# CABRA CONSULTING

ROCK STEADY.

COMPUTERS AND YOUR VISION

It is more and more likely that you spend time in front of a computer at work. If this is true, you should be aware that prolonged attention to a computer screen has been shown to cause eye strain. Some doctors say it can even cause permanent harm to your eyesight. There are some common-sense ways to reduce the danger to your vision caused by computers.

Pay attention to signals that cause eye strain. Blurry vision and dry eyes are early signs that your eyes need to rest. Headaches often indicate that you are concentrating too closely on the screen.

Remember to rest your eyes every "20 minutes" by looking away or by closing your eyes. Schedule non-computer tasks when possible.

The setup of your computer station can also help you avoid eye strain. Newer-model LCD screens are better for the eyes than older screens. Check the brightness of your screen, overly bright settings may be part of the problem. Do not move your face closer to the screen to view things; instead enlarge them on the screen so you can see more clearly. User friendly PDF's and word-processing documents have zoom functions to adjust the size of the text.
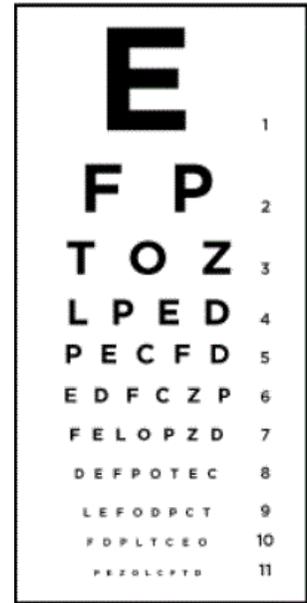
Most eye care experts recommend that you have a complete eye exam every one to three years, depending on your age, risk factors and whether you currently wear corrective lenses. Children need regular eye exams to detect vision problems that may interfere with learning. Experts say that more than 80 percent of information children receive in classrooms is presented visually.

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"Falling objects can be brutal, so wear your hard hat to protect your noodle."

Special points of interest:

- Rest your eyes every "20 minutes".
- Choose strong passphrase.

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ONLINE SAFETY AND SECURITY

Online safety and security is becoming increasingly import in an increasingly digital age. Below are a few security tips

1. **Patch, Patch, PATCH**
   Set up your computer for automatic software and operating system updates. An unpatched machine is more likely to have software vulnerabilities that can be exploited.

2. **Install protective software**
   Remember that many free options are out there that are just as effective as paid subscription licenses. Security software protects your computer from viruses, spyware and other internet nasty's. Without security software, you run the risk of inviting unwanted quests, such as a virus or worm. When installed, the software should be set to scan your files and update your virus definitions on a regular basis.

3. **Choose strong passwords**
   Choose strong passwords with letters, numbers and special characters to create a mental image or an acronym that is easy for you to remember. Create a different password for each important account, and change passwords regularly. "Don't think of it as a password—think along the lines of passphrase such as "lwanttoski123".

4. **Backup, Backup, BACKUP**
   Backing up your machine regularly can protect you from the unexpected.

5. **Control access to your machine**
   Don't leave your computer in an unsecured area, or unattended and logged on, especially in public places. The physical security of your machine is just as important as its technical security.

6. **Use email and the Internet safely**
   Ignore unsolicited emails, and be wary of attachments, links and forms in emails that come from people you don't know. If you receive an online message from an unfamiliar source—whether to your email account or via a social networking site like Facebook—think twice before clicking on any links. Even if the email seems to come from a friend—hackers have been known to hijack peoples' accounts.

7. **Use desktop firewalls**
   Most computers have basic desktop firewalls as part of their operating systems. When set up properly, these firewalls protect your computer files from being scanned.

8. **Stay informed**
   Stay current with the latest developments for functioning in the computer age.

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