

Data Backup

When using a computer in business one of the most important tools is the data stored on that computer. Unfortunately computers are not infallible, they can experience problems ranging from as simple as an input error to a catastrophic hardware failure. Having a reliable Backup could be the only way to recover this extremely valuable data.

A Back-Up of your data can be made using many different mass storage media devices.

Media Device	Media Type	Approx .Maximum Data Size (per media)
CD Recorder/Re-Writable Drives	CD-R/RW	700 MB
DVD Re-Writable Drives	DVD +/- R/RW	4.7GB
ZIP Drives	Zip Disk	100MB 250MB 750MB
USB Memory Drives	Hardware	128MB – 2GB
External Hard Drive	Hardware	20MB-500MB
Tape Device	Tape	> 20GB

One of the most economical and widely used Media for backup is CD/DVD

Backing up Clip to a CD/DVD using Windows XP

Windows XP has built in CD/DVD data burning to allow you to create a Backup of your Clip Software and Data.

Clip software must not be Open or In Use when performing a Backup

1. Double Click on My Computer or Click Start and then My Computer
2. Double Click the Drive that has your Clip Software installed.
 - For Single User this is most likely Local Disk (C:)
 - For Multi User this would be the Network Mapped Drive
3. Locate your Clip Software Folder
 - Clip 2.6 Folders
 - ClipPro, Clipclas, Cliplite
 - Visual Clip
 - Clipv
4. Right Click on the Clip Folder, Move your mouse cursor over Send To, and then select the Drive of you CD/DVD recorder.
5. Close all Windows
6. Double Click on My Computer or Click Start and then My Computer
7. Double Click the CD/DVD Recorder
8. Select File>Write These Files to CD
9. Follow the Prompts through the Writing Wizard to Name the CD and Write files to Disk.

To View a Video Demonstration of this procedure go to <http://www.clip.com/TechTips - January 2005.asp>

When using reusable media (CD-RW, DVD+RW) you may be prompted to overwrite files. Select 'Yes' or 'Yes to All' when prompted.

For other versions of Windows additional CD/DVD Burning software will be needed and is often provided by the manufacturer of your computer or CD/DVD drive. Consult the Burning software's manual or help files for writing data files to a CD/DVD.

*For help or information using other media devices to create a backup contact Clip Technical Support at 1-800-286-1709. A Support Representative can provide information or assistance in creating a backup.

Creating a Backup Schedule and Routine

The key to creating a backup schedule should be determined by how much information you can re-create in the event you need to restore your backup. Below you can find some schedules to assist in your Backup. Use as little or as much protection as needed to protect against data loss.

Basic Protection against Data Loss

Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape, USB Memory Drive

Amount of Protection: 1 Day

Use 1 Piece of Media
Label this Daily Backup
Create a Backup Daily the disk

Good Protection against Data Loss

Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape

Amount of Protection: 1 Week

Use 5 Pieces of Media
Label these [Monday – Friday](#)
Create a Backup Daily on each of the disk, overwriting the previous week's data

Better Protection against Data Loss

Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape

Amount of Protection: 1 Month

Use 9 Pieces of Media
Label 4 of these [Monday – Thursday](#)
Label the 5 remaining [Friday 1 – Friday 5](#)
Create a Backup Daily on each of the disk Monday – Thursday
Rotate Friday 1 – Friday 5 during the month for each Friday

Best Protection against Data Loss

Use re-usable media CD-RW, DVD+RW, Zip Disk, Tape

Amount of Protection: 1 Year

Use 21 Pieces of Media
Label 4 of these [Monday – Thursday](#)
Label the 4 of these [Friday 1 – Friday 5](#)
Label the 12 remaining [January – December](#)
Create a Backup Daily on each of the disk Monday – Thursday
Rotate Friday 1 – Friday 4 during the month for each Friday
Rotate January – December during the year use at end of each month

Clip Highly Recommends creating a backup of your Clip Software prior to

- Applying an Update
- Performing a Global Replacement
- Closing the Period
- Whenever your Computer is being serviced

*Note: Clip Software recommends a backup of any of your valuable data on your computer. The information contained here only includes instruction on how to backup your Clip Software and data.