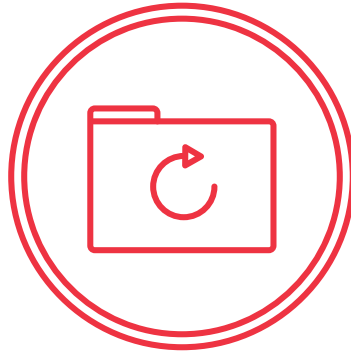


Have a Backup



HAND-OUT SHEET

ANSWER KEY

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

> A backup is a copy of the information stored on your computer, tablet or phone.

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

> Archiving is moving files to a safe place: like filing a document in a filing cabinet.

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

- a) True
- b) False**

> It is possible to lose both the computer and the backup in some circumstances such as with some forms of malware infection. Having an archive reduces the damage caused by this kind of event.

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

- a) True**
- b) False

> The more you use the computer the more often you should backup.



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
- > *An external hard drive larger than your computer's disk size will allow you to keep more comprehensive backups*

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		✓