Midwest Software Specialists, Inc.
Training and Consulting

Data Backups Can Be Simple

By Jennifer Ohl, Midwest Software Specialists, Inc.

We all know we need to backup our data on a regular basis but most of us don't. In the past, backing up data was time consuming and a complicated process. Today, there are devices and software that make this task simple and fast. Consider whether one of the following backup tools might be the one for you.
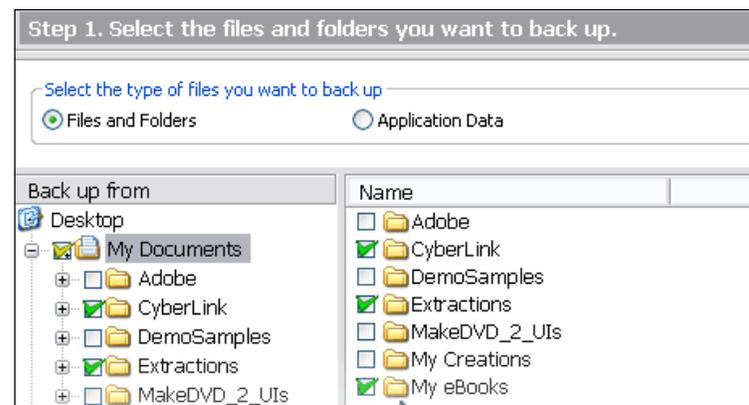
The most cost effective storage device is the **DVD±**RW Writer. DVDs offer a **storage size** of 4.7GB per disk, which allows users to backup any critical files. In addition to the DVD burner you will need the software that will help you mange the backup. There are numerous software packages available- I will mention two that I found to be easy to use.

PowerBackup by Cyberlink, $39.95, (510) 668-0118, www.gocyberlink.com

It offers 3 Convenient Backup modes:
- ❖ Full – backs up all files.
- ❖ Differential- backs up only new or modified files.
- ❖ Incremental- backs up files created since the last backup

Or you can simply select individual files as shown. You can schedule Regular Backups at any predetermined time interval (e.g., daily, weekly). Finally, **Restoring data is easy.** You can restore files to a new location or back to the files' original location.

Step 1. Select the files and folders you want to back up.

Select the type of files you want to back up
- ⊙ Files and Folders   ○ Application Data

Back up from	Name
Desktop	☐ Adobe
My Documents	☑ CyberLink
Adobe	☐ DemoSamples
CyberLink	☑ Extractions
DemoSamples	☐ MakeDVD_2_UIs
Extractions	☐ My Creations
MakeDVD_2_UIs	☑ My eBooks

Norton Ghost 9.0, Symantec, $69.95, (800) 441-7234. www.symantec.com

This ghost is for year round, **not just for Halloween!** Rather than selecting particular files to back up, Norton Ghost makes an exact image of an entire drive. This means that your backup file will be larger and will take longer to save. The advantage is that since **Norton Ghost** saves all your files, you won't have to worry whether a specific file was included in the backup. However, in order to take full advantage of this feature, you will need a large storage device such as a second hard drive or a dedicated storage device with large storage capability**.**

Windows XP Operating System already includes a backup software tool (the XP Home Edition needs to be installed from the CD). You can make full, differential or incremental backups, but the data is first backed up to a hard drive and then it needs to be copied to your storage device.

About the Author

Jennifer Ohl is a maintenance and reliability consultant based in Chicago and Miami. She was Regional Manager of Consulting Services for a leading maintenance software manufacturer and subsequently founded her own company, Midwest Software Specialists in 2001. For twelve years, Jennifer has been helping companies implement maintenance systems that reduce costs and increase profits. Jennifer has an MBA in Finance and Operations and a BA in Business.