

Title:

Are You Still Not Backing up Your Data?

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Summary:

<p> Planning for a worst-case scenario isn't alarmist. It's common sense. By putting together

</p>

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Article Body:

<p> Planning for a worst-case scenario isn't alarmist. It's common sense. By putting together

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<p>You should know this by now: Computers can and do fail. And nasty viruses can take down your

and firewall. </p>

<p>The problem is that you usually get no warning before it's too late. </p>

<p>This has happened to many. In extreme cases, it has put companies out of business. And the

up your data, you can retrieve all or most of what you lose. </p>

<p>Yes, there is a hassle involved. But you owe it to yourself ' and your business ' to take s

these tips. </p>

Most Important: Back up Your Customer Databases and Payroll Records

<p>What's the heart and soul of your company? People have different opinions, but certainly yo

<p>Inside one or two data files are all the nitty-gritty details including what they buy, when

databases, and you might have yours combined with your customer list. </p>

<p>So, where would you be if you lost your database? How would you feel if you attempted to op

So you should be backing up. </p>

<p>Also mission-critical for backups are your employee payroll records. You don't want to lose

department. Your employees don't want problems with them either. And they certainly don't want

Protect Your Registry Settings

<p>You should be backing up all of your data. But if you don't, a third item you sho

your Windows Registry. This is the huge database that tells your computer how to run. Without

<p>Most backup programs allow you to back up the Registry automatically. If not, you can easil

<p>~ Click Start > Run. </p>

<p>~ In the box, enter "regedit" (without the quotes). Click OK. </p>

<p>~ In the Registry, click File > Export (or Registry > Export Registry File in Windows

E:. </p>

<p>~ Name the file and click Save. </p>

<p>You don't need to back up Windows or your applications, such as Microsoft Word. If the wors

information you create must be protected. </p>

Store Your Backups Off-Site

<p>To really be safe, the backup medium (tape, CD or DVD, etc.) should be removed from your si

leave the tape cartridge in the machine, you'll be protected if the hard drive fails. But if t

backup will be lost. </p>

<p>The safest procedure is to use a different tape or disk each day. Keep all but the current
Forget About Doing Backups with Floppies

<p>The earliest backup medium was the floppy. These are no longer practical. They hold hardly

backup. You would have to sit at the computer for hours, swapping the floppies in and out. Don

<p>Tape has been the medium of choice for a number of years. Tapes are relatively slow, but th

backup for when you're sleeping. </p>

<p>Tape drives and the tapes to go with them are relatively expensive, too. And the software o

understand it. It has its drawbacks in terms of the time and work involved. But once you get a

<p>Here are some other options: </p>

<p>~ Back up to a burner ~ a CD or DVD drive. Neither holds nearly as much data as a tape. If

automated backups. A CD or DVD will work well if your data is not voluminous. CDs will hold up

<p>~ Use a Zip or Jaz drive. These are made by Iomega. Zips hold 250 MB of data; Jaz holds 2 G

<p>~ Use an external hard drive. These hold a vast amount of data. They attach to the computer

Hard drives are fast, so the backup wouldn't take much time. But an external hard drive is rel

Another Option to Consider: Backing up on an Internal Hard Drive

<p>You could use a second internal hard drive, although that would mean leaving the backup in

hard drives. You could simply copy your data from the master hard drive to the second one, kno

<p>If having two hard drives appeals to you, consider a RAID system. RAID stands for Redundant

complicated but a two-disk system is simple; you set it up as a mirror. </p>

<p>When you save something, it automatically saves to both drives. The second drive looks just

RAID will automatically switch you over to the working drive. </p>

<p>Some motherboards have RAID capability built in. If yours doesn't, a RAID card can be added

<p>However, a RAID system would leave your backup inside the computer. That leaves you vulnera

Need More Security? Consider an Online Backup Service

<p>If you're especially concerned about safety, you might want to consider an Internet backup.

for you, for a monthly fee. You can run the backup automatically. </p>

<p>Don't consider this route unless you have a high-speed internet connection. Backups by dial

time. </p>

<p>Also, Microsoft SharePoint offers the ability to store copies of your most-vital business d

Internet. SharePoint is available as part of Windows Server 2003. </p>

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