

Data Backup

Bryant University recommends the regular backing up of personal data to prevent data loss

Why Backup your Data?

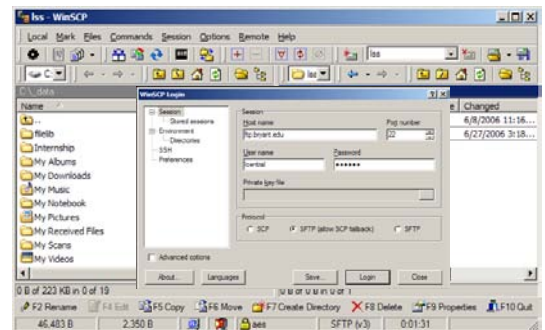
We recommend that you backup your data on a daily basis to ensure that if a major problem occurs you will have minimal data loss. If your laptop needs to be serviced, we cannot guarantee that your data will be recoverable. These are two easy options for backing up your data:



#1

FTP Backup


- Click Programs, Bryant FTP Software, WinSCP
- Login using your E-mail username and password
- Choose the files that you want to backup in the left column and the folder that you want to copy them to in the right column
- Drag and drop the files and folders

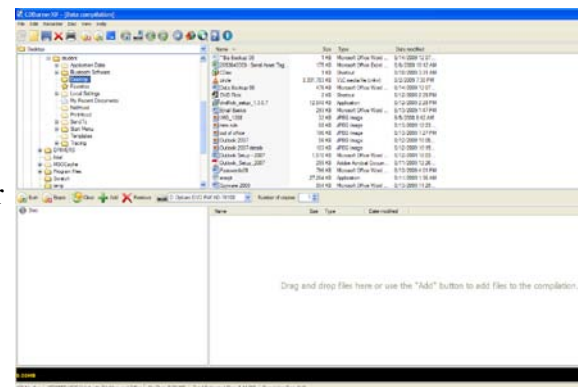


Note: Each student has a 250MB limit on server space.

#2

CD & DVD Backup

- Click on Programs-CDBurnerXP
- Choose Data – Click Data Disk
- Insert a blank CD or DVD
- Click “Add Data” and select the files that you want to backup. Or drag and drop your files into the window.
- Once you have added the files you wish to backup click the  button to burn your CD or DVD.



Note: Most CD's hold 650 MB of data. DVD+-R's hold 4,700MB of data.



Don't forget about your Bryant-issued USB thumb drive! Its 4 gigabytes of portable storage can hold thousands of documents, music, and pictures. Simply drag and drop to back it up!