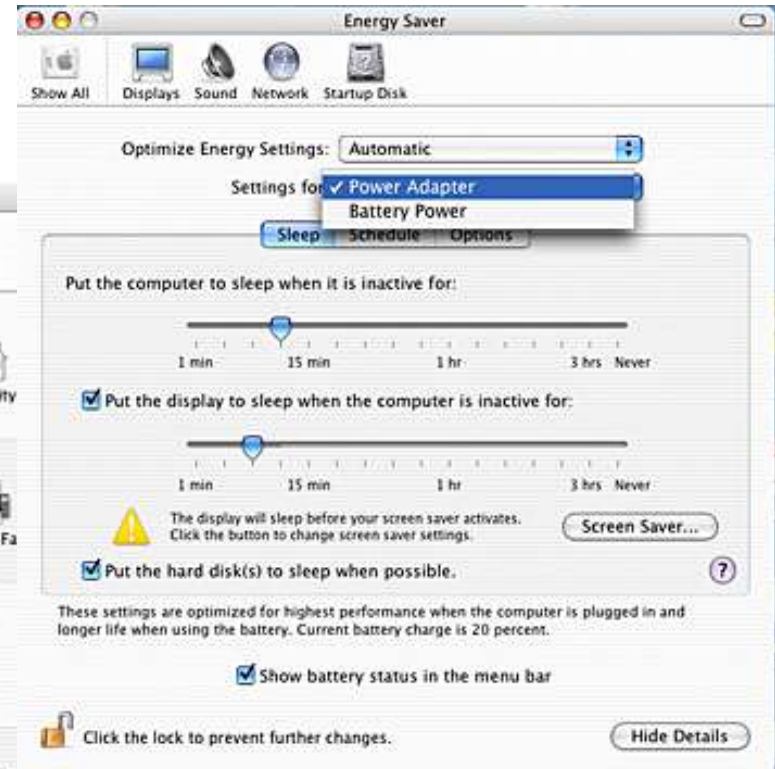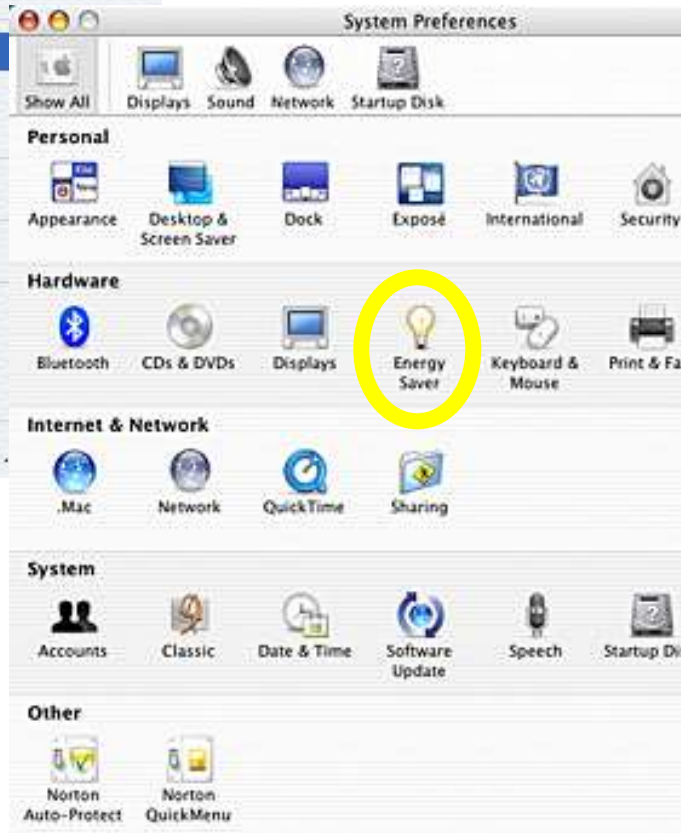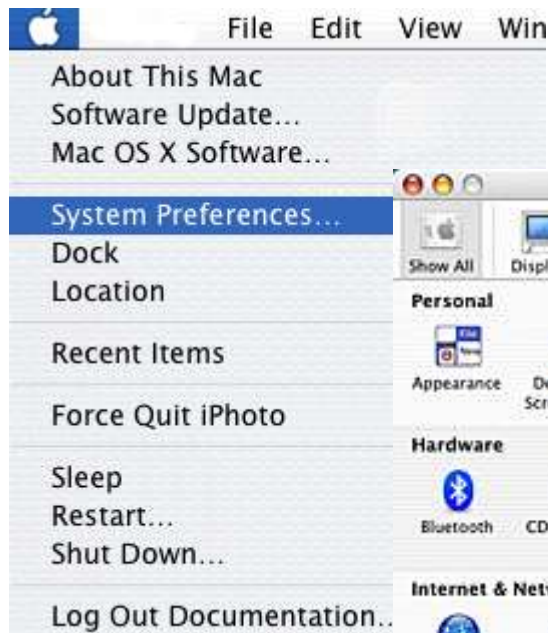# Heat: Your computer's worst enemy

-      As computer get faster, their components get hotter. Some hard drives and processors produce enough heat to burn you if you were to touch them. And that much heat is just as bad for a computer as it is for you.

     Computers use fans to cool their components. These fans draw in the cooler outside air and circulate it throughout the case. But along with the cooler air comes dust. Dust is notorious for getting into the fan's ball bearings, and once the dust mixes with the lubricants it forms a near solid and causes the fan to stop spinning.

Heat: Your computer's worst enemy

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Cleaning Your Computer

- Many people don't clean their computer simply because they don't know how. However, failure to clean your computer is the cause for most hardware failures. Here are a few ways to keep your computer clean:

  - Keep the room that your computer is in clean because any dirt and dust that accumulates in the room will eventually make its way inside your computer.

  - Desktops: Unplug your computer and remove the side panel, then use a can of compressed air to blow out your computer. A small vacuum will also work for this. Also blow out your keyboard and any other visible dust.

  - Laptops: Locate the air vents on your laptop, these are generally on the side towards the rear, and use a can of compressed air to blow out the inside of your laptop. You can also blow out the keyboard
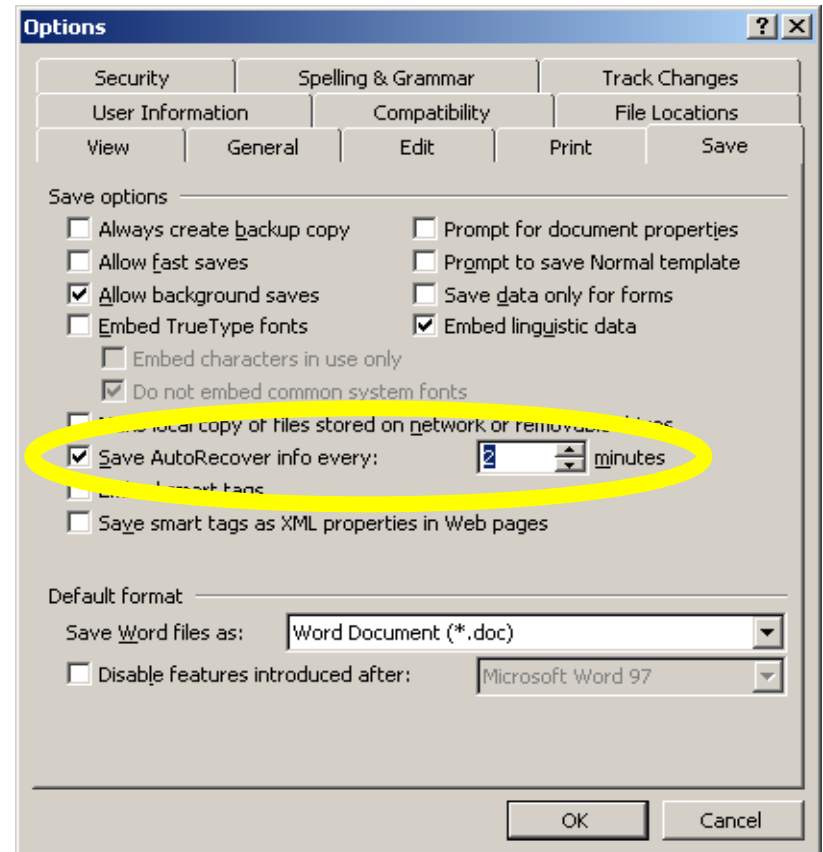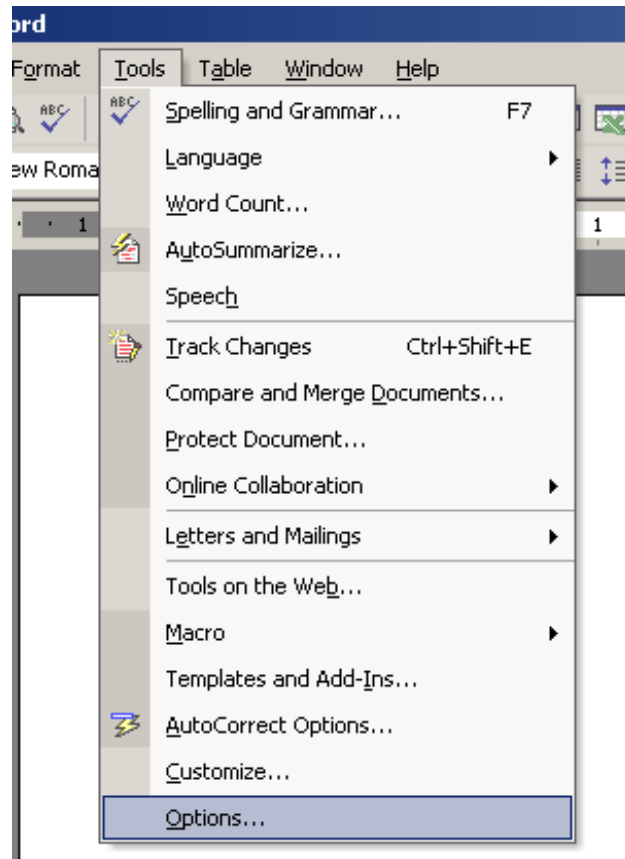
Cleaning Your Computer

Protecting against Data Loss

- Keep backups, there are a variety of cheap backup mediums today. CDR's or DVD-R's are one of the most cost effective methods of backing up large amounts of data. Zip drives & Jazz drives are also popular methods of backing up data onto disks.

- **Save your work often**. Or better yet set the Autosave feature in Microsoft Word to 2 or 3 minutes. This can be found under **Tools→Options→Save** for PC and under **Edit→Preferences→Save** for Macs.
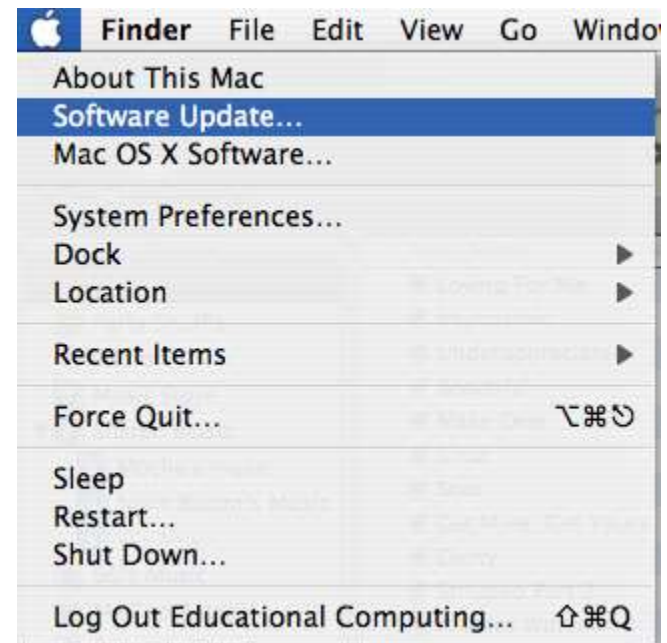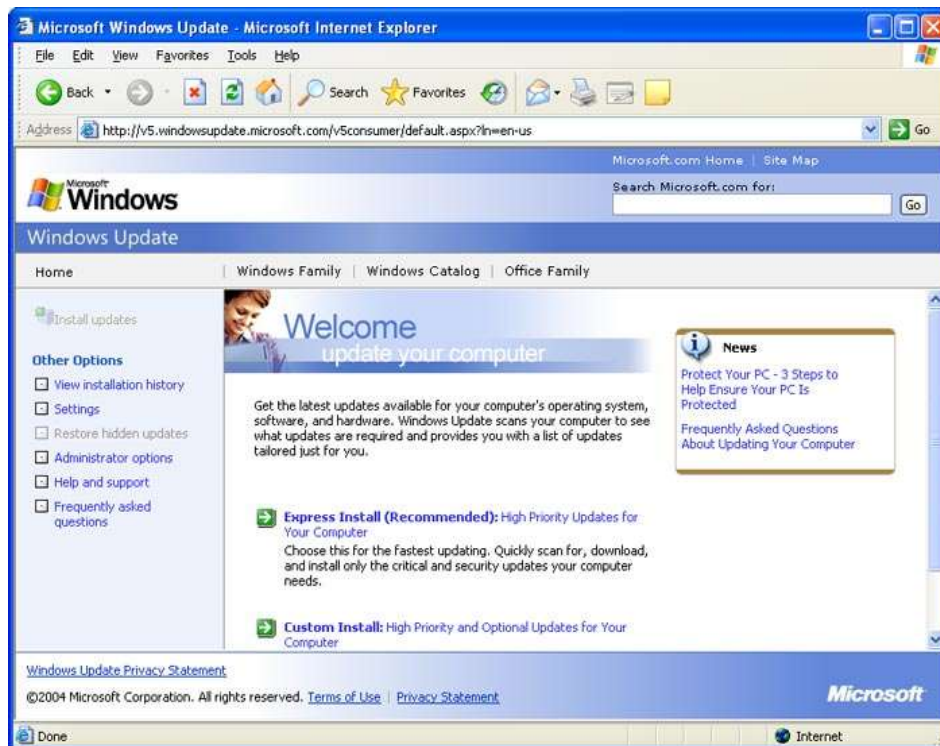
Preventing Against Data Loss

Protecting Against Viruses
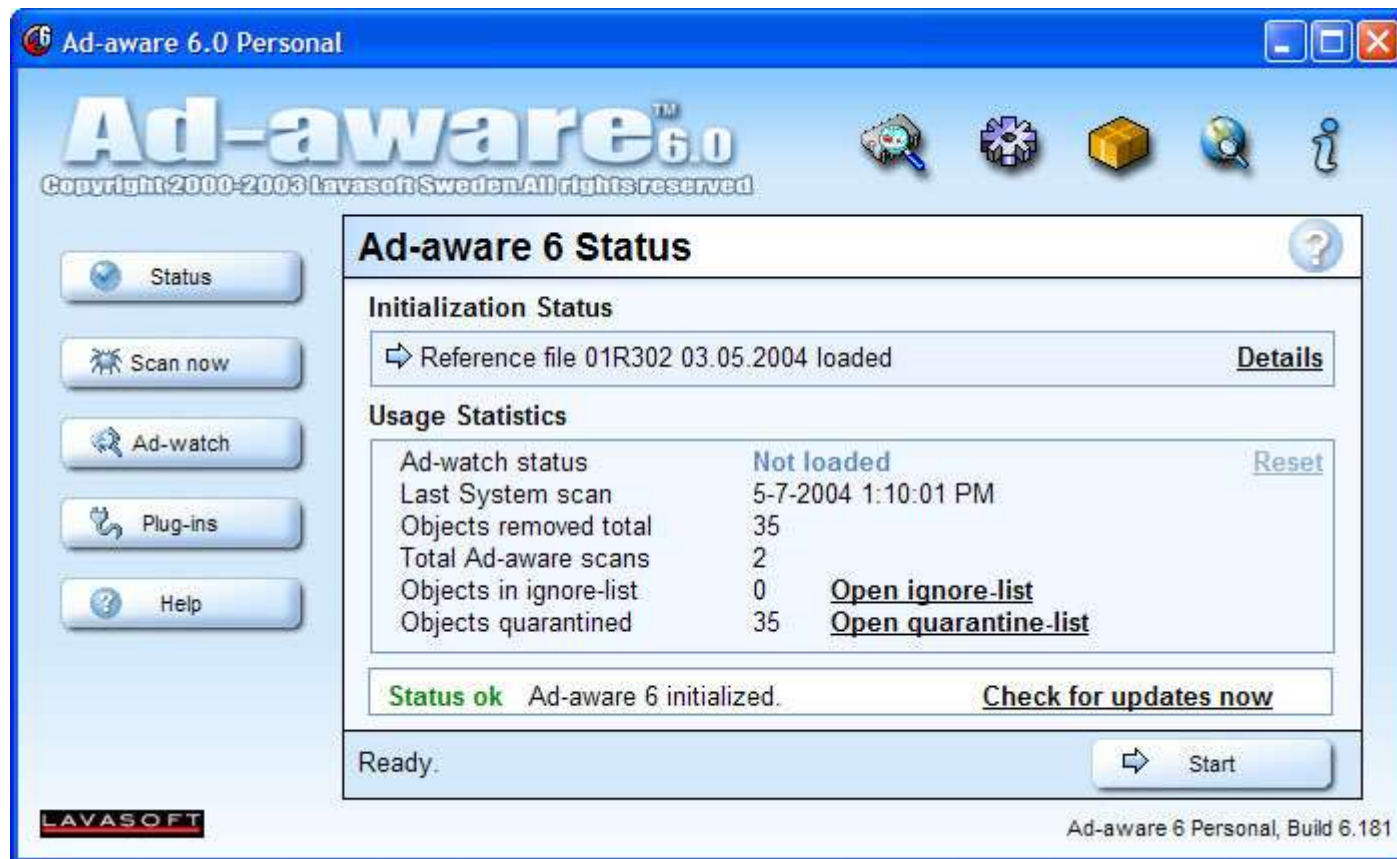
- LOGIC BOMB
- BOOT SECTOR
- TROJANS
- WORMS

OS Updates

Firewalls

Spyware Removal Tools

Questions?