

2.2.3 Six Easy Pieces - The Backup Process

How often you back up your data depends on how often that data changes. If you create or change critical data on a daily basis, then you should back up on a daily basis. For most of us, backing up once a week should be the bare minimum.

FASTFACTS

Image Backup Steps

1. Insert the tape into the tape drive, making sure it locks into place.
2. Load the tape software from the DOS prompt by entering TAPE. If you are using a DOS Shell, simply select tape backup from your menu (e.g., WordPerfect Library).
3. When the Main Tape Menu appears, press <F4> to invoke the Image Backup program.
4. Enter the drive letter (usually C:) in the Drive Name field.
5. Enter the letter O to start the backup from the beginning of a new tape, or A to add data to a tape.
6. Press <F8> to start the backup, then relax. The entire process will take less than 10 minutes for a 40 Megabyte disk.

Always Be Careful - Backup your hard disk at least once a week.

Restoring files is as simple as backing them up. Refer to the Everex manual, Software section, page 14.

FASTFACTS

Grandparent/Parent/Child Backup

Tapes are magnetic media and therefore subject to wear and tear, and physical and magnetic damage. The tape drive itself is a mechanical device and subject to breakdown. It is prudent to have more than one tape of your data. We recommend that you acquire three tapes and use the Grandparent/Parent/Child concept for backup. Use tape 1 for the first backup, tape 2 for the second, tape 3 for the third, tape 1 for the fourth, and so on. This way, if one of the tapes goes bad, all will not be completely lost.

- This method works best with Image backup.