

Understand what the term 'backup' means, and why a regular backup routine is important. Users 2-2-1-1 access cloud-based applications through a web browser or mobile app and the user's data is stored on servers at a remote location. Table 1 below illustrates the typical maximum storage capacity of common storage devices: Device Maximum Storage Capacity External hard drive Up to 2TB or more USB flash drives Commonly up to 128GB DVD 4.7GB CD 700MB

Table 1 Storage Capacities of Common Storage Devices Your backup copies should be kept at a separate location from the originals, in case of a fire or flood for example. CDs and DVDs have limited storage capacity but are inexpensive; USB flash drives are usually small in size and can hold gigabytes of information; external hard drives are the most expensive option but can be used to backup your entire hard drive including programs and operating system due to their larger storage capacity. The benefits of cloud storage are that it is inexpensive – often free, is readily accessible from a range of devices, has automated backup and recovery systems, is ideal for collaboration purposes, is more secure as backups are physically removed from original files, is invisible – has no physical presence and allows for automatic updates of your files across all of your devices. Cyber Safety 21 Some examples of free/paid services are: Just Cloud (www.justcloud.com), Dropbox (www.dropbox.com), and Google Drive (accessible via your Gmail account). Accidental deleting, corrupt hardware, natural hazards such as fire and water damage, virus attacks, theft, loss, and many more. Accidentally deleting files typically places the files in the recycle bin, which can be recovered easily enough, but if not, recovery can be a time-consuming task with no guarantee of success. 7

BackUp Manager Example 20 Cyber Safety 2-2-1-2 Recognise common backup devices: CD's, DVD's, USB Drives, External Hard Drives, and be aware of different capacities. The easiest and most feasible way to back up your files is to copy your files (documents, pictures, photos etc.) to CD, DVD, USB flash drives or an external hard drive. Hard disks do fail from time to time and in the case of equipment failure, recovering data will require professional assistance and will be costly. 8

Cloud-based storage – Just Cloud (<http://www.justcloud.com/>) 2-2-1-4 Use backup features on your computer, and understand what it means to restore a backup. Users normally have a limited amount of free storage space, when that is used up the providers charge a fee. 8 below illustrates Just Cloud's sign-up service that enables access to your files from anywhere: Fig. Backup refers to making copies of your data for recovery in case of loss. A few minutes spent once a week is much better than having to rewrite a month's worth of work reports, or losing your family photos, or rewriting a whole term's project report. Most computers have their own backup programs; Fig. Fig.