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Inside this Issue

- 1** Help, My Computer's Sick & It Won't Boot Up!
Virus Woes & Prevention
- 2** Free Internet Access
No Reason For Not Having An E-Mail Account.
- 2** Business 101
or Do This
- 2** Present Perfect
- 2** IKA Business Specific Training™ Program
- 2** BST Class Schedule

I K ASSOCIATES
 The Computer Pros With Business Sense™
 For Computer Sales, Support,
 Training / Web Page Design /
 Technology Consulting
 P O Box 365
 Highland Lakes, NJ 07422-0365
 973-764-4510
 Fax 973-764-0568
 www.ikassociates.com
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IK A Tech Talk

Help, My Computer's Sick & It Won't Boot Up!

Virus Woes & Prevention

So your shiny new computer is sitting happily on your desk. You've installed a popular anti-virus application. You're all set, right? Wrong! Just as you need a booster shot for tetanus, your computer needs regular "boosters" for its anti-virus programs.

Why Do I Need "Boosters"?

Let's look at this logically. You've done your homework, researched the available anti-virus programs, and gathered recommendations, and bought a fantastic anti-virus program. Problem is, the actual CD was probably mass-produced months, if not years, ago. So it is fine, "out of the box," if you want to be protected against year old viruses. However, for whatever reason, some people find it a real kick to devise new and insidious ways to foul up your computer.

New viruses are constantly being created and distributed through shared files, whether on the Internet or on floppy disks. Don't be fooled by thinking that a purchased program on floppy is totally safe. While almost all purchased programs are absolutely free of viruses; a very small minority may contain a virus, as one of my clients found out.

How Do I Know My Computer's Sick?

Viruses come in a variety of disguises. Several are totally invisible until a

certain date or you execute a certain program feature. Many times, you will not even know you "contracted" one. One clue, however, is if your computer starts acting strange for no reason – you haven't added any programs or made any changes to your system. Of course, if you get little happy faces dancing across your screen, or a window opens advising you to leave the building as your computer will self-destruct in 2 minutes, you can be fairly certain you have a virus! Viruses "multiply" by unsuspecting infectees passing files and floppies to other individuals. Being in business, you should take extra precautions so you do not pass them on to your clients. Alternately, if you receive a file from someone and your anti-virus software detects a virus present, immediately contact the sender and advise they are passing a virus indicating the virus name if known.

What's My Next Step?

The manufacturers of the anti-virus software provide a solution to the time gap between production and actual use. Many offer virus list updates free from their web sites. Others do charge a nominal fee. Usually, the new virus lists come out once or twice a month. Certainly if you hear of a new virus circulating you should check for an

updated list. The best protection against viruses is establishing a regular schedule of "inoculations" or virus list updates. Make it a habit to download the newest list at very least once a month, since the best time to protect against a virus is before it infects your computer.

Visit the web site of your virus software manufacturer (URLs at left for major manufacturers). Select the software

<p>Symantec: Norton Anti-Virus http://www.symantec.com/avcenter/defs.download.html</p> <p>McAfee: McAfee Virus Scan http://software.mcafee.com/centers/download/</p>



version you have, and download the most recent virus definition list. Instructions for use of the files will be provided on their web sites. If you are not sure which version you have, launch the software, click on "Help" on the menu bar, then click on "About." The software name and version will appear. Once the file is downloaded, don't forget to "execute" it to actually update the virus list.

Free, Yes Free, Internet Access!

No Reason To Be Without An E-Mail Account!

Let's face it – the Internet is not a fad. Obviously, it is here to stay and most people **expect** a business owner to have an E-Mail account. Most ISPs (Internet Service Provider) offer unlimited access for about \$20 per month. Not sure you want to incur an additional expense? Use a free Internet access provider.

You've seen the television ads of the baby touting free Internet access. Well, it's not a scam. While FreeInternet.com has been acquired by Net Zero, free access is still available.

Before establishing an account, check the local access phone numbers for availability in your area. Follow the simple, on-screen directions to establish an account, and download and install the software (works with MS Internet Explorer or Netscape Navigator). You will also receive a free Voicemail account with registration.

Go to <http://gold.netzero.net> for details.

Business 101

Always fumbling with business cards when meeting someone new? Take a tip

from one of my clients. Since you will shake hands with your right, put your cards in your left pocket, towards the outside. Shake hands, hand them your card with your left hand, and place their card in your left pocket closest to your body. All cards will be in your left pocket, with yours towards the outside.

Present Perfect

Know anyone struggling with his or her computer, afraid to use it, or needs business related training? At a loss for a new, practical holiday gift for clients, family or friends? We are here to help. Our Business Specific Training Classes in our state-of-the-art facilities make a great gift. When given as a gift, we will enter the registration with a name and class date to be determined, and provide a gift certificate listing your company. If you choose, we will form a group class specifically for your gift recipients identifying your company as the sponsor on all presentation, student workbook, and workshop materials. Individual, on-site computer training gift certificates are also available.

IKA Business Specific Training Program™

BST™ classes provide in-depth, task specific training in a variety of topics. Learn in the comfort of a high-tech multi-media, state-of-the-art amphitheater located in Sparta, convenient to Route 94, Route 15, and Route 80. One PC per student. Handicapped accessible, with three wheelchair accessible workstations.

Classes now forming.

IKA Business Specific Training™ Classes

Handling Graphics & Objects in Microsoft Word 97 – Module 1
Make your documents 'pop.' Learn to handle those pesky graphics in MS Word \$150 (half day)
Dec. 8, Jan. 19

Managing Your Business With Microsoft Outlook
Learn to use MS Outlook as a valuable marketing tool in your business. \$205 (full day)
Dec. 1, Jan. 12

Mail Merge Beginnings
In-depth lab course on using Mail Merge in your business. Put all those business cards you've collected over the years to good use. \$150 (half day)
Nov. 17, Dec. 15, Jan. 26

QuickBooks® 99
Mid-level introductory course taking the student through the tasks necessary to run their business. Hands-on experience creating company, managing lists, A/P, A/R, customizing, reporting, more. \$205 (full day)
Feb. 9, 2001

MS Excel As Your Database
Learn to use the power of Excel 97 for your database. Hands-on lab class leads student through database planning, creation and utilization. \$150 (half day)
Nov. 17, Dec. 15, Jan. 26

IKA BST courses are given in group sessions at ETTC in Sparta, or 3 or 6-hour sessions at your site for prevailing hourly rates.

Check our web site for complete course descriptions & schedule
www.ikassociates.com

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