

Why you should back up your computer files today.*

1. Your computer could crash in the next five minutes.

You've heard the saying, "Don't keep your eggs in one basket," and that is also true for your computer files. Everything you've ever done on your computer is kept in one place: the hard-drive.

2. "Back up" means "copy"

All you have to do to "back up" your files is copy them somewhere besides your hard-drive. You can copy them to floppy disks, to a flash drive, to an external hard-drive, or to another computer across a network. You can also "burn" them to a writable CD or DVD. "Burn" means "copy".

3. Make a list.

What files should you back up? Write down everything you'd hate to lose, and learn how to copy them to somewhere. Otherwise, you are at the mercy of a single point of failure: your hard-drive. Your digital photos, written documents, music, contacts, email, financial records, and other files you care about can be lost forever if you don't back up your files.

4. Who is responsible?

You are. If you lose your files, it is because you didn't back them up. No one is going to do it for you. You are responsible for your own files. Learn how to back up your files today. Back them up today. Let me say that again: back up your files today, and back them up regularly after that.

5. How often?

How much work can you afford to lose? If you change certain files every day, it would be a good idea to back them up every day. Other files once a week or once a month.



(fig 1. A hard-drive holds your files: photos, music, email, documents, financial records, etc.)

* This is not a **how to** page this is a **why** page.