1. Handle disks carefully.
2. Never touch their recording surfaces.
3. Never bend disks.
4. Keep disks and tapes away from magnetic fields, *e.g.* the top of a monitor.
5. Do not expose them to damp, extreme temperatures or dust.
6. Keep disks in envelopes, cassettes in cases.
7. Use a felt tip pen to write on disk labels.
8. Use good quality tapes, of a suitable length.
9. Make back-up copies of programs on disks or tapes.
10. Store disks in a suitable, secure place.
11. Never to unplug it while it's being used
12. Use a program ‘Hard disk sentinel’ to check the health of your drive
13. Always safely eject the drive before unplugging