



YOUR PC INFORMATION BACKUP
 By: PC Tech UpTime, Inc.
 Computer Repairs & Services
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BACKUP TIPS & TRICKS...

Backing up your personal, and or business data is like having an insurance policy for your Information. And It's relatively simple to do! Losing data can be a heart-breaking result both personally and financially. When we say data we mean the files that you personally make on your computer. The term Backup does not always include the programs themselves that are originally installed on your PC, or those that you add after purchase. Your personal and business information is normally just called data! It may contain one or more of the following categories:

Documents	(Text, Word, PDF, or other word processor files)
Spread Sheets	(Excel, Sheets,spread sheets)
Presentation files	(Power Point, Presentations)
Financial files	(Quicken, Quick books, etc.)
Pictures	(ie. .jpg . .gif. .tiff, and many more)
Contact lists	(your addresses and telephone numbers, best if saved in .csv format)
Favorites or Bookmarks	(Website urls links)
Database files	(a file created, or group of file file that supplies information to a Database prgm.)
Other	('Other' refers to files that don't fit in any of the above categories)

It's important to know, and understand that although computers themselves and programs that they run are important it is the information stored on those devices that is much more valuable. All technicians will tell you that when it comes to computers: **"It's not... if they will break down, but when!"**. So ultimately sooner or later each one of us will loose personal and or business data due to either human error, power surges, or simply hardware failure.

Will you be ready when it happens to you?

Many years ago I learned my lesson to never let more time pass between backing up than you are prepared to re-type, or recreate; even then there are some files that are irreplaceable. It is wise to use a method where you physically copy these files to an external drive, and or flash-drive, or even media like a CD/DVD disks. It is not so important what type of storage device you use so much as having an organized regular routine in doing so. Just remember that the ultimate plan in backing up is to create a minimum of two backups on different devices, ie. External Hard drive etc. An online service also works well, so long as you know where it is installed, and your user name and password.

NOTE:

Caution, Sometimes the commands: "COPY, and MOVE" are not always clear to every user...!

1) COPY: creates a duplicate file while the original remains in its original place while you

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PASTE a copy to a new location!

2) MOVE: removes the files and transfers it to a new location.

Understanding this is very important! Even on a well running computer hardware failure, or power issues can cause permanent file loss if that failure occurs during the transfer process. We recommend always using the copy command because in the event of a hardware failure during transfer the original will still remain intact. You can later remove it if you like!

Another method is to use an Automatic Backup Program that does the work for you on a regular basis. It requires a little setting up, but included instructions will help you accomplish that task. You can find Hard drive units that include the software for you to install right from the hard drive unit you purchase. There are many brands including Seagate, Western Digital, as well as many other brands.

My absolute favorite was recommended by a friend. And it is worth its weight in gold. The “**ClickFree**” product was and is the best product I have ever used for backup of my files. Just plug in the USB cable to both the storage drive and your computer. There is no software to fiddle with or install because it's all included on the Click Free Drive. Once the program loads it has a timer and begins backing up every file on your computer. You can backup as many computers as you have room for on the drive unit, and it will keep each computers Data cataloged separately from each other. You can even recover any computer's files to any other PC. To help you the user you have the option of installing a reminder app. that tells you when to reattach it do a backup of your files.

ClickFree devices can be purchased from Amazon or eBay under the name “**Clickfree C2 Automatic Backup**” they come in many sizes and styles. They even have an adapter available to make a regular drive act like a clickfree drive. You don't even need to keep them plugged into your computer.

Sadly, Storage Appliance Corporation the original manufacturer no longer makes these devices as of 2016. It always amazes me when you find something that really works easily then it mysteriously drops off the market. Maybe someone with a little smarts that has the money can begin manufacturing them again.

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 Call us today at (828) 400-7271 to setup an appointment to review your situation and recommend what would fit into your budget, and needs. We also just added a catalog of discount Antivirus and Internet Security programs to buy on our website. You can get a price quote by calling us or emailing us with your needs. We accept credit cards to allow users to make a security software purchase of your choice with a license key and download link so you can install it yourself, or make an appointment for a technician to install your software professionally. Boxed version are available, be sure to include whether you want an electronic download or a boxed version shipped!

Check out our company website for a link page:

<http://www.pctechuptime.com/security.html>

<http://www.pctechuptime.com/backup.html>

<http://www.pctechuptime.com/discount-security.html>

Antivirus software

Backup Choices

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Thank you!

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