BACKING UP YOUR SYSTEM

THE WHY, THE HOW AND THE TYPES OF BACKUPS

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WHY YOU SHOULD BACK UP YOUR DATA

SAFETY NET

If something goes wrong you can recover your data or hard drive

HISTORICAL ARCHIVE

Its like keeping your tax documents for years

BECAUSE YOU SHOULD

Equipment failures can happen at any time

TYPES OF BACKUPS

▸ YOU DOING YOUR OWN BACKUPS
  ◦ Doing it every day, week, month
  ◦ You are able to identify if a file didn't get backed up
  ◦ You select the directories to backup

▸ A PROGRAM DOING IT
  ◦ Doing it every hour, day, week, or month
  ◦ Application running in the back round
  ◦ You have to identify any directories other than default

▸ USING A CLOUD BACKUP APPLICATION
  ◦ Doing it every moment, hour, day,
  ◦ Application running in the back round
  ◦ You have to identify any directories other than default

YOU DOING IT

▸ What directories do you backup?
  Desktop, My Documents, Favorites,
  Music, Pictures, Videos, E-mail directory
  (E-mail directory can be in hidden directory)

▸ Backing up important documents to a thumb drive or to external drive
  ◦ This would be selected documents or folders
  ◦ Drag and drop method to the thumb drive or external drive
  ◦ Identify the backup by date. Example: 09102018-BACKUP

▸ Backing up to your email
  ◦ This would be sending yourself the documents
  ◦ Create a backup folder that holds your file attachment e-mails

▸ Backing it up to drop box, iCloud or OneDrive

A PROGRAM DOING IT

▸ Windows backup program in control panel
  ◦ Backup and Restore (Windows 7)
  ◦ You have to set it up first
    · From what drive to what drive and schedule
  ◦ Remember to check the log report!

▸ Programs that come with an external hard drive
  ◦ A lot of the usb hard drives come with backup programs
  ◦ Remember to check the log report!
  ◦ Readable and non-readable data structure on backup drive
    · In some cases you have to install the backup program before you restore your data

▸ Commercial or free downloadable programs
  ◦ Carbonite, Barracuda Backup, AutoSave, Coban Backup

IN THE CLOUD BACKUP
(What is cloud backup)

◦ The data is generally encrypted and sent up to the cloud and so it's encrypted on their site

◦ Amount of time for data to go up to cloud is about the same coming down

◦ Some companies offer overnight transfer by hard drive to your location

◦ You can recover your data from most any machine anywhere in the world

◦ Technical support 24 hours a day

◦ It's a group of servers at some location that has massive storage equipment

◦ You pay most generally by the month
  · Types of accounts, personal, commercial
    · Personal accounts are usually unlimited
    · Commercial accounts are generally by blocks of data
    · Be careful what credit card you use to create your account

SETTING UP CLOUD BACKUP

○ You set it up
- Some users have different folder structures
- Some applications have different folder structures in other locations off the C:\

○ They set it up
- Companies want to have a user friendly experience
- You can call their technical support to have them set it up for you.

○ Accepting the defaults
- The companies want to have it installed automatically

○ A local friend or commercial company sets it up
- Someone that has done it before
- Hire someone to be on site to do it as part of a job

TYPES OF BACKUPS

▸ Full backups
- This backs up the data in the user directory each time it is run

▸ Incremental backups
- This type of backup backs up data that has changed since last backup

▸ Image Backups
- This is an exact copy of your hard drive

▸ System repair disc
- Is a bootable disk that is used to boot the computer if there is a problem and you are not able to boot into windows