

Backup Strategy Guide

Data loss can happen to anyone through hardware failure, malware, theft, or human error. A good backup strategy ensures you can recover your important files and continue working with minimal disruption.

The 3-2-1 Backup Rule

3 copies of important data (original + 2 backups)

2 different types of storage media

1 copy stored offsite or in the cloud This rule provides protection against multiple failure scenarios and ensures your data remains accessible even in worst-case situations.

What to Backup

Essential Data: • Documents, spreadsheets, and presentations • Photos and videos • Email archives • Browser bookmarks and passwords • Financial records and tax documents • Project files and databases

System Information: • List of installed programs • System settings and configurations • License keys and activation codes • Driver installation files

Backup Methods

1. External Hard Drive

Pros: Fast, large capacity, full control

Cons: Can be lost, stolen, or damaged

Best for: Complete system backups, large files

2. Cloud Storage

Pros: Automatic, offsite, accessible anywhere

Cons: Requires internet, ongoing cost, privacy concerns

Best for: Important documents, photos, daily backups

3. Network Attached Storage (NAS)

Pros: Automatic, accessible to multiple devices

Cons: Initial cost, requires setup and maintenance

Best for: Home offices, multiple computers

4. USB Flash Drives

Pros: Portable, inexpensive

Cons: Limited capacity, easy to lose

Best for: Small, critical files, emergency backups

Backup Schedule

Real-time: Cloud sync for active projects

Daily: Important work files and documents

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For All Your Technological Needs

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Weekly: Complete file backup to external drive

Monthly: Full system image backup

Quarterly: Test backup restoration process