

Data back Up

Nearly everything valuable in this world is perishable and the same holds true for the data on computers. This is why it's very important to back up data that you want to keep. There are three aspects to consider when making backups of your data and files. First, you need to decide on the items that you want to store. Then you need to determine the frequency of backups. Finally, you need to decide where to store the backup data. Determining what you need to back up depends on the answers to these questions. How important is the data? Is it possible to recreate the data? How much time will it take to recreate the data? How often do you use the data? How often do you update the data? Consider an example where you are the manager of a retail store and you manage all data about suppliers, inventory and transactions on your computer. You also use the computer to track your budget, profits and all personal and professional communication. You also store some games on the same computer for leisure. What will you decide to backup and how frequently will you do it? Given this information, it is apparent that you need to back up all data excluding the games, because the data is important and cannot be recreated once it's lost. If you are serious about your games, you may want to back up the save files for those as well. How often you need to back up all the data differs? You need to back up supplier details, the budget and communication once or twice a month because this data isn't going to be updated frequently. However, because transactions are likely to occur regularly, you will need to back up the transactions daily. Another important aspect of making backups is selecting a storage device that's easily accessible, secure and can contain all the data that you plan to store. Various storage devices are available on the market today such as USB, also called flash or thumb drives, external hard drives and online storage. Choosing a backup storage device depends on various factors such as the capacity of the device, the security it provides and its reusability and price. You should choose a storage device or service that can save all the data you want to save at one time. It should also keep the data secure but accessible so that you can access it in case of an emergency. Additionally, if the data you plan to back up becomes obsolete by the time the next backup is made, you should be sure you can overwrite obsolete data with new data.