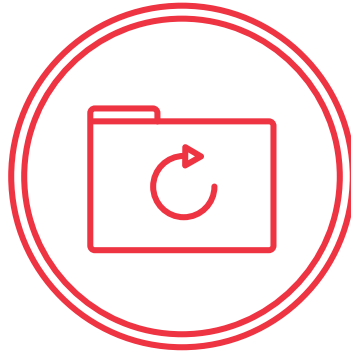


Have a Backup



CHEAT SHEET

1. The importance of backing up

Backups are important. Copy (back up) your data regularly in case something happens to the original.

- DO back up your computer and data frequently.

2. The importance of archiving

Archiving (moving files to a storage unit not connected to the computer system and deleting them from your computer) makes more space on your computer and reduces the risk of data loss and theft.

- DO take the time to archive regularly.

3. Selecting backup media

A hard disk drive is generally the best option for home backups. Mobile devices can be backed up to the cloud or through a home computer.

- DO select a backup medium that is appropriate for your device and its use.

4. Prepare a backup plan

A frequent, automatic backup, combined with a less regular manual back up is a safe plan.

- DO have a plan for backing up. Making a formal (written) plan is a good idea.

5. Configuring automatic backups

Automatic backups run by themselves frequently and keep a very recent copy of your files. Windows and Apple computers both include a feature for automatic backups. DO have a plan for backing up. Making a formal (written) plan is a good idea.

- DO set up regular automatic backups.

6. Retrieving a file from backup

You can restore a single file or the complete system from your backup.

- DO know how to restore files from your backup.



Glossary of Terms

Archive	Information moved to a safer location where it can be accessed if need be.
Backup	A copy of your information kept in case something happens to the original.
Cloud	A resource accessible over the Internet in a manner that the exact location of the services is not the user's concern.
Hard disk drive	A storage medium containing a spinning solid disk that is able to store magnetic charges in a way that represents information.
Malware	Software designed primarily for malicious purposes.
Syncing	Synchronize data between two or more devices.
System Snapshot	A copy of everything on a system (computer) at a specific time, like a photograph.
Thunderbolt	A high speed connection type that allows for the connection of multiple types devices for data transfer and the connection of external displays.
Time Machine	The name for Apple's back up service. Backups can be made to an attached external disk, or over Wi-Fi to a disk connected to an Apple Extreme Wi-Fi hub, or an Apple Time capsule Wi-Fi hub.
USB	A connection that allows for the connection of nearly any type of device and the transfer of data and power over a short cable (Universal Serial Bus).