

Sending Something to the Printer Again Just Because It Didn't Print the First Time

What do you do if you send something to the printer and nothing happens?



WARNING

- » **Right answer:** Find out why nothing happened and *fix it*.
- » **Wrong answer:** Send it again and see whether it works this time.

Some users keep sending it over and over again, hoping that one of these days, it'll take. The result is rather embarrassing when someone finally clears the paper jam and then watches 30 copies of the same letter print. Or when 30 copies of your document print on a different printer because you had the wrong printer selected.

Assuming That the Server Is Safely Backed Up

Some users make the unfortunate assumption that the network somehow represents an efficient and organized bureaucracy worthy of their trust. This is far from the truth. Never assume that the network jocks are doing their jobs backing up the network data every day, even if they are. Check up on them. Conduct a surprise inspection one day: Burst into the computer room wearing white gloves and demand to see the backup tapes. Check the tape rotation to make sure that more than one day's worth of backups is available.

If you're not impressed with your network's backup procedures, take it upon yourself to make sure that you never lose any of your data. Back up your most valued files to a flash drive. Or purchase an inexpensive 2TB or 4TB portable hard drive and back up your critical data to it.

Connecting to the Internet without Considering Security Issues

If you connect a non-networked computer to the Internet and then pick up a virus or get yourself hacked into, only that one computer is affected. But if you connect a networked computer to the Internet, the entire network becomes vulnerable.