

WHY DO REGULAR BACKUPS

- Regular backups should be performed to ensure minimal down time due to lost or theft of hardware
- It will also safeguard you from hardware failure or data corruption
- Or even accidental deletion by yourself, friend or family member

When you choose to perform a backup, you can take any of the following options:

- Data can be copied to a flash drive or external hard drive
- Individual files can be emailed to yourself
- Many websites now offer convenient solutions such as DropBox.com

All backups should be labeled and stored in a safe and secure location preferably separate from your hardware.

TO PERFORM A SIMPLE BACKUP

- Select the files or folders to be backed up
- Right click on the files or folders and select copy
- Browse to the directory of the flash or external hard drive
- Paste the files or folders in that location
- Makes sure that all files have been successfully copied