

Ever felt like this?



Love Your Computer

“Improving Your Man-Machine Relationship”
Or
“Raising Up Geeks in a Plug and Play World”

Ralph W. Boaz

Love Your Computer

- "I think there is a world market for maybe five computers"

Thomas Watson, Chairman of IBM, 1943

- "Computers in the future may weigh no more than 1.5 tons"

"Popular Mechanics", 1949

Forecasting the relentless march of science

Our Goal

Increase your effectiveness by:

- Raising your computer literacy***
- Protecting your investment***
- Securing your privacy***
- Leveraging technology***

Love Your Computer

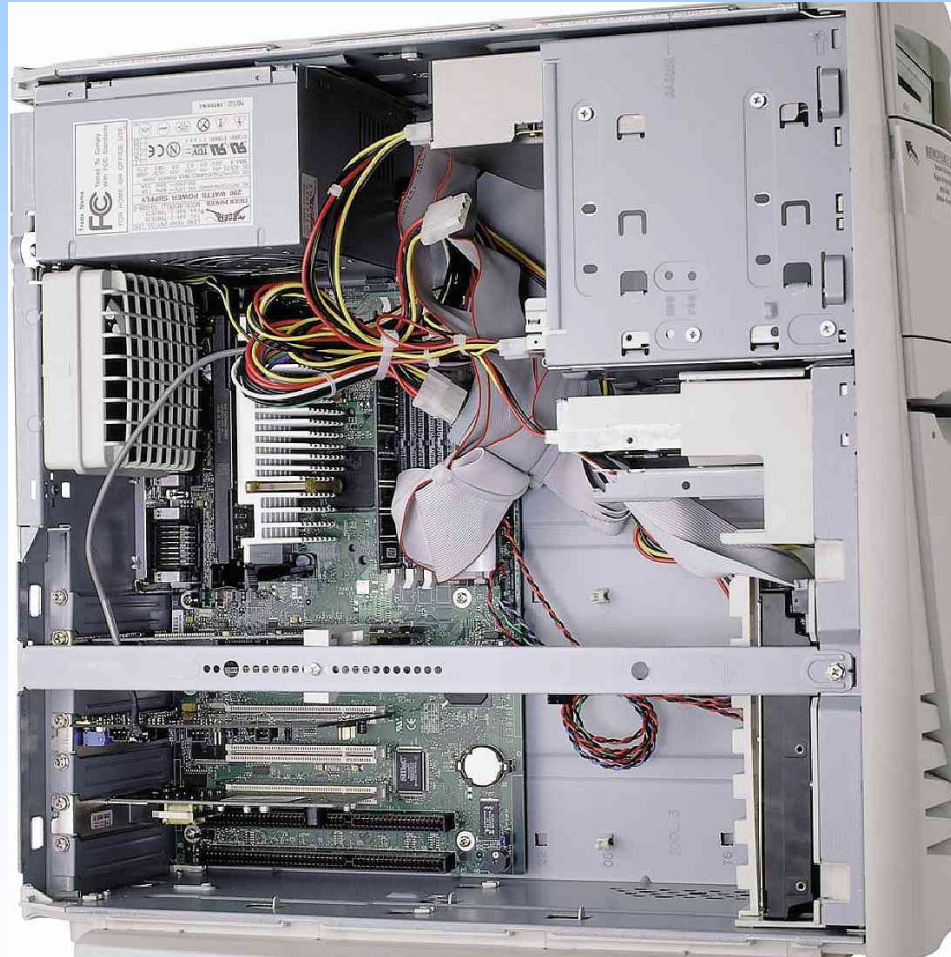
Look Inside

Overview of Good Practices

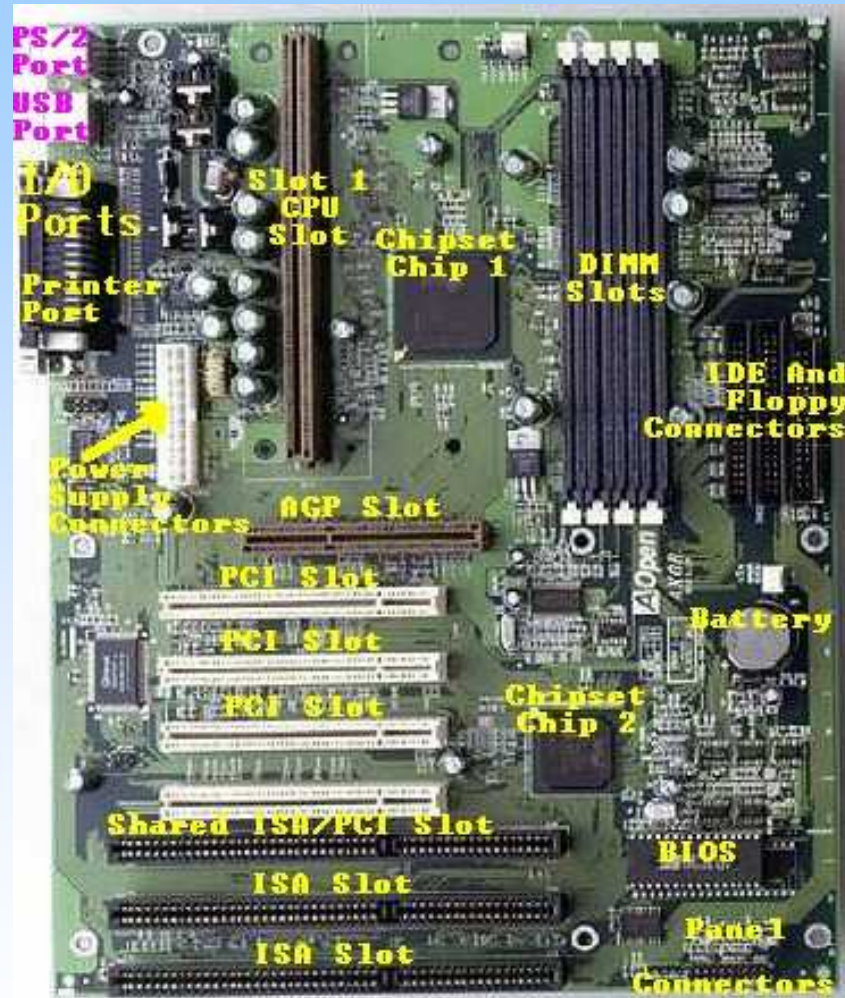
Viruses and Security

Extras

Common Hardware



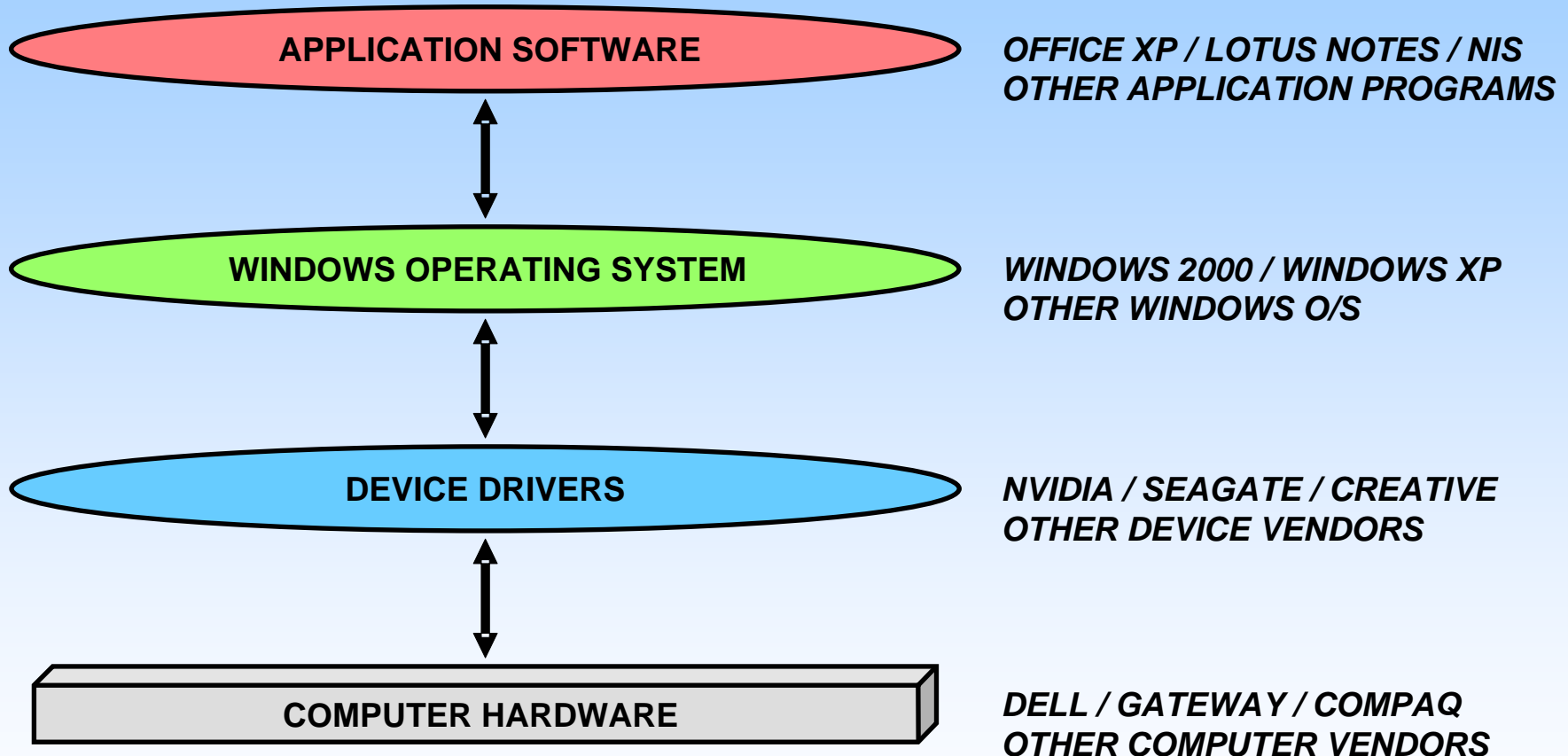
Common Hardware



Common Hardware



Software Layers



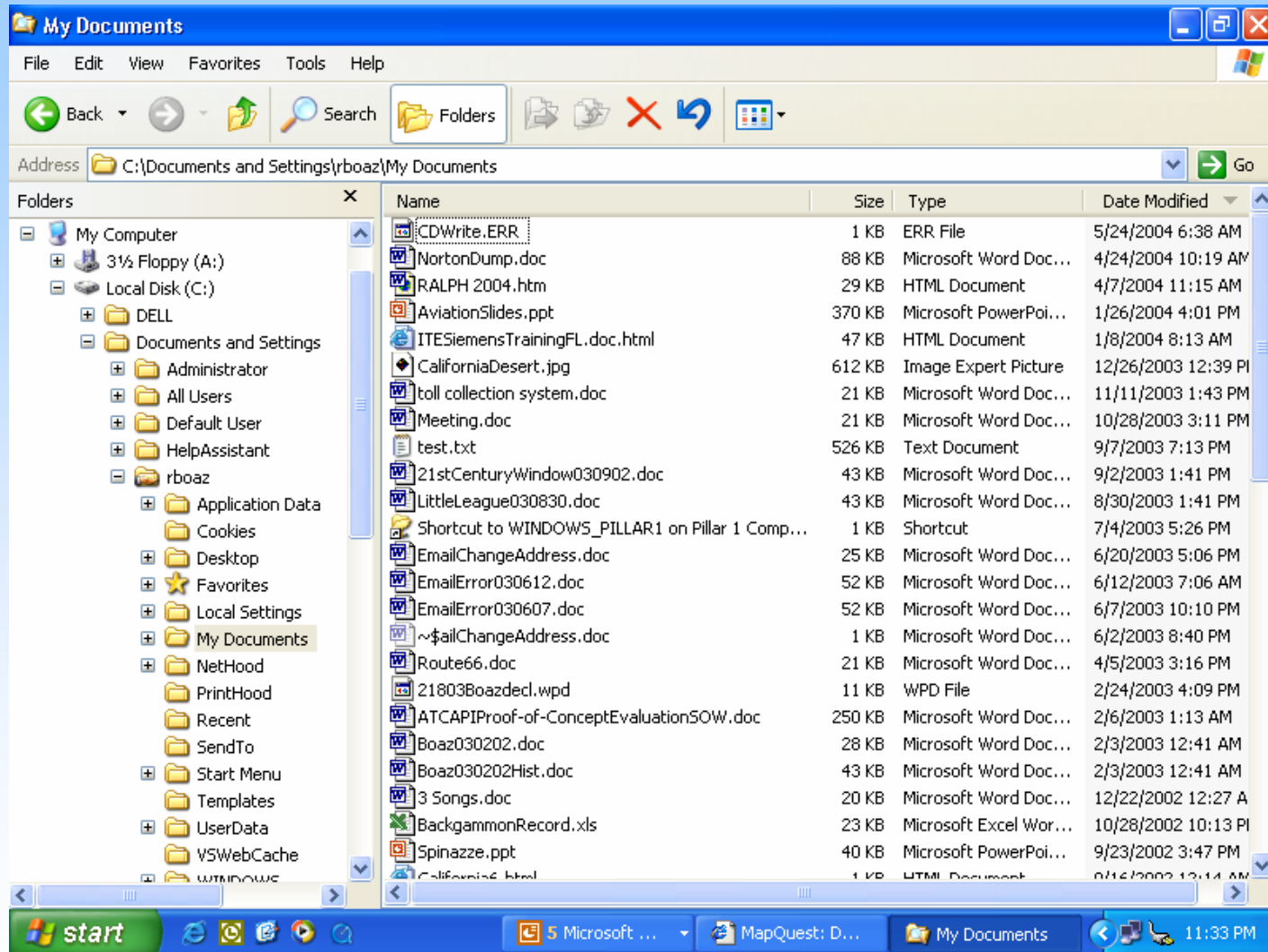
User Interface

- **Screen**
 - **Background**
 - **Screen Saver**
- **Task Bar**
- **Icons / Shortcuts**
- **Menus / Buttons**

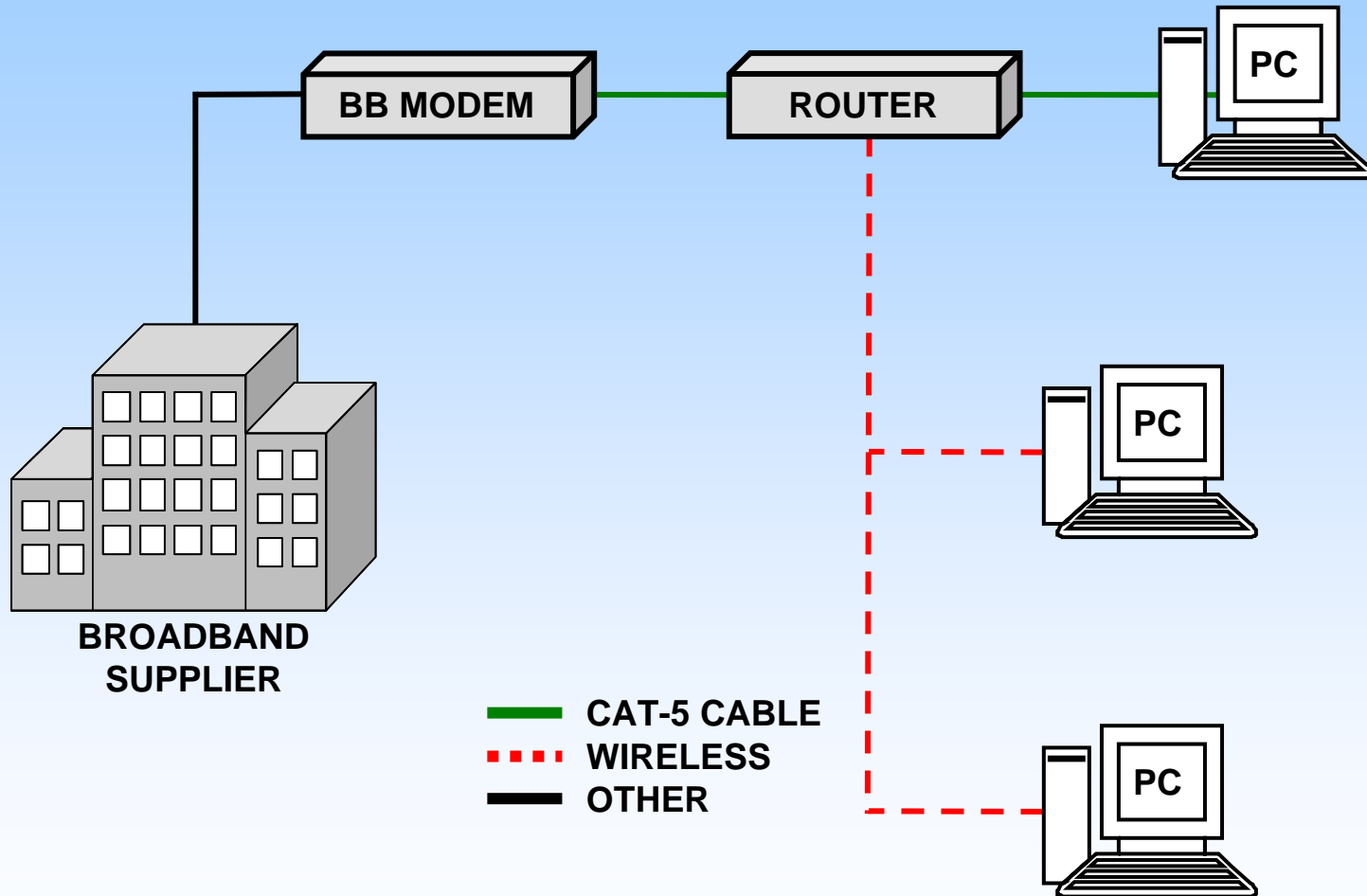
User Interface



File System



Common Networks



Love Your Computer

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Overview of Good Practices

- **Keep a computer friendly environment**
 - **Power/Protection Surge Protection**
 - **Good airflow around computer**
 - **Anti-static chair mat**
 - **No magnets**
 - **Username/passwords in one place**
 - **Software all in one place**

Overview of Good Practices

- **Back Up Your Computer**
 - **Why do backups?**
 - **What files should I backup?**
 - **Backup techniques**
 - **Frequency**
 - **Written procedure**

Overview of Good Practices

- **Defragment Your Disk Drive**
 - **Why Defragment?**
 - **Frequency**

- **Delete Cookies and Temporary Internet Files**
 - **Why delete them?**
 - **Deletion methods**
 - **Frequency**

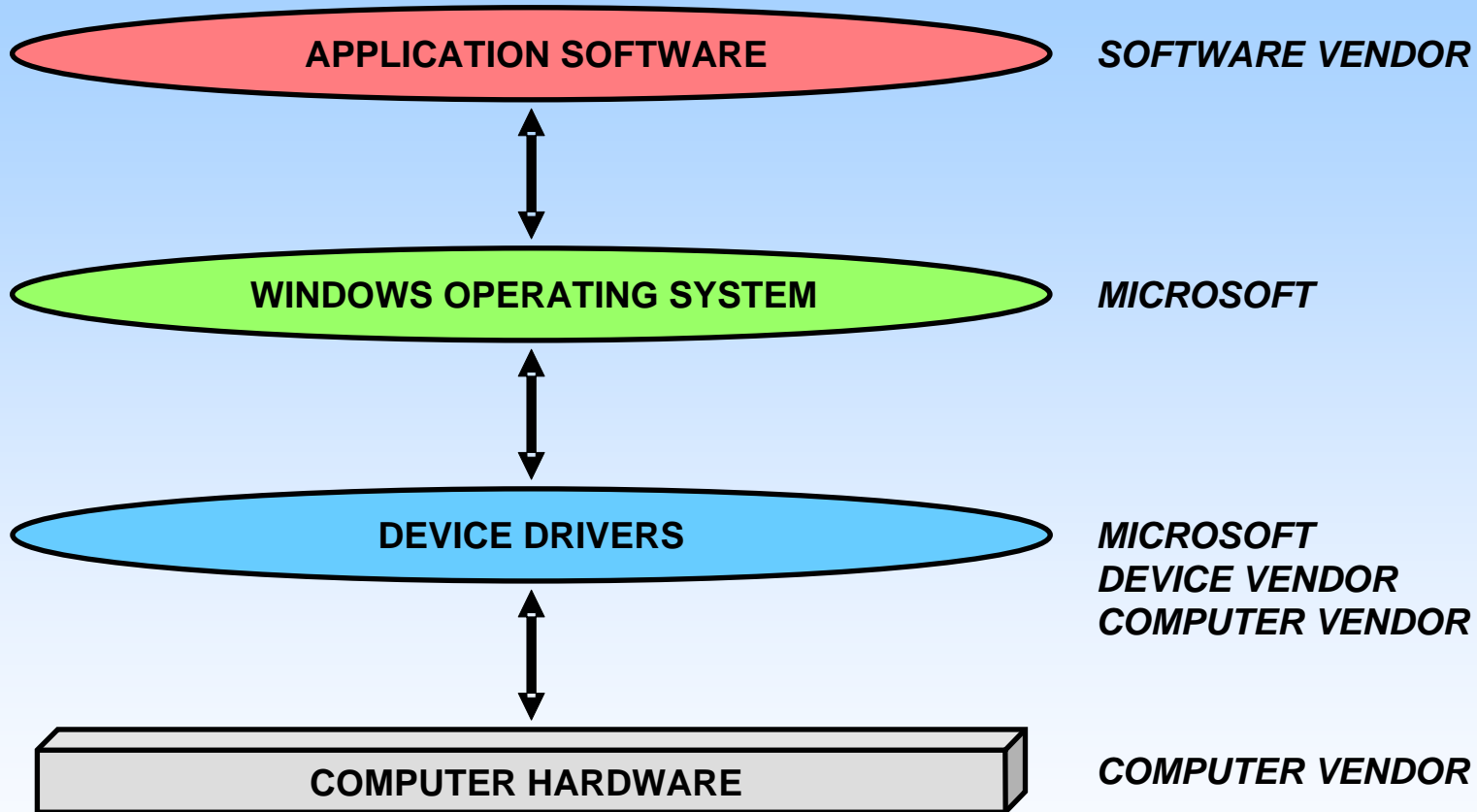
Overview of Good Practices

- **Be careful with your PCMCIA cards**
 - **Don't store them in a laptop**
 - **Use system tray "Unplug or Eject" icon**
 - **Use Add/Remove Hardware**

Overview of Good Practices

- **Perform Windows update**
 - **Critical updates**
 - **Windows updates**
 - **Driver updates**
 - **Frequency**
- **Perform Office update**
 - **Frequency**

Sources for Updates



Overview of Good Practices

- **Properly shut down your computer**
- **Reboot occasionally**
- **Save work often!**

Love Your Computer

Look Inside

Overview of Good Practices

Viruses and Security

***BAD BOYS! BAD BOYS! WHATCHA GONNA DO?
WHATCHA GONNA DO WHEN THEY COME FOR YOU?
BAD BOYS! BAD BOYS!***

Extras

Viruses and Security

- **Norton AntiVirus (NAV) has good virus protection but no internet security**
- **Norton Internet Security (NIS) includes:**
 - **Norton AntiVirus**
 - **Firewall**
 - **Privacy Control**
 - **AntiSpam**
 - **Parental Control**

Viruses and Security

- **Dealing Junk Email**
 - Don't open junk email if possible
 - Don't forward junk email
 - Don't reply to junk email if you do not know the source personally
- **Don't download from websites unless your are positive it is safe**
- **Other protection software**

Viruses and Security

The screenshot displays the Norton Internet Security 2004 application window. The title bar reads "Norton Internet Security". The interface includes a top navigation bar with "Block Traffic", "LiveUpdate", "Options", and "Help & Support". A left sidebar contains navigation links: "Norton Internet Security", "Status & Settings", "Statistics", "Subscription Status", "User Accounts", and "Norton AntiVirus". The main content area shows "System Status: OK" with a green checkmark. Below this, a list of security features is shown, all with green checkmarks and "On" status: Security, Personal Firewall, Intrusion Detection, Norton AntiVirus, Privacy Control, Ad Blocking, Norton AntiSpam, and Parental Control. The "Settings for:" dropdown is set to "rboaz". An "Item Details" panel on the right contains instructions: "The items marked in red need your attention. Please select an item by clicking on the item at left in order to get more information and take the necessary action." The Symantec logo and "Norton Internet Security 2004" are visible at the bottom.

Feature	Status
Security	On
Personal Firewall	On
Intrusion Detection	On
Norton AntiVirus	On
Privacy Control	On
Ad Blocking	On
Norton AntiSpam	On
Parental Control	On

Viruses and Security

The screenshot displays the Norton Internet Security application window. The title bar reads "Norton Internet Security". The interface includes a top navigation bar with "Block Traffic", "LiveUpdate", "Options", and "Help & Support" buttons. The main content area shows "System Status: OK" with a green checkmark. Below this, there are two sections: "Security Scanning Features" and "Norton AntiVirus Subscription".

Security Scanning Features	
Auto-Protect	On
Email Scanning	On
Script Blocking	On
Full System Scan	5/24/2004

Norton AntiVirus Subscription	
Virus Definitions	6/2/2004
Renewal Date	12/17/2005
Automatic LiveUpdate	On

The "Item Details" panel on the right explains that items marked with a red 'X' or a yellow warning triangle need attention. The Symantec logo and "Norton Internet Security 2004" are visible at the bottom.

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Overview of Good Practices

Viruses and Security

Extras

Extras

- **Email Etiquette**
 - **Caps mean yelling**
 - **Emoticons can help express feelings**
 - **No files over 1 Mb (do a calculation)**
 - **One day rule on a negative email**
 - **Don't copy the World**

Extras

- **Be kind to your administrator!**
 - **Make sure it's plugged in**
 - **Verify your network card is inserted**
 - **Verify your cables are connected**
 - **Write down errors and the steps done to create the problem**
 - **When your administrator asks for something, give it to him**
 - **Go through your network check list (to be provided)**

Look Inside

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Extras

LOVE *Your Computer!*

[Questions and Answers]