

BACKING UP INDIVIDUAL/PERSONAL FILES

“Danger, danger Will Robinson”. You can lose files on your computer quite easily and without warning by accidentally deleting or replacing them, due to a virus or malware attack, from a software or hardware malfunction, or even a complete hard disk failure. To protect your files, you should maintain a backup of your documents - a copy of your files that are stored in a different location from the originals.

Overview:

Files on individual computers are not backed up by the district’s network. It is recommended that you save all documents to your network home folder which is drive Z under My Computer. Network home folders are backed up each week day, however, since these backups happen unattended at night, there is no guarantee that they happen without error or that files can be restored. Therefore, it is highly recommended that you keep copies of all documents and files that you consider valuable or that would not be easy to re-created on both your local computer hard drive as well as your network home folder. You can also backup your documents to some type of removable storage device. *Please note:* Confidential data should never be kept on non district storage devices or taken off campus.

When:

Files should be backed up as often as additions or changes are made. A good recommendation is to keep all files organized under “My Documents” on both your local computer and network home folder (drive Z).

How:

There are a few methods you can use for backing up your files –

- Copy and Paste: you can simply copy the items by going to the location of the original documents, use your mouse to highlight your files, right click and choose “Copy”. Then open your backup location, right click and select “Paste”
- Using the Windows Backup Utility
Windows has a built in Backup utility to help you create a copy of the information on your hard disk to store on another location. In the event that the original data is accidentally erased or overwritten, or becomes inaccessible due to a hard disk malfunction or failure, you can use the backup to restore your lost or damaged data.

In XP click Start, All Programs, Accessories, System Tools, Backup.

In Vista click Start, Control Panel, Backup and Restore Center.

In Windows 7 click Start, Control Panel, System and Security, Back Up Your Computer.

For any of the three Windows versions, just follow the wizard. You can pick and chose the files/folders you wish to backup and the location of the backup.

- Saving Your Documents To More Than One Location as you work in them
When saving your documents, save them twice using two separate locations. This way you will always have a back up.