

SORT I.T. COMPUTER SERVICES NEWSLETTER

Issue 3 – November 2013

WELCOME

Apologies for the delay in sending out this latest newsletter. It's been a busy time for Sort I.T. lately, we have had some major projects to deal with and the need for residential PC support in the area has grown significantly. We are pleased to announce that from December 2013, we will be operating from our new premises at 12 Gregg Street, Alexandra.

In case you are unaware, we are currently in the month of "Movember" and your support for this worthy and important cause would be greatly appreciated. For more details on what Movember is all about, please visit here:

<http://nz.movember.com/?home>

Please sponsor here: <http://nz.movember.com/mospace/6581061>.

MOVEMBER



JASON JOHN

MOBRO.CO/JASONJOHN352

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I would like to welcome any new subscribers to this newsletter and encourage you all to get any friends and family to also sign up so that the information and education about computing grows.

Thank you.

Jason John

Sort I.T. Computer Services.

PC Data Backups.

What is it and why do I need it?

These days, more and more people are using computers to store photos, important documents, and various other bits of information that may need to be kept for long periods of time. Backing up a computer is essential for keeping long term (or even short term) documents around.

There are many ways of backing-up your data, from complete copies of your computer's setup to individual folders and files. Here are a few ways of simply ensuring you have your valuable data backed-up:

Backup a PC (Windows 7, 8 and above)

- Find an appropriate storage device. You will need a device which is capable of storing all of the data you need to back up. This should be at least twice the size of the hard drive you are trying to back up. An external hard drive is the best option, and these are easy to find.
- Plug the device into your computer. Using a USB cable or other method of connection, plug the storage device into the computer you wish to back up. Inserting the device should automatically bring up a dialog box asking what you'd like to do with it. One of the options should be to use the device as a backup and open File History. Choose this option. (In the event that this dialogue does not open automatically, you can set up the backup manually by going to the search and looking up File History. It can alternatively be found through the Control Panel, or by typing "backup" in the Search window.)
- Configure Advanced Settings. Once the program has opened, you may wish to alter some of the settings in the Advanced Settings section, accessed on the left. This will allow you to change how often the computer makes a backup, how long files are kept, and how much space is allowed to be taken up.
- Select a backup drive. With the settings configured, make sure that the correct backup drive is selected (the external drive should be chosen by default).
- Click "Turn on". With all of the settings entered correctly, click "Turn on". This should start the process. Be aware that the first backup can take quite some time and you may wish to begin the process at night or before you leave for work, so that you will not have to use the computer during the time that it is working. That's it: you're done!

Backup Individual Files

- Find a storage device. You can backup individual files to a USB stick, an external drive, cloud storage, CDs, floppy drives (if your system is very old or you are feeling a little ironic), or any number of other storage devices. Which you choose will depend on how much storage is needed and the level of security you would prefer.
- Copy the files to a folder (select the file, right click and select 'copy'). Copy all of the files you would like backed up to a folder on the computer. The files can be further subdivided into more folders if you wish.
- Copy the folder to the device (right click and select 'paste'). Once the folder is ready, copy it to the device using copy-paste and navigating between the devices or saving the item to your cloud storage (if you have chosen that option)
- Putting all of the files into a single folder will make transferring them easier and will keep you from accidentally missing files if there are a large number. It will also allow you to keep the backup files easily distinguished from other files which may be on the storage device.
- Move the device to a new computer. If you have backed up the files to a storage device like a USB stick, you may want to also save them to another computer, should you need the device for something else or want to be sure that the files are safe should the device be lost.

Tips

- Make sure your backup process completes successfully before using your computer again.
- Set a reminder on your calendar to personally check and verify your backup every few months. Nothing is worse than assuming that your files are backed up, having a device failure/loss (e.g. hard drive crash), and then discovering that your backup isn't up to date or you didn't back up what you needed to back up.
- Set a schedule to backup all of your important files. Depending on how often you use your computer and the files change, you can setup most programs to run however often you like. Just remember to have media ready and the computer on when it is time for backups.
- Keep your data in a safe place away from environmental hazards. Depending on how important it is, fire safes and safety deposit boxes are great places to keep backup media. If they are not very critical, filing cabinets or desks are fine places. Consider using off-site backup solutions.
- Backing up your computer can take a long time, especially if you have quite a bit of data you would like to keep. Plan the backup for a time that your computer will be on (or you purposefully leave it on), but a time that you will not be using the files.
- Good backups consist of several different backup methods with regular testing of the backups.

If you would like assistance in setting up backups or more information on our off-site backup service, please contact us at contact@sortitcomputers.com.