



Quick Tips: Protecting Your Data by Saving in Multiple Places

It's happened to all of us – something happens and, all of a sudden, you are unable to access any of the files on your computer. Since you cannot prevent the unexpected from happening, you should back up your files often, saving and storing them in multiple locations. This is especially important to do with things that are very important and irreplaceable (i.e. pictures, theses, grant proposals, etc). Below are some options for backing your data:

On the Bryn Mawr Network:

- All community members have a **Home Directory**, also called an H:drive. You can access your H:drive from both on and off-campus, using either a personal computer or one owned by Bryn Mawr College. To access your H:drive:
 - College-owned PC (on-campus):
 - Go to **Start → My Computer**.
 - Your H:drive will be listed under “*username* on ‘Adminfile\Home’ (H:)” or “*username* on Acadfile\Home’ (H:)”.
 - College-owned Mac (on-campus):
 - Go to **Macintosh HD → Places**.
 - Click on your username. (a link to this can also be found on the right side of the Dock)
 - Personal Computers and Off-campus Computers:
 - Go to <http://ingress.brynmawr.edu>.
 - Login with your College username and password.
 - Select “My Files” on the left side to find a particular file, or Map your H:drive.
- If you are having trouble accessing your H:drive, or do not think you have one, please contact the Help Desk (x7440).

External Hard Drive

- An external hard drive attaches to the computer via a USB, eSATA, or Firewire (IEEE 1394) port. This allowing files to be kept safe if the computer and/or main hard drive are damaged or compromised and also allows for transport for very large files.
- These come in multiple sizes and form factors and can be purchased at most office supply or computer stores. If you need advice about purchasing one of these, stop by the Help Desk and talk to a staff member.

Flash Drive/ USB key:

- A Flash Drive or UBS key is a small external storage device that will allow you to access your files on any computer. These are small enough to fit in a pocket or on a keychain.
- These are good for file transport or temporary everyday storage, but should not be considered “permanent” storage.
- 1GB USB drives can be purchased for \$10 at the Help Desk.

CD/DVD

- You can burn CDs and DVDs on any of the public computers on campus.
- This media is more difficult to rewrite, but will save your data more permanently. This is a good idea if you have completed or a reached a significant milestone in a project.
- Both can be purchased at the Help Desk: CDs for \$1, DVDs for \$3.