

THE HAWK I VIEW



Hawk iSolutions Group, Inc.

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sprung ...



I Have A Dirty Secret...

I have a dirty secret to confess...

I don't clean my computer as often as I should. Yes, I've shaken the crumbs out of the keyboard from time to time just like everyone else, but that could hardly constitute as a "cleaning."

With Spring in the air, I thought this would be a good opportunity to remind everyone (myself included) to clean out those dirty PCs. After all, you should do this every 3 to 4 months. And, it's not just for sanitation purposes...

The electromagnetic field put off by your computer attracts dirt. Just take a look at the back of your PC near the fan vent. Pretty gross, huh?

It's Not Just Dirty...It's Dangerous!

The dust clogging those vents will cause your CPU to heat up—and heat is the biggest cause of component failure in computers. Yep, that dirt and dust can end up shutting down your PC and costing you real money!

Cleaning your PC can also prevent the spread of germs. Keyboards are breeding grounds for all kinds of infectious and nasty critters and multiple studies have proven there are more germs on the average keyboard than the average toilet!

Now that I've completely put you off your lunch, let me give you a general overview of how to clean your computer...

A Warning Before You Start Scrubbing

Never spray or squirt any type of liquid onto ANY part of your computer. If a spray is needed, spray the liquid onto a cloth and then use that cloth to rub down the component. You NEVER want to get any of the components inside the computer wet and you don't

want to spray cleaner directly onto a computer screen!

Also, when vacuuming the dust INSIDE your computer, make sure you use one that was designed specifically for the job and not the one in your closet. Standard vacuums create static electricity that can damage the internal components of your computer. Instead, use a portable battery powered vacuum designed to do this job.

You will also need:

1. A screwdriver to open the computer case; just be very careful not to unplug, unscrew, or knock anything out of place!
2. A can of compressed air.
3. A computer-approved cleaning liquid such as rubbing alcohol or mild cleaning agent like dish liquid diluted down.
4. Cotton swabs (Q-tips).
5. A lint-free cotton cloth.

Tip: Wiping down the outside of your computer tower with a solution of one half vinegar and one half water will minimize static.

Before you begin, turn off your computer.

I like to start by sucking out all the dirt, hair, and dust with a vacuum. Do an extra good job around any ventilation locations as they will help to keep a steady airflow thereby keeping your internal components cooler.

When cleaning the fan, I suggest you hold the fan or place something inbetween the fan

Please turn to page four . . .



What Every Small Business Owner Must Know About Protecting And Preserving Their Company's Critical Data And Computer Systems

If you Depend On Your Computer Network To Run Your Business,
This Is Information You Do Not Want To Overlook . . .

SIX Things You Must Do At A Minimum To Protect Your Company From These Types Of Disasters:

- Step #1: Make sure you are backing up your files everyday
- Step #2: Check your backups on a regular basis to make sure they are working properly.
- Step #3: Keep an offsite copy of your backups.
- Step #4: Make sure your virus protection is ALWAYS on and up to date!
- Step #5: Set up a firewall.
- Step #6: Update your system with critical security patches as they become available.

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computer needs!

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With the cost of gas, how does remote
access sound to you??



Is It Legal For Employers To Monitor Your Computer?

Courts have ruled that an employer's monitoring of its employees' e-mails and other computer related activities during work hours and/or on company-owned equipment, Internet, and e-mail accounts is not illegal.

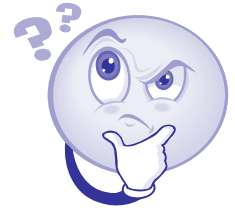
Companies typically monitor employees' online usage for the following reasons:

1. To avoid claims based on sexual, racial, ethnic, and other forms of harassment.
2. To protect against an employee sending or posting confidential information.
3. To reduce exposure to intellectual property infringement claims.
4. To decrease the likelihood that an embarrassing message attributed to the employer will be sent.
5. To guard against computer viruses.
6. To improve productivity.

It is recommended that employers create an AUP (acceptable use policy) that outlines what is and isn't acceptable use of electronic media and communications.



Questions To Ask Yourself When You're Bored . . .



- Why isn't there mouse-flavored cat food?
- How can you tell when you've run out of invisible ink?
- What is a free gift? Aren't all gifts free?
- When cheese gets its picture taken, what does it say?
- If practice makes perfect, and nobody's perfect, why practice?
- How can there be self-help groups?
- Before the invention of drawing boards, what did people go back to?
- How come you never hear about 'gruntled' employees?
- Further, if disgruntled employees are unhappy, are gruntled employees happy?
- What should you do if an endangered animal is eating an endangered plant?
- What happens if you are scared to death, twice?
- Are cemetery workers always on the graveyard shift?
- Why does your nose run and your feet smell?
- Isn't 'jumbo shrimp' an oxymoron?
- If Barbie is so popular, why do you have to buy her friends?
- If you are a complete pessimist, does it mean you are positively negative?
- Is there such a thing as a closet claustrophobic?

- Adapted from *The Mammoth Book of Humor*, edited by Geoff Tibballs





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blades to prevent them from spinning. Avoid spraying compressed air into a fan or cleaning it with your vacuum since it may cause damage to some models.

Compressed air is great for getting all the crumbs, dust, and dirt out of your keyboard, but be sure to also wipe down the keys and surface of the keyboard (that nasty cold or flu might still be hiding out on it)!

When cleaning the monitor, use a lint-free cloth (like the one you use to clean your eyeglasses). Paper towels, dryer sheets, and other cloths may scratch the monitor. Also, never use Windex or a commercial cleaning product, and never spray anything directly onto the screen. Instead, lightly spray a mixture of rubbing alcohol and water onto your cloth and wipe it down.

Want Us To Clean Your Computer For FREE?

Want us to do the dirty work? Then call us for any job during the month of April and we will clean up to 5 PCs and 1 server in your office...FREE!

No more grime, germs, or dust bunnies—we'll get rid of them all as part of our Spring-cleaning special!

Just call the office for any repair, installation, upgrade, or project, and we'll make sure your computers shine!



"You're lucky, Ted. You're the only one around here who doesn't get treated like a number."

I'd Love To Hear From YOU!

Is there an article or a feature you would like me to include in this newsletter? Do you just want to sound off about something or share your opinion with my other subscribers?

Let me know!

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