



## *TECH CORNER*

**Dear Member**

### **BACKING UP DATA**

Backing up means creating a copy of your information and saving it to another device or to cloud storage (online).

There are many ways you may lose your data. Failure of device, data corruption, a virus or malware, theft of device, accidental damage of device or the most common - accidental deletion by the user.

Backing up regularly means you will always have a recent version of your information saved. This will help you recover quicker if your data is lost or stolen.

You can also turn on automatic backup. This will regularly save your information into cloud storage, without you having to remember.

Cloud storage is the best back up solution rather than using an external device and there are many free and paid versions available. Cloud storage also offers other benefits such as data being available on more than one device in real time if synchronisation is used – Make a change to a file and its automatically sent to all other devices using the same account. Most common accounts for cloud storage include Dropbox, Google Drive, Microsoft One Drive. There are many others available and all differ slightly in their offering.

Companies regularly send out updates for devices. Refer to article 6 on updating devices. Before these updates are applied data should be backed up as sometimes updates can remove or change files.

**Options for backing up data are:**

Cloud or Online storage (recommended)

Solid State Drives (SSD)

USB Flash Drives

CD, DVD, Blue Ray

Network Attached Storage (NAS) or Home Server

Print a copy! (Not recommended!)



## **How to turn on automatic backup**

- [Apple - Mac \(opens in a new tab\)](#)
- [Apple - iPhone and iPad \(opens in a new tab\)](#)
- [Android \(opens in a new tab\)](#)
- [Microsoft Windows 10 and Windows 8 OneDrive \(opens in new tab\)](#)

If you would like a particular area covered in Tech corner, please email me with details at [nspike@oandc.uk.com](mailto:nspike@oandc.uk.com) and I will include in a future edition.

Regards

Nicholas Spike  
Assistant Secretary