Would Your Data Be Safe If...

Back up your data at work and at home

**Back Up Regularly**

Daily, weekly, monthly--whatever you do, back up regularly. Keep at least one month of incremental backups on hand--in other words, back up your backups!

**Store Critical Files on a Thumb Drive**

Make separate backups of critical data and store them in a secure location, so you’ll always have important information on hand in case of an emergency.

**Test Your Backups**

Be sure that you can recover your files. Nothing is worse than discovering a problem with your backups after you’ve lost your original files.

Visit [www.it.northwestern.edu/security/backup/](http://www.it.northwestern.edu/security/backup/) for more information.