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# 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

**Weekly:** Complete file backup to external drive

**Monthly:** Full system image backup

**Quarterly:** Test backup restoration process