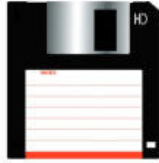


## **BACK UP**



In business today, backing up data is now policy and a vital part of running a system, and there are many good reasons for protecting your data. Software bugs, hardware errors, system crashes, power fluctuations and viruses are just a few of the causes of file loss or corruption. You can never take the reliability of your computer for granted and anyone who has ever used a computer will have sometime experienced the stress of losing important data.

Backing up involves making copies of files so that they can be quickly and easily recovered if the originals are accidentally lost or corrupted. These days' business systems are set up by professionals to automatically back up data overnight, every night. There are numerous methods for backing up and nearly every one has their own idea of what a good back up system is.

For the home PC user, backing up is just as important and I can't stress enough how a regular, simple back up procedure can save so much time and money when you are faced with a crisis. In fact, a crisis won't be a crisis if you have backed up your data. Backing up does not need to be so difficult and can be done daily, weekly or monthly, depending on the nature of your data.

Windows has a back up wizard that guides you through the whole backing up process without straining any brain cells! Invest a few minutes of your time every week compiling your important files, photos and documents onto a floppy or CD and store them in a safe place. The next time one of the kids decides to accidentally delete your resume or shopping list, or the next time your system decides to go on the blink, no need to panic, it's backed up!

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