

Backing up

BY MARK GILLAN

Why?

- ▶ Why would anyone consider backing-up?
- ▶ What reasons can you think of?

Reasons to back-up

- ▶ Hard drive failure
- ▶ Software errors
- ▶ File / data corruption
- ▶ USB Flash drive problems
- ▶ Incorrect disengagement of drives
- ▶ Brown-out / black-out
- ▶ Accidental deletion
- ▶ Portability
- ▶ Virus / security threats
- ▶ Legal requirement for large organisations



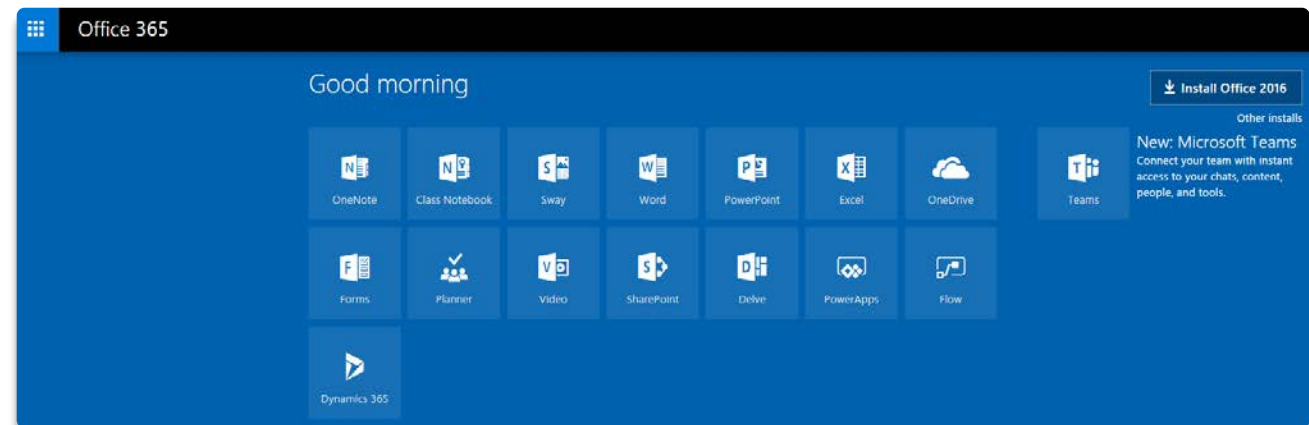
Where?



- ▶ When would you back-up data?
- ▶ How can you back-up data?
- ▶ Think of where data can be backed up

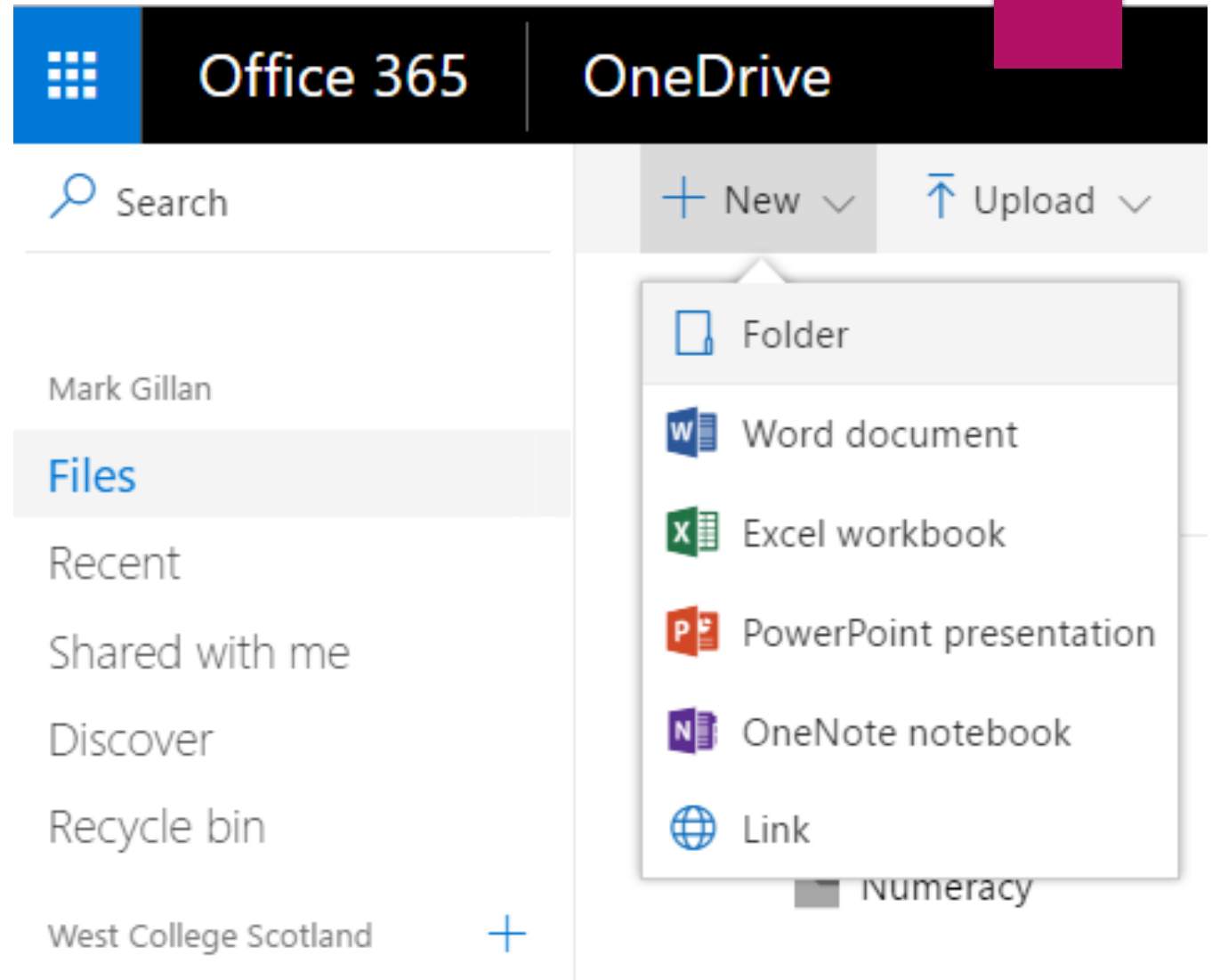
OneDrive

- ▶ Office 365 is an ideal cloud computing solution, offering various apps including OneDrive being an online storage area
- ▶ Within Office 365, OneDrive will be listed and clicking upon the link will open the OneDrive app allowing us to:
 - ▶ Create Folders
 - ▶ Upload Files
 - ▶ Download Files
 - ▶ Share folders and files
 - ▶ Copy, delete, move, rename



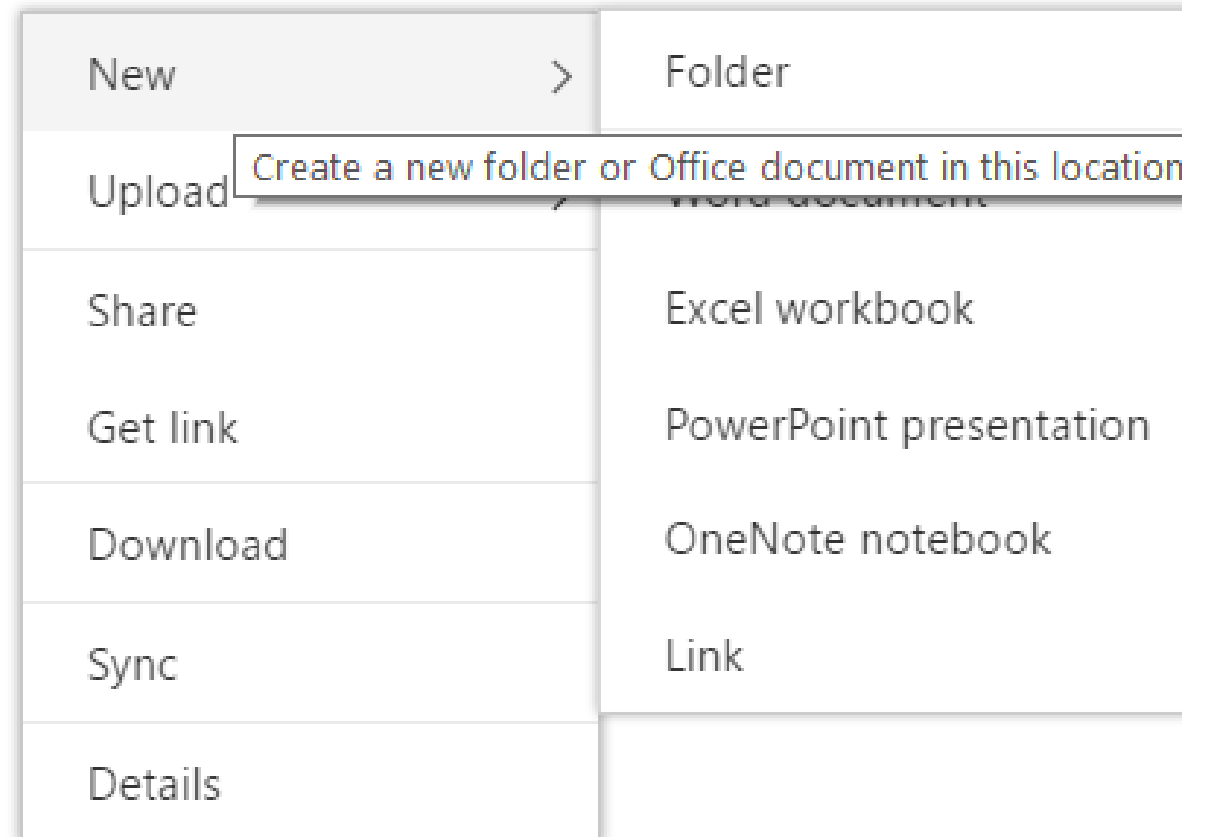
Creating a folder

- ▶ Navigate to the place the new folder is required – this could be the first screen available (known as the root directory)
- ▶ New > Folder
- ▶ Highlighted in blue means the computer is waiting for you type
- ▶ Type a name for the folder
- ▶ A folder can be created within a folder by navigating to inside the folder – these are sub-folders



Right hand click

- ▶ When right hand clicking on white space within OneDrive folders, a menu appears offering commands
- ▶ Right hand clicking on a folder or file will likewise provide a menu but it will be directed more towards actions / commands for the file or folder of choice



Uploading files

- ▶ Clicking on a folder within OneDrive will take the user to that folder to:
 - ▶ create sub-folders
 - ▶ upload files to the folder of choice
 - ▶ delete files or folders within the current folder
 - ▶ move files or copy files
- ▶ Using the “Upload” command within the folder allows the user to search for a file or files elsewhere (such as a local hard disk drive or network location)
- ▶ Once the file(s) located, selected > click the “Open” command button to upload the file(s)

