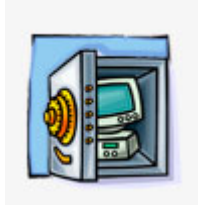


## 4.2 Safeguarding Your Data

Alright, we've seen how you can use the this partitioning scheme to organize your work. What about for safeguarding your data?



Well, it turns out the Archive partition (drive *E*) on the second physical drive is set aside as a large partition for backing up data quickly.

Here's what you do to protect your work is simple. At the end of each day, regardless of whether your current project is finished or not, copy the project's subfolder (for example, *D:\Project ABC\Jan 2009*) from the Data partition to a new subfolder in the Archive partition. Name the subfolder in the Archive partition so that it starts with *YYYYMMDD*. This makes it easier to locate certain files you saved if you need to retrieve a backup copy.

Well, you can also run scheduled backups automatically to copy new data from drive *D* to drive *E*, but I prefer to copy the stuff manually - it gives me reassurance things have been backed up, and you will also know exactly where to find certain files if you need to. An automatic backup program sometimes stores the backup as a compressed file, making it harder to locate the file you need in a crisis scenario where you lose your original file.

One exception here is that you can use the Archive partition to store the backup image created by the *Automated System Recovery (ASR)* tool in Windows. This makes it easy to locate the backup image and do a quick *System Restore* if you need to.

The other note about safeguarding your data is that you should also burn backups to optical media like CDs and DVDs. Hard disks can fail – even if you've split up your hard disk into many partitions, it can still be prone to failure. So the safest thing to do is to back them up to CDs and DVDs.

If you see that the Archive partition (drive *E*) is filling up to about 80% of its total partition space, then you should copy some of your old files out of drive *E* into a CD or DVD. Label those CDs or DVDs properly. By clearing up the space this way, you give your Archive partition more space for new files.



If you use Microsoft Outlook, make sure you save your current *.pst* file as backup into the Archive partition, and also to CDs or DVDs when convenient. The *.pst* file is extremely critical to you and should receive the utmost care and attention. Once you've backed up the *.pst* file, you can go through Outlook and delete whatever folders or emails you don't need – safe in the knowledge that you have many old archived copies of that *.pst* file if you need them.