

## Frank's Monthly Tech Tip

*April '07 Edition*

These tips are based on questions I often receive and/or address issues I feel you may be interested in, such as security and productivity.

### **Backup Your Data**

You've been working on your manuscript every day for the past eight months. Today you turn on your computer, but see nothing and hear only a strange clicking sound. Your hard drive died.

It's okay though, because you've been backing up your data... right?

#### ***Don't put all your eggs in one basket***

If you've used computers long enough, you know not to trust them. Since storage devices fail often unexpectedly, keep copies of important data in multiple places.

#### ***Popular Backup Options***

##### ***USB Flash drive ("thumb drive", "jump drive", ...)***

512MB-4GB; Ultra portable; about the size of your thumb and great for individual documents and projects

##### ***USB External hard drive***

40GB-500GB; (Very) portable; the size of a wallet to a hefty novel, their large capacity makes them suitable for backing up your entire hard drive

##### ***CD/DVD***

700MB(CD)/4.7GB(DVD); Requires CD/DVD burner, usually not portable; typically for permanent backups, the media is very portable

##### ***Humanities DFS ("network drive", "shared drive", "G:, M: or N: drive",...)***

500MB (more upon request); Accessible from network/internet (Humnet account required); files are stored on CDH's servers, which are backed up regularly, plus access previous versions of files (<http://www.cdh.ucla.edu/dfs/>)

### ***E-mail as attachment***

Limit ~10MB per file; "Store" the file online by e-mailing it to yourself as an attachment; clogs your e-mail system, so use only as a temporary or last resort since it's still better than no backup

### ***Print it out ("hard copy", "on paper", ...)***

Capacity limited by paper, ink, and font size; Requires printer; relatively safe from technological failure, better than no backup

Contact me for details on any of these methods or if you'd like to discuss your personal backup situation.

### ***Further Reading***

The following articles introduce automatically backing up (and/or synchronizing) large numbers of files (for example, your entire hard drive).

- *Automatically back up your hard drive* (Windows only)  
<http://lifehacker.com/software/geek-to-live/geek-to-live-automatically-back-up-your-hard-drive-147855.php>
- *Complete, free Mac backup* (Mac only)  
<http://lifehacker.com/software/backup/geek-to-live--complete-free-mac-backup-248943.php>