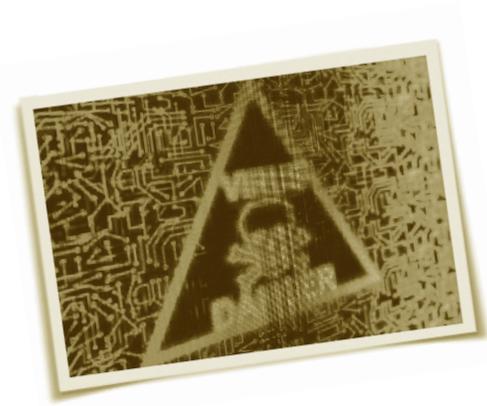


## Be Cautious to Keep Computer Viruses at Bay

Computer viruses can easily spread through the Internet and email, causing potential harm to a computer's data, files and hard drive. Viruses are commonly disguised as hyperlinks, pop-ups or email attachments of images, greeting cards or audio or video files. Use the following tips to help keep your computer safe from viruses, hackers and other malicious attacks.



### Follow Basic Internet Rules

- Don't open email attachments or click on hyperlinks from unknown senders.
- Use your spam blocking or filtering tools to block unsolicited emails, instant messages and pop-ups.
- Use passwords that are hard to guess and change them regularly. Do not store user names and passwords on websites.
- Exercise caution when downloading files from the Internet. Only download from trusted sources.

### Protect Your Computer

- › Back up files on your personal computers regularly using an external hard drive.
- › Don't keep sensitive or private information stored on your computer. If you get hacked, information can be found.
- › Don't share access to your computer with strangers and turn off file-sharing.

### Anti-virus Software

- › New viruses are always being created so it is best to have an anti-virus program that automatically downloads updates.
- › Run a full virus scan every week to detect any threats.

For more computer virus prevention resources, view this topic online at [www.AlliedBarton.com/Tips](http://www.AlliedBarton.com/Tips)



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