

Switched  Service

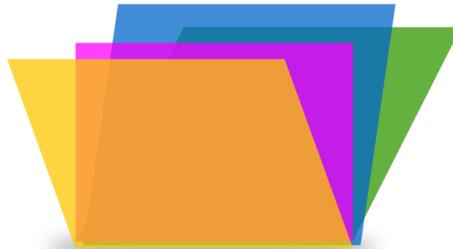
## Are your files safe?



Why should I back up the files on my computer?

There are a number of things that can happen to cause the loss of data from your computer, including

- Hard Drive failure (hardware malfunction),
- Virus infections, Malware & Ransomware which can infect your computer and delete, corrupt or encrypt (lock) your files
- The data on your computer is corrupted for a variety of reasons
- Your computer is stolen, vandalized, damaged or destroyed e.g. a house fire.



What should I back up?

It is important to have a safe copy of anything that is important to you, or that is difficult to recreate. Imagine if your precious family photos were lost, and there is no other copy? If keeping your memories of loved ones; the kids as they grow and fun family vacations is important, then you need to back them up!

Students should backup their assignments and study work daily—to save tears and many hours reproducing their work. How frustrating would it be for you to lose your emails, contacts and important documents.

We are seeing a huge spike in the incidents of Ransomware attacks, which come from seemingly legitimate and harmless emails. These malicious attacks will encrypt all your data, sometimes within hours of infection, rendering every file on your system void.

***A regular backup procedure is vital to ensure your important files are safe.***



How often do I need to back up?

As often as possible. If your computer is used daily, run a backup daily. If you are working on a project, or working on the monthly accounts, backup at regular intervals as you go. Ask yourself, “how much work do I want to re-input?” You can never have enough backups. We highly recommend using at least two external hard drives, so that if one fails or becomes compromised, you have the other to fall back on.



This all sounds too hard! How do I know that I've backed up properly? What do I use?

Ok, this is the easy part. Hi-Tech Solutions offers an user-friendly, easy to use backup system. Bring your laptop or desktop computer in and our friendly team will install the backup software and provide external hard drives. We show you the proper backup procedure, and teach you how to check that it is working.

