

What to Backup

- Bank records and other financial information
- Your e-mail address book
- Software you purchased and downloaded from the Internet
- Personal projects ,Business Data, Accounting stuff etc.
- Music , Photos, & other similar data
- Email Addresses, messages and calendars
- Internet Explorer / Firefox bookmarks (favorites)

TIPS

1. Make it automatic if not you will forget to do it within 2 weeks and your back to where you started from.
2. Use the right size of backup device. Most people get carried away and get giant USB drives. when they have a couple of hundred Mb to keep backed up. Remember that you don't back up programs themselves because you would have to reinstall them anyway. When you are doing financial things and word documents you will find that they take very little space. To find out how much data you have, right click on the Folder holding the data and then click on the "Properties" item of the menu that comes up. Repeat for all your data folders and add them up. Triple it or so and that's all you need. Be sure to add them correctly.
3. Keep your data in a limited number of locations and folders but orderly so that backups are easier.
4. Use programs that are cheap and easy and are set to do the backup at times that you are likely to have the machine(s) on.
5. Get the Inexpensive programs that are easy to use when you have a small business or are doing it at home. We use Second Copy. In many cases the drives themselves have backup programs on them but they may well be inadequate.

FOR MORE HELP IN SELECTING A SYSTEM AND METHODS CALL US AT

805-988-9540

SOME OF THE SERVICES THAT WE PROVIDE

- ◆ Help Desk for all your software
- ◆ Data Recovery
- ◆ Data Storage and Backup systems
- ◆ Upgrading of Systems
- ◆ We also Buy and sell select new / used equipment and software.
- ◆ Complete repair services for computers Networks and components
- ◆ Full Scale design and maintenance of NETWORKS , Wired and Wireless large and small
- ◆ Remote service and computer support
- ◆ Complete Computer and network Security
- ◆ Intruder removal and control
- ◆ Complete Networking
- ◆ Web Hosting and development
- ◆ Repair and maintenance of Computers and other electronic systems and devices
- ◆ A full spectrum of Training
- ◆ System Support for small/ medium size business and homes
- ◆ Consulting/ training on how to use IT to advance and start your business (40+ yrs of experience)
and much more

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A Quick Guide To BACKUPS

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