

# Back it up or lose it!



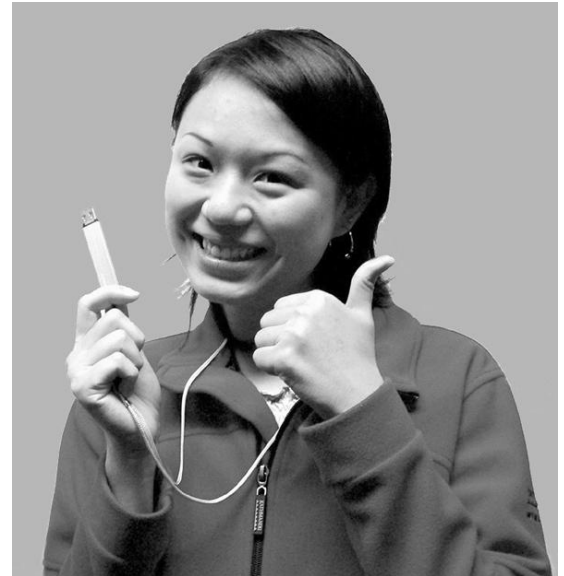
## Preserve precious data

Nothing can be stressed more when working with computers than the importance of backing up data.

All computers will fail at some time (usually at the worst possible time!).

The general backup rule is to keep two copies (but NOT on the same disk as the original) ITR backs up to tape every night and keeps a copy in another building. So you have one copy automatically.

You are strongly advised to keep an independent copy of all data.



**Backup while you work.** Many programs have automatic backup facilities that save at a predetermined interval. Check out these functions, understand how they work and use them. If a program doesn't have this function, save regularly.

You can use removable media (eg. CD or USB flash drive) for backup

**ALL user data** is removed at the end of the year so backup it up before the end of supp.

\*P Drive backup is for emergency recovery only. There is no archival backup ie. no stored data is older than 4 weeks.

### Don't Work on Floppy Disks

Floppy disks are unreliable to work on. By all means use them for backup but never work on them. They are liable to corruption and may cause a program to lock up. Do not use save as from a Microsoft Office application, either at home or in the suite. Do not open a file from a floppy disk, first copy it to your network drive and then open it up.

### Viruses

The most common sources of viruses are floppy disks and the Internet. ITR has sophisticated virus protection. Viruses tend to affect PC systems and not UNIX. There is both real time scanning on the servers and on workstations. This detects viruses and attempts to clean them. If this is not possible then attempts will be made to prevent the virus spreading. This can lead to unexpected results, such as not being able to save or access a file. You can scan floppy disks and your home directory using Inoculate IT Client on your task bar.

### File Management Organisation

Keep your home directory organised by creating sub directories and saving like files in them.

## Management

Managing files in your home directory ( P Drive ) is especially important, as you will have a disk quota. Typically between 50 (for students) and 200Mb for staff. Delete files you no longer require. You may not know the origin of some files, usually they are temporary files created by applications and not cleaned up\* (they should be but that's another story). Files you may want to keep but not access should be compressed. If you run out of disk space you may not be able to work at all.

## Security

Security is very important, far more so than users think. Security breaches have led to incidents where:

- User's files have been deleted
- Abusive email sent under the guise of the breached account
- Offensive material placed in breached account
- Offensive material sent from breached account
- Theft of original material

Therefore do not:

- Divulge your password to anyone else
- Let another person use your account
- Allow after hours access to computer labs by anyone else (including friends)
- Leave yourself logged on

Do:

- Use a good password -easy to remember, not easy to guess
- Change your password occasionally

## Working with large files (PCs)

Many applications create large files, this could have an impact when working (crashing/not saving). To overcome these problems there are a few steps you can take.

- Copy your file to a temporary directory or to the desktop and work on it there. When finished copy it back up to your home directory (P:). Don't forget to delete it from the temporary location (files you leave on the Desktop will be deleted automatically on logout).
- Word and Microsoft Applications. Word can use up to 3 times the amount of disk space of the file itself. When Word starts it creates a temporary file in the same directory as the original. It also creates an auto-recovery file. If you don't have enough disk space in these locations you may get problems. If you follow step 1 and make sure you have enough disk space you should be all right. For graphics images in Word use the link to file option when inserting a picture. This prevents the Word file increasing in size as the picture is converted to a bitmap and then added to the word document. (Bitmaps are very large). Note that the linked file must always be available when opening the document
- Scanned/Graphics images general - see the scanning help sheet
- Compress files you don't need to work on for a while - eg. Data.