

Back Up: Why, What, When, Where and How

- **Why Back Up?**
- **What to Back Up and When**
- **Where to Back Up to and How**
- **Hard Disk Removal and Re-use**
- **Windows 10 File History**
- **System Restore Points**

Back Up: Why, What, When, Where and How

- **Why Back Up?**

- **To protect against data corruption / data loss**
- **To reinstate previous versions of files**
- **To recover from system failure**
- **Common causes of data corruption / data loss**
 - **Machine breakdown**
 - **Virus infection**
 - **Software upgrade**
 - **Human error!**

Back Up: Why, What, When, Where and How

- **What to Back up**

- **Files you otherwise cannot replace including:**
 - Documents, spreadsheets, pictures, videos
 - Downloaded software installation files
 - Items you have purchased online; e.g. music

- **When to Back up**

- **Before software installation and O/S updates**
- **Otherwise regularly and routinely:**
 - At least weekly
 - After significant amendments or new work

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- **Where to Back up to**

- **On an external device / environment:**

- Removable hard disk, USB memory stick
- Cloud storage: OneDrive, Google Drive, Dropbox
- Online back up service: Backblaze, Acronis, IDrive

- **How to Back up**

- **Manual copy of files to external device**
- **Automatic copy to external device**
- **Automatic copy to Internet environment**

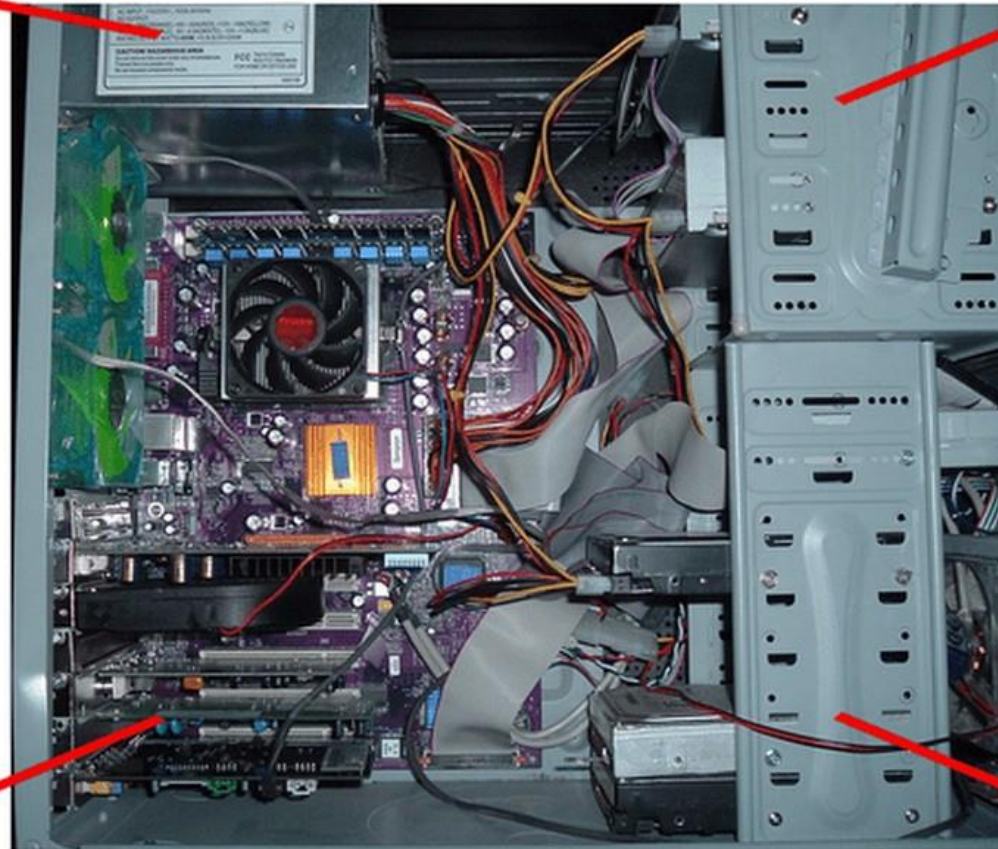
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- **Hard Disk Recovery and Re-use**
 - **Disk from Desktop or Laptop can be recovered**
 - **Will need USB or external power source**
 - **Connected via USB port**
 - **Contents available via File Explorer**
 - **User files recoverable even if PC will not boot**
 - **No need for login username and password**
 - **Reformatting advisable before re-use**
 - **Inexpensive option for back up**

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Power Supply

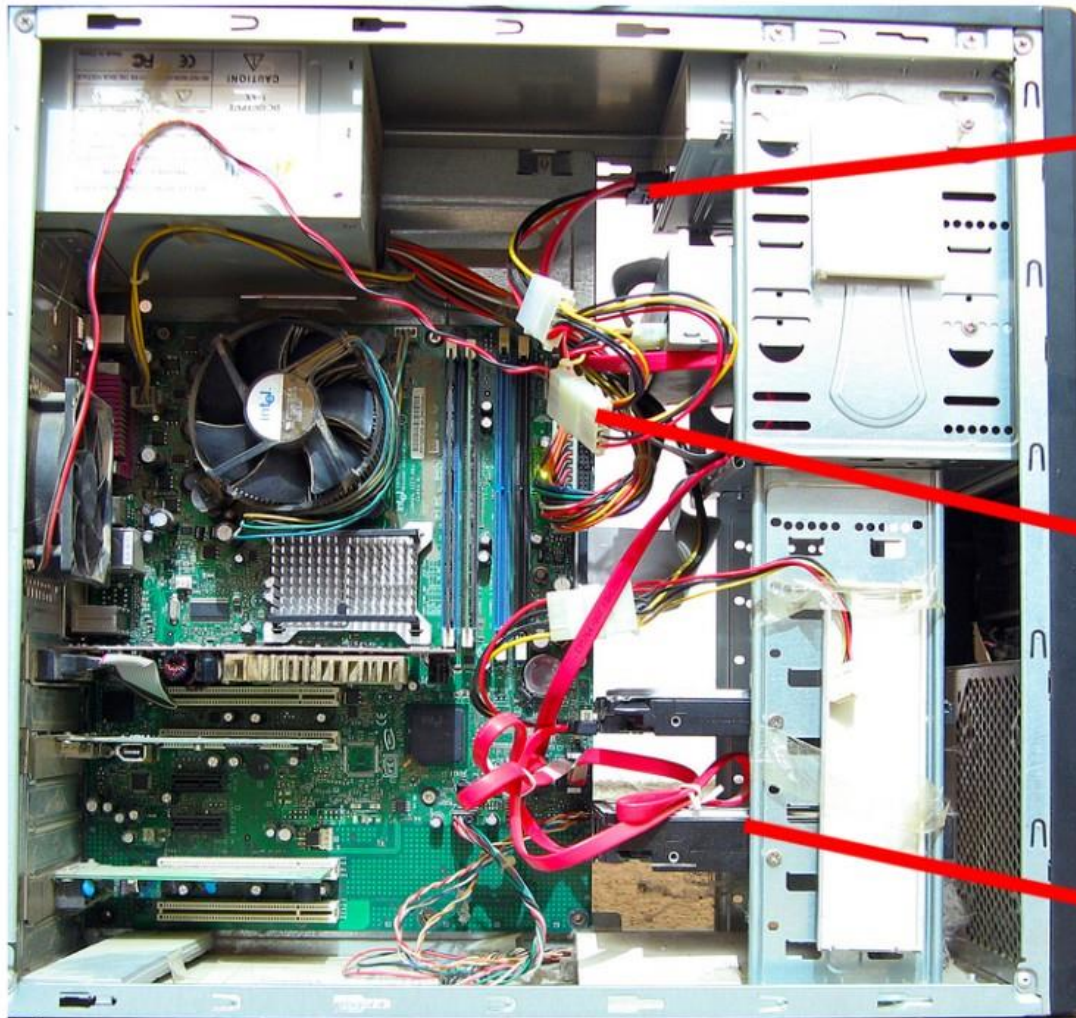
5.25" Drive Bays



Expansion
Slots

3.5" Drive Bays

Back Up: Why, What, When, Where and How



SATA Cables

Power Connectors

Hard Disk Drives

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- **Windows 10 File History**

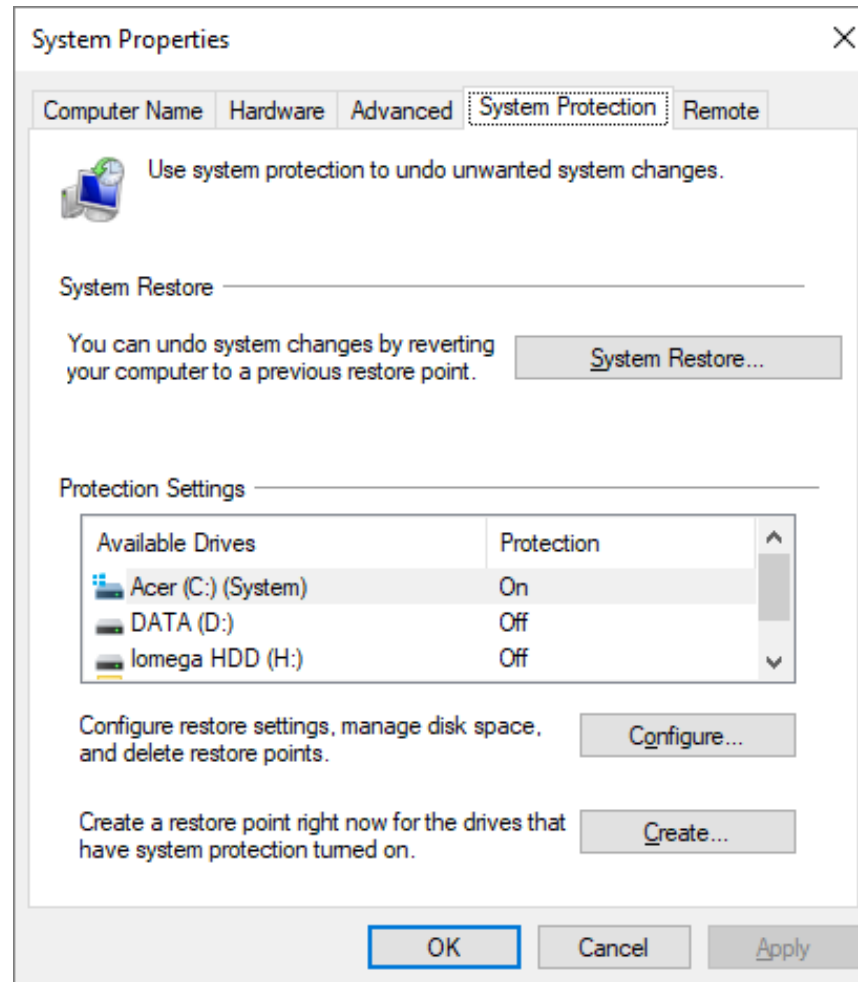
- **First introduced in Windows 8**
- **Activate: *Settings>Update & Security>Backup***
- **Pre-selected folders will be backed up**
- **Files date stamped to allow multiple copies**
- **Back ups taken every 10 minutes > daily**
- **Back ups kept until space needed > forever**
- **Folder selection can be modified / added to**
- **Back up drive can be changed**

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- **System Restore Points**

- **Allows restore to working Windows system**
- **Covers O/S, applications and Registry**
- **Not activated by default in Windows 10**
- **Windows Update creates restore point**
- **Application software may also do it**
- **Manual creation option available**
- **Search for and Select *Create a Restore Point***
- **Can list previously created restore points**

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