

QUICK LOOK

3 Symptoms Your Data May be at Risk

1. Program or System Shutdown

If the program you are working in shuts down or generates an error message, this may be evidence of a potential problem. To exit, close all programs and restart your computer. If the problem reoccurs you may be at risk. If your computer turns off without you instructing it to do so, generates an error, or displays a blue screen when you attempt to restart, your data may be at risk.

2. Power Surges and Lightning Strikes

The computer power supply is designed to manage small electrical surges. In situations where a dramatic power spike or lightning strike occur, your system can take a lethal hit. Consider investing in a surge protector, or a UPS (Uninterruptible Power Supply) especially in lightning prone areas. Investing in a surge protection device may lengthen the life of your equipment.

3. Computer Makes Unusual Sounds

Humming or clicking sounds are often associated with an imminent hard drive failure. The longer the sounds continue, the less likely it will be for you to retrieve your data.



Since 2002



DATA BACK-UP

Protecting Your Files, Photos, Music and More

There are few things more painful in the computer repair business than having a new parent visit our office to see if the only pictures they have of their newborn can be saved. Likewise, it is harrowing for a business owner to lose customer data, emails, and billing information in an instant. Too often data back-up stays on the to-do list, but never gets done.

The risk of data loss is higher than average in the Midwest where lightning strikes and power outages are common. Both virus infections and the mechanical failure of a hard drive put you at risk. That is why regular data back-up is so important.

Data Protection Implementation Plan

1. Know What Data You Want to Save

Whether you are a residential or business customer, you want to back-up information that is irreplaceable or costly to be replaced including: photos, iTunes/music files, videos, homework, tax records, Word and Excel files and unique application files you may have including Quicken, QuickBooks, Genealogy files, etc. Please note that the Programs cannot be transferred. They must be reloaded and are subject to license verification by the software manufacturer.

2. Know How Often You Want to Back-up Your Data

You can back-up as often as you want. As a guideline, we recommend a weekly back-up to minimize your risk of loss and daily back-ups for businesses.

3. Options for Storing Back-up Information

Automatic data back-ups can be regularly scheduled and require little assistance from users. Manual back-up systems are also available, giving you complete control over what is saved and when.

Automatic Back-up Options

- **Internet Based Data Back-Up:** There are reliable online services that can securely back-up your data daily and provide email confirmation when the back-up is complete. The cost for data back-up is surprisingly affordable and provides the assurance that if your computer is damaged or stolen, your files are retrievable because they are stored in a remote location. For those working extensively with photos, there are innovative solutions specifically for photo back-up online as well.
- **External Hard Drive:** This device is connected to your computer by a cable and acts just like the hard drive inside your computer. Most external drives can be programmed to automatically update files on a regular schedule or you can choose to manually copy data at your convenience.

Manual Back-up Options

- **Flash Drive:** You can easily copy files to a flash or jump drive. This is a small, key sized device that can easily hang on a keychain. You plug it into a computer and copy files from your computer to the flash drive storage device at your convenience.
- **CD and DVD's:** Files can also be saved by burning them to a CD or DVD. You will need to have a CD or DVD burner with both read and write capabilities in order to write to the disk.

4. Implement Your Plan

Set-up your back-up service or equipment, and implement your back-up strategy.

If you need to diagnose a problem or determine if your data is safe, contact PC Help Services. We are here to help!