

How to decide what data to back up



There are many ways you can unintentionally lose information on a computer. A child playing the keyboard like a piano, a power surge, lightning, floods. And sometimes equipment just fails.

If you regularly make backup copies of your files and keep them in a separate place, you can get some, if not all, of your information back in the event something happens to the originals on your computer.

Anything you cannot replace easily should be at the top of your list.

Identity

- Bank Records / Other financial information
- Emails:
 - Tools > Options > Maintenance Tab > Store Folder
 - File > Data File Management (Personal Folders)
 - Use **MozBackup**
- Your address book:
 - File > Export > Address Book (.wab)
- Passwords (Website/Login/email)

Personal Settings

- Bookmarks
- Wallpaper
- Custom dictionaries and templates
- Cursors / Themes
- Special Fonts
- Microsoft Outlook Calendar
- Take a picture of Firefox Addons
- Drivers including Printers

Personal Files

- Digital photographs
- Personal projects
- Podcast subscriptions (iTunes) OPML file
- My Documents (each user)
- Desktop files

Data

- Music / Video /Images
- Software you purchased and downloaded from the Internet
- Application Data (Program Files)
- MYOB or Quickbooks/Quicken Data

Store your backup in a safe location – removable device is recommended such as—external hard disk drive, CDs, DVDs, or some other storage format.

Checklist for a Windows Reinstall:

Pre-Installation:

Use Magic Jellybean Keyfinder to locate serial numbers for Microsoft Products (including Windows) – Print this information	<input type="checkbox"/>
Use <i>Belarc Advisor</i> to create a detailed report of all software programs, hotfixes and hardware devices available in your system	<input type="checkbox"/>
Uninstall all software programs that had to be activated at the time of installation (e.g. Adobe Creative Suite or Microsoft Office). It's important that you do a proper un-installation of these programs through Add/Remove Programs because simply deleting the folder from Program Files directory will not free up the license on the manufacturer's activation server.	<input type="checkbox"/>
Driver Max to create a backup of all device drivers currently installed on your system	<input type="checkbox"/>
Create a Backup Folder as per previous page...	<input type="checkbox"/>

Installation

If possible, keep partitions and files intact, Install Windows on top

Post-Installation:

Update Windows Installation using Windows Update	<input type="checkbox"/>
Install Security Software (AntiVirus / Firewall) after networking drivers	<input type="checkbox"/>
Clone the disk image via: <ul style="list-style-type: none"> ▶ DriveImage XML (free software) ▶ Acronis True Image ▶ Norton Ghost ▶ Windows Vista Ultimate also comes with a "Backup & Restore Center" that you may use to create a complete backup image of your entire computer to an external disk or a DVD 	<input type="checkbox"/>