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- ~ Virus Protection
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# ReadyNetGo .... News

January 2001

<http://www.readynetgo.net>

### Tip of the Month

To add a *local printer* to a new machine in your office, follow the steps below:

1. Click on the Start menu, then settings, then printers.
2. Click on the Add Printer icon.
3. Click on next to begin.
4. Click on local printer.
5. Choose your printer mfg from the list on the left and the model # from the list on the right, then click next.
6. A screen showing the available ports defaults to the printer port. Change if necessary, click next.
7. Verify your chosen printer with the one listed and click yes or no to set this printer as the default printer.
8. Choose yes or no to print a test page, then click finish.

Note: This process may not work on all systems. If you have problems, just give us a call.

## WELCOME TO READY NET GO'S FIRST NEWSLETTER

*A Note from Mark and Matt*

As of January 2001, we'll be celebrating our sixth year in business. Over the years, we have experienced great success in educating our clients on network applications, database management and computer troubleshooting techniques. We would like to continue this practice with our monthly newsletter.

Topics proposed include basic troubleshooting tips, recent hardware and software releases, noteworthy websites, and virus alert updates. We welcome feedback on any of these topics especially if you would like to see an alternate topic addressed. Please send suggestions to: [news@readynetgo.net](mailto:news@readynetgo.net). Let us know if you would prefer to receive this newsletter by email rather than in hard copy format.

Help us welcome Jennifer Molfetta as our new business manager. She recently moved here from Olympia, WA where she worked in the non-profit arena in administration, database management, and IT support.

Stay tuned for our next newsletter issue on virus protection. We hope you had a safe and happy holiday and best wishes for the coming year!

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### WWW (Websites Worth Watching)

1. [www.ftc.gov/dotcons](http://www.ftc.gov/dotcons) - lists website scams
2. [www.hoaxkill.com](http://www.hoaxkill.com) - lists email scams
3. [www.mapquest.com](http://www.mapquest.com) - where do you wanna go?
4. [www.astronomy.com](http://www.astronomy.com) - great photos in the photo gallery
5. [www.unitedmedia.com](http://www.unitedmedia.com) - your daily fill of comics

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## SOFTWARE & HARDWARE COMPONENTS

1. **Netscape 6.0** was recently released featuring added security controls and a new customizable sidebar that allows users to store information, listen to music and access news stories. **Free**
2. **NEC Superscript 1400 Laser Printer** - RNG recently tested this mono-chrome laser printer and it works very well. With speeds up to 12 ppm, the Superscript delivers fast, clear images up to 1200 dpi. It offers both parallel and USB ports and has a 270 sheet paper tray which is expandable to 820 sheets (with optional 550 sheet expansion tray). This relatively cheap laser has a small footprint and good paper handling features. Bottom line: a smart buy for anyone looking for a laser printer for the price of an inkjet.

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## TIPS ON PC MAINTENANCE

1. **BACKUP REGULARLY (With Offsite Storage)**
2. Create a Disaster Recovery Plan (review & update as your technology changes).
3. Update your virus protection software. McAfee, Symantec, and Computer Associates frequently update their sites with the latest notices and fixes for known viruses.
4. Run a scandisk and a defrag on your hard drive at least once a month to cut down on wasted space.
5. Delete .tmp files from your hard drive. Close ALL programs. Go to Start menu, click on Find and choose files or folders. In the named box, type in \* .tmp. Highlight the files listed and choose delete from the File menu.