Backing up Important Data

Data Backup Procedures for Medford High School Faculty & Staff

Backup Procedures for saving to:

• Zip Drives

• CD-ROM Drives

• Floppy Disks

• Data Travelers

• And how to use the Windows Backup Wizard

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Reasons for data loss

• Loss of data can happen in many ways. One of the most common causes is hard drive failure. Hard drives can die without warning.

• Saving to a floppy disk (3.5" disk) is good for temporary storage or for transporting files. It is not a reliable method for permanent storage. Many times people will try to access data from a floppy only to receive a message that the floppy is bad and the data inaccessible.

• Data can also be lost due to a power spike or surge that causes your machine to shut down. If a file is not saved before the power malfunction, your data will be lost. SAVE OFTEN!

• Computer viruses are another way your files can be damaged or deleted. Be sure your anti-virus software is always up to date and scan all your files including those on disks and CDs.

What should you back up?

• Important documents (under My Documents or folders you have created)

• Email contacts

• Important sites you have book marked—The Favorites folder

• Pictures, Graphics, Music

• Data from specialized programs

What does backing up mean?

Backing up means to make a copy of your important files in a separate location for retrieval in case of an emergency. Saving to a different spot on the same drive is not a good idea. Save to a floppy, zip drive, cd-rom or data traveler

Section 1: Backup Information & Tips

Be Organized

Backing up your data will be a lot easier if you are organized. You need to take a look at your desktop. Are all of your data files stored in My Documents or are they located on your desktop?

It is much easier to keep all of your documents in the My Documents folder and then make subfolders within it. It will prevent you from having to search your hard drive to find all of the files you need to back up. You should also be able to locate your favorites folder and your email contacts (if your email is saved to your hard drive).

Back up on a regular basis. If you are working on a very important document over a week's time, you might want to consider backing up that document on a daily basis. Otherwise, you should get into the habit of backing up your documents once a week. It could be the last thing you do on a Friday before you leave for the weekend.

Once you decide on the backup procedure you are using, be sure to have the resources on hand—blank floppies, zip disks, or re-writable cds. If you backup daily, you should have a disk for every day of the week and rotate through the disks, rewriting over the previous weeks data. If you do it weekly, you could rewrite over the same disk at the end of every week.

Take the time to learn about your machine. Look are how your folders are arranged, know if you have any programs that require special backups, learn about your options for backing up your data. The Technology Department can work with you to help you organize your folders and create a proper backup procedure.

Section 2: Backing up data to a Zip Drive

Assuming your Zip drive is installed correctly, it will be listed as a removable device under the My Computer icon.

There are two methods you can use to back up your data to a zip drive.

Using the Short Cut Method

1. Locate the folder(s) or document(s) you would like to back up.

2. Be sure the zip disk is inserted in the drive.

3. If you are backing up more than one document (or folder), hold down the CTRL key and click each document (or folder).

4. When all of the information has been selected, right click one of the documents and the shortcut menu will pop up.

5. Scroll your cursor down to the option Send To (a submenu will pop up)

6. Scroll your cursor down to the Zip Drive and select it

7. All the selected documents will get copied onto the zip drive

8. Under My Computer, select the Zip drive to verify your files have copied correctly.

Using the Click and Drag Method

1. Double-click on My Computer to open the dialog box

2. Go back to your desktop and select the documents or folders to copy

(see Step 3 above)

3. Click on one of the documents and hold down the mouse key, drag the files to the Zip drive icon located in the My Computer dialog box

4. You will notice the icon turn a different color when it is selected, at this point release the mouse key and the files will copy to the Zip drive

5. Under My Computer, select the Zip drive to verify your files have copied correctly.

Zip Tips

• If your zip drive is connected to a power source, always make sure your power cord is connected

• Never force a zip disk in or out of a drive

• Never use 3.5" floppy disks in the drive

• Before moving, shutting off the power, or disconnecting your zip drive, always remove the zip disk

• Use the zip drive on a level surface

Keep the drive out of direct sunlight, high temperatures, moisture or magnetic fields (from monitors, speakers, telephones)

Important!

When you verify that your files copied correctly, you should not see file names with small arrows next to them. This means that you have only copied a shortcut to the document and not the document itself. You need to redo the above steps.

Section 3: Backing up data to a Re-Writable CD-ROM

ReWritable CD-ROM Drives

Your machine must have a CD-RW drive in order to copy data from your computer to a CD. Also, you must have either CD-R disks or CD-RW disks. A CD-R disc can be written to only once. A CD-RW disk can be rewritten to and information on the disk can be deleted.

Formatting your CD-RW

1. Place the blank CD-RW into the rewritable CD-ROM drive and close the door.

2. Select Roxio Easy CD Creator, Applications, DirectCD Format Utility from the Programs list.

3. The DirectCD dialog box will appear, click Format CD

4. In the Label box, you can change the name of the CD or leave it as is.

5. Click Start Format

6. The CD will format and a message box will appear letting you know the CD is ready for Read/Write access, click OK

7. Double-click My Computer. Your CD should be listed. Double-click the CD icon and open the CD dialog box.

8. You are now ready to select your files and folders to be copied.

Using the Click and Drag Method

1. Go back to your desktop and select the documents or folders to copy

2. If you are backing up more than one document (or folder), hold down the CTRL key and click each document (or folder).

3. Click on one of the documents and hold down the mouse key, drag the files to the CD dialog box

4. When all the files and folders have been copied, close your CD by clicking on the X in the upper right corner.

5. You should be back on the DirectCD dialog box. Click the Eject before removing your CD from the drive.

6. A list will pop up. Select the 3rd option—Close to Read on Any Computer— Close the CD so it can be read automatically in most standard CDROM drives. Click OK.

7. The files will be written to the disk and the disk will be ejected.

9. Click OK to close out the CD copy program.

Section 4: Backing up data to a Floppy Disk

Using the Short Cut Method

1. Locate the folder(s) or document(s) you would like to back up

2. Be sure the floppy disk is inserted in the drive

3. If you are backing up more than one document (or folder), hold down the CTRL key and click each document (or folder)

4. When all of the information has been selected, right click one of the documents and the shortcut menu will pop up

5. Scroll your cursor down to the option Send To (a submenu will pop up)

6. Scroll your cursor down to the 3.5" Floppy Drive and select it

7. All the selected documents will get copied onto the disk

8. If the copying requires more than one disk, once a disk is full, you will be prompted to put in another disk until all the files are copied

9. Double-click on the Floppy drive under My Computer to verify the files have been copied correctly

Important!

If you try to copy a file, such as a graphic, picture or PowerPoint presentation that is too big for the disk, you will receive the following message: The file being copied is too large for the destination drive If possible, insert a higher-capacity disk. The file can not be copied to a floppy and you must use another method to back up the file. When you verify that your files copied correctly, you should not see file names with small arrows next to them. This means that you have only copied a shortcut to the document and not the document itself. You need to redo the above steps.

Section 5: Backing up data to a USB Flash Drive

USB Flash Drives

Flash Drives are connected to your computer through the USB port. If you are using Windows 2000, the computer will recognize the device immediately. If you are using Windows 98, you must have the driver downloaded onto your machine in order for Windows 98 to recognize the device.

Using the Click and Drag Method

1. Double-click on My Computer to open the dialog box. You will see the USB Removable Drive listed as a removable device with a letter assignment

2. Go back to your desktop and select the documents or folders to copy

3. If you are backing up more than one document (or folder), hold down the CTRL key and click each document (or folder)

4. Click on one of the documents and hold down the mouse key, drag the files to the USB Removable Drive icon located in the My Computer dialog box

5. You will notice the icon turn a different color when it is selected, at this point release the mouse key and the files will copy to the flash drive

6. Under My Computer, select the USB Removable Drive icon to verify your files have copied correctly

Important!

When you verify that your files copied correctly, you should not see file names with small arrows next to them. This means that you have only copied a shortcut to the document and not the document itself. You need to redo the above steps.

Be aware that computer viruses can spread using a data traveler. Be sure your documents are virus free before copying them to the data traveler Your flash drive should be removed properly from your machine. You can either shut down your machine and remove it, or click on the eject icon located in the taskbar at the bottom of your screen. Select the flash drive and then select Stop. You will be prompted when you can safely remove the device.

The Windows Backup and Restore program allows you to easily select files and folders for backup. You need to have a backup device such as a floppy drive, cdrw, or zip drive and the necessary media to begin. You can also choose to back up to your hard drive and then copy the backup file to a safe place.

Using the Windows Backup and Restore Wizard

1. Select Start, Programs, Accessories, System Tools, Backup

2. Click Create a New Backup and click OK

3. What to backup—Click Backup selected files, folders and drives. Click Next

• Do not select My Computer. It will back up your entire hard drive including all programs. This will too many disks. It is best to just backup important files and folders

4. Click on the + sign next to the hard drive icon (usually drive C:) and the drive list will expand

5. Select the files and folders you would like to back up by checking the box next to the name

• Be sure to select My Documents, folders on your desktop, picture files, databases or any specialized programs

6. Once all the files have been selected, click Next

7. Specify whether to backup all the selected files or only the ones that have changed and click Next

8. Select the location to backup to

9. If you do not have any backup devices (zip drive or cd-rw), you will be selected to backup to a file

Section 6: Using the Windows Backup &Restore Wizard

10. Select the file destination and name

11. Click the selection "Compare originals and compress the backup data" and click Next

12. Enter a name for the backup job and click Start

13. The progress dialog box will appear and show how much time is left the size of the file

14. When it is complete, click OK for Operation Completed

15. Click OK to close the wizard

16. Click X in the top right corner to close the backup

17. The file should be stored somewhere safe. If it is on your PC it should be copied onto another type of media

Important!

To restore your data, start the Backup Wizard and click on the button to restore backed up files. Follow the dialog boxes to select the location of the saved data and the name of the backup job.

Depending on the version of Backup Wizard you are using, you can set up the wizard to backup your data a set time. The Windows Backup Wizard may take some time to set up an initial back. You can learn more about the backup and restore features by selecting Help at the initial Backup Wizard dialog box. You can also contact the Technology Department to help you set up your computer for an initial backup.