

Backup

on this site:

- [home](#) [1]
- [viruses](#) [2]
- [backup](#) [3]
- [hackers](#) [4]
- [useful websites](#) [5]

Backup



[6]

Back up is where you save your work a second time on a place away from your computer so it is safe and if your computer fails you can not lose your work. you should back up all of your important or special files.

good idea to back up:

- pictures
- homework or work related files
- music
- videos

you can back work up on an external hard drive, usb ,online storage or on dvds and printouts. these all have their own advantages and disadvantages. USB sticks can be very helpful as they are small and portable and can be any design and shape that you want this is good they can get lost very easily and are not accepted by all computers printouts are the worst way to back up as they are easily spoilt, lost,damaged and hard to store. internet storage such as facebook pictures is very help ful as you can access your images from any place on the internet but then any one can see them. CDs and DVDs are not very practical as they can get broken and you cannot store much on them. external hard drive discs are good as they can take lots of documents and are quick and easy to use.

when backing up files you should take certain precautions such as keep you backed up documents in a different place to your computer . you should keep it in a different building or at least a different room . if your work is really important you could keep a fireproof safe to look after your files and documents.

it is very important to back up your documents as you could lose them at any moment. you can lose your work for many different reasons such as:

- hacker
- viruses
- water/floods
- fire
- power surges
- or your computer could shut down.

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Links

- [1] <http://theingots.org/community/node/23281>
- [2] <http://theingots.org/community/node/23540>
- [3] <http://theingots.org/community/node/25285>
- [4] <http://theingots.org/community/node/24508>
- [5] <https://theingots.org/community/node/25439>
- [6] [/imgres?imgurl=http://icons.iconarchive.com/icons/iconshock/real-vista-computer-gadgets/256/floppy-disk-icon.png&imgrefurl=http://www.iconarchive.com/show/real-vista-computer-gadgets-icons-by-iconshock/floppy-disk-icon.html&usg=__cFc8G4Uhmytb1zjETUI975Vh2mA=&h=256&w=256&sz=42&hl=en&start=3&zoom=1&itbs=1&tbnid=K0pHgVGc2F3kCM:&tbnh=111&tbnw=111&prev=/search%3Fq%3Dfloppy%2Bdisc%2Bicon%26hl%3Den%26safe%3Dactive%26biw%3D1003%26bih%3D567%26gbv%3D2%26sout%3D1%26tbn%3Disch&ei=-64BTrzOLMa0hAfr5Y2rCw](http://imgres?imgurl=http://icons.iconarchive.com/icons/iconshock/real-vista-computer-gadgets/256/floppy-disk-icon.png&imgrefurl=http://www.iconarchive.com/show/real-vista-computer-gadgets-icons-by-iconshock/floppy-disk-icon.html&usg=__cFc8G4Uhmytb1zjETUI975Vh2mA=&h=256&w=256&sz=42&hl=en&start=3&zoom=1&itbs=1&tbnid=K0pHgVGc2F3kCM:&tbnh=111&tbnw=111&prev=/search%3Fq%3Dfloppy%2Bdisc%2Bicon%26hl%3Den%26safe%3Dactive%26biw%3D1003%26bih%3D567%26gbv%3D2%26sout%3D1%26tbn%3Disch&ei=-64BTrzOLMa0hAfr5Y2rCw)