Question your must ask yourself when planning a backup strategy

By using safety measures and good practices to protect your computer, you can protect your privacy.

It takes time to create and implement a backup and recovery plan. You'll need to figure out what data needs to be backed up, how often the data should be backed up, and more.

To help you create a plan, consider the following questions:
How important or sensitive is the data on your computer?

The importance of data can go a long way toward helping you determine if you need to back it up—as well as when and how it should be backed up. For sensitive data, you’ll need to back up the data regularly and ensure that the data can be recovered easily.

How often does the data change?

The frequency of change can affect your decision on how often the data should be backed up. For example, data that changes daily should be backed up daily.

Do you have the equipment to perform backups?

You must have backup hardware to perform backups. Backup hardware includes optical drives, and removable disk drives. Additionally, you can also store backed up data on your Network Drive.
How to backup your data? External Media

1) Get a USB flash drive / hard drive (or) Optical media.

2) Copy all files from your computer to a folder called “Backup” in your external memory.

3) Keep copying your data into this folder at scheduled intervals.

4) If you have the space, save old backups. If not, choose “Move and replace” when Windows prompts you with the file exists at destination error.

5) Burn your data onto a CD/DVD. Once you burn a disk, you may not edit/change its contents later. This way you keep every copy of your backup.

6) Typically DVDs come with a maximum capacity of 8.5GB (dual layer DVD, regular DVD holds 4.7GB) so if you have a lot of data, you might want to consider external USB storage.

**Note:** Optical media has a finite lifespan.
Network Drives

Use a network drive to store your data online and have it available everywhere.

1) SIU faculty and staff have network drives; they show up as one of your drives with the icon shown above.

   Note: network drives are only accessible on SIU computers.

2) You can transfer data into this drive/folder; anything you put in this folder will be available via other computers with this drive mapped on it.