Safe Keeping:

An introduction to backing up your information.

Overview

- With more and more electronic files being saved to your computer, there comes a point when you need to remove old and/or unused files. Learn how to best store those files through archiving.

Agenda

- Who should archive
- What is archiving
- Where do I archive
- When do I archive
- Why do I archive
- How do I archive

Who should archive

- Everyone
  Archiving is not reserved for just the archivist.
**What is archiving**

- Archiving is not Backup
  (Do not use your archive as a backup)
  - When you archive you move selected data to off-line storage, then delete the data you have stored.
  - You cannot restore all of your files, because all of your files were not stored.

- Backup is not Archiving
  (Do not use your backup for archiving)
  - When you backup you copy all of you data to the same storage media each time.
  - Backups are not used to store old files.
  - Finding the right data is time consuming.
  - You run the risk of retrieving the wrong version of your data.

**What do I archive**

- Do archive your data files:
  - Archive any files that are no longer of immediate use.
  - These include MS Office files, Pictures, etc.

- Do not archive your Applications.

**Where do I archive**

- Do not archive your data onto your hard drive, or on a file server.
- Archive your data onto media that is easily read by you and your colleagues.
- Be sure to choose media which will not become obsolete.
Where do I archive

• Pros and Cons of Archive media:
  - Floppy Disks
  - Flash Drives
  - Zip Disks
  - CDR
  - CDRW
  - DVD
  - DVD+
  - Magnetic Optical

Where do I archive

• Floppy Disks:
  • Pros:
    – Inexpensive
    – Can be reused
  • Cons:
    – Small size (1.4 MB)
    – Not everybody has them (Macintosh Computers)
    – Vulnerable to electromagnetic damage

Where do I archive

• Flash Drives (Thumb Drives):
  • Pros:
    – Can be reused
    – Compact in size
  • Cons:
    – Expensive (512MB=$50)
    – Not all computers have USB ports.

Where do I archive

• Zip Disks:
  • Pros:
    – Inexpensive
    – Can be reused
    – Comes in many sizes (100 MB, 250 MB, 750 MB)
  • Cons:
    – May need to purchase a separate drive.
    – Not backwards compatible (All Zip drives cannot read all size Zip disks)
    – Vulnerable to physical damage (Zip Click of Death)
Where do I archive

- **CDR (Read Only) Disks (600MB):**
  - **Pros:**
    - Inexpensive
    - Not vulnerable to electromagnetic damage
  - **Cons:**
    - Requires special software to use (Easy CD, Toast)
    - Cannot be reused
    - May need to purchase a separate drive.
    - Vulnerable to physical damage (scratches, fingerprints, etc.)

Where do I archive

- **CDRW (Read Write) Disks (600MB):**
  - **Pros:**
    - Inexpensive
    - Not vulnerable to electromagnetic damage
    - Can be reused
  - **Cons:**
    - Requires special software to use (Easy CD, Toast)
    - Not all computers can read CDRW disks.
    - May need to purchase a separate drive.
    - Vulnerable to physical damage (scratches, fingerprints, etc.)

Where do I archive

- **DVD-R (4GB):**
  - **Pros:**
    - Inexpensive
    - Not vulnerable to electromagnetic damage
  - **Cons:**
    - Requires special software to use (Easy CD, Toast)
    - Not all computers can read DVD disks.
    - Cannot be reused
    - May need to purchase a separate drive.
    - Vulnerable to physical damage (scratches, fingerprints, etc.)

Where do I archive

- **DVD+R (7GB):**
  - **Pros:**
    - Inexpensive
    - Not vulnerable to electromagnetic damage
  - **Cons:**
    - Requires special software to use (Easy CD, Toast)
    - Not all computers can read DVD+ disks.
    - Cannot be reused
    - May need to purchase a separate drive.
    - Vulnerable to physical damage (scratches, fingerprints, etc.)
Where do I archive

- Magnetic Optical (MO) disks:

  - Pros:
    - Inexpensive (≈ $0.25/Mb)
    - Small cartridge size (2 Stacked Floppy Disks = 2.3GB)
    - Comes in many sizes (128 MB, 230MB, 600MB, 1GB, 2.3GB)
    - Backwards compatible
    - Not vulnerable to electromagnetic or physical damage
    - Can be reused

  - Cons:
    - May need to purchase a separate drive.

When do I archive

- A good time to archive is when you have just completed a project.
- You can also schedule regular times when you archive your data such as once a month, once a year, etc.

Why do I archive

- The 80:20 Rule:
  - 80% of your data is only used 20% of the time.
  - Likewise 20% of your data is used 80% of the time.
  - You want to keep on-line the data you use most often.

- Your files are secure:
  - Because your archives are stored off-line, your data is not susceptible to computer viruses that may infect your computer.

- Your files are vulnerable to damage:
  - With proper storage, your data is not susceptible to corruption that may occur on your hard drive.

- Your hard drive is less cluttered:
  - With less data on your computer, you can quickly find your current projects.
Why do I archive

• Restoring files is faster:
  – If your hard drive crashes, there is less data that needs to be restored because much of your data was already archived.

• You know where your data is:
  – With proper cataloging of your data, you can easily find what you need.

How do I archive

• Have a plan and stick to it:
  – We all file our data on our hard drives, file servers, etc.
  – Try extending that file structure to your archive.

• Use a naming convention:
  – Name your files and directories so that you can quickly identify the contents of your archive
  – Some common naming conventions include:
    • Date: YYYYMMDD-Filename.doc
    • Project: Project-Name-Filename.doc

• Catalog your archives:
  – Be sure to document what is on your archive media so you can find it later.
  – You may want to store your catalog in a place where you can search through it.
  – Some Popular Disk Catalog Programs:
    • Windows - Argentum MyFiles: http://www.argentuma.com/myfiles.html
    • Macintosh - CD Finder: http://www.cdfinder.de/
How do I archive

• Spot T. Dog has just finished the latest edition of his departmental newsletter “Dog-house News”.
• Spot needs to archive to make room for the next newsletter to be created.

1. Spot files the previous newsletter using a common naming convention.
2. Spot burns the files to a CD.
3. Spot catalogs the contents of the CD.
4. Spot removes the files from his hard drive to make room for the next newsletter.

Questions ?
For consulting or technical assistance:

NUIT Support Center
847-491-HELP (4357)
consultant@northwestern.edu

Next Tech Talk
The Times are Changing with Technology and You at Northwestern

Friday, May 13, 2005
Same locations, Noon - 1 p.m.
Please register online:
www.it.northwestern.edu