

# Backing-up Your System and Protecting Your Data and Settings

- ❑ Back-up your system – what does that mean? Copy files, copy data, or copy installed configuration? How about the Windows registry?
- ❑ Implications — Backup software? Copy to CD-ROM, Tape? Backup Application? Incremental or full backup? Stand-alone or Networked?

## *Do the Math*

- ❑ 1 GB = 1000 MB = 1.53 CD-ROMs
- ❑ 40 GB = 40,000 MB = 61.53 CD-ROMS How long to burn/backup?
- ❑ “Imaging” a drive is more effective. Norton Ghost, Drive Image, etc. Creates a Mirror image of disk, partitions, everything then compresses it.

## *Protecting Data by planning for disaster*

- ❑ How many of us have lost data because of hard drive failure? Or by having to reinstall Windows?
- ❑ Where is your “My Documents” folder located? Can you move it? Should you move it?
- ❑ Where is your email kept—what folder, what drive?
- ❑ Where are your applications installed? Drive C: or elsewhere?
- ❑ What filing system are you using FAT or NTFS?
- ❑ Win 2K, XP — You should be running NTFS because it is a “journaling” filing system
- ❑ Have you seen “Windows not shut down properly... running Scandisk”? Seen that screen with NT, 2000 or XP?
- ❑ Do an annual “clean install” of Windows? What gets deleted when you “uninstall” an application? Everything? DLLs

## *Plan Your Installation*

- ❑ Either install additional hard drives or repartition current disk to provide additional drives (drive letters)
- ❑ Use *Partition Magic* from PowerQuest to make new partitions or to change the size of current partitions *non-destructively!* (This assumes you have space available on the drive).
- ❑ Before you begin this project, be sure you have your data, email and documents backed-up. You will need to reinstall all applications so locate your floppies and CD’s.
- ❑ Make sure you have disk space available or purchase a new drive. So cheap now, recommend a 60 GB or 80 GB 7200 RPM drive minimum. I *Do not* recommend a particular brand, just not \_\_\_\_\_. EIDE, IDE or SCSI.
- ❑ Most new PC’s utilize a 133 or 100 MHz buss so that’s usually not an issue today. Just be sure computer BIOS can use the drive. Check w/ manufacturer if drive much larger than original drive
- ❑ Install PM and follow instructions to create partitions and format the drive for use.
- ❑ Recommend using NTFS file system if your operating system supports it

- ❑ All things being equal, I highly recommend upgrading to Win XP.
- ❑ Minimum of 10 GB for Drive C. More (20 GB) if available

### ***Here's A Good System Design***

- ❑ Drive D is for Applications—around 20 GB (depending on applications)
- ❑ Drive E: CD-ROM, DVD Drive
- ❑ Drive F: Data Drive for “My Documents” and email —recommend about 10 – 20 GB. Put all you can here.
- ❑ I also keep a folder on one of my data drives for downloads (for DOM)
- ❑ I use another partition for my Web work, which is uploaded to web sites later. One primary folder per web site.
- ❑ Once happy with your disk/partition configuration, you install the OS on drive C; Applications on another drive, and data on yet another drive. Allocate drive space as desired since you have PM and can make changes later.
- ❑ “My Documents” what’s the location? How do you change the location? Right click select Properties and note the “Target” location. Edit the location and select “Move” or Windows will ask about moving the folder and contents.
- ❑ Where is your email? Open Outlook Express. Select Tools, then Options, then the Maintenance tab, click on “Store Folder” to change the location of your message store. Create a folder inside “My Documents,” say OE, then browse and select that folder.
- ❑ Now that your system is setup, get a new copy of Win XP and install it. Install your applications on the App Drive, and move My Documents to the Data Drive.
- ❑ Now if you have to reinstall, all your data and email are safe and may be backed-up independently from drive C: and the operating system.