

## **Universal Procedures to Protect Against Computer Viruses**

- 1. Backup your hard disks frequently.**  
You should use several diskettes as the backup copy. Using several diskettes will save you from other problems as well: Hard drive crashes and accidental deletion.
- 2. Use a virus detection program and keep it up-to-date.**  
Installing a virus detection program in your system is the best protection strategy against computer virus. You should also regularly update the anti-virus pattern of your virus detection program. Scan your entire computer system at least once per week.
- 3. Be careful when downloading programs.**  
Be sure to download programs from reliable sites, and always scan the program using virus detection program before executing it.
- 4. Be careful with shareware and public domain programs.**  
Follow instruction from #3.
- 5. Purchase your software only from dependable developers.**  
You should not assume that just because the software is in the original shrink wrap that it is 100% safe. First, examine the package and contents. If you notice any tampering, contact the manufacturer or return it to the vendor.
- 6. Do not loan an original program disk to other users.**  
It may be returned to you with a virus. Instead, loan a backup copy of the program disk and then format that disk when it's returned.
- 7. Do not loan your computer system to other users.**  
If circumstances require loaning your computer system to another user, make certain that they use only your programs and diskettes.
- 8. Don't use pirated copies of commercial programs.**  
Copied files from infected system may contain a virus. It is a risk to assume that pirated copies are clean and virus free.
- 9. Make certain to write-protect all your floppy diskettes.**  
The only exception to this rule is if the diskettes are required to store or save data. If your system includes a hard drive, NEVER boot from a floppy disk drive.
- 10. Do not open e-mail attachments if you don't know who sent it and what it is.**  
One of the most common ways viruses are spread is by users opening email attachments containing the virus. To prevent this from happening always check with the email sender if you are un-sure of what the attachment is. It never hurts to call them and make sure they sent the email to you either.