

Backing up your data



It is important to backup your data on a regular basis.

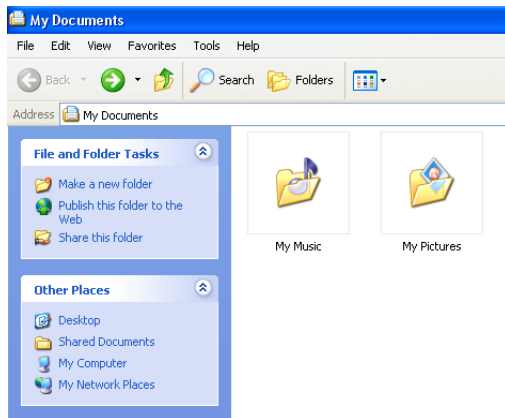
- Your hard drive or software may fail forcing you to reload your data on your computer. Usually, data cannot be recovered from your hard drive if it has crashed.
- In addition, if you receive a new computer, this back up can be used to transfer all of your data to the new machine.



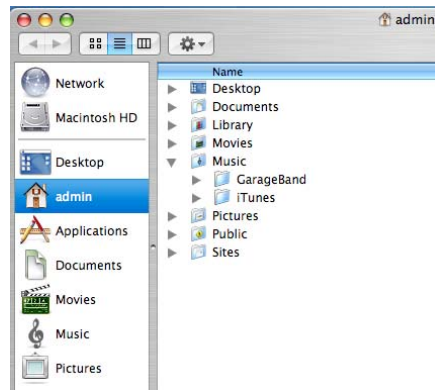
Organizing your data

Create folders for different file types or use the Windows "My Documents" folder and create separate folders like for music, pictures and video files.

Windows

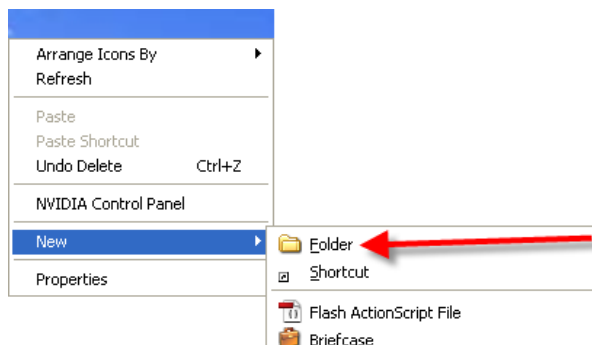


Mac

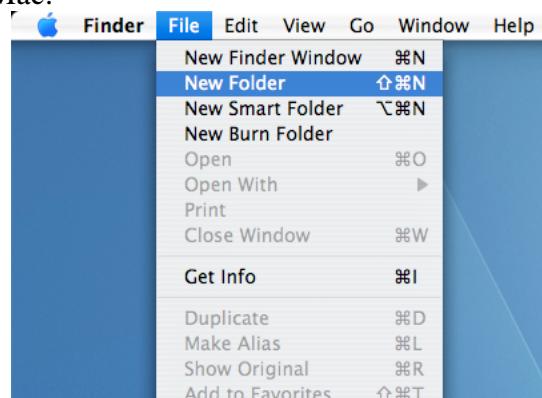


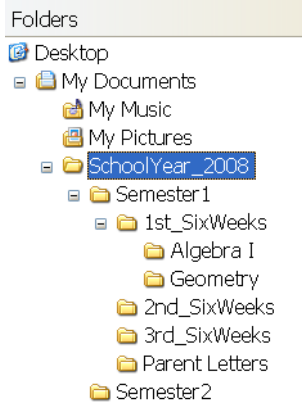
The illustrations below show how to create folders in Windows and Mac

Windows:



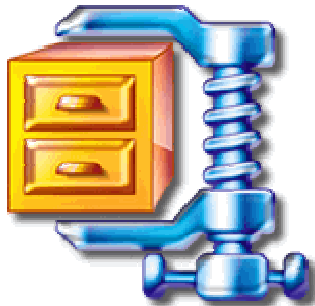
Mac:





- Organize school documents by subject, semester, class or instructor. Make separate folders for each class. When backing up, simply select your files or folders and drag them to the backup folders.
- Put all of your most valuable files into one folder. You'll be able to find them faster next time you need them.

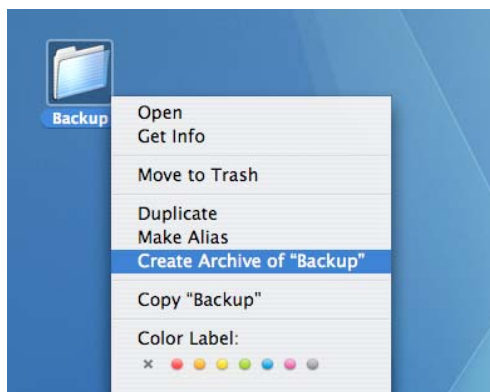
Compressing Files



- Compress large media files you're not going to use in ZIP formats. These save space on your drive and you can decompress them anytime to access their contents. Both mac and windows have a compressor program in the operating system.



- To compress on the windows side, right click on a folder or file and select “send to” then “compressed (zipped) folder.”



- On the Mac side, control click on the file or folder, then select “Create Archive of “

Types of media that can be used for backing up your data:

- **CD-R** (700 Megabytes) CD-R stands for Compact Disc Recordable. CD-Rs are not reusable. CD-Rs can only be written to one time. A CD-R cannot be erased and re-written to. CD-Rs are generally used for archive purposes or backing up data.
- **DVD** (4.5 Gigabytes)
- **External Hard Drive – USB or FireWire** (up to 1 Terabyte of storage are available)
- **Flash drives** (up to 32 Gigabytes)
- **Backup servers: www.adrive.com (50 Gigabytes of free storage)**

Data backup to DVD

The ability to back up to DVD is one of the most valuable features in backup software. DVD discs are reliable, transportable and have large capacity, which makes them perfect media for regular backups. Recording a hard disk image (entire hard disk) backup to a DVD is an effective way to protect your computer and all data from local disasters, such as virus attack or hard drive failure.

Backup files to CD

Storing backup to CD disc is a good way to prevent data from accidental destruction caused by user mistake or hard drive failure. Backups on CDs are compact, reliable and transportable, which makes them very popular among all kinds of users. In most cases a single CD is enough to store backups for several days, which is very convenient for any backup rotation scheme.

Backup Files to Flash Drives – USB Backup

Today's USB Flash drives have become very convenient storage media to backup to. USB Flash drives are compact and reliable and allow storing up to 32 Gigabytes of useful information. This is enough for 99% of file backups that you may want to do in regular practice.



Verify the Backup

- After you copy files or folders to whatever backup media you chose, it is useful to view it to confirm that the files have indeed been copied.
- You may also confirm by comparing the overall file size of the backup to the original set of files.
- **Note:** Do not backup on hard disk because if it ever crashes your back up will be lost.

To help ensure the longevity of your backup whether CD, DVD, or flash drive don't:

- Write on the CD or DVD with a ball-point pen or pencil.
- Expose the CD,DVD, or flash drive to sunlight
- Peel off a previous label
- Expose the CD, DVD, or flash drive to dust or dirt
- Clean the CD, DVD or flash drive with harsh solvents
- Touch or handle the record surface