How to Perform Data Backup as an Alternative to Data Recovery

Every individual has their preference on how to prevent data loss on their computers as well as how to recover permanently deleted files. For individual users, data backup is generally more affordable than data recovery. If you are interested in learning how to do a simple data backup while avoiding major data loss disasters, below are some tips to do so in sequence.

Tips for Performing Data Backup

1. Organise Your Files Regularly

Organising your files will make your life easier. If you need to find something quickly, you will know where it is. Develop a consistent, standard way of sorting your files so that you and your shared users will always know where files belong. This is the first and most important step when it comes to avoiding the risk of data loss. It saves time and hassle when you need to retrieve lost data and restore it to the original location. Organising your files and folders is always a good idea.

2. Choose Which Files Need to Be Kept

After you have organised your files, select which ones are important to keep. Think of it as discarding your clothes: if you think you are going to wear it often, keep it. Similarly, if you know you will need the file in the future, file it away where it is accessible. If the files are not useful, delete them or they will clutter your home screen. This will speed up the data backup solution when you have removed all unnecessary clutter.

3. Create a Local Backup System

Although most users opt for a cloud backup to store all data in one online location, it is always good to create a local backup in the event of a security breach. A local backup is when you use onsite data backup technologies hard drives, disks or other physical media. Ensure that your backup files are physically with you at your office. That way, you can maintain control over your personal files and confidential work items. Having a local backup also helps you to easily retrieve data.

4. Create an Off-Site Backup System

One of the causes of data loss is when you do not have additional copies of your files in different locations. It is recommended to have duplicated files at home and not just at the workplace. For example, the company computer hardware may suddenly fail or your workplace may be struck by fire. Doing an off-site backup means that even though your office is destroyed, your duplicated files are not. The consequences of data loss are significant and will affect your workflow greatly. By taking proactive steps to create an off-site data backup, you can prevent the experience of having to find and gather all the data that is lost. This type of backup is one of the simplest measures to data loss prevention solutions anyone can do.

5. Set Your Backup Procedures to Automatic Mode

Ideally, your files will back up automatically which you would not have to worry about forgetting. However, you need to periodically check that the automated backups are running.