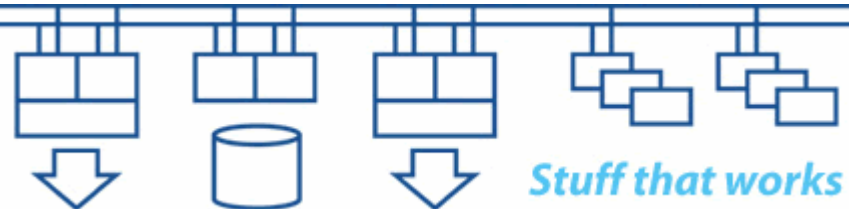


# The well-equipped professional - a business owners guide to I.T.

**Colin Butcher**

**Technical Director, XDelta Limited**

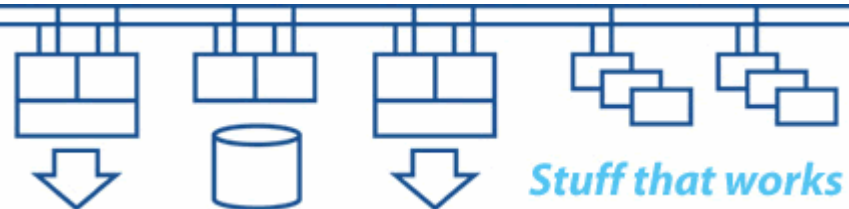


**Increase your level of understanding about PC systems and communications.**

**Improve how you work as a professional business.**

**Borrow ideas from other people's experiences.**

**This seminar is unlikely to answer all of your questions, so please be prepared to contribute and share your knowledge.**

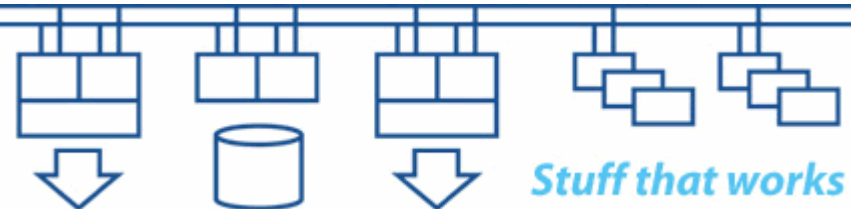


- **Keeping in touch with other people**
- **Document writing**
- **Finding and carrying information**
- **Software tools to help us do our job:**
  - **Finance and accounting (eg: Sage)**
  - **Graphics design (eg: DreamWeaver)**
  - **Professional digital photography (eg: PhotoShop)**
  - **Data network trouble-shooting (eg: analysers)**
  - **Modelling and Data Analysis (eg: finite element modelling)**
- **Invoicing clients and checking the bank account**

- **What you have and how adept you are at using it is part of your professional appearance.**
- **Your data and your systems are your responsibility. You have no-one else to blame. Invest accordingly.**
- **Your ability to function depends on your equipment being fully functional when you need it to be.**
- **Ability to operate as if you're part of your client's organisation is essential.**
- **Clean data interchange and compatibility in whatever form the clients needs or provides is essential.**
- **Think about security and confidentiality. Ask first.**

- **Things will fail. It will never be convenient. Be prepared.**
- **Minimalism is good. Avoid complexity wherever possible.**
- **Know how to set your systems up.**
- **Systems have a finite operational life. Plan accordingly.**
- **You generally get what you pay for. Budget accordingly.**
- **Even with a support contract – have enough alternatives to survive and be able to meet your client's expectations.**
- **Hassle hurts an independent professional more than it does a bigger business. Plan ahead as best you can.**
- **Stay current with hardware and software.**

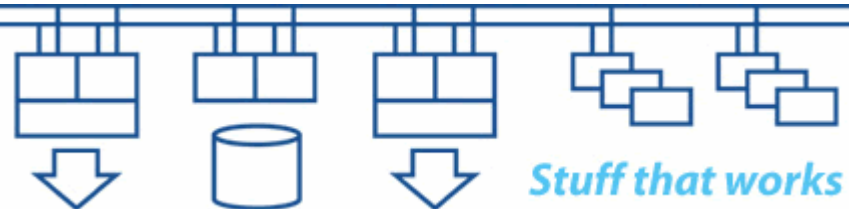
Types of Outage:	Planned (Maintenance)	Unplanned (Failure)
Hardware	?	?
Operating System	?	?
Application Software	?	?
Data	?	?
Connectivity	?	?
Upgrades & Updates	?	?
Users	?	?
Environment	?	?



- **New desktop PC. What did I buy – and why?**
- **What software do I run – and why?**
  
- **New portable PC. What did I get – and why?**
- **It mirrors my desktop PC as closely as possible.**
- **What add-ons are useful when travelling – and why?**
  
- **How do I connect to the ‘net’ and clients when in my office?**
- **How do I connect to the ‘net’ when travelling?**

- **The whole purpose of a backup is to be able to restore data quickly.**
- **Test your backups and know that they work.**
- **Practice your recovery procedures. You never know when you'll need to put them into practice.**
- **The two key components to consider:**
  - **System (difficult and time-consuming to recreate)**
  - **Data (sometimes impossible to recreate)**
- **DVD writers are fast and have adequate capacity.**
- **You need to keep the software that wrote the data in order to be able to read it one day.**

- **Think big, implement small.**
- **Buy on functionality and reliability, not price.**
- **Buy carefully from reputable suppliers. You need to minimise hassle if there are problems.**
- **Invest in things that make your life easier.**
- **Take frequent backups of both your data and your system. The objective is minimal restore time.**
- **Regularly prove that your backups work.**
- **Avoid single points of failure wherever possible.**
- **Carry copies of your data separately.**
- **Don't be 100% dependent on technology.**



## Colin Butcher, XDelta Limited

**Office:** +44 117 904 8209  
**Cellphone:** +44 7768 857615  
**E-mail:** [colin.butcher@xdelta.co.uk](mailto:colin.butcher@xdelta.co.uk)  
**Web:** <http://www.xdelta.co.uk/>