



# INFO-TEK

The Computer Guys

*a Kansas City Computer Consulting Firm*

## Technology Tips and News for Busy Professionals

### In This Issue

[Speed Boost:  
De-Clutter Your PC](#)

[7 Keys to Computer Safety](#)

[Publishing Your Calendar  
Through Gmail](#)

[Rule of Thumb](#)

### Quick Links

[More About INFO-TEK](#)

[INFO-TEK Blog](#)

### Mark Your Calendar

**Concerts in The  
Courtyard  
Tuileries Plaza**

Free Concert Series  
Thursdays @ 7pm

[www.tuileriesplaza.com](http://www.tuileriesplaza.com)

**K.C. Irish Festival**

Greetings!

Volume 1, Number 3

We hope you enjoy and benefit from these technology tips and news for busy professionals.

INFO-TEK employs a full time staff of trained and certified computer experts who are quick to respond, easy to talk with and people you can trust.

We specialize in small business and home office clients and we have helped thousands of people in the greater Kansas City area with their computer service needs at very competitive and affordable rates.

### [Speed Boost: De-Clutter Your PC](#)

Are you a "keeper," relentlessly holding on to all information, files, photos and emails? In some cases, you might keep all those messages for that rare occasion when someone asks you for an e-mail message from a year ago, and it feels so rewarding to be able to lay your hands on it.

However, that momentary thrill comes at a significant cost. All that excess clutter, however well organized, takes up resources on your computer. It significantly slows down programs such as Outlook and will eventually cause them to crash. File indexing and searches require more resources, so everything runs slower. Antivirus scans take longer. File corruption is more likely and backups not only take longer, they cost more and are more likely to have problems.

Here are three easy steps to de-clutter your computer.

1. Use an external drive to make a backup copy of everything. This gives you confidence and permission to delete boldly,

September 4–6, 2009

[www.kcirishfest.com](http://www.kcirishfest.com)

## Weston Irish Festival

October 9–11, 2009

[www.westonirish.com](http://www.westonirish.com)

knowing there is a safety net, just in case.

2. Block out 15 minutes and fly through it. Don't set yourself up for failure by deciding you are going to clean up the thousands of files and emails in one session. Take 15 minutes and do one or two folders at a time. Repeat tomorrow or once a week until done.
3. If in doubt, throw it out: Use these questions as a guideline: Does the information relate to one of your meaningful objectives? **If not, delete it.**
  - Can you find the information somewhere else, such as from the internet, from another department, from an archive? **If so, delete it.**
  - Are you likely to refer to the information in the next six months? **If not, delete it.**
  - Do you have to keep the information because it is legal or human resources information? **If not, delete it.**

Ask an INFO-TEK representative about our cost-effective Computer Cleaning process.



## 7 Keys to Computer Safety

Every day INFO-TEK is hired to remove a virus, Trojan or other nasty "malware" from someone's computer. Here are the 7 key things you can do to help prevent infections:

1. Keep your antivirus up-to-date. We like AVG. For residential users it is free at <http://free.grisoft.com>. Contact us for business pricing.
2. Install an anti-spyware program, keep it current, and run it periodically (more often if you are going to high-risk sites). We recommend <http://www.superantispyware.com>
3. Keep your computer up-to-date with patches and hotfixes. Patches normally come out because vulnerability has been exposed, so they are important to install. Go to <http://update.microsoft.com>
4. Have a firewall in place. Windows XP has a built in firewall and most routers have added firewall protection. To check that your Windows firewall is turned on go to the Windows Firewall icon in the control panel.

5. Be judicious in opening attachments and installing free-stuff. Trojans are an entire class of viruses that masquerade as something else. They do not force themselves into your computer; they get invited while loading something onto the computer.
6. Stay away from sites you wouldn't take your children or grandchildren to if it were a real store. By simply going to a site you are launching content (java script and other applets) from that site which run on your computer and may plant files on your computer. Sites dealing in illegal or shady activity, such as pirated music, gambling, etc, are more likely to provide infections.
7. Get regular tune-ups and expect consistency from your computer. Having a certified computer security professional tune up your computers at least once per year is critical. If your computer starts doing strange things, don't ignore it, something has changed, get it checked out.

The sole purpose of many viruses, such as Trojan-Downloaders, is simply to bring other viruses, adware and spyware into your computer. Early attention when things start acting strangely is so critical. Please call us so we can discuss things before they get out of hand.

## Publishing Your Calendar Through Gmail

One of the key benefits of Microsoft Exchange, whether in house or through a hosted solution, is the ability to see other (i.e.: co-workers) Outlook calendars. With Google's Gmail Calendar Synch app, it is now possible to do this with any pop3 account.

The calendar synch app is a free download from Gmail calendar. It automatically synchronizes your Outlook calendar to the online Gmail calendar. You can then share your Gmail calendar with others, and limit their rights to view only or make changes. Through the ical interface, they can even add your Gmail calendar to their Outlook account and see your calendar in Outlook.

Since your Outlook calendar is synching to Gmail calendar, you can view your calendar from any computer with web access and make changes which are automatically synched to Outlook. Ask an INFO-TEK consultant how they can help you set this up.

## Rule of Thumb

Do not respond to any emails that say, “*You have received an eCard*” unless you recognize the person that sent it to you. Especially if it’s not your birthday, a special occasion, or a holiday because more than likely it’s a link to download a virus or a Trojan Downloader.

When you need help with your computers or computer network, I’m hopeful that you will consider calling INFO-TEK at: 816-914-8826.

**Go to the “Specials” section of our [website](#) to receive a 20% Off Coupon for your next On-Site Service Call.**

If you have found this Newsletter helpful, please pass it along.

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Sincerely,

Brian Greenstreet  
INFO-TEK