

PURBECK PC SERVICES

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Easy steps to avoid DATA LOSS

Data loss is something we all need to avoid. Here are a few tips to help you keep your files safe.

Avoid keeping your documents on the same drive as your operating system. An extra hard drive is a relatively cheap part and will not be affected if the operating system becomes damaged. An internal 40Gb hard drive would cost around £40.

By keeping documents on a separate hard drive, you minimise the risk of data becoming corrupted if your computer gets infected by a virus. Most viruses affect the operating system and the "My Documents" folder is a part of the operating system, making it a rather unsafe location in which to save all your files. Try making a folder called

"Documents" on a 2nd internal hard drive

Usb memory sticks (£15 for a 256Mb memory stick) are a good way of keeping important data with you if you are on the move. They are available in sizes up to 4Gb, and just plug into your computers Usb socket.

No matter how careful you are it is important to keep a second copy of your backups. Cd's can easily get scratched or lost, hard drives can fail. It makes sense to minimise your risk. Always check that you can open files on your backup disc after you have made one.

An external hard drive (from £60 for an 80Gb usb2 drive) adds the extra level of security as you can unplug it and keep it in a secure location away from the

computer; such as in a fire-proof safe.

Make your backups regularly. Get into a routine and stick to it. And always backup data before you install any new software - just in case!

Take care opening email attachments. Even if you're certain they don't contain viruses, email attachments can cause you to lose data. If you receive a document with the same name as one already on your drive, and your email software is set to save attachments in the same location, you run the risk of overwriting the file that's already there. Once it's done - it's done!

If you would like any advice on implementing any of these ideas please call Andy on 07816 483448.