

Pulborough Computer Club

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My Introduction

- ▶ 20 years experience in IT
- ▶ 13 years in educational IT
- ▶ 4 years as a self employed tech
- ▶ I'm a tech, but I hate jargon



Jargon alert!

Agenda

- ▶ Backing up. Why, when and how?
- ▶ Best deals for online and offline storage. Google Drive vs. Dropbox
- ▶ Harness the power of Google.
- ▶ Email – IMAP and POP3 explained!
- ▶ The best upgrades for a laptop or PC

BACKUP YOUR PC OR LAPTOP.....

WHY

Why should I backup?

- ▶ To preserve your:
documents, photos, music, email.

Your 'DATA'

- ▶ Recovery from computer failure.
- ▶ Peace of mind!

BACKUP YOUR PC OR LAPTOP.....

WHEN

When should I backup?

- ▶ There is not a set rule.
- ▶ Try to follow the 3-2-1 rule of backup.

The 3-2-1 method of backup

3 copies of the data



In 2 different formats



1 of them off-site



Recommended Drives

- ▶ For an external hard drive try this link..
www.tinyurl.com/pcc-external
- ▶ For a USB Stick



- ▶ Available tonight - 16GB for £2.50!!

Case Study: Real life example – Mrs B.



"My computer's not working!"



BACKUP YOUR PC OR LAPTOP.....

HOW

Demonstration 1: Backing up

- ▶ Simple: Copying files
- ▶ Scheduled: Windows 7 backup
- ▶ Windows 10: File History.

What about online storage?

- ▶ What is it?
- ▶ Is it safe?
- ▶ How much does it cost?
- ▶ How can I use it?

Demonstration 2 – Online Storage

▶ [Dropbox.com](https://www.dropbox.com)

▶ [Google Drive](https://drive.google.com)

What about backing up my email?

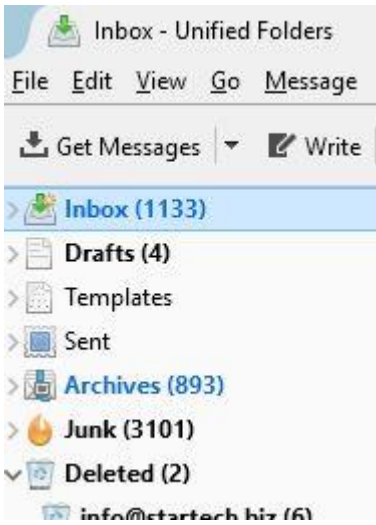
It depends on the type of email you use.....

POP3 or IMAP

POP3

Your Email
Provider

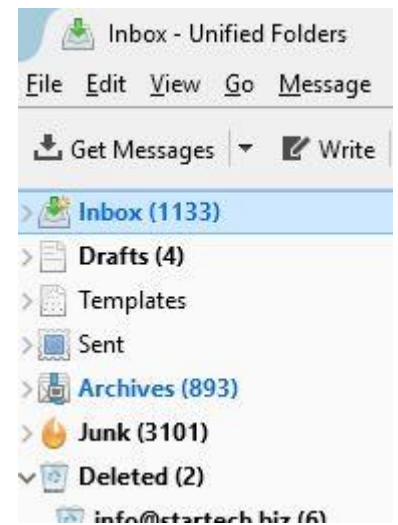
POST
OFFICE[®]



- Older type of technology
- Does not 'synchronise'
- Not suitable of more than one device.
- All mail kept on PC/laptop

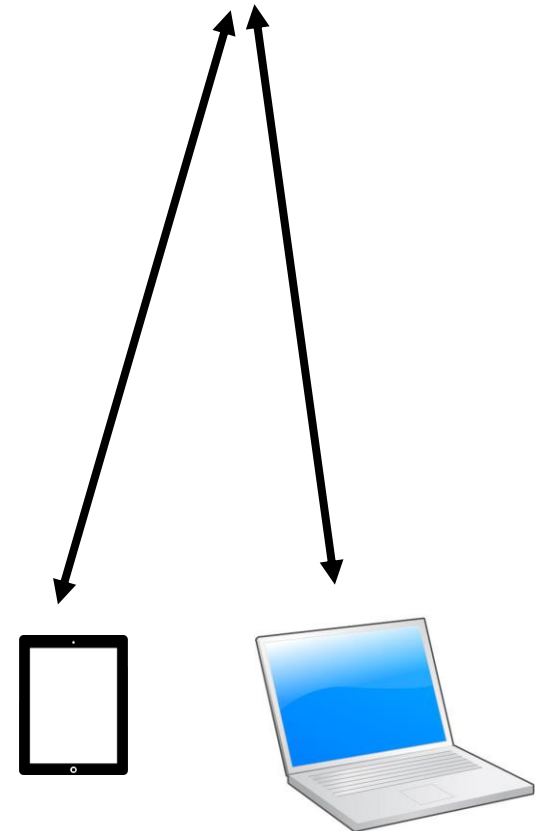


Your Email Provider



IMAP

- Fully synchronises across multiple devices.
- Your email is backed up by your email provider
- You can keep a backup too!



Am I using POP3 or IMAP?

- ▶ Try this link
- ▶ <http://tinyurl.com/pcc-imap>

And finally.....

- ▶ The top 3 upgrades to do on a PC or laptop.
- ▶ Upgrade from a mechanical drive to a fast solid state drive.
- ▶ Upgrade memory.
- ▶ Upgrade operating system..

Windows 10 upgrades

- ▶ If you are using Windows 7, Windows 8 or Windows 8.1 you can upgrade for free....
- ▶ As long as you do it before 29th July 2016
- ▶ After that expect to pay £80 - £100 for an upgrade licence.

Thank you for listening..

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