

## Backing Up Important Files

**There are 2 types of people in the world.**

- 1. Those who have lost data.**
- 2. Those who will lose data.**

There are numerous types of backups and many programs and hardware available for doing a backup. Some of these backup options handle only files that have changed since a prior backup; others backup the entire system; and others compress files that are backed up. I personally am not fond of any option that includes file compression. For more information about the various types of backups, go to <http://typesofbackup.com/>. I personally use online storage (see Carbonite\* below) and I also create an occasional DVD that I can store offsite. At the end of the year, I shred some of these DVDs and save at least 4-6 from that year in the event I need to access a file that I no longer have.

	MAGNETIC OR SOLID STATE		OPTICAL **		ONLINE (CLOUD) *
Media	USB Flash Disk***	Extra Hard Disk	Writeable CDs	Writeable DVDs	Online Storage
Capacity	Varies	Varies	~ 700 mb	4+ gb	Varies

\* Cloud storage options vary in price and features. Some allow more storage, automated backups, syncing between computing devices, and more. I currently use Carbonite at <http://www.carbonite.com>. I pay \$60 per year and files from my hard disk drive are automatically backed up onto Carbonite's website.

### **For reviews and comparisons of various cloud storage options...**

1. Go to <http://tinyurl.com/yvce8f>
2. Go to Google.com and search with keywords CLOUD STORAGE REVIEWS

\*\* If you wish to backup to CDs or DVDs, the steps will vary depending on what version of Windows you are using and what brand of CD/DVD is installed. For most CDs/DVDs, you will first highlight the file or folders you want to back up, then right click on the highlighted block and click Send to CD/DVD (or similar wording). You will then need to actually "burn" the files to the CD/DVD by following directions on the screen.

\*\*\* If using flash disks for backups, it is a good idea to use the "rolling backup" method. For example, if you back up weekly, on Week 1 you would backup to flash drive #1, Week 2 to flash drive #2, and Week 3 back onto flash drive #1, overwriting previous files saved there..

---

### **Important Notes:**

+++ If the following seems overwhelming at first, just start out by backing up your Documents as shows in #1 below. After you get into a regular routine of backing up these important files, consider adding #2 Email and/or #3 Favorites to your routine backup schedule.

+++ Periodically take a copy of your back up to a location offsite so you are occasionally protected in the event of a fire or a theft.

---

A routine backup of your whole system isn't usually necessary since your operating system (Windows) and each of your programs (Word, Excel, Internet Explorer, Photoshop, etc.) usually need to be **reinstalled** on a new hard drive (not just copied from one to the other).

For a comprehensive backup of important data files on your hard drive, you should perform a backup on these separate groups of data on your hard drive.

1. Documents
2. Email
3. Favorites/Bookmarks

For most people, your Documents folder may be the most important. However, since this does not include your email messages and addresses or your browser's Favorites, you may want to consider all 3 groups of data each time you back up.

## 1. Documents

Most files (files you've created and acquired) are stored within your Documents folder on your hard drive. However, in a few programs you may use (Photoshop, QuickBooks, Quicken and maybe others), files you've created and acquired may be stored outside the Documents folder.

Therefore, you should either redirect them into the Documents folder every time you do a save or else find and back them up from wherever they are currently stored. In each of these programs, when you click FILE-SAVE AS you can change the save location (for this file only) by clicking the down-facing arrow to the right of the SAVE IN field (top left) and choose Documents from the list.

Or, better yet, you usually can change the settings within these programs so future files you save will automatically be directed to the Documents folder. This is the best choice of all. In most programs, you can change the save location settings by clicking FILE-OPTIONS (or similar wording) and follow directions on the screen to make the save location change.

**On many Windows systems, the My Pictures, My Videos, etc. folders are not stored inside the Documents folder. If you want to include these folders in your backup routine, you should move these folders inside the Documents folder.**

To move the My Pictures folder inside the Documents folder, right-click on My Pictures, click Properties, and click Location to change where this folder will be located.

Documents	Files you've saved in Word, Excel, and other programs	Open the Documents folder.  If you plan to back up the Documents folder to a solid state or magnetic medium, then copy and paste the entire contents of the Documents folder onto this medium.  If you plan to back up the Documents folder to a CD or DVD, open your CD/DVD "burning" program (EZ CD Creator, Nero, etc.) and check the Help if you are unsure of how to copy files from your hard disk drive. Or, use the CD burning utility built into Windows.
-----------	---	--

## 2. Email

**Web-Based Email** (examples: Gmail, Hotmail, Yahoo Mail, AOL, and more)

With Web-Based email you have less control over saving messages and contacts. They are stored (perhaps in folders) on their server. If it is important that you save the content of a particular email message, you can highlight and copy the contents and then paste this info a Word document that you can then save. Attachments usually can be saved to your hard disk drive (preferably in your Document folder by clicking the Download (or similar) button

**Client-Based Email** (example: Outlook)

With Client-Based email, the email program stores email directly onto your hard drive, you will need to check the Help within that program for the exact steps for backing up messages, contacts, and/or attachments.

## 3. Favorites/Bookmarks

In addition to backing up the contents of your Documents folder, you should also periodically backup the Favorites/Bookmarks you have saved within your browser (Internet Explorer, Firefox, AOL, Opera, Chrome, Safari etc.). To see steps for a specific browser, to a search on Google, YouTube, etc.

[Go to ITeachYou.com's Home Page](#)