



## Who, What, When, Where, Why & How?

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### WHO

According to a study conducted by World Research, 56% of PC users who experienced a loss of their data were unable to recover their information. The individuals who were able to locate their data spent countless hours and days doing so.

### WHAT

At the bare minimum, you should backup the items you use on a daily basis. This could include your word document files, email folders, address book, and Internet URLs, also known as bookmarks and/or favorites. Some other items to consider include your Internet connection information such as your ISP phone number, passwords and configuration details, icons, WAV files, and graphic images downloaded from the Internet. More advanced users could backup their entire computer systems; this would include the operating system (Windows) and all applications (Microsoft Word, etc.).

### WHEN

If you aren't already doing so, you should get in the habit of backing up at least once a week or every time you've completed a great deal of work you don't want to do over.

### WHERE

Backing up to your local area network (LAN) is an option, but make sure you also have a copy available that you can use in the event something happens to the network. Another possibility, however, somewhat cumbersome, is using a floppy disk. Please note that anything bigger than an average word document, such as a large graphic or any sound file, would not fit on a floppy disk. If you want to be able to backup just about any and everything, your best bet is an iomega Zip or Jaz drives or a CD-R or CD-RW drive. CD- R and CD-RW are capable of storing a large amount of data such as digital images and MP3s files. Another option is using the Internet. For a small fee you can use the Internet for backing up files. The biggest advantage to this approach is having access to your files anywhere there is an Internet connection. On the other hand, your files are literally floating around in "cyberspace." Prices and file space differ; see list under online data storage for Internet sites that provide this kind of service.

### WHY

At any time a virus, major crash, or power outage could destroy everything on your computer. If you don't mind spending an enormous amount of time trying to retrieve your information, setting up all of your applications and retyping all of your documents, then don't worry about it.

### HOW

That's the fun part. Depending on your operating system, platform, which files you decide to backup, and the kind of media you use, instructions will vary. The sites offered under the resource section provide great step-by-step instructions for backing up as well as which media to purchase. For additional information on backing up, please visit the following sites:

#### ONLINE DATA STORAGE

My Data Haven-Protect your Future!  
<http://mydatahaven.com/>

BackupUSA Online Data Storage  
<http://backupusa.com/>

Online Data File Storage  
<http://www.globedesk.com/>

Storage Vault-Your Internet service for safe, secure, and reliable online storage  
<http://www.storagevault.net/>

Xdrive Technologies -Online File Storage and Collaboration Solutions  
<http://Xdrive.com/>

#### RESOURCES FOR BACKING UP YOUR PC

Suggestions for Backing Up Entire Hard Drive  
<http://www.barnard.edu/aitraining/windows/entirebackup.htm>

How to back up your PC  
<http://www.zdnetindia.com/help/howto/stories/1156.html>

There's more to backing up your PC than backing up your PC  
<http://www.bestpricecomputers.ltd.uk/guides/backingu.htm>

Backing up your Windows 95/98 PC  
<http://www.wellesley.edu/Computing/Backup/pc.html>

Backing Up Your PC files  
<http://www.russkelly.com/backups.html>

How to back up your PC  
<http://www.usatoday.com/life/cyber/ccarch/ccrob036.htm>

Backing Up Your PC's Hard Drive  
<http://agebb.missouri.edu/cotf/2002/backup/>

How to Buy Data Storage  
<http://www.zdnet.com/products/stories/reviews/0,4161,2625651,00.html>