

Information On Data Back-up Solutions

| | Pros | Cons |
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| DVDs <i>Most brands are comparable Can be picked up at any office supply or electronics store</i> | <ul style="list-style-type: none"> ▪ No additional software necessary ▪ Compatible with any machine or operating system ▪ Very inexpensive | <ul style="list-style-type: none"> ▪ Low storage capacity ▪ Difficult to organize ▪ Easy to scratch ▪ Media degrades over time ▪ No incremental option available ▪ Time consuming |
| USB Flash drive or Memory Stick <i>Most brands are comparable Can be picked up at any office supply or electronics store</i> | <ul style="list-style-type: none"> ▪ Ease of use ▪ No software necessary ▪ Compatible with any machine or operating system ▪ No moving parts (solid state) ▪ Ease of transport ▪ More capacity than a DVD ▪ Uses less power than a hard drive | <ul style="list-style-type: none"> ▪ Data recovery is more difficult ▪ Easy to misplace ▪ Relatively low storage capacity ▪ No incremental back-up option |
| External Hard drive <i>We recommend Seagate Hard Drives</i> | <ul style="list-style-type: none"> ▪ High volume storage capacity ▪ Availability of software programs to help manage data back-up ▪ Inexpensive relative to volume of storage ▪ Works with any machine or operating system ▪ Easy to use | <ul style="list-style-type: none"> ▪ Vulnerable to mechanical failure ▪ Occasional software problems may occur if using a program to manage data back-up ▪ If kept with the original data source does not protect data against fire or theft |
| Remote Back-up Service <i>We recommend Carbonite or Mozy</i> | <ul style="list-style-type: none"> ▪ Very affordable ▪ Remote access to your data from any computer with an internet connection ▪ Protects against natural disasters and fires ▪ Not vulnerable to theft | <ul style="list-style-type: none"> ▪ No archiving available ▪ Slower than local media storage (can be a problem for users who create or modify very large amounts of data) ▪ The online back-up service ultimately stores data on mechanical devices which are also vulnerable to failure and natural disasters |

Why should data be systematically backed-up?

Most of us have important information on our computers, such as financial data, tax returns, pictures, music, etc. If we lose that data and it is not backed-up it can potentially be very expensive to recover or may even be lost forever. Data can be lost or compromised for a variety of reasons. *Please see the list below.*

- Mechanical devices fail
- Viruses can invade your computer and corrupt your data
- Occasional user errors can occur and cause lost data
- Fire, theft and natural disasters

To protect against fire, theft and natural disaster we recommend that you keep all your software in a safe and secure location. Also backed-up data should be kept in a separate location from the original data source.