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# NovaTech Services stable and reliable computing - 12/08

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Dear Terry,

Computer issues are a constant headache for businesses. Many solutions do exist and can ease productivity concerns. In this edition we address 2 of these solutions: data backup and cost reductions.

Best Wishes for a Safe and Happy Holiday,

Terry Hines
President, NovaTech Services, Inc.

Data Backup

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Data management - from a computer service standpoint, keeping data in storage without data loss is critical. While there are several methods for accomplishing data storage there are common practices that can be applied. These practices should be applied to any data which is crucial to your business. Just remember **ReBAR**.

**RE**dundancy - all servers should utilize duplicated disk drives. Having duplicated disk drives is common in servers but not in personal computers. Any important data should be stored on a server with duplicated disk drives.

**B**ackup- data important for maintaining continued operations should be included in a backup regiment.

**A**rchive - at least quarterly the data should be copied to a tape.

**R**ecovery - a test recovery of the data should occur once a year. Being able to know the process and have the steps to recover the data will be paramount in the event of problems.

### Cost Reduction

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Reducing costs - every business is looking to reduce their costs both internally and from vendors. Computer costs can be held in check with these simple steps.

Before deciding to replace a computer try to restore a clean copy of the operating system first.

Adding additional disk space or memory to existing computers can provide good performance gains - both are very inexpensive.

Review any subscription services (antivirus, backup, hosting) - be sure you have the correct amount for your need.

Internet based solutions offer many low cost options and can be accessed by a very simple computer setup with only an internet browser.

Limit the use of internet chat sessions and music downloads - these tax the computer network and reduce overall performance.

Quick Links...

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Our Website: [www.novatechservices.com](http://www.novatechservices.com)

**Contact Information**

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phone: 408-295-3188

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