

# New Year's Resolutions

## for Anyone Who Uses a Computer

### BACK UP IMPORTANT DATA

Ensure you have a reliable backup for any information you can't live without.

**For business users** this is the data you need everyday to run your business such as customer data, email, QuickBooks, Word documents, Excel spreadsheets & Access databases.

**For personal computer users**, this is your personal email files & budget spreadsheet. And don't forget all of the photos you have taken of baby Johnny or that special vacation you took recently!

### UPDATE SOFTWARE & HARDWARE

Outdated components leaves you vulnerable to attack

**Business users**, what software is your server running? If it's Microsoft Server 2003, make a plan now to upgrade this mission-critical software before support ends in July. Planning early saves money in the long run and reduces stress! This is also the time to replace old hardware to minimize risk. Rule of thumb is anything older than 4 years.

**Still using Windows XP?** 1 in 7 people do, so you are not alone, but it is time to protect yourself with an upgrade...

### PROTECT AGAINST VIRUSES & MALWARE

Update your anti-virus software regularly & be cautious of emails

**For business users**, having a managed anti-virus solution can protect your network from online threats like Cryptowall, which encrypts your data and then demands a monetary ransom to get it back. A potentially devastating situation for business owners. You don't want that, trust us.

**For personal computer users**, steer clear of untrusted websites (like gambling & couponing) and don't open unsolicited email, especially those with attachments. (actually this goes for **business users**, too!)

### REMOVE DUST & CLEAN UP YOUR DESKTOP

Compressed Air is Your Friend!

**For all computer users**, pick up a can of compressed air at your local office supply store and carefully clean dust from the crevices of your computer. Don't forget to spray out your keyboard and all those cookie crumbs leftover from Christmas...or is that just us?!

**Then take a few minutes**, to sort out the icons on your desktop. There's probably a lot that can find its way to the recycle bin or be filed neatly into a folder. Ahhh....isn't that better?

### MAKE BURGESS COMPUTER A PART OF 2015

With Managed IT services for just about everyone, you can't go wrong...

**Whether it's** Online Backups, Email solutions, Microsoft Server upgrades, Anti-Virus Protection, Computer Repair, Disaster Recovery or Managed IT solutions, our staff of certified IT professionals are here to help, with customized IT plans to fit your budget.

**Our wish for you in 2015 is less technology stress and more business success!**  
**Together, we can make that happen. Happy New Year!**