



December, 2003 : Issue #7

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### NSAO is Partnered with GTA

**GTA**, Global Technology Associates, is a leader in the development and production of firewalls for business computer networks. GTA provides a large line of products scaleable to almost any size business and can be configured to meet the computer and network needs of any business. We have partnered with GTA so that we are able to provide effective and cost efficient firewall solutions to our customers.

If you have questions regarding firewalls or computer and network security in general please contact us today.

### NSAO Services

**D**o you often work from home but still need access to information on your computer at the office? Or do you have multiple office locations that need to be connected? If so NSAO can recommend and implement the best solution for you. We understand that in today's business world it is absolutely necessary to have all the information you need at your fingertips at all times.

NSAO can also setup your PC or server for remote administration. You may ask, what is remote administration and why would I be interested? Remote administration gives us the ability to login from our office to help troubleshoot and fix problems you may be having. This helps us respond faster and often save you the cost of an on-site call.

For your solution to these and related needs contact us today.

### Electronically Archiving Paper Documents

**E**lectronic filing is being used in business today more and more for many reasons. First saving paper documents can consume large amounts of space in your office and require you to continually add new filing cabinets or purchase boxes designed for archiving documents which can be expensive and time consuming. Secondly paper documents are difficult to protect from loss due to fire or natural disaster. Thirdly how many times have you have you not been able to find a file because someone else has it or it has been lost or had to make copies of a file because more than one person needs to use the file. And finally trying to locate an old document that has been filed away can often be difficult and time consuming.

How do you get started electronically filing documents? The answer to this question depends greatly on what you intend to accomplish through electronic filing and what computer/digital hardware and software you already have. With this in mind start by determining what you will be electronically filing and what equipment you already have. Then depending on the complexity of the project and your experience decide what you are lacking or contact NSAO to help find or develop and implement a solution.

Instead of trying to cover way too much information I will go a bit more in depth with a possible solution for a relatively simple situation. Take for example a business that may need to convert a relatively small number of paper files into electronic documents mostly for archival purposes and will not have need for searching capabilities. The hardware needed in this case would be a scanner preferably with a document feeder and a PC with enough unused disk space to store the documents and some means of backup like tape or a CD burner. In addition having Adobe Acrobat would add the ability to create digital documents directly from almost any Windows based application without scanning and many other useful tools.

### Did You Know?

#### Spyware Prevention

Think about how many web-based businesses have come and gone in recent years. Even companies with real staying power, like eBay & Amazon, have changed their looks— and often their owners. The less-than-legitimate businesses have changed right along with them, and for that reason it's important for anyone who uses the web with any regularity to stay up on at least the most current batch of e-threats. In the good old days of two or three years ago, a good firewall and updated virus protection was enough to keep most of us safe online. The web, in its unbridled free-for-all marketing, has recently spawned a vicious new breed of entrepreneur who operates in the legally-gray area of "spyware." They exploit cutting-edge technology, shielded by a not-very-tech-savvy-legislature— lawmakers who are still too busy debating the P2P file-sharing thing— to invent software that makes popup windows look like kid stuff. Geographical location (usually a country that doesn't observe NATO copyright laws) helps them even more, where the arm of the law would have to be very long indeed to collar them. They might even share an apartment with a spammer.

Spyware's thinking, in a nutshell, is thusly: 1. There's gold in them thar hills! Consumer info is the currency of the new internet, and spyware captures lots and lots of it. 2. What we're doing may be illegal (but it isn't yet and there's no law on the books to cover what we do ) 3. By the time the law catches on to us, we'll be living the good life in... (insert tropical location here). Or, we'll just change our product. Done. Want to see us change it again?

Spyware developers use technology that moves faster than the speed of a judge's gavel. That means that web information mining isn't going away any time soon, especially because there's such a ready market for the information they gather.

So, what can spyware do to your computer? Sadly, that list gets longer every day; here are just a few: 1. Hijack your browser's homepage (this is very common and very annoying) 2. Track your internet usage habits; which sites you visit, how long you spend there... and how much you spend there. 3. Install programs on your computer that compile and send detailed tracking information to a 3rd party, without your knowledge 4. Install features and plug-ins to your browser, again without your knowledge, that take up space and slow your computer down

Give NSAO a call and we can help you rid your PC of the ever growing list of known Spyware.

### This month's giveaway!

**P**rizers are awarded monthly! Barb Weigand of Stark Dental Society won an NSAO gift certificate good for 2 hours of in-shop service in last month's giveaway. This month you could win a new digital camera!!!! Included with this camera (Chameleon Mega by Largan) is everything you need to start taking digital pictures. Included with the camera are a USB cable to download pictures to your PC, a cable to view pictures on your TV, camera case, wrist strap, batteries, software and user's guide.

To win this camera and all included accessories send us a tip or trick you use that would be helpful to the rest of our readers. The tip should be for Windows or any other commonly used Microsoft software like Word or Excel. We will choose the best tip for next month's newsletter and the person submitting the tip will win the camera. Submit your tip to [info@nsao.com](mailto:info@nsao.com) with the subject Newsletter Tip.

### How to Contact Us

Website: [www.NSAO.com](http://www.NSAO.com)  
Directions to our business are included on the website

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