



Bon & Gerry's Newsletter

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Tips to avoid being "Workstation" wounded

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Price List:

Precision Tune-Up	\$175.00
Computer Networking	\$80.00/hr
New System Setup	\$175.00
Emergency Repair	\$75.00/1st hour \$65.00/hr after first
Hardware Installation	\$75.00/device
Software Installation	\$50.00/hr
Tutoring	\$50.00/hr

Special Reminders:

- Update your AntiVirus Software
- Scan your hard drives for viruses
- Get the Windows Security Updates
- Update Spyware and Ad-Aware Software
- Surge Protect your computers

If you work regularly at a computer, guess how many keystrokes you hit each day...The answer - 50,000 to 200,000. That's lots of hours at a desk, repetitive motion, and chances that you'll strain or injure your arm, hand, fingers, shoulder, neck or back.

We don't think of being a "desk jockey" as a contact sport. Yet improper posture, poor work space design, and physical exertion can lead to nerve, muscle, tendon and ligament damage. In a Microsoft Canada survey, half of respondents had experienced discomfort or pain while using a computer.

How can you avoid being one of the workstation wounded? The Canadian Orthopaedic Foundation offers the following tips.

Start with the right ergonomics.

- A comfortable chair, large enough to change positions, with adjustable armrests that position elbows near your waist. Angle the back slightly backwards, to reduce strain on the spine and ligaments. You should be able to sit back (no slouching or leaning), and keep your feet flat on the ground.
- Keyboard at elbow height, with your monitor in front of you, an arm's length away and with the top third at eye level. Avoid overreaching and tap the keyboard keys with a light force.

- Pick a mouse that feels relatively flat and keep it on the same level as the keyboard.
- When typing, the best position is "neutral" - knuckles, wrist and top of forearm in a straight line.

Along with the correct ergonomics, a simple injury prevention strategy is to work at a reasonable pace and take frequent stretch breaks. Do a different task, get up and move around, doing neck, shoulder, elbow and wrist stretches while you move.

Pay attention to pain, aches, numbness or tingling. If breaks and re-positioning your work area don't help, talk to your doctor or chiropractor.

Repetitive motion injuries happen over time, so a minor strain today could eventually become chronic.



"Computer work is a major cause of sore hand muscles"
Credit: SXC
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Thoughts about your "Computer's Health"

Physical Cleaning - Remove the "dust bunnies" from around your computer - the dust can clog the cooling fans or vents causing your computer to overheat and stop working. Carefully vacuum outside the computer, outside your printer and on the vents of your monitor.

Power Protection - Invest in the best surge-protected powerbar you can afford or better yet, get an Uninterrupted Power Supply (UPS) and connect it properly so the computer will shut down politely if there is a power failure.

Clean out the Junk - Downloading CCleaner (formerly known as "Crap Cleaner") will make cleaning easy. It is a free program available from www.ccleaner.com that cleans temporary files, cookies, log files and temporary internet files. It can also fix registry issues. Also, run disk cleanup on your hard drive and then defragment it (put your ducks in a row) to make the computer run more efficiently.

Viruses (human vs. electronic) - Whatever program you are using (Norton, McAfee, Kaspersky or our favourite AVG) make sure it is up-to-date and check the scheduled scan results regularly. Don't let your subscription expire or the bad guys will win.

Spyware - The best Antispyware program is Spybot Search & Destroy and is available for free at www.safer-networking.org. download, install, update and check for problems—fix whatever is found.

Malware - Malwarebytes AntiMalware from www.malwarebytes.org is another free program. Update the program and the database before performing a "Quick Scan" - total time should

be approximately 15 minutes and delete any infections found

Windows Security Updates - Make sure you download and install Windows or Microsoft (to get updates for Office products such as Word, Excel, PowerPoint, Outlook, etc.) auto updates. This will include "critical" system updates/patches or service packs including those dealing with improved security for your computer.

Finally, setup a system of **Backing up your Data** - How often you backup is your decision, whatever let's you sleep at night. Remember that backups are your insurance policy against loss of data.

**Bon & Gerry's Computer Services
recently celebrated it's 7-year
Anniversary...**

**Many thanks to all our great
clients for helping us reach this
milestone.**

Hope everything is running well, but if it isn't, call us.

Bon and Gerry