

Backing Up Your Computer the Right Way

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Governing Factors

- How computer is used
- Experience of user

How Computer is Used

- Web browsing and email (including downloading of photos)
- Household management (e.g., Quicken, spreadsheets)
- Content creation (letters, documents, brochures, bulletins, newsletters)

Experience of User

- Knowledge of how to copy and paste files
- Ability to download and install program and learn how to use its features
- Willingness to experiment to become accustomed to backup system

Backing Up is (not so) Hard to Do

- What to back up
- How often
- Where
- How

What Should be Backed Up

- Downloads
- Desktop
- Documents
- Pictures
- Music
- Videos

Backup Frequency Modes

- On-demand
 - when necessary
- Scheduled
 - e.g., every day at the same time
- Continuous
 - whenever a file is changed

Where should the Backup Go?

Pick any two of the following!

Where Should the Backup Go?

- Local
 - Copy & paste to portable hard drive
 - AOMEI Backupper
 - Windows File History
 - Macrium Reflect
- Cloud
 - Google Backup and Sync
 - Dropbox

And Now, a Word from the Cloud

- Storage
- Backup
- Sync

A Word About the Cloud

- Google Backup & Sync
 - In-place backup
 - your normal data folders (documents, pictures, music, etc)
 - Dedicated sync folder
 - a special folder
- Dropbox
 - Dedicated sync folder only

Typical Usage Pattern #1

Inexperienced user, new content limited to downloading photos, occasional document creation.

- Strategy

- Methods

- ❖ Copy data to portable hard drive.

- ❖ Dedicated data backup program

- Frequency: After generating significant content

Typical Usage Pattern #2

Inexperienced user, creates word processing documents, tracks finances with Quicken, financial planning with spreadsheets

- Strategy

- Methods

- ❖ Copy data to portable hard drive.

- ❖ Dedicated data backup program

- Frequency: Periodically (e.g., weekly)

Typical Usage Pattern #3

More experienced user, creating content (documents, spreadsheets, Quicken, editing photos)

- Strategy
 - Use dedicated data backup program periodically or on demand
 - Supplement local backup with cloud backup
- Consider creation of system image several times per year (e.g., quarterly)

Products

- Copy and paste to portable hard drive
- Dedicated backup utility (free)
 - AOMEI Backupper
 - Windows File History
- System image creator (free)
 - Macrium Reflect
- Cloud backup (\$24-\$99/yr)
 - Google Backup & Sync
 - Dropbox (sync only)