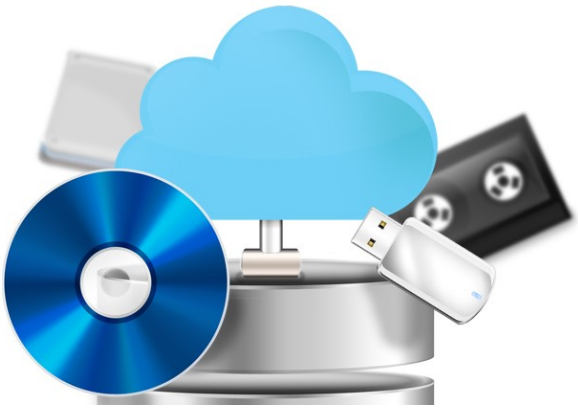
BACK UP YOUR INFORMATION



Why is it important?

- To prevent losing family photos or work files
- Every computer will fail eventually
- Protect data loss from “acts of god” (i.e. drops and spills)

SSD vs Disc drive

Regular hard drives save data by writing it onto a spinning metal plate. Newer “Solid State Drives” use an integrated circuit system making them faster and more reliable but also smaller (storage size) and more expensive.

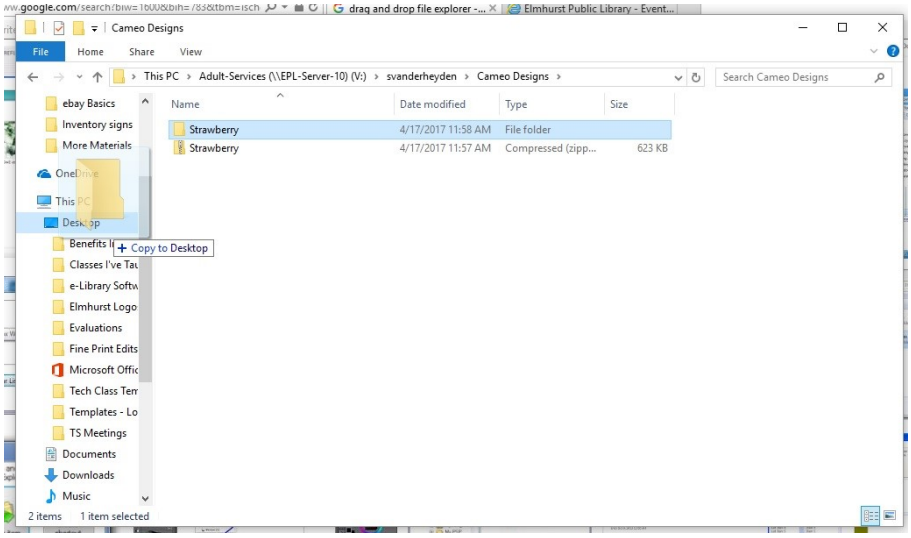
Flash Drive vs. External Hard Drive

Although both USB Flash Drives (thumb drive, memory sticks) and external hard drives can save information, which one should you use?

- External hard drives are safer for long term storage.
- USB flash drives are great for a mobile back up solution.

Manually Backing Up Data

There are two ways to backup: manually and automatically. If you decide to store on a flash drive, you will likely need to back up your information manually every time. Most external hard drives have software for automatic backups. To store files on your external device (USB or hard drive), open **File Explorer**. Select the file or folder you want to back up, and **drag and drop** it to the icon for the external device. Or, select the file or folder, then **right click** and select **copy** from the menu. Next, go to your external device (USB or hard drive), **right click**, and select **paste.**



BACK UP YOUR INFORMATION

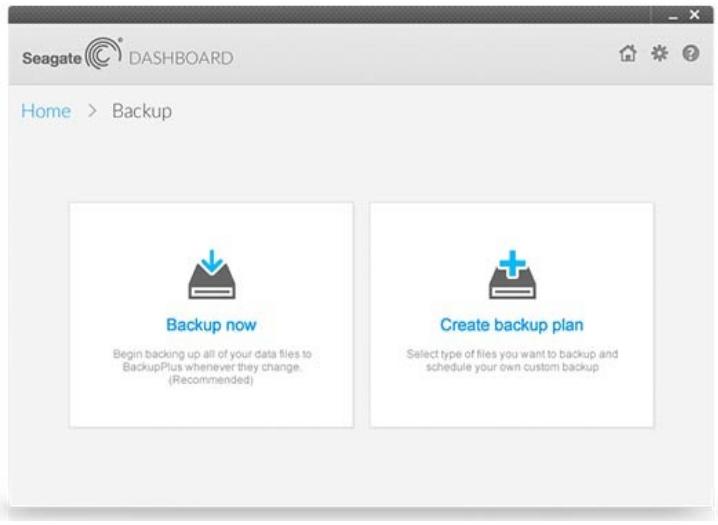
Setting up Automatic Backup

Both Mac and PC have automated backup systems for saving your information. Additionally, external hard drives come with back up software too! This allows your computer to save your files without all the hassle of remembering and doing the process manually!

The backup for **Windows 10** is located in **Setting > Update and Security > Backup.**

The backup for Mac is called **Time Machine**, located in the **Applications Menu.**

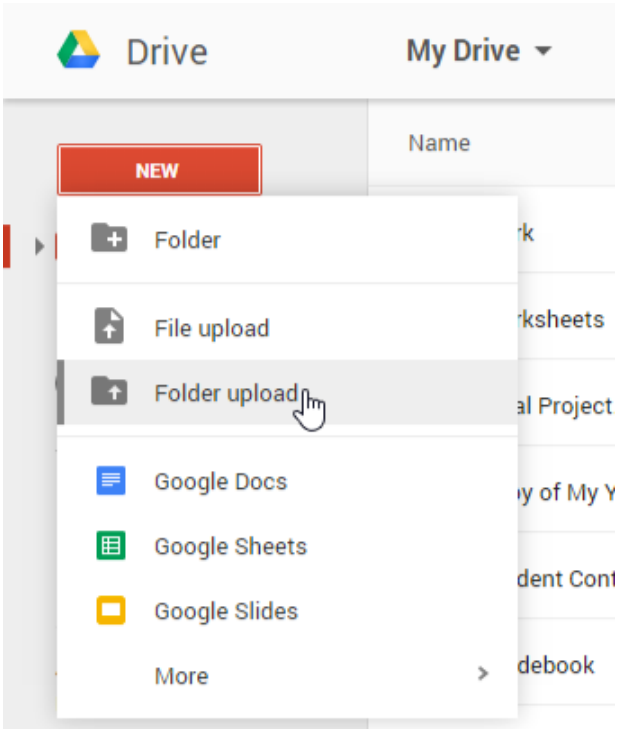
Seagate hard drives use *Seagate Dashboard* (pictured), whereas Western Digital hard drives use *EZ Backup*.



What is the Cloud?

The cloud refers to data stored using an internet connect on a cloud service provider's server. Popular cloud services include *Google Drive* (pictured)*, iCloud, OneDrive,* and *Dropbox*. Each cloud service provider requires an account, and sometimes a fee, to store data.

Uploading is the term used when saving files to the cloud. **Downloading** is when you save the file from the cloud onto your PC or device.



What do the experts say?

For archival best practices feel free to explore guidelines from **The National Archives** (www.archives.gov) and **The Council on Library and Information Resources (www.clir.org)**