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# Most Likely to Fail

→

**And so can your business!**



WWW

# Basic Presumptions

This article presumes some basic computer skills on your part like copying and pasting or dragging and dropping files and folders. If you are not sure how to do those things here is a great online tutorial with real life examples : [Online Tutorial](#)



# Most Likely to Fail

Of all of the components of your home or office PC, the one part that is most likely to break down is your hard drive.

Many times, you will not even get the tell-tale growl or grinding noise before it just dies. You could spend days, lots of money or both trying to get your critical information back. Theft or destruction ( it IS hurricane season) of your computer or laptop is also a possibility.

There is one answer to provide piece of mind... **BACK IT UP!**



# What to Backup?

Everything is a good answer!

The way to do a total "copy" of your hard drive is by purchasing "cloning" software and essentially make a mirror image of everything on your computer. This is the ONLY way to ensure you have all of your programs, data and PC settings. Programs cannot be backed up and then reinstalled through the backup process. [Norton's Ghost program](#) will make a complete copy of your computer. The drawback to this type of backup is that it is time consuming and not practical on a daily or weekly basis.

Keep copies of ALL program installation disks, including those which came with your computer systems in case you need to reinstall any original program. [next page]



# What to Backup? (continued)

The best answer to what to backup is any data that changes on a regular basis which if lost, stolen or damaged (think viruses and computer crashes here also) will cause a significant hardship for you or your business to continue without them. This means any documents, email (if you use Outlook, Outlook Express, Thunderbird) music, podcasts, photos or internet software on your PC.

Microsoft Office defaults automatically puts saved documents in My Documents, photos in My Photos etc., so it is fairly easy to find what you are looking for in your backups.



# The Backup Solutions

**External hard drives** – external hard drives have certainly come a long way since they were first introduced, and these convenient little drives are now a real option for both desktop and laptop users. When external disc drive first appeared on the market, they were large, clunky, heavy and prohibitively expensive for most home users. These days, however, external disc drives are small, light, easy to use and very inexpensive. Most can plug into a free USB port and come with their own backup software which can automatically schedule a daily or weekly backup. (next page)



# The Backup Solutions

**CDs or DVDs** If your computer is equipped with an internal or external CD and/or DVD writer (not just a reader - check your PC's documentation), you can use the Windows file system (called Explorer - not to be confused with Internet Explorer) to copy/paste the files and folders you if you only have a few you wish to save. You might find it easier to drag and drop folders and files.

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# The Backup Solutions

## Internet Backup

With high speed internet connections, an internet backup service can provide an excellent alternative to the purchase of an external hard drive. As a matter of fact a effective online backup service can provide some important advantages over other forms of backup, including the ability to schedule real time (as soon as the file is changed on your computer) backup and to recover files quickly. An online backup can also be very valuable if the PC is stolen rather than simply damaged, since a computer thief may well take off with the external hard drive as well as the PC. The down side to this service is that it can be pricey if you have a lot of information to backup on a regular basis.

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# The Backup Solutions

## Thumb drives, Jump Drives, Flash Drives

As with the traditional external hard drive, these tiny little storage devices have come a long way, both in terms of affordability and in terms of capacity. While the first thumb drives had only tiny storage capacity, these days there are some excellent thumb drives that store 2GB, 4GB, 6GB and even 12GB or more. It is hard to beat these tiny backup devices for portability, security, reliability (get a name brand!) and ease of use.

