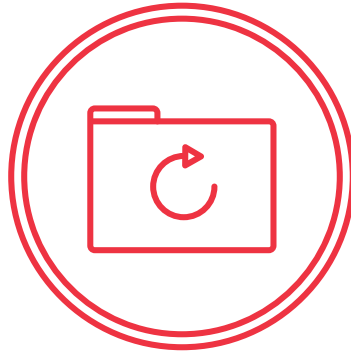


Have a Backup



HAND-OUT SHEET

A backup is:

- a) Not very important
- b) A synchronized copy of information on your computer
- c) On the disks that came with your computer
- d) Something you do once

An archive is:

- a) On the same disk as the backup
- b) Not as safe as keeping everything on the computer
- c) Older information moved to a safe storage disk
- d) Where Noah put the bees

It is impossible to lose the data on both the computer and the backup.

- a) True
- b) False

How often you back up depends on how often you use the computer.

- a) True
- b) False

A good option for a back up disk for a home computer is:

- a) External hard drive disk twice or more the size of your computer disk with USB connection
- b) External hard drive disk half the size of your hard disk with USB connection
- c) The fastest disk you can afford
- d) Stainless steel



A backup plan

Create a backup plan:

<i>Month</i>	<i>Archive (Completed)</i>	<i>Backup (Tested)</i>
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		