

# TIPS TO PROTECT YOUR DATA

- 01** **Back up, back up, back up!** *Always keep a current copy of your data on a secondary storage device. Test and verify your backups regularly. Keep at least one verified copy off site and secured.*
- 02** **Invest in a comprehensive backup strategy.** *Consult your local computer service provider about the right backup solution*
- 03** **Back up and verify your data** *before performing any system upgrade*
- 04** **Invest in an uninterruptible power supply (UPS)** *for all your computer equipment to protect against power spikes, blackouts and other power issues*
- 05** **Turn off external storage devices only after shutting down the computer** *to avoid possible directory corruption*
- 06** **Purchase an antivirus solution.** *Subscribe to the automatic update feature to limit the opportunity of being infected by a new virus*
- 07** **Do not move a drive while it is powered on.** *Physical damage could occur resulting in data loss.*
- 08** **Provide adequate space** *around your computer equipment to allow for air circulation and cooling*
- 09** **If the drive was previously in a very cold environment,** *allow it to warm up to room temperature before operating*
- 10** **If you hear unusual noises, turn off the unit immediately** *These sounds may indicate a mechanical problem that could result in data loss.*