

BACKUPS

Don't even consider a FULL BACKUP. It is far faster to reload programs than to restore them.

Okay. I know that I have most of the business users sputtering in disbelief. The comment is directed toward the home user and small businesses who don't have the capacity to store huge amounts of backup data, or users who don't have the time (and it can take hours) to do a full backup. Note: A full backup process must be repeated each time system changes are made, programs are added, or hardware is replaced.

Data files should, however, be backed up each day. You can backup all your data or only new and changed files. If you choose the latter method for speed, remember to do a weekly or monthly backup of all data files.

The method you choose for backup will depend on your computer's usage, storage availability and security needs.

Many accounting programs have in-built programs to backup the data files. You are prompted to backup your data when you exit the application.

To perform an effective selective backup, you must learn where your programs store their data and which files are data versus program elements.

Use:

Floppy if the amount of data is small.

If you have more than one hard drive, backup to the opposite drive.

If you are on a Network, perhaps a network drive could be used. Oftentimes, if your data is shared by others, it is not stored on your local computer.

If you store between 100-250MB of data, consider using a Zip drive or tape.

(Tape is very slow but can hold quite a bit of compressed data.)

If you store large amounts of data (but less than 640MB), consider 'burning' (making) a CDROM. It is faster than tape and costs less than a dollar a disk.

The following is a fast backup program using the MSDOS XCOPY command.

Modify the program to suit your needs and save it as a .BAT file. Placing a shortcut to your desktop will help to remind you to backup routinely.

Need a little help with the XCOPY command? Type the following on the Run command line.

```
xcopy /? This display will explain many command options.
```

Use Notepad to create the backup file. When saving make sure that the File Type: is *.* and that the file's extension is .BAT

```
@echo off
rem backup all changed documents and verify
rem all WP files
@echo wp files
xcopy d:\wpdocs c:\backup_files\wpdocs /s/e/d/v/H/K
@echo all office files
xcopy e:\myfiles c:\backup_files\My_Files /s/e/d/v/H/K
@echo visual basic
xcopy e:\visualbasic\projects c:\backup_files\vb /s/e/d/v/h/k
@echo e-mail
xcopy d:\eudora4\attach c:\backup_files\eudora\attach /s/e/d/v/h/k
xcopy d:\eudora4\*.MBX c:\backup_files\eudora /s/e/d/v/h/k
xcopy d:\eudora4\*.TOC c:\backup_files\eudora /s/e/d/v/h/k
@echo bookmarks
xcopy D:\netscape7\Program\Users\dwsmark c:\backup_files\netscape\PROGRAMUSERS\dwsmark /d/v/h/k
```

Backup: Keep data separate from the application program. Backing up the entire system is generally a waste of time. Program corruptions can be corrected faster by uninstalling and reinstalling the old program. Backing up only the data files is a faster and more efficient way to go. MS OFFICE, COREL SUITE, Quick Books and several other programs allow you to specify where your data files will be placed. Use folders to sort your data. You only need to backup these areas of the computer.

Depending on the amount of data, you have several options:

Floppies: quite limited (1.44MB)

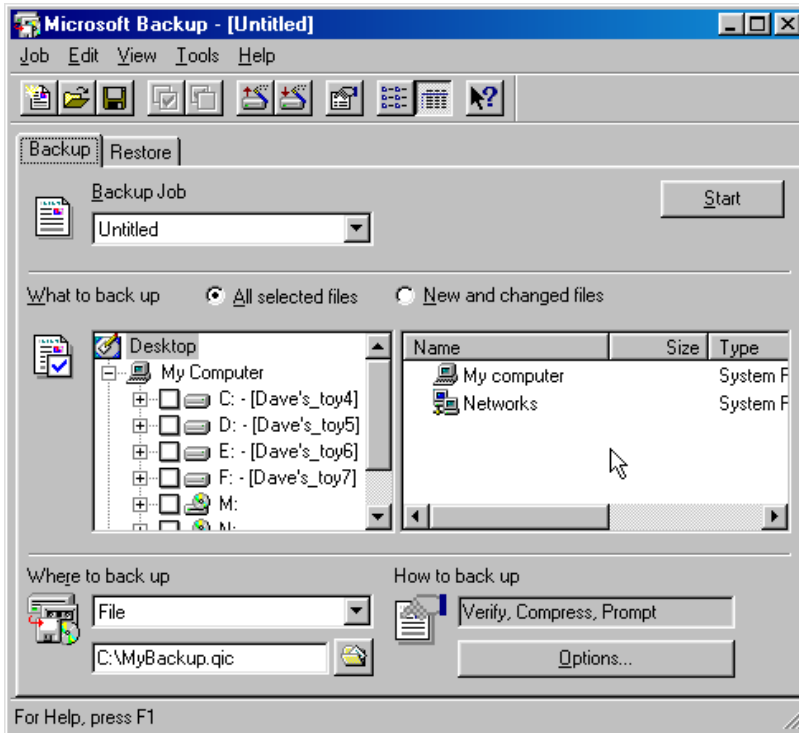
Tape backup systems are quite slow but allow for several hundred MB of data to be saved.

ZIP (100MB) and JAZZ (1.6GB) drives allow faster backups at a higher equipment cost.

If you have multiple 'physical' hard drives you have another alternative. Keep all your data on one of the drives. Make a backup directory on the other drive to 'mirror' the data.

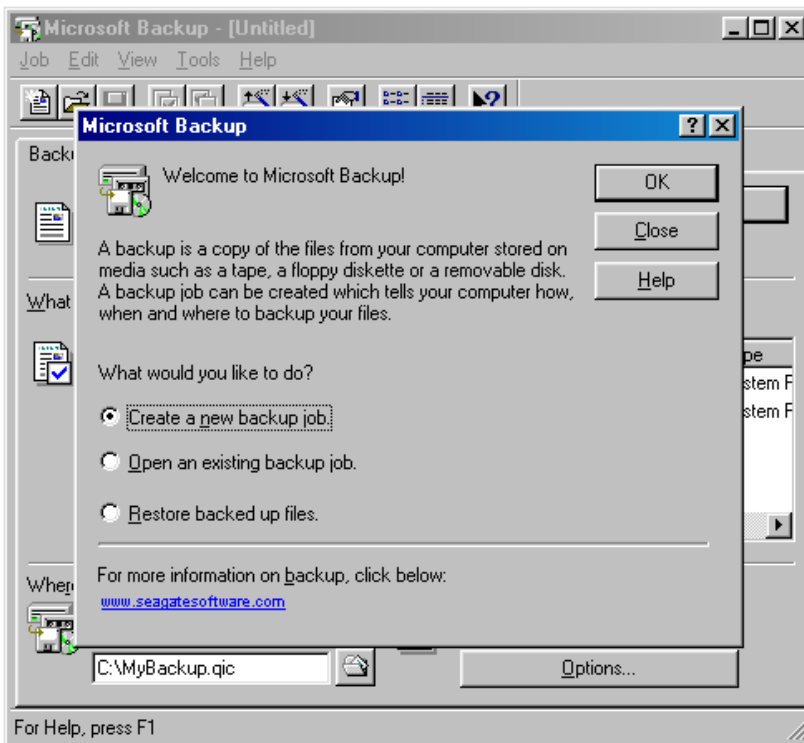
Use the mirror directory to copy or append new and changed files. This method is by far the fastest. This 'mirror' method can also be used with Zip and Jazz drives. Using 'off the computer' methods provides the greatest security and fastest recovery in the case of a catastrophic crash, providing you have access to another computer with the same programs (and version of the program) loaded.

Using the last method takes about 15 seconds to backup 15MB of data files.



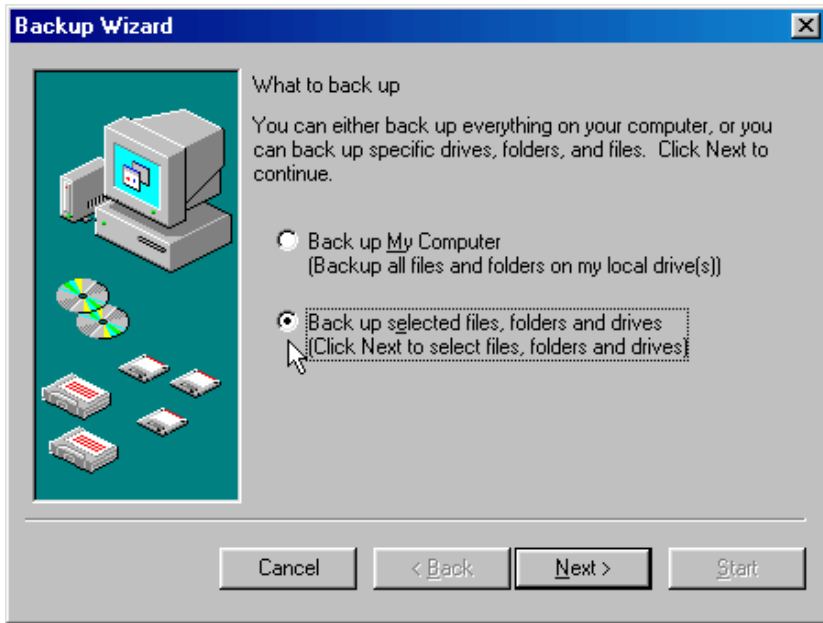
Windows 98 Backup program.

From this screen you can
 1) start an existing backup
 2) create a new backup
 3) restore files from an existing backup.

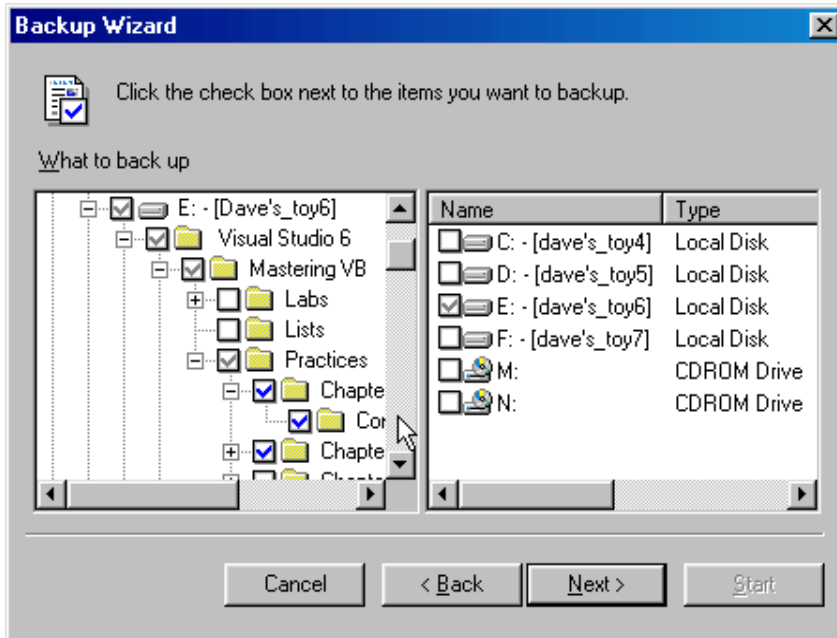


If no backup programs have been created, you will see this wizard which will guide you through the process.

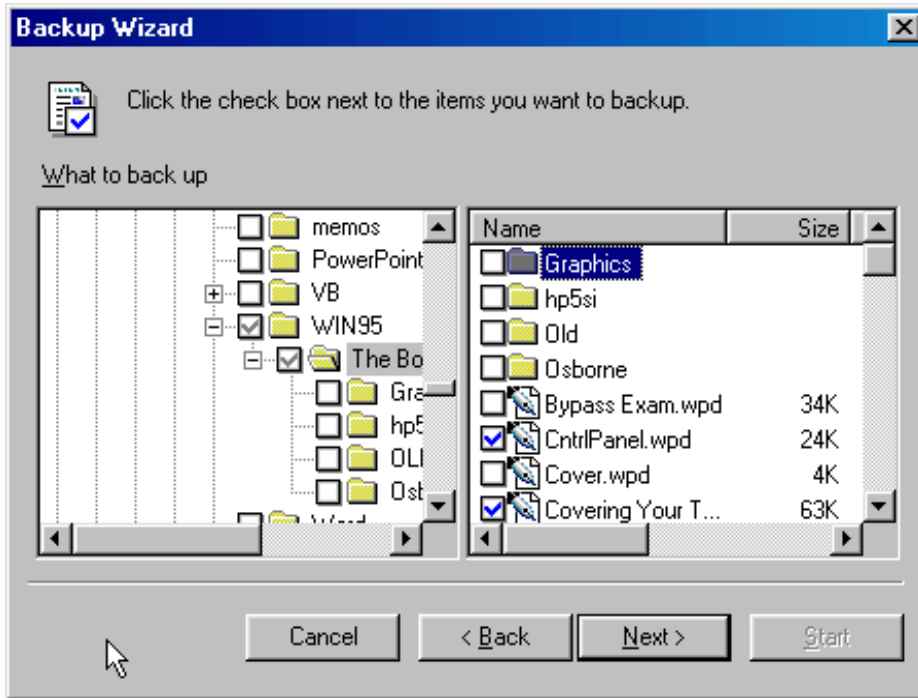
If you select the first option, you will see the screens on the following pages.



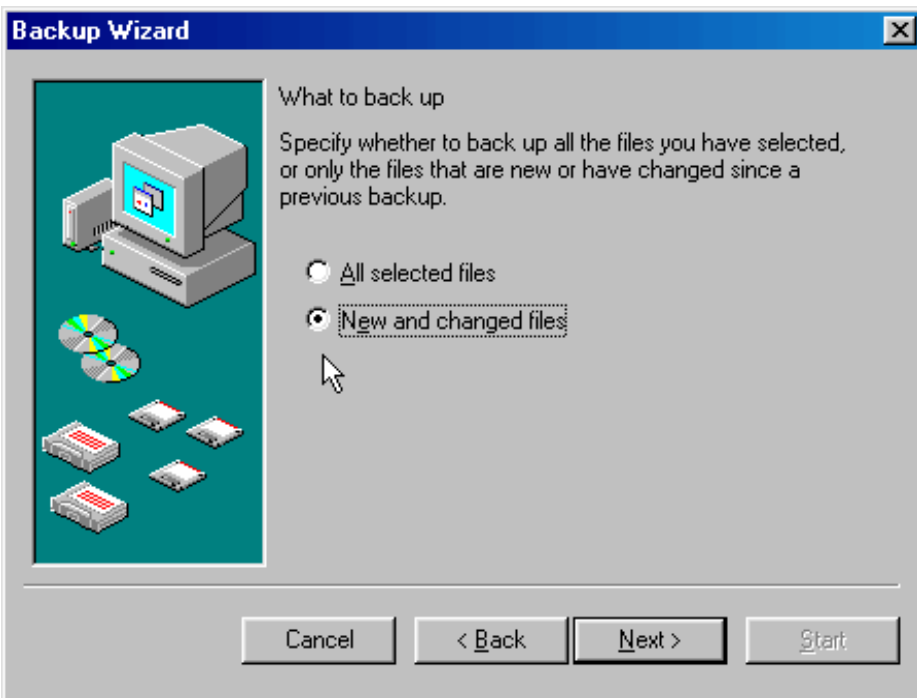
Select the lower option to make selective file backups.



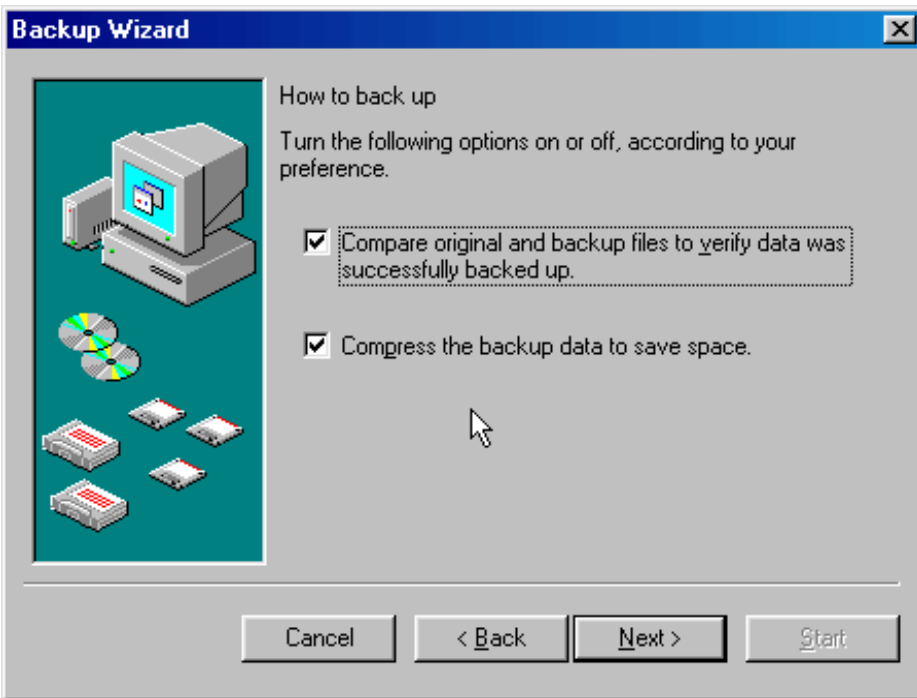
Select folders or drives



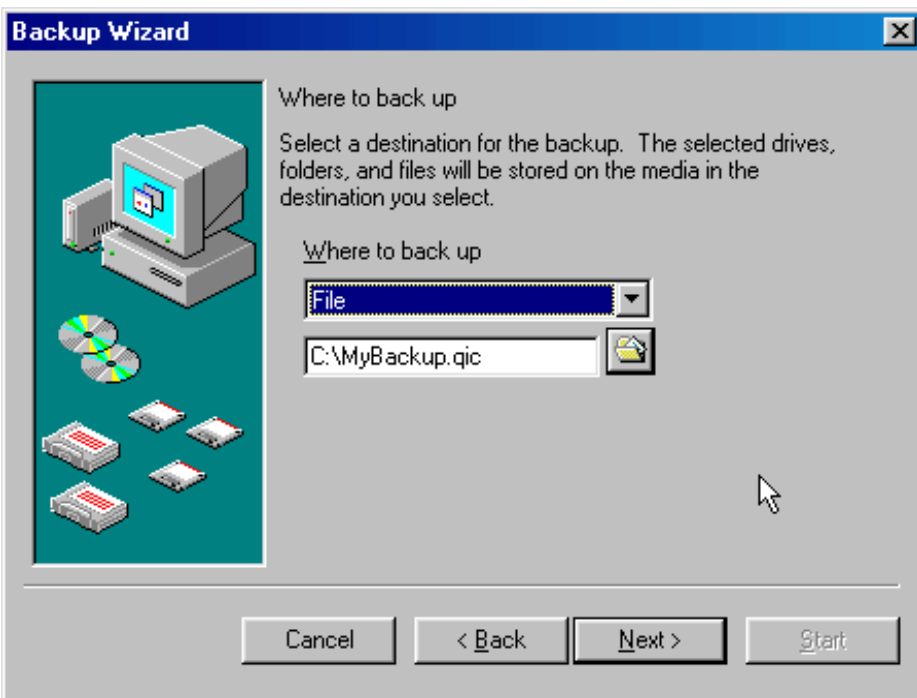
Select only specific files.

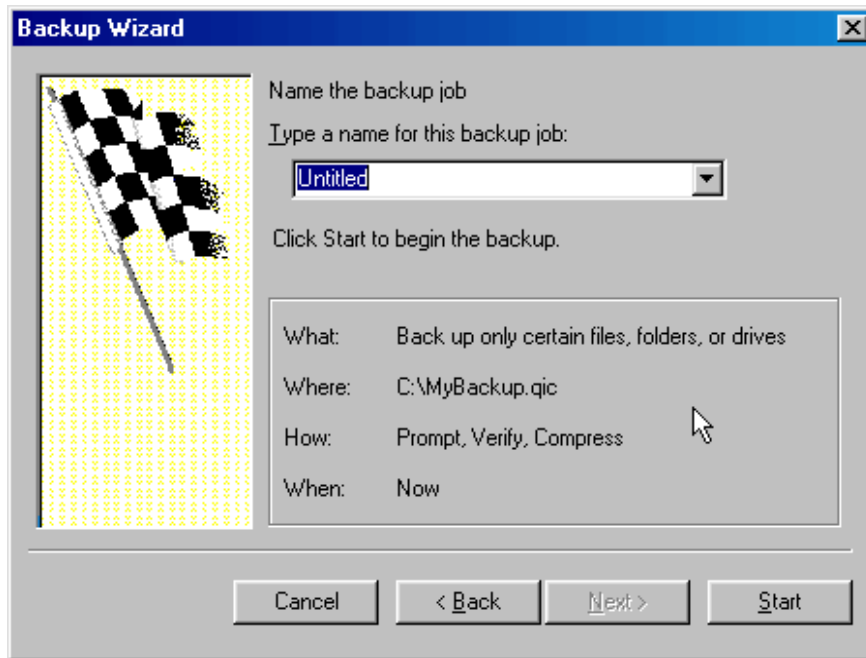


Here you can further break down the selection to include only new or changed files

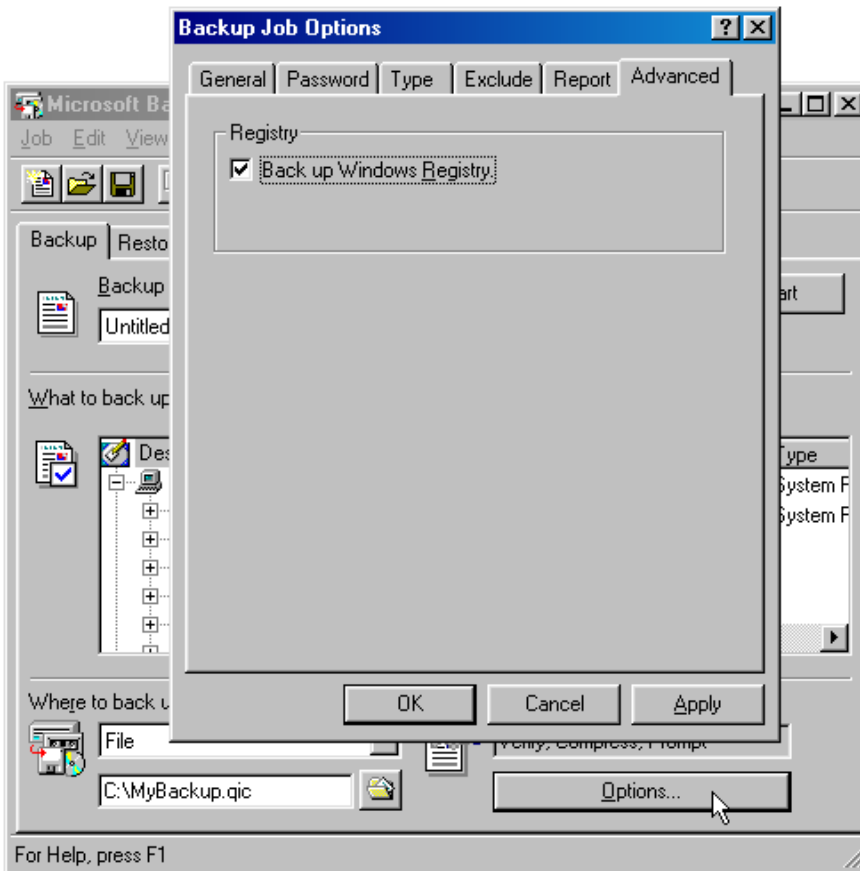


While compressed files take less storage space, uncompressed files can be directly accessed and copied.





Finally you are ready to give the backup a name and start the process.



If you don't make sure that Windows Registry was backed up, your full backup is worthless.

