

Backing up your data

Your data's Insurance policy



Risks

- ▶ Computer hardware failure
- ▶ Accidental deletion of data
- ▶ Virus, Malware, Cryptoware
- ▶ Loss of hardware - fire /theft
- ▶ Data Corruption
- ▶ Physical Damage
- ▶ Aliens

What is backup?

Data Backup - Copy your documents, photos, music, videos and settings to another location. In the event of a loss of your original data you can restore files from your backup

System Backup - Takes a snapshot of your entire computer's Storage Device. In the event of a failure of the storage device you can recover your whole system.

Cloud vs Local Backups



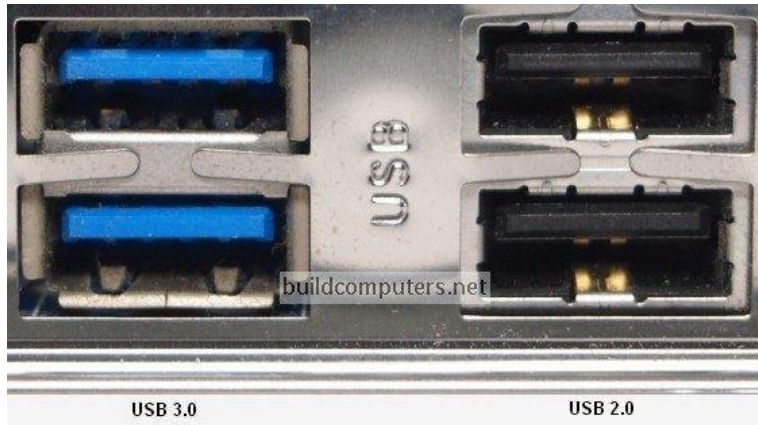
- Requires External Storage Device
- Includes Multiple Versions of your files
- Runs Automatically - set and forget
- Runs Seamlessly - no media swapping



- Seamless Backup
- May not support Multiple Versions of your files
- Runs Automatically - set and forget
- Runs Seamlessly - no media swapping
- OneDrive, Google Drive
DropBox

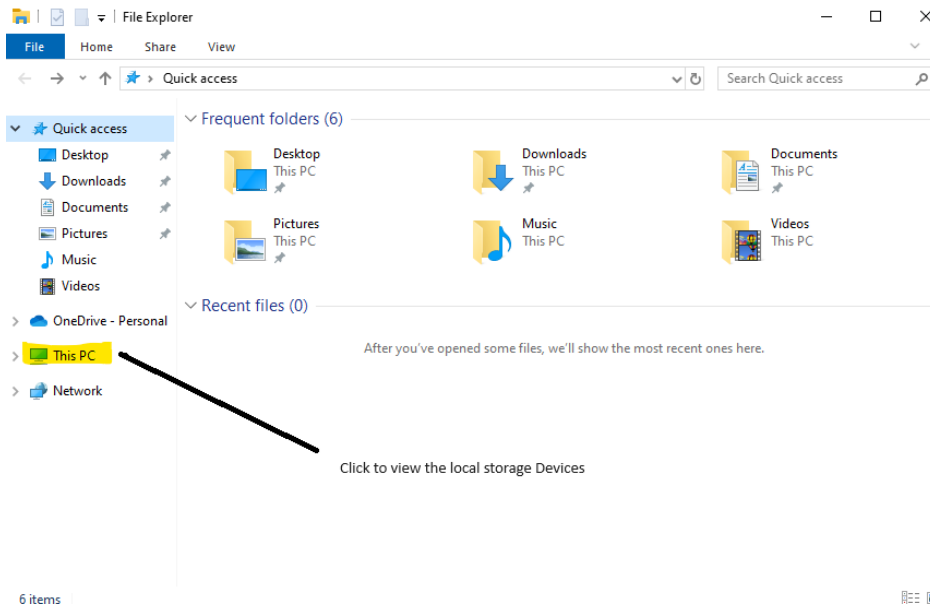
Local Backups

- ▶ Requires an extra local storage device
 - ▶ External USB Hard Disk

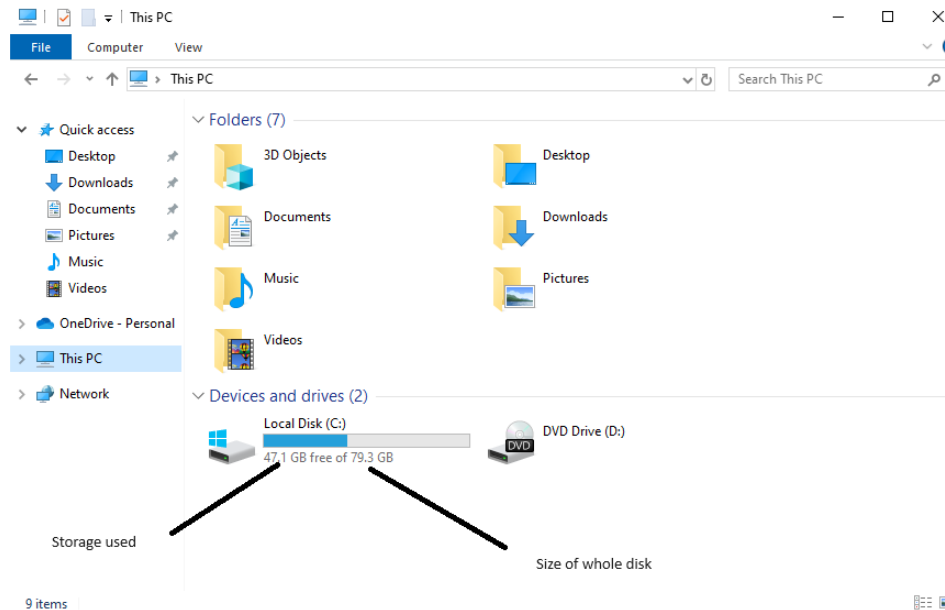


What Size External Storage Device do I need?

- ▶ You need to identify how big of an external device you need.



Click to view the local storage Devices

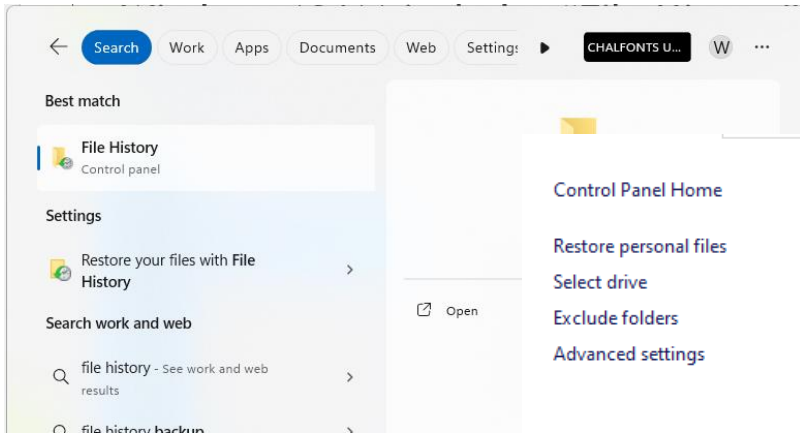


Storage used

Size of whole disk

▶ Windows 10/11 includes “File History” to backup your data to another drive

▶ Click start and type “File History”



Control Panel Home
Restore personal files
Select drive
Exclude folders
Advanced settings

Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

File History is off

Copy files from: Libraries, Desktop, Contacts and Favourites

Copy files to:  Removable Disk (G:)
57.2 GB free of 57.2 GB

Turn on

Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

File History is on

Copy files from: Libraries, Desktop, Contacts and Favourites

Copy files to:  Removable Disk (G:)
57.2 GB free of 57.2 GB

File History is saving copies of your files for the first time.
[Stop](#)

Turn off

▶ You are now backing up your data 😊

How to Recover a file/folder

- ▶ To recover a file or directory open File History and then select “Restore personal files” from the left menu.

Control Panel Home

Restore personal files

Select drive

Exclude folders

Advanced settings


Keep a history of your files

File History saves copies of your files so you can get them back if they're lost or damaged.

File History is on

Copy files from: Libraries, Desktop, Contacts and Favourites

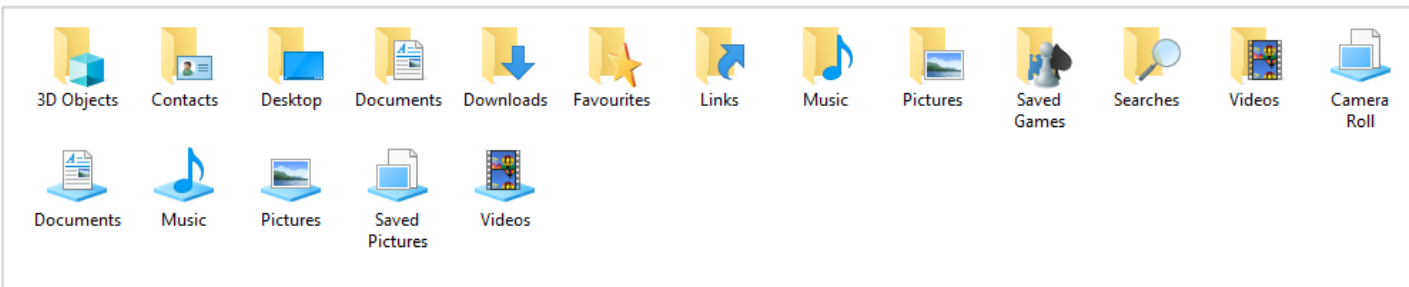
Copy files to:

 Removable Disk (E:)
57.2 GB free of 57.3 GB

Files last copied on 04/02/2024 13:50.
[Run now](#)

↑ Home Search All

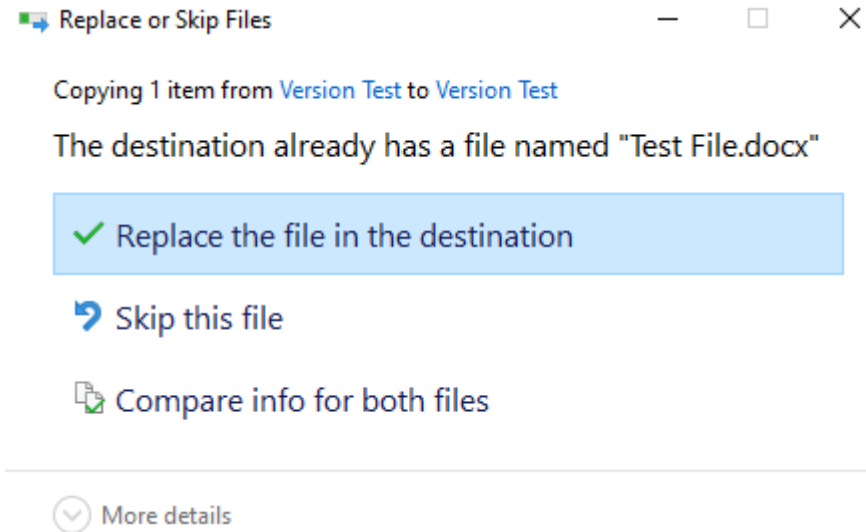
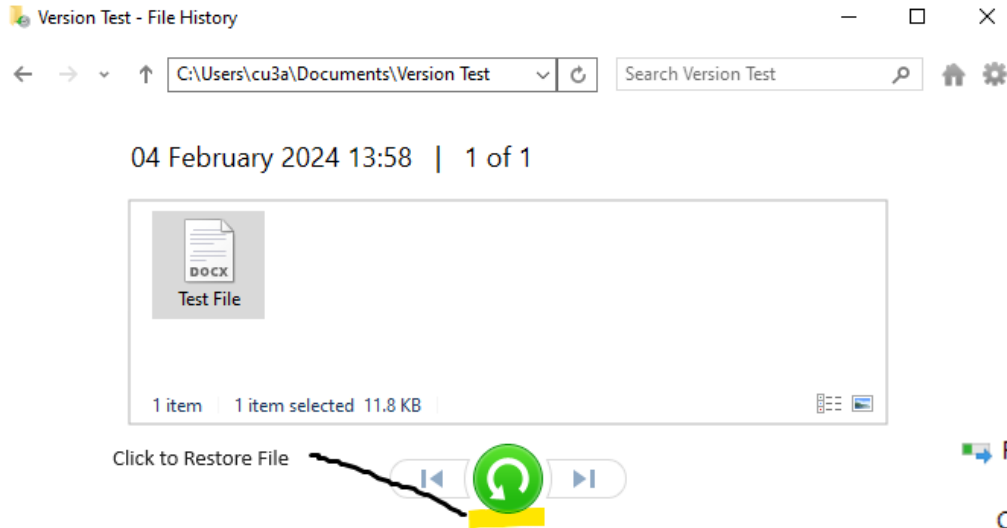
04 February 2024 13:50 | 1 of 1



The interface displays a grid of file categories with icons and labels:

- 3D Objects
- Contacts
- Desktop
- Documents
- Downloads
- Favourites
- Links
- Music
- Pictures
- Saved Games
- Searches
- Videos
- Camera Roll
- Documents
- Music
- Pictures
- Saved Pictures
- Videos

How to Recover a file/folder



Cloud Backups

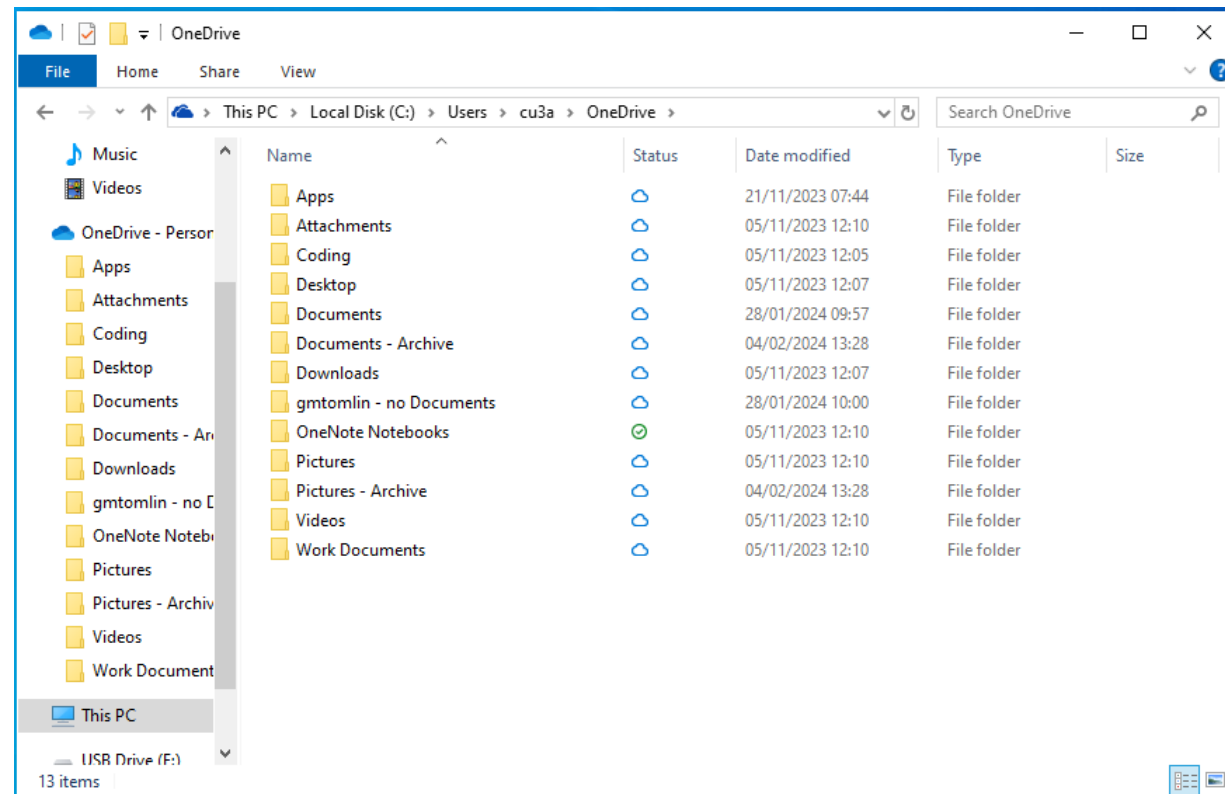
- ▶ Backup your data directly to a cloud storage provider:
 - ▶ Dropbox (2TB £96)
 - ▶ Google Drive (16GB Free, 2TB £96)
 - ▶ Microsoft OneDrive (5GB Free, 1TB + Office* £79.99)

Requires annual subscription for the storage and may require additional software to perform backups.

* Microsoft 365 Family - up to 6 people

Microsoft OneDrive

- ▶ All files stored under the OneDrive folder are automatically saved to the cloud.
- ▶ OneDrive supports file versions.
- ▶ Seamless integration with Windows 10/11/12



Microsoft OneDrive

- ▶ Supports iPhone and Android via OneDrive Application
- ▶ View / Edit your pictures/documents when away from your computer

