Protecting your Computer
and
Data Backup

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Topics

- Preventing Problems
- Your First Aid Kit
- Organizing your Data
- Your Backup Plan
- Selecting a Backup Solution
- Restoring Data

Preventing Problems

- It's best not to have to use your backup
- Antivirus and Spyware
  - Use the free programs from your ISP
  - Free antivirus – AVG
  - Free Sypware, Spybot S & D, AdAware, MS Defender
- Keep your computer up-to-date
  - Windows Update
  - Software publisher web-site
  - Updated Drivers
  - Antivirus and spyware updates

- Microsoft Free One Care
  - Google Microsoft free one care or
  - http://onecare.live.com/site/en-us/default.htm
- Keep the insides clean
  - Open the case and use canned air to remove dust from the Power Supply and Processor fans
- Use the Disk Cleanup utility
  - Start/All Programs/Accessories/System Tools/Disk Cleanup
- Turn it off when not in use
- Protect against lightning
- See Spring Cleaning on the VCC Web Site

Your First Aid Kit

- What's in the box?
- OS or Restore Disks
  - If you don't have an OS CD, get one
- Drivers Disks
- Warranty and help line information
- User Guide
- All Program Disks
- Back up CD's or DVD

Organizing Your Data

- Find out where your data is stored
- Use the find function to locate folder information
- Move everything you can to your my Documents/XXX folder
- Change the default save locations to My Documents/XXX
- Locate your e-mail Folder (outlook is .pst)

Your Backup Plan

- Backup on a consistent basis
- Use automated scheduling if possible
- Maintain at least 6 months of data files
  - Use manual backup once each month
  - Save only the data on a CD or DVD
  - Don't overwrite this media
- Use a USB Flash Drive for temporary backup of files you are working on

Selecting a backup solution

- Determine Space Requirements
- Selecting Backup Media
- Selecting the Method
  - Manual Copy
  - Windows XP Backup
  - Third Party Program

Determine Space Requirements

- Open Windows Explorer
  - Right click Start, select Explore
- Right click the folders you will backup
  - Ignore Favorites and Cookies
- Select Properties to find their size
- Add 20% to the total for growth

Selecting Backup Media

- CD-ROM/CD-RW
  - 700 MB, $0.30
- DVD
  - 4GB to 8GB(Dual Layer), $0.50/$1.75
- Second Internal Hard Drive
  - Up to 500GB, $60.00 to $200.00
- External USB/Firewire Drive
  - Up to 500GB, $80.00 to $350.00
- External eSATA
  - Up to 500 GB $150.00 to $350.00

Seagate One Touch

- 300GB External USB/Firewire
- Hotswappable
- BounceBack Express Software
- One Button Backup
- Price $178.00

Backup, Manual

- Open Windows Explorer or My Computer
- Select the files or folders to backup
- Right Click and select Send to
- Select the destination location

Windows XP Backup

- Basic Backup and restore program
- Free with Windows XP
- Installed by default in XP Pro Only
- For XP Home You must install it
  - Insert you XP CD
  - Go To Value-ADD\MSFT\NTBACKUP
  - Double Click Ntbackup.msi to install
- The Wizard is located in:
  - Start/All Programs/Accessories/System Tools/ Backup or Restore Wizard

Using the Wizard

- Click Next when the Wizard starts
- Select Backup Files and Settings
- Next Select Docs & Setting or Let me Choose
- For "let me choose", select the files and folders to back up
- On the next screen select the backup location
- Enter a name for the backup and then click Finish

Automate the Backup

- After you select the backup location and click next, the Completing Backup screen appears. To schedule automatic backups, select the Advanced button.

- Go Through the options to select how often to backup, what time, power options and more.

Restoring Data

- Test Restoring data
- Open the Backup and Restore Wizard and Select restore
- The Wizard will allow you to select what files and folders to restore
- After your first Backup, test the restore function by restoring just one file.

Third Party Programs

- More Powerful then the Windows XP Utility
- Acronis True Image
  - Backup and Cloning
  - $50
- Norton Ghost
  - Backup and Cloning
  - $70
- NTI Backup NOW!
  - Backup, Cloning and Drive Spanning
  - $70
- Retrospect Express HD
  - Simple Point and click, Backup only
  - $50

Vista

- Includes Backup utility similar to XP
- More intuitive Wizard for Scheduling
- Vista Basic doesn't included Scheduling
- Purchase Vista Premium
- Business, Ultimate and Enterprise editions include cloning