

# Cheap and Easy Backup Solutions

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Presenter: John Harvey, Tech Consultant

# Why backup? Pro-Tec-Tion!

- Just like strong passwords, physical security and antivirus software, a good backup solution provides peace of mind and protection.
- Never a good idea to put all your eggs in only one basket. Hard drives fail, CDs get lost...
- Two hard drives are better than one.
- Decide on a backup plan. Do you want offsite storage of backup media? (Best protection)

# What's the difference between backing up and archiving data?

- Archiving is typically done to save data for reference, e.g. a certain version of a file or document.
- Archiving is static – a snapshot of data on a CD or DVD, e.g. archiving info after an annual event
- Backing up is done regularly, if not continually.
- Backing up is dynamic. Data is continually changing (the data being backed up is the most recent – accounting info).
- Backing up can require writing new data onto backup media. Hard drives, CD-RWs and DVD-RWs work very well.

# What type of media can we use to backup and safeguard data?

- A second Hard Drive – external or internal
- Network Accessible Storage (NAS)
- A shared drive or folder on a networked PC
- Flash drive (they are getting as big as 20 GB)
- CD-ROM can hold around 700 MB
- DVD-ROM (DVDs can hold < 5 GB)

# How big a drive and how much?

- Be sure to identify any possible resource at hand before going shopping.
- You can purchase a good external hard drive for between 160 and 300 GB for solution for around \$100.
- Check out local newspaper ads from Fry's, CompUSA, Office Depot, OfficeMax, Best Buy, Circuit City, etc.
- Fry's and CompUSA honor their competitors' sale prices.

What software do I use? That depends on the backup media chosen.

- Many external hard drives from companies such as iOmega, Maxtor, and SeaGate will come with backup software
- Other external drives, flash drives can use a Window backup program – NtBackup.exe.
- Internal and external CD or DVD burners come with software to installed. (You cannot use Ntbackup.exe to backup directly to CD or DVD)
- Ghosting or cloning software may be the easiest in combination with an external hard drive.

# External Hard Drives are the easiest!

- Purchase necessary hardware.
- Read the directions.
- Plug in the power cord to the hard drive and connect the device to the computer using a USB or Firewire cable.
- Install software or open Ntbackup.exe by clicking Start > Programs > Accessories > System tools > Ntbackup
- Create a backup and schedule a backup job.



No matter the solution you choose, do regular restores.

- Backup data regularly – weekly, daily?
- Backing up is no good if you can't restore the missing files from backup media.
- Test regularly
- Have more than one person know how to backup important info.
- Create written procedures for backing up, storing and restoring data.



# Things to be aware of

- Hard drive formatted with FAT32 as a file system cannot have a backup file bigger than 4 GB using Ntbackup.
- Convert the backup drive to NTFS.
- If you're using a system with XP Home installed, you will need to install the Ntbackup.msi program. (Handout)

Notes, Ideas, and Other Info:

