



7 Steps to Better Computer Security
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Ask yourself what you would do if you lost all the data in your computer system. Would you know how to recover it? Can you afford to take the chance of losing all of your information? What is this worth to you? It could possibly destroy your business. The following are 7 steps to better computer security:

1. Install a good anti-virus software program on your computers and update the definitions weekly.
2. Windows 2000 and XP advise that you download critical updates of the system. This can be set up automatically in your operating software.
3. You should install backup software on your system. Backup software organizes and creates backups of all your data.
4. Make sure you have the proper backup hardware. The easiest and most efficient hardware to use is the DVD rewritable CD drive.
5. You should have a good surge suppressor on all of the computers and hardware in your practice. Electrical surges occur often and can damage your computer system and cause you to lose data.
6. You should have a battery backup on the main computer or server. Should there be a power outage, a battery backup allows you to close the main computer system properly without damaging data files or applications.
7. If your system does crash, **do not attempt to reinstall the operating system.** Call a professional to see if they can access the hard drive.