

Samford Computer Services, LLC

“Computer Tips & Tricks to Make You More Productive”

BackUps Save Your Sanity

- What can you afford to use?
- How many days of data could you afford to lose?
- Backup Methods
 - Backup Programs - Microsoft Backup, Backup Exec, etc which backup to disks, tapes, etc.
 - Scheduled backups using Xcopy, backup data to another PC's harddrive.
 - Offsite Backups (kind of pricey)
 - Manual backups to CD-R, DVD-R or External Tape Drive
- Backups to other drives are most dependable. Tapes are easily damaged or corrupted.
- Disk Imaging copies entire disk for quick harddrive restoration.
- Do not use Flash / Jump Drives for permanent backup, just simple file transfers.
- Questions???

Software Helps You Do the "Impossible"

- Windows XP own "Slide Show" type view of photo files.
- There are free utilities which create PDF (Acrobat) files out of any software program.
- Screen Capture programs allow you to capture any screen on your PC to the Clipboard or printer.
- Voice-to-Text applications capture what you say directly into Word Documents.
- Text-to-Voice applications allow you to hear email, word documents, on-line text.
- Virtual PC Applications let you simulate different types of PC and operation systems on one PC without reboot or changing harddrives.
- Spam Filtering Software help you all but eliminate spam; e.g. Mail Washer Pro, Symantec, McAfee, etc.
- Questions???

Remote Connectivity Will Reintroduce You to Your Family

- Do you need to log into PC at home or Office to get your email, update your financial software, etc.?
- Would you like to view rooms in your house, monitor your HVAC conditions, or turn lights on and off while you are away from your home or office?
- Remote Access applications allow you to connect within seconds to your Desktop PC from anywhere on the Internet to accomplish the tasks listed above.
 - PC Anywhere, Go to My PC, Remote Administrator are a few of the applications you can use.
 - MS Remote Desktop is built into Windows XP and may work for you.
- Questions???

Hardware Makes It All Work

- Wireless Access has revolutionized the way people approach network connectivity.
- Wireless access to networks at work and home allow access to network everyone's network resources such as printers, files, scanners, faxes, etc.
- PDA's and Laptops can be used effortlessly around the office and home
- Printers can be placed in central locations, completely away from any other PC.
- Battery Backups / UPS save PCs and other hardware from lightning and other power disturbances. These help to prolong life of protected hardware as well as protect.
- Memory cards / computer strips have revolutionized photography, data transfer, music listening, etc. No more need for cumbersome disks!
- Questions???

Security Keeps It Working

- Viruses, Worms, Trojan Horses, Spyware, Adware and other parasite programs, cause millions of dollars in hardware and software damage every month.
- Hackers gain access to unprotected systems and steal, damage, erase or otherwise hurt your system's data and equipment.
 - Hardware solutions such as Sonicwall or Watchdog appliances plug in between routers and networks to protect your systems.
 - Software solutions such as Symantec (Norton) or McAfee Internet Security suites provide individual PC protection from these attacks.
- Basic measures can help prevent unwanted access to your PC and network.
 - Having complex passwords (alphanumeric mix) on PCs and networks help prevent unwanted access to your resources.
 - Keeping your PCs and Servers updated with latest Updates and Security Patches released by manufacturers help plug software holes which exist in systems.
- Questions???

Wonders of the Internet

- Google—Not just your regular search engine any more.
- Searching: 8,058,044,651 web pages
 - “Define:” Brings you the best definitions & Serious research on any topic
 - Toolbar Site Ranking; Backward links
 - Desktop Search (Beta) Full text cataloging of your word, outlook, txt, excel files
 - Newsletters on Any topic.
- Blogs on anything of interest (and more)
 - Research Anything: Demographics, Comparative Financials, etc
- Learn Anything: Photography Tips, Gardening, etc
 - Tips of the Day
- Buying Research on Cars, books, CD's, Electronics—Anything
 - Purchasing Online
- Banking Online
- “Collective Knowledge of All Mankind”—Available at Your FingerTips!
- Questions???

Gadgets Improve Your Life

- Wireless PDAs let you keep in touch with email, voice and data without the bulk and cords associated with PCs and Laptops.
- Desktop USB / Firewire hubs let you easily connect your PDAs, Cameras, Ipods, phones to your PCs and Laptops.
- Flash Jump Drives let you conveniently transfer large files from one PC to another. No more floppy drives!!!
- Cardbus cards for your Laptop allow you to connect to numerous interfaces; e.g. wireless cell phone networks, USB / Firewire peripherals including cameras, harddrives, etc.
- Specialized data cables and software to download phonebooks, pictures, music, ring tones off and on you phone.
- Questions???

Audience's Endorsements, Warnings re. Blackberry, Others