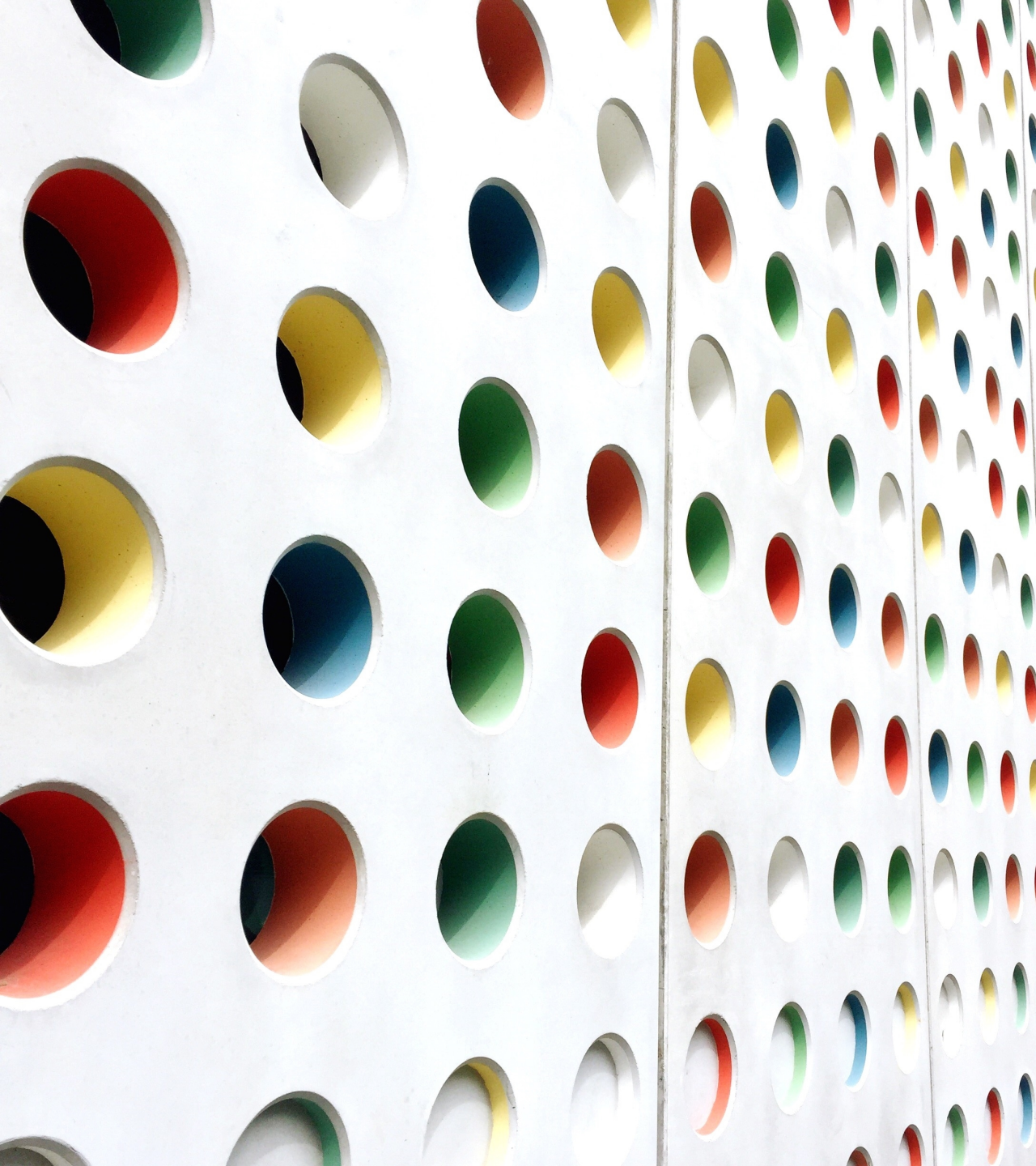
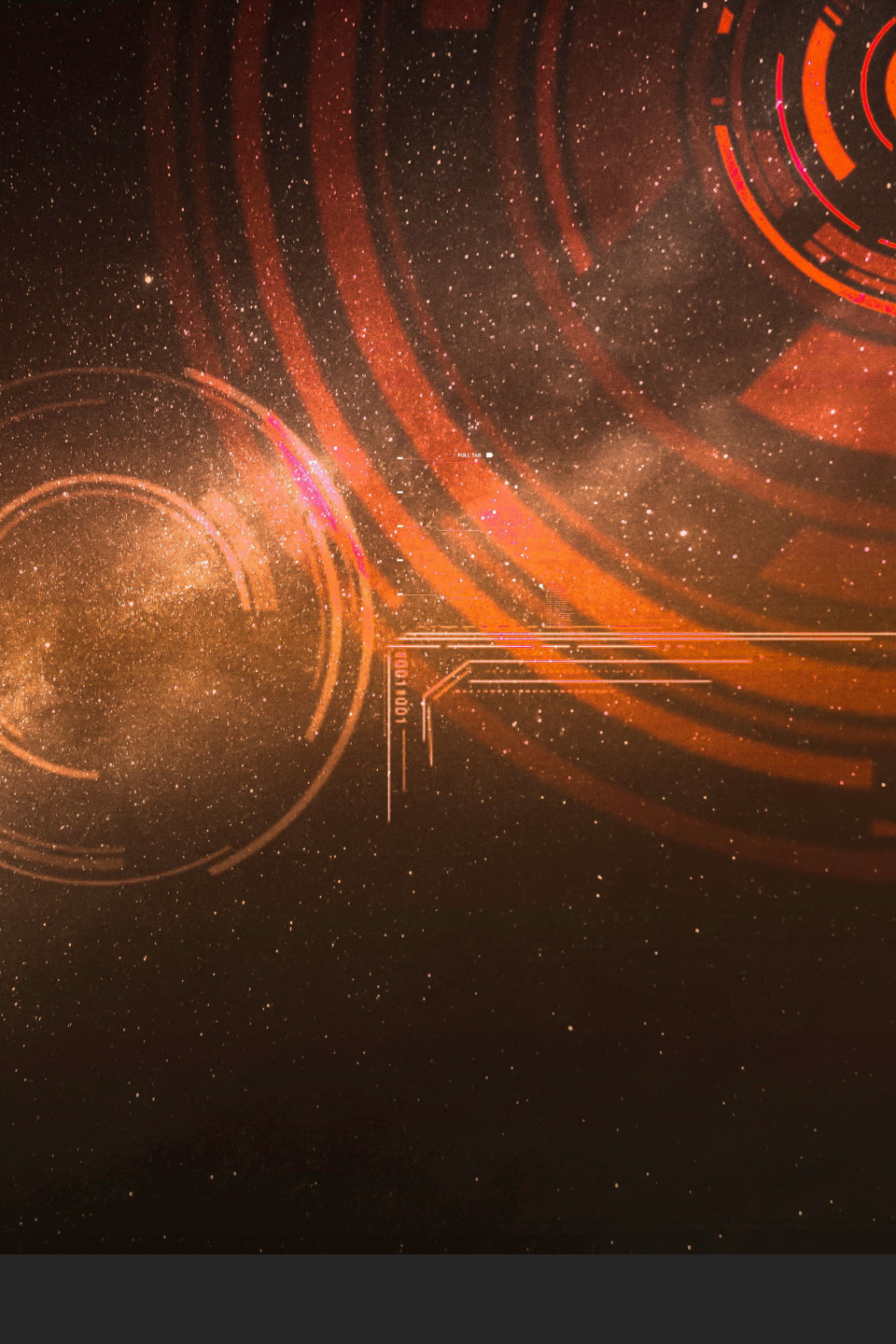




Quick Backup

BY MARK GILLAN



Backing up quickly onto another device

In the interests of security, backing up provides a copy of important files for reinstating if something goes wrong, such as virus attack damaging or wiping data, hacking attack deleting or placing a hold on files for use, hardware failure through willful damage or accidental or electrical faults or poor installation or even a virus attack, software corruption or conflict, user error or many other reasons.

Backing up can take place to another drive, an external hard disk drive, cloud storage or good old-fashioned USB Flash Drive.

More commonly nowadays is backing up on the cloud, for example, One Drive or Dropbox or Google Drive etc.

The process of quick backup

Select

- Select files or folders for backing up

Locate and operate

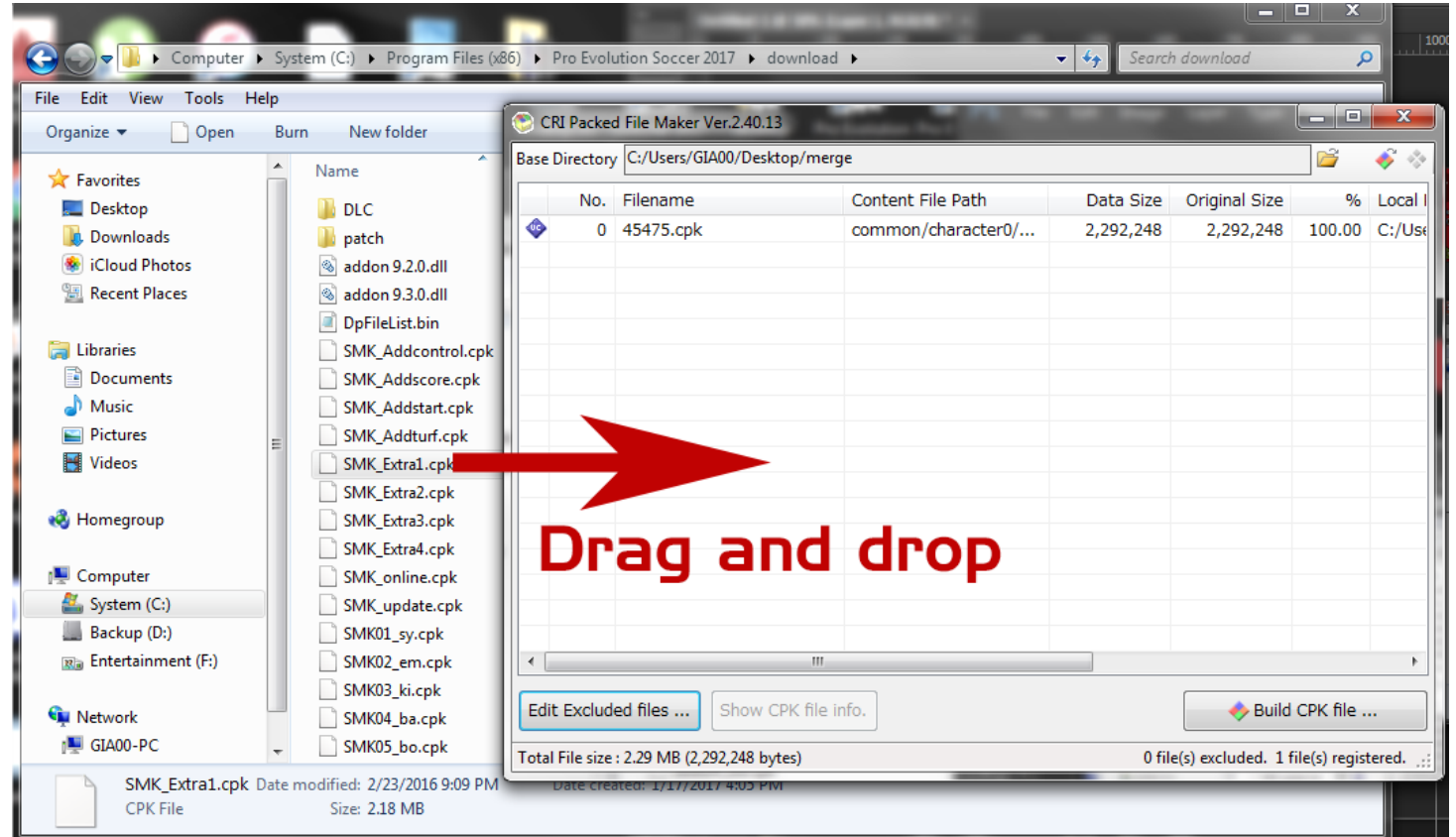
- Locate and operate another storage device such as external hard disk drive or USB flash drive. In other words, insert the other device or locate, find the location in File Explorer (windows).

Drag and drop

- Drag and drop from one storage device to another using file explorer (from one window to another window).
- Or slightly longer: Copy and Paste from one location to another storage device location.

What is Drag & Drop?

Drag & Drop – selecting files or folders then letting go of any buttons or keys to allow the selection to remain, then using the mouse to click on the selection without releasing the mouse button whilst dragging to another window location and letting go of the mouse button.



To retrieve backed up data

If the worst was to happen and data is corrupt or deleted or isolated via infection, if a backup version (a copy) of the data is available, the user can either Drag & Drop the files or folders back to the original place or new location.

Copy & Paste can also be used instead of Drag & Drop, but isn't as efficient.

Using 'File Explorer' (formerly known as Windows Explorer) is the best utility to use for file and folder management; best for moving or copying files or folders from one location to another.

Backups held on the cloud can be downloaded and saved onto hard disk drive.

