



# Vetech View

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**Our office will be  
closed  
@ 12:00 p.m.  
Friday  
July 3, 2009  
For the 4<sup>th</sup> of July  
Weekend!**



## Summer Cleaning

*By Joe Giardina*

When was the last time you cleaned your PC? By that I don't mean gave it a quick wipe with a cloth, but actually spent some time giving it a thorough, once-over inside and out. Very few people ever give it a second thought; they are far too busy doing other things. Providing the computer is working efficiently, they can't see the point. But the fact is veterinary clinics are very harmful environments for PC's.

A computer is designed to pull air through it to keep the CPU cool. Along with the air it's also sucking in dust and animal hair with it. Without regular maintenance of your PC the chances are that one day it will break down over some minor problem such as dust clogging up the system or cooling fan failure. So before that happens you should establish a routine maintenance schedule. If you're not comfortable working on your computer yourself you may prefer to have a professional come in periodically to perform this service. There are many companies that specialize in this. We recommend that your computer be cleaned every 3 to 6 months.

If you do choose to clean your computer yourself here are a few tips that you should consider:

- **UNPLUG THE COMPUTER!** There are 2 reasons for this. The first reason is to prevent electrical shock. Also, you should never remove or insert anything in a computer when it is on. This can severely damage the computer.
- Make sure you know which cables go where before you disconnect them. We don't have a schematic of your system on file so we won't necessarily know where all your cables go.
- Touch something metal other than the computer prior to touching the inside of the computer to ground yourself, or purchase a grounding strap.
- Use compressed air to blow out all of the dust and hair from inside the computer. You may want to shield your face or use a respirator. You will be amazed at how dirty it is. Many people purchase little vacuum cleaners. I personally don't think they are as effective but they don't make a mess like canned air.
- Press down on all of the boards to make sure they are well seated.
- Make sure all ribbon cables are securely fastened.
- Monitors can be cleaned with household glass cleaners but **DO NOT** use it on flat panel LCD screens. LCD screens should be cleaned with a dry soft cotton cloth.

**Thought for the day:** No one can be right all of the time, but it helps to be right most of the time.

- **Robert Half**



- You can use compressed air to clean floppy drives, tape drives, zip drives or CD-ROM's but these devices usually require a special cleaning disk or tape. Drives such as these that contain external media can build up dirt on the read/write heads. Compressed air is usually not sufficient to clean the heads. Your best bet is to purchase a cleaning kit from Radio Shack or Office Depot.

Once you have thoroughly cleaned your computer make sure all the cables are securely fastened in the same place before you disconnected them. This is also a good time to clean the area around where you computer sits and straighten out that birds nest of wires behind your computer. You may also want to take the time to label each wire so you know where it goes for the next time you clean it. Keeping your computer clean will help keep you computer running optimally and prolong it's life. Keeping the area around your computer might make the staff happy, too.

### **Backup, Backup, Backup !!!**

Are you currently making backups of your valuable practice data? Do you know what a backup is? Do you know how to verify that you have valid backups? Are all your backups on your server computer?

We get calls each month with computer failures. Most of the time, this is a relatively minor problem, as the practice has a recent backup and we can quickly get them going on a new computer. However, it is all too common that the practice does not make backups and therefore they lose some or all of their valuable data.

**Don't let this happen to you!** Advantage has a very simple backup menu that has been discussed in detail in previous articles. If you are not currently making backups, please call our office and we are happy to go through the backup process with you.

### **Stop the Paper**

Would you like to receive your monthly newsletter electronically? Just let us know and we will get this started immediately. Also we can send you your monthly statement of account via email as well. Call or email [info@vet-software.com](mailto:info@vet-software.com) with the email address you would like to receive it and we will start this next month for you.

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### **SUCCESS:**

At age 4 success is . . . Not peeing in your pants.

At age 12 success is . . . Having friends.

At age 17 success is . . . Having a driver's license.

At age 35 success is . . . Having money.

At age 50 success is . . . Having money.

At age 70 success is . . . Having a drivers license.

At age 75 success is . . . Having friends.

At age 80 success is . . . Not peeing in your pants.

*We're on the Web!*

*See us at:*

**[www.vet-software.com](http://www.vet-software.com)**