



# ADDventures



June 2011

## Creating a Secure Password

Know what makes for a better password.

A good password is one that is easy to remember but difficult to guess. That sounds like a paradox, but it's really not.

There are a couple of different ways to create difficult-to-crack passwords. One is substituting letters with characters and numbers. To make it easier on yourself, try to use numbers and characters that resemble the letters they are replacing.

For example, you would never want to use the word "password" as your password. If you change it to p@7sw0rd!, you've got something that would take some time to crack but is fairly simple to remember.

Another method is to use the first letters of the words in a favorite line of poetry or a verse of song. "Hail, hail the lucky ones, I refer to those in love" becomes "H,hTL0,IR2t1L."

The best passwords are at least eight characters in length and use a combination of numbers, keyboard characters and upper- and lower-case letters. The longer your password is, the longer it will take someone (or more likely, some program) to crack it.

- Don't use only letters or only numbers.
- Don't use names of spouses, children, girlfriends/boyfriends or pets.
- Don't use phone numbers, Social Security numbers or birthdates.
- Don't use the same word as your log-in, or any variation of it.
- Don't use any word that can be found in the dictionary — even foreign words.
- Don't use passwords with double letters or numbers.

Some of the worst passwords are: password, drowssap, admin, 123456, and the name of your company or department. Finally, never leave it blank. That's a surefire way to let the bad guys into your system.

**It's not enough to just put out a message and hope people "get it." We have to follow up to be certain we connected — to make sure the message received was the same one we intended to give.**  
~David Cottrell

## Preventing Heat Exhaustion and Heat Stroke

Block out direct sun and other heat sources.

- Drink plenty of fluids. Drink often and BEFORE you are thirsty.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light colored, loose fitting clothes.
- Be aware that poor physical condition, some health problems (such as high blood pressure or diabetes), pregnancy, colds and flu, and some medications can increase your personal risk. If you are under treatment, ask your healthcare provider.

**"Quality means doing it right when no one is looking."**

Henry Ford

Competitors may approximate your products, replicate your services, and even install the same leading-edge technologies that you use, but they cannot duplicate your people. Fact is, its workforce is the only truly sustainable competitive advantage any business has.

~Rich Layton

**June ADD STAFFers of the month:**

**Congratulations for jobs well done.**

- Judy S.
- Martie W.
- Elaine T.
- Deborah S.
- Matthew E.
- Erica N.
- Leigh A.
- Steve H.
- Jessie P.
- Darrel W.

The more of them you take, the more you leave behind. What are they?

Answer to May Brain Teaser: The letter M.