Article Side

How to Back Up Your Important Company Data by Ruby Badcoe

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â€œBack up your filesâ€• is a well-worn piece of advice in the Information Age. But how many people, much less organizations, actually believe and follow this? Everybody should know that taking time to back up your files for at least a few minutes can save you days of agonizing over how to recover lost data in the future.

Determine what needs to be backed up. Itâ€™s highly unlikely that youâ€™ll need 100 percent of the files and software on your computer. Take time to organize everything in your computer; classify them according to importance. Hereâ€™s an example: create one folder for â€œCritical Dataâ€•, another for â€œ Future Referenceâ€•, and yet another for â€œDeletionâ€•. Delete unnecessary files, and back up the rest.

Back up online and offline. Ask your employees not to delete e-mails that contain important company files. Instead, back them up on a secure file-sharing site. Invest in storage media such as hard drives, USB drives, and CDs; copy your files to these, and store them in a safe place.

Choose data backup media well. If you have a small business, hard drives are the best; most models can store large amounts of data for a lower price. CD-ROMs are cheaper; just make sure theyâ€™re readable in most, if not all, disk drives, and take good care of them because theyâ€™re more vulnerable to wear and tear. But if you can afford them, tapes are your best bet when it comes to backup.

Set a regular backup schedule, and stick to it. On one hand, asking your employees to back up all their files in a single day can add up to several hours of lost productivity. On the other hand, backups every five years donâ€™t take into account that a lot can happen in that period. A good schedule for data recovery Los Angeles companies can follow would be weekly, bi-weekly, or monthly.

Get help from data backup companies. There are plenty of services available for data recovery Los Angeles companies can count on. Browse online for the best services available and make sure these can be tailored according to your needs. Look for companies with established reputations. Your chosen service provider should also be located within a convenient distance.

Backup services courtesy of companies that offer data recovery Los Angeles companies need may seem costly at first glance, in terms of both time and money. In the long run, youâ€™d have a better chance of getting your business to rise from the ashes â€“ should anything untoward happen â€“ thanks to a proper data backup plan. For more information, read sbinfocanada.about.com/cs/management/a/databackup.htm.

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Ruby Badcoe - About Author:
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