

HUMANIZING TECHNOLOGY By Frank, *Your Computer Tutor*

Computers used to take up entire buildings, now they just take up our entire lives." - *Unknown*

Whether you use a MAC or a PC, there are many ways you can unintentionally lose information on a computer: a child playing the keyboard like a piano, a power surge, lightning and floods – most of the time, the computer just gives up & fails. If you regularly make backup copies of your files and keep them in a separate place, when your hard drive crashes (and it will some day) you can get some, if not all, of your information back onto a new drive.

Note: You don't backup your whole computer, just highly personal files - anything you cannot replace easily should be at the top of your list.

Before you get started, make a checklist of files to back up. Most are in a folder called MY DOCUMENTS. Here are some file suggestions to get you started:

- Bank records and other financial information
- Digital photographs
- Music you purchased and downloaded from the Internet
- Personal projects
- Your e-mail address book
- Your IPod & Palm Pilot stuff
- Your internet browser bookmarks

Warning: You never, ever, backup on the computer's default: its internal hard drive. That's like locking your self in a vault - and in many cases the cost to restore the data off a crashed hard drive starts at \$1,000!!! The only safe and sane way to store your backup copies is on an external hard disk drive, a portable thumb-drive, a CD, DVD, or an online backup service. It's recommended to use a combination of all the above.

Regardless of what version of Windows or MAC you use, you can easily make a manual backup copy of any file or folder by following these steps:

1. **Right-click** the file or folder that you want to back up, and then click **Copy** from the menu.
2. Now, in **My Computer**, (**MAC=DRIVE**) you can **right-click** the disk or external hard drive where you want to store the backup copy, and then click **Paste** from the menu.

That's it. Quite simple.

Unfortunately, I've seen critical systems often fail, so I'm not a great fan of having computer programs performing important functions like automatic backups. ALWAYS check your antivirus and other protection programs to see if they are updating and running system checks frequently. NEVER trust an auto-backup to protect your PC.

especially don't trust a native Microsoft product (native means something that comes with the machine).

However, there are several backup products you can buy that you can program to perform auto-backups - one of the best is ROXIO BACKUP MY PC (cost about \$100). It backs up your docs and the folders in their original form, uncompressed, that is. It is relatively easy to use, nonetheless, just to be safe, it's best to perform backups manually.

Microsoft offers other options, if you're cavalier and adventurous . . .

http://www.microsoft.com/windowsxp/using/setup/learnmore/bott_03july14.mspx

<http://www.windowsoncare.com/purchase/default.aspx>

MAC:

<http://www.ibackup.com>

<http://www.macbackups.com>

On a final note, to extend the life of your hard drive, do not use the *Hibernation* or *Sleep mode*. Turn your computer off when you're not using it.

Happy Computing!!

Mentor Frank Hare, M.A., has Hundreds of Happy Clients and manages Colorado-based BeyondTech, LCC: Services offered: custom-built computers & IN-HOME SERVICES: repairs, networking, Spyware & virus removal, 24/7. Call 303-575-1774 frank@beyondtechnology.net