



# Scallycomputechs

Professional Computer Support and Services



DECEMBER 2009 NEWSLETTER

## Current News

New version of Microsoft Office is coming. If you would like to test drive Microsoft Office 2010. Setup a time to come by my office, have a cup of coffee and test drive Microsoft Office 2010.

My new website is up and running. Check it out [www.scallycomputechs.com](http://www.scallycomputechs.com)

## Featured Service

### Disaster Prevention

Scallycomputechs provides a computer and laptop disaster prevention plan. Hard drives are bound to fail and without a backup, your data could be lost. How long can your business survive without the use of a computer or a laptop?

## Services We Provide

- Server installation, configuration, and support
- Network Setup
- Microsoft Exchange Email server support
- Website deployment
- Desktop support
- Software support

### Scallycomputechs

148 E. Third Avenue, Suite 201.

San Mateo, California 94401.

Phone (650) 347-7500

FAX (650) 347-7600

<http://www.scallycomputechs.com>

### Help Desk hours

8:30 AM - 6:30 PM 7 days a week

Support issues email us at

[helpdesk@scallycomputechs.com](mailto:helpdesk@scallycomputechs.com)

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## Tip of the Month

### 7 tips for working securely from wireless hotspots

Wireless hotspots are changing the way people work. These *wireless local area networks (LANs)* provide high speed Internet connection in public locations—as well as at home—and need nothing more than a mobile PC such as a laptop or notebook computer equipped with a wireless card. In fact, hotspots are an everyday connection method for travelers and remote workers to browse the Internet, check their e-mail, and even work on their corporate networks while away from the office. Hotspots range from paid services, such as T-Mobile or Verizon Wireless, to public, free connections. Hot spots are everywhere. Including: Coffee shops, Restaurants, Libraries, book stores, and airports. But they all have one thing in common—they are all open networks that are vulnerable to security breaches. And that means it's up to you to protect the data on your PC. In this article, we cover a few tips to make working in public locations more secure.

### 6) Encrypt Your Files

You can protect your files further by encrypting them, which requires a password to open or modify them. Because you must perform this procedure on one file at a time, consider password-protecting only the files that you plan to use while working in a public place. Go to my website

<http://www.scallycomputechs.com/windowsxp.html>

For instructions on encrypting a file or folder in Windows XP. Look for tip 7 next month or go to my website for the complete document

### Term: Hard Disk Drive

A Hard disk drive is a non-volatile storage device that stores digitally encoded data on rapidly rotating platters with magnetic surfaces. Every computer has at least one hard drive. The operating system is stored on the hard disk with all your files, folders, pictures, and programs

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Norman Scally  
Director of IT  
Scallycomputechs  
148 E Third Ave suite 201  
San Mateo, CA 94401  
norman@scallycomputechs.com  
P(650)347-7500  
F(650)347-7600

Lupy Delk  
Lupytunes Productions  
DJ and Karaoke  
San Bruno, CA  
(650) 619-5662

Chris Stovall  
Stovall Organizing  
"Creating Space for Life"  
Phone: (650) 654-7827  
chris@stovallorganizing.com  
www.stovallorganizing.com

Theresa Pineda  
Interiors by Decorating Den  
(650) 802-9200  
tpineda@decoratingden.com  
www.decdens.com/tpineda

Tom W. Gorman  
TWG General Contractor Lic 421901  
Quality \* Satisfaction \* Trust  
tomwgormangeneralcontractor@yahoo.com  
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Bob Bishop Mr Handyman  
Serving north San Mateo County  
CA License: #807495  
(650) 346-4024  
bob.bishop@mrhandyman.com  
www.mrhandyman.com