

## The BIG STEP is What Method and equipment to use.

**Tip:** For backup on the go, look into the mini USB flash drives with big capacity that can fit on a key chain.

Storage Type	What It Is	Pros	Cons
<b>External USB drives</b>	A USB External drive is a disk drive that has high capacity drives that connect to your USB Port	<ul style="list-style-type: none"> <li>•Includes backup software</li> <li>•Range of storage options</li> <li>•Portable</li> <li>•LARGE CAPACITY</li> </ul>	<ul style="list-style-type: none"> <li>•You must invest in the hardware.</li> <li>•Prices are rapidly coming down</li> <li>•Feels Slow and in a way is.</li> </ul>
CD-RW* *You need a CD-RW drive to burn files onto CDs.	A CD-RW is a compact disc onto which you can burn information if you have a CD-RW drive. (RW stands for "read-write.")	<ul style="list-style-type: none"> <li>•Many newer computers come with a built in CD-RW drive</li> <li>•CD-RW discs can hold up to 700MB</li> <li>•Portable</li> <li>•CD-RW discs can be used over again</li> <li>•Discs are relatively inexpensive</li> </ul>	<ul style="list-style-type: none"> <li>•You need to buy a CD-RW drive if your computer doesn't come with one</li> <li>•It's possible to accidentally write over data on your CD-RW disc and lose your backup files</li> <li>•Older CD players cannot read CD-RW discs</li> </ul>
DVD-RW* *You need a DVD-RW drive to burn files onto DVDs.	A DVD-RW is a DVD onto which you can burn information if you have a DVD-RW drive. (RW stands for "read-write.")	<ul style="list-style-type: none"> <li>•Many newer computers come with a built in DVD-RW drive</li> <li>•DVD burners double as CD burners, offering more flexibility</li> <li>•One disc stores gigabytes of information</li> <li>•Portable</li> <li>•DVD-RW discs can be used over again</li> <li>•Discs are relatively inexpensive</li> </ul>	<ul style="list-style-type: none"> <li>•You need to buy a DVD-RW drive if your computer doesn't come with one</li> <li>•The drive might not come with backup software</li> <li>•It's possible to accidentally write over data on your DVD-RW disc and lose your backup files</li> </ul>
<b>USB flash drives</b>	A USB flash drive is like a small hard drive, about 2-3 inches long, that plugs into your computer through a USB port. You can download information onto it for storage.	<ul style="list-style-type: none"> <li>•Portable</li> <li>•Can hold up to 16 gigabytes of data</li> <li>•Files can be saved, modified, or deleted as often as you want</li> <li>•Prices start relatively low as hardware prices go</li> <li>•Stores your information out of the house or office</li> <li>•Includes download and backup software</li> <li>•Offers the potential for a larger amount of storage space than some other backup devices or locations</li> </ul>	<ul style="list-style-type: none"> <li>•USB flash drives, because of their size, are easy to misplace</li> <li>•Speed is good.</li> </ul>
Online backup and storage	An online storage service lets you save files online. If you have Internet access, you can get your files from the online storage site whenever you need them.	<ul style="list-style-type: none"> <li>•Stores your information out of the house or office</li> <li>•Includes download and backup software</li> <li>•Offers the potential for a larger amount of storage space than some other backup devices or locations</li> </ul>	<ul style="list-style-type: none"> <li>•You might be required to pay a monthly fee for backing up and storing your files (prices vary according to each provider and service)</li> <li>•If the company's servers fail, you might not be able to access your files</li> <li>•If the company is hacked, your information could be stolen</li> <li>•If the company goes out of business, you lose your backup resource</li> </ul>