

Storing and protecting your data from loss: some hints

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Which files to back up?

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FILES	
Program/System files	User files
C:\WINDOWS C:\Program Files etc.	"My Documents" etc. Mailboxes Address books etc.
If files are damaged, you may need to reinstall the program or the operating system. The original file(s) will be recovered	If files are damaged and not backed up, they would be lost forever

Hint: keep program/system files separately from user files – e.g. like this:

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DISK C: SYSTEM	DISK D: USER DATA
System and program files	"My Documents" and other folders with user documents Mailboxes

If system files and user files are kept on different disks, the user files would not be affected when the system disk is formatted or restored from a backup image file.

If all files are kept on the same disk, move user documents to separate folders

Hint: move the mailboxes of Outlook Express or any other mailer to a separate folder and include it in the backup list

(by default, Outlook Express mailboxes are stored in a folder that is not very easy to find)

Hint:

Back up your documents to removable drives (CD-R, CD-RW, ZIP-disks, tape drives etc.) and keep them SEPARATELY from the computer (in a different room, or, even better, in a different location)

Antivirus protection

- Update your antivirus software regularly
- Regularly visit the Web site of your antivirus vendor to read the news and warnings about new viruses
- Before opening any files copied to your computer from a different computer, check them for viruses.
- Ask your Internet service provider if its mail server is protected with an antivirus software
- Do not open files attached to messages that look suspiciously (especially files with extensions .EXE, .COM, .BAT, .CMD, .VBS, .PL, .BAS, .JS, .JAVA, .REG, .SHS, .PIF, .SCR, .DLL, .SSH, .CHM, .HLP, .LNK)
- YOU SHOULD BE ESPECIALLY CAREFUL when using MS Outlook or Outlook Express

Using MS Outlook and Outlook Express ⁷

- MS Outlook и Outlook Express security holes: attachments can run when user is just viewing the message, without clicking any files. Many viruses are specially designed to exploit the security holes of MS Outlook or Outlook Express
- You should REGULARLY the Microsoft site to download and install security patches. Sooner or later, you may need to update your Internet Explorer.
- Without these precautions, MS Outlook and Outlook Express can very easily be infected and start spreading viruses to other computers.

VIRUS HOAXES ⁸

- Virus hoaxes distract users from messages about real viruses
- Messages originating from a reliable source can NEVER ask you to forward it "to everybody you know", or "to everybody in your address book".
- Sending and forwarding chain letters is a net-abuse.
- If for any reason you still want to forward a message like this to somebody, first try to make an Internet search by virus name. Most probably, you would find out that it's just another virus hoax.
