The best way to avoid fragmentation and the possibility of such errors occurring is to backup and restore your files on a regular basis. This is done using the IMAGE BACKUP and the FILE BY FILE RESTORE methods available with your Everex tape subsystem (see next section). When the files are restored to the hard disk, they are placed in contiguous sectors by the Everex software. If you notice a marked increase in the time it takes to load a program or data file, or if you work with a large number of data files and perform many deletions and rewrites to the disk, this method will help to keep your disk from crashing.

One more IMPORTANT point:

Some software is "Copy-Protected" and in the process of installing it on your hard disk, certain hidden files are placed on the disk. When you restore backed-up files, this software may no longer work.

If you have such software on your hard disk, or are not sure, contact the Microcentre for further information. The following discussion assumes that copy-protected software has NOT been installed on your hard disk.

2.2.2   The Everex Tape Subsystem

Most of the hard disk-equipped machines in the Department also have an Everex Excel Stream-60 tape backup subsystem installed. This subsystem comes with menu-driven software to help make backup less of a chore. All the Everex systems also come with an Operation Manual that walks you through the backup and restore procedures. Rather than reprint the manual here, we will note the salient points, make suggestions and mention the Grandparent/Parent/Child concept.

The Everex software is controlled by a combination of menu selection and Function Key operation. In most cases, you can navigate the menus with the cursor keys and activate the highlighted choice with the <Return> key, or press the appropriate Function Key.

Two Function Keys, however, have special meaning. <F1> is used to toggle the Help Window on and off. Help is context-sensitive; that is, <F1> will give you help on the currently selected activity or entry field. <F10> is always used to exit the current activity and return to the previous activity.

Quite often, there will be more than one menu window on the screen, however only one window is active at any one time. Each window is numbered in its upper left corner, and the active window's number is indicated on the top row of the screen. By holding <Alt> and pressing a window number, that window may be made active.

One somewhat confusing thing, for the novice, is that the Function Keys are defined differently in different menu windows. This takes a little getting used to, but the Function Key definitions are clearly marked at the bottom of each window.