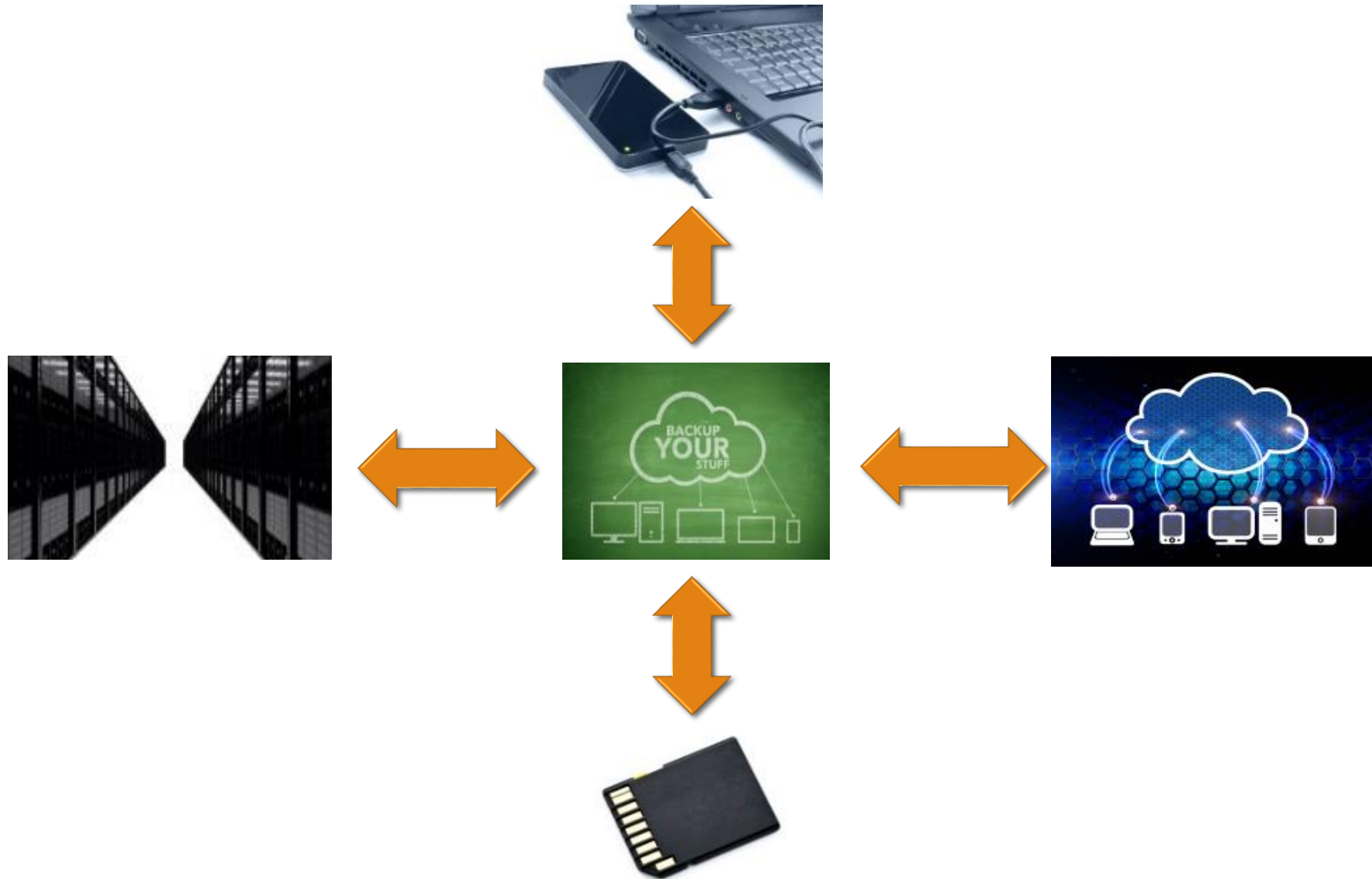


Security and Backups



Different Types of Back-up Systems



Digital Information Security

- Self-employed
 - you will most likely be the only one accessing your filing system
- Employer
 - you have to determine how much access you want to grant each employee and for which files to reduce your liability risk
- Firewall, Malware (anti-virus) protection, Defragmentation (personal computers), Software updates