



Backing up your Data

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Gus Falkenberg/Kris Schwartz

Welcome

We will be covering

- Backup vs. Sharing
- Backup
- Sharing Files
- Questions

Backup vs. Sharing

- Different Goals
 - Backups
 - Disaster Recovery
 - Revert to a Prior Version
 - Sharing
 - Access files from different locations
 - Give access to different people
- Some services do both



BACKING UP

Backup Media

- Thumb Drive
- External Hard Drive
- Network Area Storage
- Online Storage

Thumb Drive

- Easy to manage for small backups on an individual computer
- Good for backing up documents
- Too small for large jobs
- No ability to share files
- Use it for a specific purpose

External Hard Drive

- Can be used for large backups on an individual computer
- Good for backing up files, pictures and system image
- Requires a drive for each computer
- No ability to share files

Network Area Storage (NAS)

- Manage backups for many users on one device
- Ability to share files between many users/computers on the LAN
- Is basically infinitely expandable.

Online Storage

- Online Solutions (Mozy, Carbonite, etc.)
 - Best for backing up documents and possibly pictures
 - Good for small backups unless you have a lot of bandwidth
- Google Drive
 - Best for backing up documents
 - Ability to share documents with anyone that has a Google Apps account



**WHICH WOULD BE BEST FOR
YOU?**

Thumb Drive

- You only have documents and maybe a few pictures to backup
- You do not need to share files
- Low Cost - \$25 - \$100
- Slow

External Hard Drive

- A large number of documents and pictures to backup
- No need to share documents
- Mid Cost - \$80 - \$300+
- Slow

Network Area Storage

- A large number of documents and pictures to backup
- Multiple users that may need to backup files
- Ability to share files
- Higher Cost - \$280+
- Very Fast

Online Storage

- Google Drive
 - Everyone can use this
 - Easy to share documents
 - Up to 15GB of free space to backup files
 - Unlimited Google Docs backup
 - Perfect for backing up documents

Online Storage

- Other Online Backup Solutions
 - For Anyone
 - Good for backing up files and pictures off site
 - Most will automatically backup any changes made to files everyday
 - Companies
 - Mozy <http://mozy.com/product/mozy/business>
 - Carbonite <http://www.carbonite.com/backup/pricing-plans/business-plans>
 - Crash Plan <https://www.crashplanpro.com/business/store.vtl>
 - BackBlaze <https://www.backblaze.com/business.html>
 - Cost – Free - \$500/year



HOW TO BACKUP

Thumb Drive

- Simply plug it in
- Open the folder
- Drag your files over to the drive



External Hard Drive

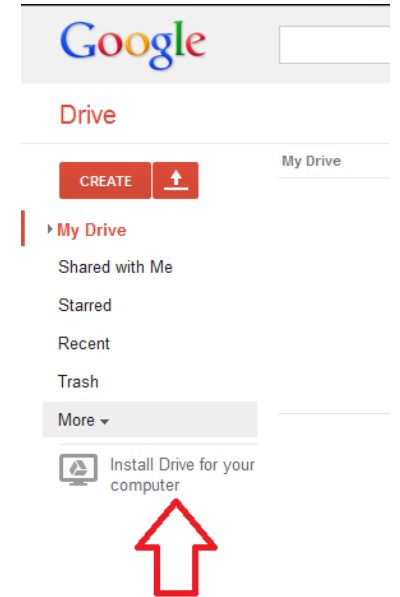
- Plug it in and transfer files by dragging
- You can also setup Windows to automatically backup your files

Network Area Storage

- Order through Kris and he will set it up, install it, and setup computers that need to be connected to the NAS
- Can be setup to backup files for multiple users automatically
- Submit a helpdesk ticket for a quote

Online Backup

- How to install Google Drive
 - Open your email
 - Click on the  in the top right corner of the screen
 - Click Google Drive 
 - On the left side of the screen click “Install Drive for your computer”
 - Then Click “Install Drive for PC”
 - Follow the directions to install
 - Use the Google Drive folder to save all of your documents
 - Other online backup solutions you will have to follow their directions





 **SHARING**

Sharing with Google Drive

- Open Google Drive in your Browser
- Open the document you want to share in Google Apps (Docs, Sheets)
- Right Click on the document you want to share
- Click share...
- Enter the email address of the people you want to share with
- Click Done
- That's all there is to it.
- All changes made by anyone to the document will be updated in real time

Other Sharing Services

- Dropbox www.dropbox.com
- Microsoft OneDrive onedrive.live.com
- Similar to Google Drive
- Offer free storage with paid upgrades for more storage
- Google Drive is best for work, but these could be used for personal use

Network Area Storage

- Kris will setup a shared folder for you
- Use the shared folder on any computer to save and make changes to files



Data Lives Here...

Hard Disk Drives (1)

- Local Disk (C:)
18.3 GB free of 39.8 GB

Devices with Removable Storage (2)

- Floppy Disk Drive (A:)
- DVD Drive (D:) Integration Services Setup
0 bytes free of 26.3 MB

Network Location (1)

- Shared (\\if-2k12dc1.ifls.lib.wi.us) (I:)

...But shows up here

Summary

Service	Pros	Cons	Cost
Thumb Drive	<ul style="list-style-type: none">• Simple• Inexpensive	<ul style="list-style-type: none">• Limited storage• One computer• Manual process	\$25 - \$100
External Hard Drive	<ul style="list-style-type: none">• Simple• Can restore entire computer	<ul style="list-style-type: none">• One computer• No sharing	\$80 - \$300+
Network Storage	<ul style="list-style-type: none">• Multiple users• Can share files	<ul style="list-style-type: none">• More complex• More costly• Can't access files outside the library	\$280+
Online Backup Services	<ul style="list-style-type: none">• Automatic backups• No hardware to buy	<ul style="list-style-type: none">• Limited storage• More complex• No sharing	
Google Drive	<ul style="list-style-type: none">• Included with Google Apps• Can share files• Free with limits• Access from anywhere	<ul style="list-style-type: none">• Limited storage• More complex	Free up to 15GB



QUESTIONS