

April 2007

INTERNET SECURITY

The openness of the Internet has dramatically transformed global communications, making it easy for people around the world to exchange information. But the very same openness also creates an enormous problem. Anyone can access the network, yet not everyone has good intentions. Some engage in malicious mischief by unleashing destructive software programs, while others view hacking computer networks as sport. Then there are people with criminal goals in mind. To avoid becoming a victim of misguided pranksters or cyber-crime, take the time to examine the security of your personal data. Here are some recommendations and more detailed information:

Use anti-virus software.

Viruses spread rapidly and can damage or destroy your computer. New ones appear almost daily. It's critical that you install and update anti-virus software regularly. Use the program to scan all the files on your system once a week, deleting the infected ones.

Protect your passwords.

Many online services, such as banking, brokerage and e-mail require the use of passwords. A secure password is the first line of defense against cyber-snoops. Use a different password for each account, don't divulge them to anyone and change them periodically. Learn more.

Be wary of e-mail attachments.

A virus can hide in an attachment. Opening it will unleash the virus. Don't open an attachment from anyone you don't know. Even if you do know the sender, an infected attachment may have been surreptitiously sent from an infected machine. The safest thing to do is to scan the attachment with anti-virus software *before* you open it.

Back up your data.

Make copies of your files in case they become corrupted, your system fails or your computer is damaged or stolen. Get in the habit of doing this regularly, at least once a week.

SERVICE-PRIDE-INTEGRITY



GARDEN CITY POLICE
COMMUNITY SERVICES

CITY DEPARTMENT
PHONE NUMBERS

EMERGENCY-911

POLICE 793-1700

DETECTIVE BUREAU 793-1710

CITY HALL 793-1600

21ST DIST. COURT 793-1680

BUILDING DEPT. 793-1650

CITY CLERK 793-1620

LIBRARY 793-1830

MAPLEWOOD CTR. 793-1850

PARKS & REC. 793-1880

DOMESTIC VIOLENCE

Update security patches for your operating system and web browser.

You've probably read about security "holes" that turn up periodically. Once they are discovered, you can download fixes. For Windows users, an easy way to update your system is click on the Windows Update option under the Start menu or by pointing your web browser to this link: <http://windowsupdate.microsoft.com/>.

Install a firewall on your computer.

A firewall is a software program that blocks unauthorized access to your computer. This is particularly important if you have a broadband connection, such as DSL or a cable modem. Windows XP has a built-in firewall, so make sure it's activated if you use that operating system. If not, we recommend ZoneAlarm. You can download it for free for personal use from Zone Labs.

Log offline when you are done for the day.

You are most vulnerable when connected to the Net. If there isn't a good reason to remain online, disconnect from the network.

Follow these tips and you will enhance your personal security and the health of your PC.

Thank you, Detective Sergeant Brian Aure'

NEIGHBORHOOD WATCH BLOCK / CITY CRIME STATS

March Crime Statistics

Arson 1	Robbery 3
Breaking & Entering 12	Public Peace 25
Larceny 26	Fraud 16
Sexual Assault 1	Drugs 5
Stolen Vehicles 6	Property Damage 15
Assaults 37	Drunk Driving 5
Murder 0	

The numbers listed are statistic for the entire city during the month listed

INSIDE STORY HEADLINE

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

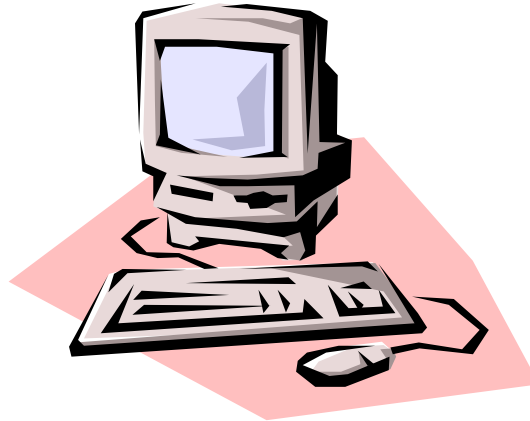
While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety

of topics but try to keep your articles short.

Much of the content you put in your



Caption describing picture or graphic.

newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

INSIDE STORY HEADLINE

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

employees or top customers or vendors.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new

INSIDE STORY HEADLINE

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to



Caption describing picture or graphic.

the article. Be sure to place the caption of the image near the image.

GARDEN CITY POLICE DEPARTMENT

6000 Middlebelt
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 734-525-8864
Fax: 734-525-8052

Your business tag line here.

We're on the Web!
example.microsoft.co
m



BACK PAGE STORY HEADLINE

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing

of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.