



The Basics Of Backing Up

How: The pros say that tape-drive backups are your best choice, beating out CD drives, DVD drives, external or removable hard drives, and online services. You'll need a tape drive, tape-backup software and the tapes themselves. And remember: Tapes don't last forever, so replace them according to the manufacturer's recommendations

When: Under normal circumstances, back up every 24 hours at night when your system is idle. If you use tapes, rotate through a set of five or 10 — one tape for each weekday over one or two weeks. That way, if a virus corrupts your data files on Wednesday, and you discover the problem on Friday, you can restore the files from the clean Tuesday tape. At larger firms, a complete backup every night is simply not feasible. Instead, try incremental backups, copying only those files that have changed since the last backup. But remember to perform a full backup at least weekly.

Where: To play it safe, regularly take your backup media offsite to a safe, secure location for long-term storage.