

# #Backupnow

## 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.