

Easy backup

Here are two quick and easy ways to back up your personal files and keep them safe

We all know we should back up. Our PCs store valuable documents, files, photos, music and more – but without making regular backup copies of these personal files, they are all at the mercy of a random malware attack or similar disaster.

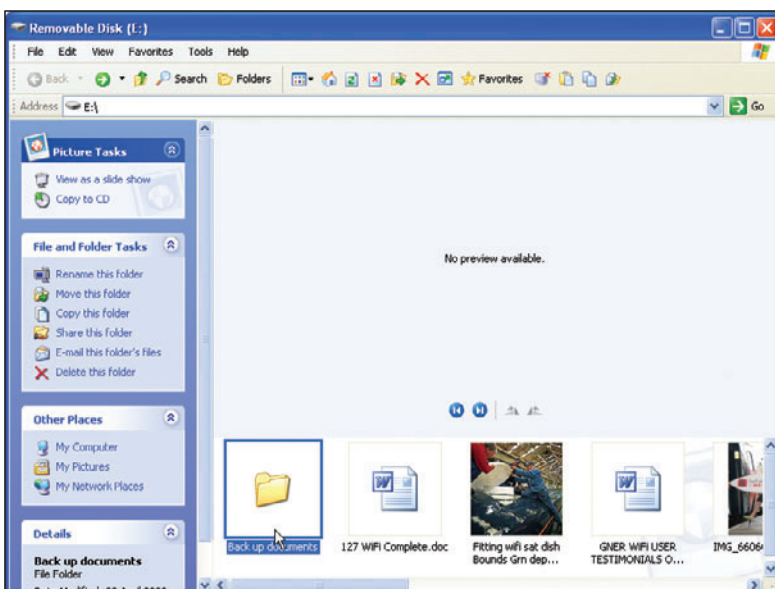
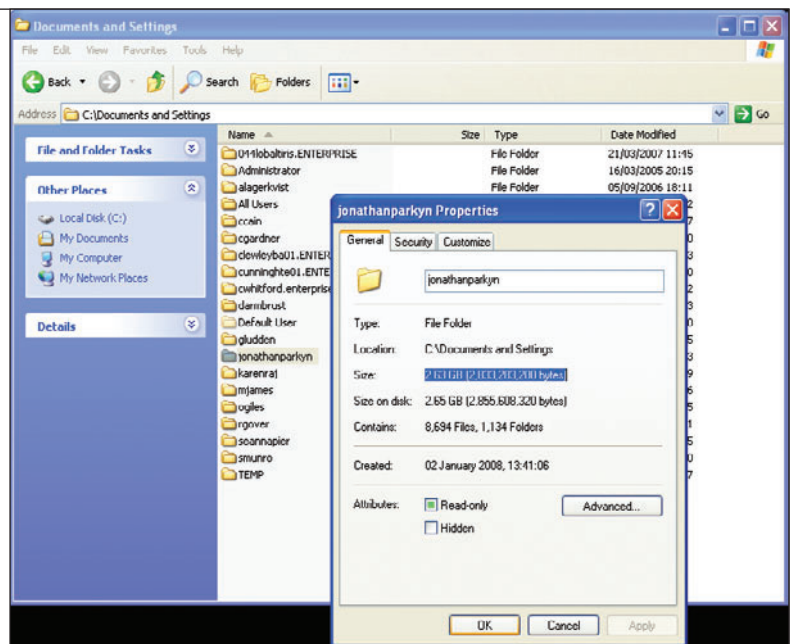
Most of us would like to say we back up regularly, but we don't. So music you downloaded and paid for at an online store, or precious pictures from a family

event, could all potentially vanish. If you don't have backup copies, that's it: they're gone forever.

Backing up is a lot simpler than you might think and in some cases it's possible to set it running and never have to think about it again – unless, of course, the worst happens and you need to restore your files. At which point you'll be extremely grateful that you read the following steps and took our advice.

Step 1

The quickest and easiest way of making a basic backup of your files is to copy your Windows User folder onto a **USB memory key**. Your User folder will contain the My Documents folder, along with Windows' default pictures, music and video folders. If you save your files in locations other than the default User folders, you will have to copy these instead. Any make or model of USB key will do, though if you're worried about losing or getting your data stolen, you may want to opt for a device that had security built in, such as Safestick, (www.safestick.info). Storage space is the main consideration here, so you'll need to get a rough idea of how big your User folder is. In Windows XP do this by clicking on the Start button then My Computer. Choose Local C Drive and then Documents and Settings. Right-click on the folder that is named after your Windows user name and select Properties. This will tell you how large the contents of your folder is in **megabytes** or **gigabytes**.

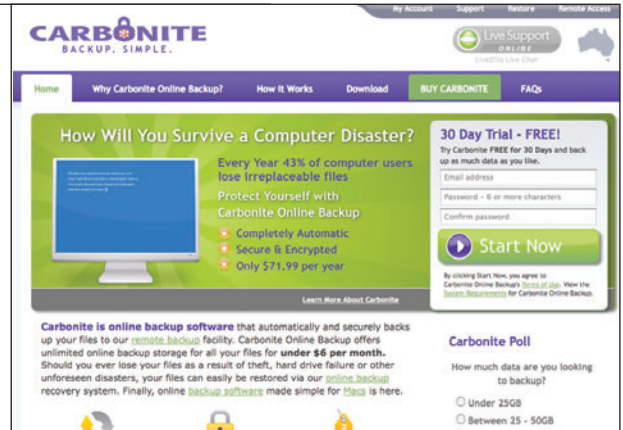


Step 2

For Windows Vista owners, go to Start and click on Computer, then double-click the C Drive and open the Users folder. Again you want the folder named after your Windows user name; right-click it and select Properties to see how big it is, to ensure it will fit on your USB key. Put the memory key into a USB port. If it doesn't open in a separate window straight away or offer you an Autorun option to open in a new window, go to Start then My Computer (just Computer in Vista) and double-click on the appropriate drive letter. Right-click on the window, choose New, then Folder and give the folder a name, then open it. Now navigate to the User folder as outlined previously. Right-click on the User folder then choose Copy. Go back to the memory key folder, right-click in the centre of the box and select Paste – this will copy all your files. Depending on the size this may take a bit of time.

Step 3

If you don't want to use or don't have a suitable USB memory key, another option is to store your backup copies on a CD or DVD. Most PCs come with a recordable DVD drive, so all you need are some blank discs. DVDs can hold up to 4.3GB, so follow the steps above to work out how much space you need and make the copy. If you have broadband you could consider online backup instead. One such service, Carbonite, offers password-protected storage and comes free with our cover disc. It automatically and securely backs up your files to a remote backup facility. Should you ever lose your files as a result of theft, hard drive failure or other unforeseen disasters, your files can then easily be restored.

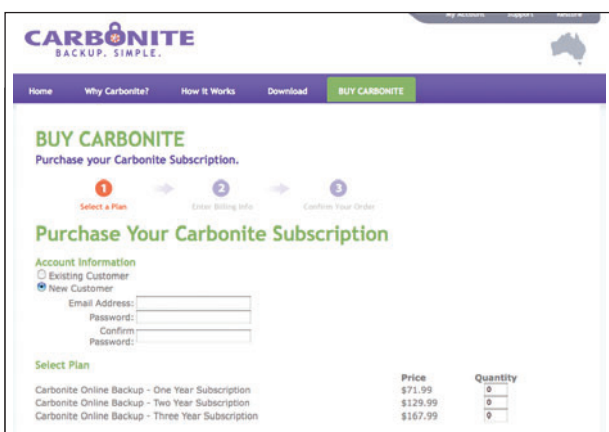
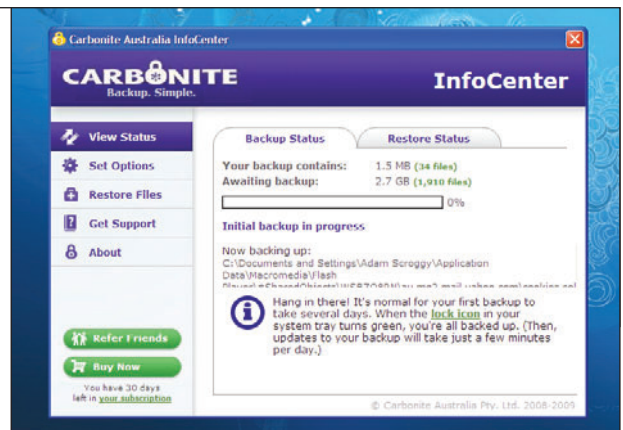


Step 4

To begin installation, click Install on the Carbonite page of our cover disc and then Accept the terms and conditions. The installation will start, and should take about five minutes. Don't worry about changing any of the settings; simply click Next to complete the process. You'll see a message saying that Carbonite has been successfully installed on your PC. There will also be two options: 'Automatically back up "My Documents" and Desktop' and 'I'll manually select what to back up later'. Let's go with the first option to start with, which should already be checked. Keep clicking Next to continue, and then click Done to finish.

Step 5

A popup will now appear welcoming you to Carbonite Online Backup. Click OK and the backup will begin. Now it's time to play the waiting game. It's completely normal for your first backup to take several days. When the lock icon in your system tray turns green (it's currently yellow) you'll be all backed up. From there, updates to your backup will take just a few minutes per day. To check the status of your backup at any time, click the yellow lock icon in your system tray to see the backup in progress.



Step 6

Remember, the version of Carbonite that we've included with our cover disc is a limited 90-day trial, so if you want to continue to use Carbonite's services you'll need to sign up for a licence at \$71.99 per year. This works out at a very low \$6 per month, which is a very reasonable price to be paid for the security the service offers. To sign up for the licence, head to www.carbonite.com.au, click on the BUY CARBONITE link from the top menu, and follow the simple instructions from there.