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Northern Computer Connection

Taking care of our systems is something that often gets neglected and then things go down and we panic. Our information is important, but what are we doing to protect it? This month, we take a look at how to look after our systems so that they will run efficiently and how to back them up in case they do fail or something else goes wrong.

System Cleanup - Computer Maintenance



Do you ever notice that as time goes on, your fast new computer tends to slow down? You begin to notice that it is directly affecting your productivity which can be very frustrating. Many people feel as though the only solution is to either reformat or buy a new computer. However, there are other ways to get the speed and performance back to what it was without having to resort to drastic measures.

Below is a checklist you can use to help maintain optimal system performance. It also lists some best practice tips and preventative maintenance that can be done to help keep your system running healthy.

Computer Maintenance Checklist

At system setup

1. Install a surge suppressor/emergency shutdown

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In This Issue

[System Cleanup](#)
[System Backup](#)
[Tips and Tricks](#)



"There are ways to get the speed and performance back (of your system) to what it was without having to resort to drastic measures"

Coming up next month...

How to protect your PC?



What the heck's in my computer?

power strip (UPS)

2. Register your software products
3. Schedule automatic updates
4. Read the maintenance section of your manual

Click [here](#) to finish reading article

- Kerry B, Network Support Technologist

System Backup - Strategies for Data Loss

Have you ever lost pictures, documents, downloaded music, or data? If so, you know all too well the frustration of data loss. To avoid this frustrating experience, one needs to consider a data backup strategy.



In June of 2006, the New York Times reported on a Microsoft research report stating that 9 out of 10 PC owners do not regularly back up their files. Statistically, it is not a matter of IF, but WHEN, your computer hard drive will fail. Therefore, unless losing your pictures, data, documents or music is of no consequence to you, computer backup is critical.

Imagine the overwhelming amount of time, effort and money it takes to recover a system from which files were destroyed by mechanical failure, a virus attack, or user error. Consider lost revenue simply because of downtime. When you commit to a backup, you avoid these unwelcome and frustrating expenses.

TYPES OF COMPUTER BACKUP

The traditional types of backup are as follows:

Full Backup-

This form of backup will back up ALL the files on your hard drive and will mark each file as backed up.

Differential backup-



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*"It is not a matter of **IF** your hard drive will fail, but **WHEN** it will fail."*

Need Backup

See below for details




Automatic Backup

Laptops & PCs

Service & Repair for most brands of systems...

This form of backup will back up all the selected files that have changed since the most recent full or normal backup.

If you DO frequently restore files to your system, a differential backup is the recommended option.

Incremental backup-

This form of backup will only backup files that have changed since your most recent backup. This is a much smaller and quicker backup than a full backup. For instance if you backup on a daily basis, a Wednesday backup will contain only those files that have changed since Tuesday. Incremental backup is recommended if you do NOT frequently restore files to your system.

What should you back up?

Make your life simple! You most likely do not need to spend hours to back up your entire hard disk. Most of what is on your hard drive may ...

Click [here](#) to finish reading the article.

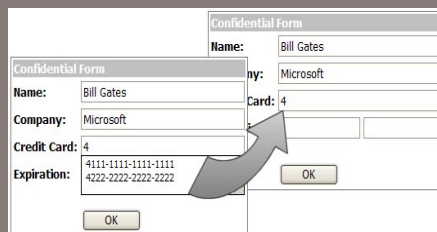
- Lauren G, Account Manager

Tips and Tricks

How to use the AutoComplete Function in Internet Explorer

The autocomplete function in Internet Explorer automatically remembers information that you've recently typed. It is a handy tool when you are frequently filling in fields in web forms, such as name and address or usernames and passwords. You can save time because you don't have to type in the full information, the AutoComplete function will fill in the information for you. To turn on this feature follow these steps:

1. Open **Internet Explorer**.



The screenshot shows two overlapping 'Confidential Form' dialog boxes. The top box has fields for Name (Bill Gates), Company (Microsoft), and Credit Card (4). The bottom box has fields for Name (Bill Gates), Company (Microsoft), and Expiration (4111-1111-1111-1111, 4222-2222-2222-2222). An arrow points from the bottom box to the top box, indicating the flow of information.



TOSHIBA

IBM

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2. Click on the **Tools** button, and then click **Internet Options**.
3. Click the **Content** tab.
4. Under **AutoComplete**, click **Settings**.
5. Select the boxes for the **Web addresses, Forms, User names and passwords on forms**, and **Prompt me to save passwords**.
6. Click **Ok**, and then **OK** again.

- Janet Fitchett, Marketing Co-ordinator
