



# 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”*



**Global**  
*strength*

## 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? An easy way to remember passwords is to use something you'll never forget, e.g. your pet's name or the name of your best friend from primary school, and have two numbers or letters after that. For example, your pet's name is Spot, so you make your password Spot00. Then, when you want to change your password just change the numbers; Spot11, Spot22, etc. This will make it so that you will never have the same password, and it is easy to remember. If you write down the last two numbers/letters and have it near your equipment, it won't matter as another person will not understand its meaning.

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.



### Computer Troubleshooters Offices Worldwide

Australia, Canada, Dominican Republic, Egypt, Greece, Hong Kong, India, Kuwait, Mexico, Morocco, Netherlands, New Zealand, Portugal, Republic of Ireland, Romania, Singapore, South Africa, South Korea, Spain, United Kingdom, United States of America