



Your Other Partner

COMPUTER BACKUP

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WHAT TO BACKUP:

You should backup **EVERYTHING** on your system, including all your software with the complicated configuration settings, customizations and macros, all your data including time and billing and accounting information, your calendars, conflict information, documents, and anything else you have stored electronically.

You need a backup system with enough capacity to store **ALL** of the information located on the hard drive(s) you are backing up.

You need backup software that can **AUTOMATICALLY** perform a backup, unattended, in the middle of the night or whenever it is that your employees are least busy working on your system.

You should have several “generations” of backup, meaning alternate tapes — 5 tapes with one for each day of the week, or even better, 10 tapes covering each day of the week for two consecutive weeks.

You should “retire” your end-of-month and end-of-year tapes. You can “recycle”(reuse) your end-of-month tape the following year for the same month. Keep your end-of-year tapes permanently retired.

Tapes wear out. Plan on throwing away and replacing any tape which has been used regularly for 12—18 months or has been used 50 times, whichever comes first.

Store your backup tapes **OFF-SITE**. Assume that the disaster which may wipe out your hard drive would also wipe out the backup tape stored in the same office. Take your daily backup tape home each day, and return it the next day. Keep the monthly and yearly tapes off-site at all times unless needed.

Perform a regular **TEST RESTORE** of your backup tape to ensure it is properly backing up. Don't wait for a disaster to find out there is a problem with your backup. Do this once a month.

BACKUP SOFTWARE:

Personal:

Dantz: Retrospect

Veritas: Backup Exec (www.veritas.com/products)

Second Copy (www.centered.com)

Network:

Computer Associates: Arcserve

Veritas: Backup Exec Enterprise

BACKUP DEVICES (HARDWARE):

CD-RW READ/WRITE CD DRIVES

Otherwise known as CD “burners”, these allow you to store system information on them and write over them again and again like a hard drive.

They are cheap and quick. Cost about \$200 - \$600. Disks cost only about \$1.00 – \$2.50 each. However, disks only hold 650 Mb of data, so if you have 8 Gb of information, you’re dealing with a totally manual process of swapping CD’s in and out. Also, CD’s will not back up your Windows Registry or Novell/NT server information.

TRAVAN TAPE BACKUP DRIVES

The least expensive tape drives on the market. Cost about \$175 – \$400. Capacity anywhere from 1Gb/2Gb to 4Gb/8Gb (uncompressed/compressed). Some consultants do not recommend these drives as they can have a high failure rate. Colorado brand is one of the more reliable of the Travan brands.

ADVANCED DIGITAL RECOVERY SYSTEMS (ADR) TAPE BACKUP DRIVES

Manufactured by Onstream, these are the more reliable low cost tape drives. Cost about \$300 – \$900. Capacity anywhere from 15/30 to 30/60Gb per tape. Use “Echo” software and also work with Network backup software. Come in internal and external versions, so can also be used for laptop backup.

DIGITAL AUDIO TAPE (DAT) TAPE BACKUP DRIVES:

These are small, relatively inexpensive tapes which are very reliable backup systems for small networks. Cost from \$600 – \$1,500. Capacity from 4Gb/8Gb to 20Gb/40Gb. Hewlett Packard SureStore brand is the “Cadillac” of the market for this product.

DIGITAL LINEAR TAPE (DLT) BACKUP DRIVES:

These are heavy duty, reliable and highest capacity systems you can buy for networks. Price from \$1,500 – \$10,000. Capacity from 15Gb/30Gb to 100Gb/200Gb. Hewlett Packard SureStore series brand is the “Cadillac” of the market for this product.

REMOVABLE HARD DRIVES:

Some companies use removable hard drive mounting systems, also known as “shuttles”, to literally slide the drives in and out of the desktop PC. Pay for the shuttle/mounting tray at the rate of \$100 – \$150 per, and then use any 3.5” hard drive mounted in the shuttle.

The least expensive removable hard drives and mounting systems can be obtained from www.dirtcheapdrives.com.

Buslink has a line of removable hard drives. Their 13Gb USB hard drive; is external and portable. Approximately \$195 at Staples. (www.buslink.com)

OnStream External, USB 30Gb Drive. It normally sells for \$399, but according to their Web site it is selling for \$100 off the retail price. 30Gb cartridges are \$44.95. Here’s the URL: http://www.onstream.com/desktop/usb30_e.html

The Iomega “Peerless” removable cartridge system has 10 or 20Gb cartridges which act like hard drives and can be used with data backup software, and connected via USB and FireWire Connections. Cost \$399 with one cartridge.

Pockey Drives are new. They are the smallest external hard drives, fitting in the palm of your hand. They come in sizes of 20Gb for \$250, 30Gb for \$300 and 40Gb for \$400. They require no external power, are hot swappable, work through as USB interface, and work with both PC and MAC, desktop and laptop. They are perhaps the cheapest and fastest way to effectively transfer data between computers, and an effective backup solution for laptops and desktops. www.pockeydrives.com.

REMOVABLE HARD DRIVES/BACKUP DEVICES FOR LAPTOPS:

An Automated Backup System specifically for a notebook is made by CMS Peripherals. (www.cmsperipheralsinc.com) The unit plugs in directly through the PC card. You can also purchase a USB to PCMCIA convertor. The unit contains automatic backup software and can be used as an external drive as well. It's small (1x5x3) and light (7 oz) and will transfer up to 75 Mb/min.

After the initial backup of the entire drive, it will back up only changed files, so it's super fast.

There are currently 4 drives available:

6 Gb	\$379
12 Gb	499
18 Gb	699
30 Gb	999

The USB to PCMCIA converter is \$89.

Contact Cathy Kenton (800) 726-3339

Apricorn offers USB Hard Drives priced from \$288 – \$488, with capacities up to 30Gb. www.apricorn.com.

Amacom offers Flipdisk Drives for \$819 at 30GB storage. www.amacom-tech.com.

AUTOMATIC TAPE ARRAYS:

This is a backup solution for a large network server farm. It adds a backup server to the server farm, which contains multiple high-capacity DLT drives which automatically backup all day long. Storage is from 100Gb - 500Gb. Cost in excess of \$5,000.

ONLINE BACKUP OPTIONS:

Not recommended if you have less than a DSL or cable connection to the internet. Using this option you backup your data over the internet to a remote server. Prices vary anywhere from \$4.95 month for 65Mb storage to \$24.95/month for 1Gb storage and so forth.

Connected at www.connected.com

@Backup at www.backup.com

FreeDrive at www.freedrive.com

DataPeer at www.datapeer.com

System Restore at www.systemrestore.com

Promise at www.promise.com