Information systems and Technology
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Data File Backup Recommendations
for Windows Users

Information Systems and Technology (IST) recommends that you do a partial (only your data files) backup of your Windows computer as opposed to a full system backup. Should your Windows computer crash and require a restore of your files, IST will do a standard installation first of all library related software. Your backup media[1] would then be used to restore your data files. Any customization you've made to toolbars, desktops, additional software installations, etc. will be lost. You can redo these special customizations after IST has completed the standard installation.

Why shouldn't you include non-supported software on your backup media?

There are many other files located in various directories on your computer that are often installed with a program. Backing up the program alone will not guarantee it will run if restored to a rebuilt system. Applications should always be reinstalled, not restored from backup media.

Why shouldn't you do a Full System Backup?

A Full System Backup includes thousands of files that do not need to be backed up, such as temp files, Browser caches, system files, etc. Also, a Full System Backup will consume more space and require more time to backup. When a restore of archived data is needed, the individual files will need to be selected and the entire backup media must be searched for them. The search of a Full System Backup will take longer than one on a partial backup. When your system is rebuilt, it may contain a slightly newer revision of the Operating System than previously. Restoring old system related files could then damage your newer revision of the system, or cause a previous problem to reappear.

What files should I backup regularly?

Following are the files IST recommends you backup regularly. NOTE: Only the file(s) listed should be backed up as opposed to the entire program folder unless specifically indicated below.

Files to Backup on a Windows Workstation	
Folder or File name	**Path (These are default locations)**
Templates Folder. If you've created customized templates in Word, Excel, Power Point, or Access and stored them in the default folder, they will be located in the path shown on the right. For ease mark the entire folder.	C:/MSOffice/Templates OR C:/Program Files/MSOffice/Templates

Files to Backup on a Windows Workstation	
Folder or File name	**Path (These are default locations)**
Word Macros. If you've created customized macros and stored them in the default folder they will be located in the path shown on the right. For ease mark the entire folder.	C:/MSOffice/Winword/Macros
Excel Macros. Macros created in Excel are either stored with the worksheet (saved in My Documents), or created as a Personal Macro Workbook which becomes part of the general template for all new workbooks opened (Book1.xlt) The Book1.xlt is part of the Templates folder. If you marked both My Documents and the Templates folder, then the Excel macros will be part of the backup	C:/My Documents Or C:/MSOffice/Templates
My Documents Folder	C:/My Documents
Eudora Folder. This will backup the program, folders with saved mail, as well as any customization to windows and fonts.	C:/Program Files/Eudora
Bookmark.htm file. Save only your bookmark file and not the Netscape program.	C:/ProgramFiles/Netscape/Users/ UserName/book-mark.htm
Users with **PassPort Macros**	C:\Program Files\OCLC*.*
Users of **Outlook**	C:\Windows\Application Data\Microsoft\Outlook*.*
Your **desktop**	C:\Windows\Desktop*.*
Start menus (shortcuts)	C:\Windows\Start Menu\Programs*.*
WS_FTP (If you've customized it)	C:\Program Files\WS_FTP\Ws_ftp.ini
Any folder that you have created to store **data files.**	