



COMPUTER TROUBLESHOOTERS

®

Global NEWS

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*“Local service,
global strength”*

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*“Thousands of businesses
around the world depend on
Computer Troubleshooters”*

Keeping, Remembering and Securing Your Passwords

Do you realise how many passwords you have? Most likely you would have one for the start-up of your PC, one to log into your work PC, one to log into your home network/router, one to connect to your network at work, one for your mobile phone, one for your bank account, and more!

This can be a problem, because you don't want your passwords to be the same, you don't want to write them down because others can read them, but how do you remember all of your passwords and yet have them be secure?

An easy way is to create an algorithm or standard for you password and follow this every time. One variation of this is to use a simple word something you will remember but instead of actual letters of this word you use the keys above and to the left of them. So your daughter Julie now becomes U7o83. Another variation of this is your favorite sports teams; gBbDx14 = Greenbay beats Dallas by 14. Yet one more variation is to use the first letter of the words in your favorite song. You might also capitalize the second and fifth letters of the PW.

A secure Password is 6-charaters or more, includes mixed-case letter, includes numbers and punctuation marks, is not an actual word in the dictionary, and is not personal information.

But what happens if you need to have



global passwords at work for say, your network? The best way to solve this problem is to write them all down and place them in a safe. This way, if a technician needs to change them they will need to open the safe (need the boss for that one) and everyone knows they have done it. Also, they can change all the passwords, write them down again and put them back in the safe. Then no one has to remember anything!

Another thing to look at is what you can protect with a password. A document can all be protected in different ways. You can protect it so that another can only read it and not change it, or so that only you can open it. Perhaps you want to protect formulas in a spreadsheet so that no one can change them? If you don't know how to protect your work, call your local Computer Troubleshooter and they can get the job done.

Finally, a big problem you can encounter is if you have locked yourself out of your own equipment or documents. Perhaps you have lost your admin password, forgotten your BIOS password, or can't remember the password to check your e-mail?

Talk to your local Computer Troubleshooter for advice on how to sort out your password problems.

Global
strength



Computer Troubleshooters Offices Worldwide

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