

Back-Ups

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BACK-UPS



A Back-Up is a copy of a file or directory on a separate storage device.

Both personal computers and businesses need a data back-up plan to protect important things (in business cases: important contacts and contracts and in personal cases: homework or something that was one of a kind). Unfortunately saving them in a computer means there's no guarantee that it's properly saved. It's important to have a back-up because if the following things were to happen you would not be able to get your files back

Files deleted by failure/accident

Disk Error or Virus

Physically Destroyed/ Natural Disaster

Stolen Computer.

It's recommended that you back-up the following files as well as the ones you need:

- Anything relating to banking or financial transactions
- Digital Photos
- Purchased/ Downloaded music/software from the internet
- Work/School Projects
- Email Contact Lists
- Internet Bookmarks/Favourites

All files that you back-up should be put somewhere you can find it easily, especially the important stuff as it would need to go on a new computer A.S.A.P.

Now that you have protected your computer back-up some CD's/tapes have software on them already but

Pros and Cons to certain back-ups:

<sup>7</sup>External Hard Disk

Pros: With a storage capacity of 40 GB to over 250 GB, external hard drives are perfect for the large backup needs. Utilizing USB technology, external hard drives are simple to install—a cord plugs into your computer's USB port. External hard drives are portable, self-sufficient storage units that can be taken off-site for storage safety and are a must for anyone

Cons: Like your computer, external hard drives can be damaged if dropped or mishandled and are somewhat vulnerable to magnets External hard drives are an expensive investment, ranging from \$40 to \$150



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Links

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