

# Nine tips on protecting yourself from digital disasters

When a system crashes, a hard drive fails or a hacker gets in through the door and we lose precious information, it can feel like we are losing parts of our lives. Even with the rate of technological advancement in the past decade, our digital lives, from documents to memorable photographs, can be gone in an instant.



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The following hints and tips from ASUS are rules of thumb that will help keep your treasured digital data from a worst-case scenario:

- **Spring clean** - The first step to planning for digital disasters begins with going through all of your files to clear out any "junk" or data that you know for sure you no longer need. Much like that old pair of jeans you wore in high school - if you don't need it, delete it!
- **Be organised** - Make sure all of your files are organised, not scattered randomly, and properly labeled. See if you can consolidate some files.

- **Back up your data** - There are programs that can make the hassle of backing up much easier. They will automatically perform backups on everything, keeping a spare copy of all your files.
- **"The cloud"** - As much as we would like to place our computers in theft, water and fireproof safes every time we log off, reality is accidents do happen. It may seem that the obvious approach is to back your data up in a cloud service. And you would be right.
- **Check your firewall** - Firewalls assist in blocking dangerous programs, viruses or spyware before they infiltrate your system. Making sure you have a firewall in place can go a long way toward keeping criminals out. Make sure that you share some of your folders only on the home network.
- **Avoid opening unknown emails** - Be cautious of suspicious emails from unknown sources. Don't open emails with attachments if you don't know the sender.
- **Stay away from rogue websites** - Spotting a rogue website can be difficult, always look for a green lock in the address bar. When shopping online, be careful of the sensitive information you reveal.
- **Avoid deals that are too good to be true** - If you see a deal for 90% off a weekend getaway, it very well could be a knock off. Even worse, some sites are known to lure customers in with an amazing deal, and once they have your credit card information they're never to be heard from again - your identity may be compromised and there's not even a product to show for it. The simple rule of thumb here is: if it looks too good to be true then it probably is.
- **Keep your operating system updated** - Remember to keep your anti-virus software updated, establish strong passwords for your online accounts and change them on a regular basis. This will ensure that you've got all your bases covered.

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