

THE TOP 5 WORST TECHNOLOGY HABITS TO BREAK IN 2012

Admit it; some of you have some bad habits when it comes to maintaining the security and “health” of the high tech tools you dearly depend on. Since it’s a fresh, new year, we thought it would be appropriate to point out the top 5 bad habits you should work on fixing in 2012.

1. **Not backing up your data.**

Funny how most people start their confession of not backing up their data with the words, “I know it’s bad, but...” If you know, then why are you still doing it? There’s absolutely no good reason to let this one continue. Call us and we’ll hook you up with a solid backup plan that will make sure you can be back up and running again FAST.



2. **Relying on tape drives to backup your data.** This is almost as bad as back habit #1. Why? Because tape drives have an average failure rate of 100% - and that’s not a typo. It’s not a matter of “if” but “when” is your tape drive going to fail. Trash ‘em and get a better system in place!

3. **Using weak passwords.** If you’ve ever used the word “password” as your password, we’re talking to you! A good password should contain a combination of numbers and upper and lower case letters.

4. **Not installing the latest security patches and software updates.** Once a new patch is released by a software vendor, it acts like a green light for hackers who instantly implement viruses and scams to take advantage of those individuals who don’t regularly update (patch) their system.

5. **Printing and storing paper documents for everything.** The cost of installing a document imaging (also called document management) solution has come down dramatically, and it is now easier than ever to implement. Plus you get the added benefits of saved storage space, saved time in searching for documents, instant access to any paper file via the Internet, fewer lost files, less chance of losing critical documents to fire, water or wear and tear, AND a cost saving on paper and ink. With all these benefits, why would you still stick to a paper filing system?