

RECOMMENDATIONS ON BACKING UP
(These comments are based on personal experience.)

1. All important files (banking information, email, photographic images, project documents, favorites, etc.) should be saved to a location that is **NOT** on the C: Drive where the operating system is located. This includes most information located in My Documents.

If your system crashes the C: Drive is the drive that will be affected.

2. If possible, partition your hard drive to a C: Drive and a D: Drive (if you have two hard drives, all the better). All installed programs and data files should be placed on this drive.
 - The one exception is Microsoft Office which needs to be on the C: Drive.
 - If you are using Microsoft Outlook as your email program you can designate where you wish to locate the pst file which contains all of your email data. I am sure that other email programs have similar options. It is most important that these files not be on the C: Drive.
3. Depending on the level of the reinstallation of your operating system, all information on the C: Drive may be lost.
 - You need to keep all installation CDs in a safe location.
 - Keep all Registration Licenses and Keys in a safe location. I have created text files where I store this information (on the D: Drive), even though this information is frequently received by email. This is just in case I loose my email information.
 - Keep all Downloaded program files in a safe location.
4. All of your important information should be backed up from time to time. The frequency of these backups depends on the value of the information and how often it changes.
 - You can backup to another hard drive (if installed), external hard drives, online backup services, or removable media such as cd's or DVDs.

- Internal drives are reliable, but are still subject to failure.
- **BASED ON RECENT PERSONAL EXPERIENCE, ALL DATA WILL BE LOST IF YOUR EXTERNAL HARD DRIVE CRASHES!** Any Warranty will only cover equipment replacement, NOT repair nor data recovery. Any repairs by an outside shop will void any warranty and data recovery can exceed \$1000!!!
- Many people use external hard drives, but if the data is irreplaceable, it should also be backed up to removable media. If really valuable considered storing these media off site (at your office, home, safe deposit box.)
- There are a number of Backup Programs available, but my experience is that while they backup well, when the time comes to restore files they do not work so well, particularly if the original location as been compromised. **JUST COPYING THE DATA TO THE DESIRED LOCATION WILL BE RELIABLE ENOUGH.**

5. These recommendations are based on years of personal experience. There are a number of Backup protocols available. Select the one with which you are most comfortable, and **WHICH YOU WILL USE.**

- All hard drives will fail eventually, whether it's an internal hard drive inside your computer or an external USB or FireWire hard drive. If you are storing critical, irreplaceable data on an external hard drive, it's a good idea to actually buy two drives. Storing identical data on two different external drives virtually eliminates the chance that you could lose all your data during a drive failure. Just as the hard drive inside your computer could falter at virtually any point, the same goes for an external hard drive. If an external hard drive is to be part of a larger backup and storage plan, it should not be your only repository for important, irreplaceable data files, photos, video or other information.
- **PLEASE** take a little time now to avoid hours and days of heartache in the future.