

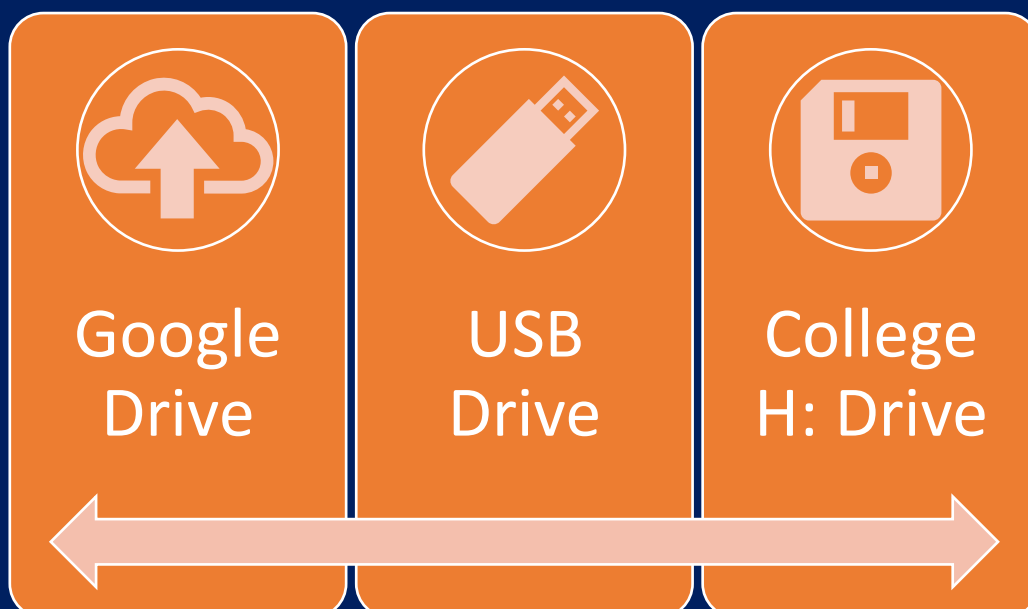
Welcome to Coleg Cambria, here is some guidance on Best Practices for saving your files and ensuring they are backed up.

Why is it important to back up your work

It's important that you back up your work, we recommend that you save and store your files, photos and data in at least two separate places (eg. Google Drive, and Local Drive). The loss of important documents, and irreplaceable photographs will mean a great deal of stress and disappointment. BACK IT UP!



What are my options for Backing Up data?



What is Google Drive?

Here at Coleg Cambria we use Google Suite as our work and collaboration platform, as part of G-Suite you have your own personal G-Drive. Similar to Dropbox, Google Drive is a place you can store files, videos and photos. Storing all your coursework in Google Drive will enable you to access your work anywhere on your phone, tablet, Chromebook, or computer. **Visit the Student Hub for more info on how to use G-Drive!**



**MAKE SURE YOU
UNDERSTAND THE
RISKS OF USB!**

Universal Services Bus or USB is a small pocket size device that plus into the ports on your PC or laptop, this allows you to carry your files or photos with you in your pocket.

What is a USB Drive?

What is the College H: Drive?

As a Coleg Cambria Student you have access to your own folder on the College H: Drive, this is because you will be sharing our PCs with other users. The H: Drive is a network drive that is separate to your G-Drive and can be used to back up you work, don't worry whilst it is a shared space, only you can see your files.

You should be aware that the H: Drive is only available when you're actually in college and on the College network, so if you want files available at home you need to use your G-Drive?

! IMPORTANT !

C: Drive is the computers' hard drive
H: Drive is the College network drive

How to correctly use USB storage devices

DATA MANAGEMENT GUIDELINES

When using a USB Drive there are two main things you need to be aware of, both pretty significant so please pay particular attention here!

SECURITY



The first, and perhaps the most important thing to remember when using a USB device – You **MUST** encrypt it!

DATA CORRUPTION



And second, you **MUST** eject the device correctly when removing it from the computer – If you don't you risk losing all your data!

Step 1.

Find the small arrow in the System Tray, it's right by your clock. Hit it with a Left Click.



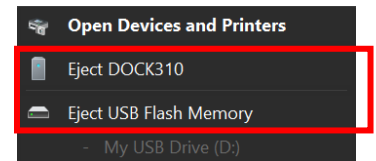
Step 2.



Now you'll see the USB Icon, left click on it.

Step 3.

And last step, left click again!



How should I name my files?

It's really important to think about how you name your folder, files and photo, I may sound a trivial point right now but in 6 months think about how you'll be able to locate some notes from a specific lesson.

Here some File Extensions that you might come

.doc .docx .gdoc	Word and Google Docs	Use for reports, assignment, when lots of text is required. Similar to a reading book.
.xls .xlsx .gsheet	Excel and Google Sheets	Use with numbers, good for calculations and formulas, used a lot for accounting and finance.
.ppt .pptx	PowerPoint and google Slides	Use for presenting your work, normally used when sharing your work with others in public.
.pdf	Portable Document Format	Great for reducing the size of your files and making them un editable.
.mp3 .mp4 .mov .wmv	Videos, Movies and moving images	May be used to take notes, it's really important to let someone know if you're recording them!
.jpeg .png .gif .svg	Static images, Photos	Good for capturing notes from presentations, quick references.

You should also be aware of the size of your files; large file take up lots of storage space and can take a long time to back-up.

The size of your files is measured in bytes, here's how it works

1TB = 1024GB
1GB = 1024MB
1MB = 1024KB
1KB = 1024B

As a guide a typical 20 page text document would be around 5000KB, add some pictures and that can jump up depending the image quality



Here's some character you should avoid using.

# pound	< left angle bracket
% percent	> right angle bracket
& ampersand	* asterisk
{ left curly bracket	? question mark
} right curly bracket	/ forward slash
\ back slash	\$ dollar sign

These are often used in website address so if you save these to the cloud it can cause you problems.

