

WICHITA STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS

Back-up Data Guide

Guide to backing up data on your office computer

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This guide should serve as a resource, and be used to encourage all College of Health Profession employees to practice and develop an appropriate plan for backing up college data on their office computers.

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Back-up Data Guide

Introduction to Guide

The purpose of this document is to inform and instruct all computer users in the College of Health Profession to take appropriate action to saving a copy of their work-related files in order to prevent potential lose of data. This document explains the importance of backing up data on your computer as well as how and where you should back-up your data.

It is recommended that users save any important work-related files to their network drives because these drives already have an active back-up system so that users can be sure that their files can be recovered. If users choose not to use this automatic back-up system or want to have an alternative method of back-up, then these users are recommended to set-up a back-up system on their own using this guide. This guide will also explain where to find the network drives and how to save your files to these drives.

What do you mean by data back-up?

A data back-up is simply a copy of a file. A back-up can be done by saving another copy of your files to another location or device. You must save another copy of your files to another location in case the original copy is lost or destroyed.

What should I back-up?

This really depends on individual preference. You should back-up anything that you would really miss if you were to suddenly lose everything on your computer. With so many files stored on your computer it is important to make some effort to organize your files in a way that will help you determine what to back-up.

Here are some types of files suggested to back-up:

- ✓ Research Data
- ✓ Development Data
- ✓ Administrative Data
- ✓ Teaching Data
- ✓ Student Data
- ✓ Photos
- ✓ Media files
- ✓ Email
- ✓ Browser Settings (Bookmarks & Favorites)

Types of Back-ups

There are several ways to back-up your data. You should choose the type of back-up based on the type of data you plan to back-up. It is recommended that all three of these back-ups be done to ensure the best safety of your data. It is also recommended that back-ups are scheduled to occur automatically to prevent human error.

Full/initial back-up	Back-up of entire system, this allows you to restore your system to its exact state at the time you created your back-up. This back-up restores all of your data, applications, drivers, settings and your operating system.
Incremental back-up	Copies only the files that have changed since the last time your back-up completed its scheduled run.

Differential back-up	Backs up selected files only if they were created or modified since the previous back-up, but does not mark them as a backed up.
Selective back-up	This is files/folders that you choose to back up at a given point.
Copy back-up	Backs up selected files, but does not mark as backed up.

Who should back-up?

This is certainly important for anyone that uses their computer and has several files that are constantly saved on that computer. All computers are in danger of damages, crashes, errors, and burglary. It is better to be safe than sorry.

Why should I back-up?


- In case of a local computer crash that causes complete loss of data
- In case of a virus attack that corrupts your files on your computer
- In case of accidental deletion by user

Where should I back-up?

There are several places to store your back-up data. Your choice will need to be based on the type of data your storing and the regulations or policies enforced at your work setting.

Data that is work-related and contains personal information or records must be stored on the network drives, which is a secure location. This is to avoid any illegal compromise of data integrity. **University recommends all College of Health Profession computer users store important work-related data on assigned personal, college, or departmental drives in order to receive scheduled automatic back-ups.**

***University computing services schedules back-up of these drives nightly at 11pm.*

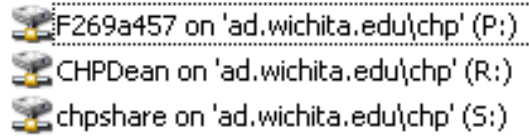
Your assigned personal network drive can be found in your  My Computer folder under a list of other "Network Drives". See screenshots below:



The most common network drive letters you should have, include a **personal network drive (P:)**; a **college network drive (R:)**; and a **department network drive (S:)**.

EXAMPLE OF YOUR
PERSONAL NETWORK
DRIVE

Network Drives



→ Initial quota for all personal network drives is **1GB**.

You and your administrator will be notified through email once you are close to meeting this quota.

This quota may be increased upon individual request.

Please contact donny.davis@wichita.edu

Warning: Files saved only to your local computer, meaning the **C: drive** will not be backed up unless you back these files up on your own. This can be done by simply maintaining a schedule of copying your files to another location not on the **C: drive**.

Other places to store your back-up data:

- External Hard-drive
- **Network drives (P:) (R:) (S:)** **recommended by university*
- CD/DVD **best for archiving data*
- Flash/Thumb drives

What do I need to set-up a back-up?

If you are using the network drives to back-up your data you should not have to worry about this step. However, you may follow this step if you choose to have an alternative back-up location. Once you determine where you should back-up your data you will need to decide what to use to schedule the back-ups. There are several options available. The most readily and easily accessible back-up scheduler software is already on your computer. These are:

- [Windows XP Back-up Utility](#) – ON ALL WINDOWS PC COMPUTERS
- [Time Machine](#) – ON MOST RECENT MAC COMPUTERS

How do I back-up?

There are many methods for backing up your data. All that is required is to store your information on a drive or disk separate from your primary computer.

- **Windows XP users can back-up data using -** [Windows Back-up Utility](#) system tools. This back-up lets you schedule automatic data back-ups to suit your needs: hourly, daily or weekly.
- **Apple Mac users** can take advantages of Apple's [Time Machine](#), and [Mobile ME](#) service.

Note: You can even back-up your files by just copying them from one source to another source, but keep in mind that the copy will not be updated if you make any changes to those files after you copy. If you use back-up software then you have an option to allow copies to automatically update itself whenever you make changes to those files.

To prepare for back-up

1. You should re-organize files and folders and determine what needs to be backed-up and when.
2. When organizing your files and folders consider and differentiate which folders and files are work-in-progress, current projects, completed projects, past projects.
3. Once you determine the category of those files it might be best to separate those files although it is not necessary.

These types of files determine the best back-up schedule:

1. **Work-in-progress/ Current Project** folders and files will need scheduled back-ups to run often, since these will constantly be updated. (Incremental Back-up)
2. **Completed Project/ Past Project** folders and files will require back-up less often, since these will not be updated for a while. (Differential Back-up)
3. **Computer System Files** should also be considered to back-up and this can be done either as often as once a week or once a month. (Selective Back-up)
4. **Entire Computer Back-up** this back-up takes a long time depending on all the data on your computer and probably not good to do all the time. (Full/initial Back-up)

Best practices and tips for saving and organizing files

- Don't save files on your desktop. They do not get backed up.
- My Documents is still on your local computer drive so it is not guaranteed safe
- It is better to save files on your campus personal/shared network drive for auto daily back-ups
- Adapt a consistent method of file and folder naming. Naming schemes help you organize and find files and folders faster
- Keep names short. It will be easier to read when you have a short time to look for them.
- Separate folders as Incomplete Projects vs. Complete Projects. These two will have different times needed to back-up
- Organizing folders and files by year will help with archival of old data that does not need to be saved on your computer, but not deleted either. You may want to save these files on a CD/DVD
- Using Windows method of organizing certain types of files is also good. (Example: My Documents, My Music, My Pictures, My Videos, etc.)
- Automated back-up and scheduling should be considered, as manual back-ups can be affected by human error.
- It is better to store a copy of data "off site", that is, in a physically different building/location than the original file location in case of fire damage.

- The more important the data that is stored on the computer the greater the need is for backing up this data.
- A back-up is only as useful as its associated restore strategy.
- Back-ups will fail for a wide variety of reasons. Verification or monitoring strategy is an important part of a successful back-up plan.
- It is good to store backed up archives in open/standard formats (meaning the original format of the file instead of the unique format used by the software company). This helps with recovery in the future when the software used to make the back-up is obsolete. It also allows different software to be used.