

YOUR OFFICE IS ON FIRE. WHAT DO YOU SAVE?

A horrendous thought, and thankfully it doesn't happen to many businesses.

But say it did happen to yours. Nobody's hurt or at risk. What would you want to save from the office?

It has to be your data, right? After all, it is the most valuable asset in your business. Without it, there would be no business.

But what if you're too late? What if your server was the first thing to go? And of course, any paper files you had have gone up in smoke. What then?

Have you got a working backup to rely upon? Assuming you do, when was the last time it was checked, and the data verified? This really is a daily job.

Are there other things that you thought you'd get around to? Like creating an inventory of your devices. Or moving all your paper files online?

These are just a few of the jobs that you need to make a priority now if you want a solid disaster recovery plan. Because if a major problem strikes and you don't have a safety net, it really could be goodbye to your business.

For a short time, we're offering businesses a disaster recovery review. Our experts will look at your business's safety net. And tell you the things you need to implement to give you the best possible chance to bounce back from a crisis.

Visit www.calendly.com/prodigyit to book a no obligation 15 minute video call.



Let's talk on a video call



A big question for you: **Do you currently disaster recovery plan? And if so, how confident are you in the plan?**

If your answer isn't *"I'm so confident that the plan is as solid as Dwayne 'The Rock' Johnson and it could be executed with my eyes closed whilst drinking rum on a beach in the Caribbean"*, let's jump on a video call.

The pandemic has taught businesses just how important it is to get proactive, responsive IT

*We're now taking on new clients again.
Set up a 15 minute exploratory video call at*

<https://calendly.com/prodigyit>

prodigy
IT SOLUTIONS

This is how you can get in touch with us:

CALL: 01258 442888 | **EMAIL** info@prodigyitsolutions.com

WEBSITE: www.prodigyitsolutions.com

Q

A

QUESTION

My mouse has stopped moving. What do I do?

ANSWER

If your mouse freezes, or the cursor disappears, it can be really tricky to do anything. This is where keyboard shortcuts come to the rescue. Press "ALT" and "F4" together to open the shutdown menu, then restart your device. When it reboots, things should be working correctly.

QUESTION

I'm trying to upload a Word document, but it needs to be a PDF

ANSWER

Not a problem. In your Word document, select File > Save As. Click the drop down box at Save As Type, and select PDF. Then choose where you want to save the file. Now you have your PDF version, with no stress.

QUESTION

My screen has turned blue and won't do anything

ANSWER

Ah, the blue screen of death. Looks like you just need to reboot your device. Hold down your power button for 5 - 10 seconds and it should turn off. Power it back up and things should be back to normal. If you have any prompts to install updates, do it as soon as you're back up and running.