

BACKUP RECOMMENDATIONS

AUDIENCE

This document is for UAHuntsville faculty, staff, and students.

BACKUPS AT UAHUNTSVILLE

UAHuntsville does not currently offer a standard backup solution to the campus community. However i.t.solutions can offer advice as to the best solution options out there for this important task. All data should be backed up regularly. Full system backups are recommended when possible. The following recommendations can guide you to a solution that will work for you until i.t.solutions can offer a more centralized comprehensive option.

DATA BACKUPS

The lowest level of backup that is recommended is simple file or directory backups so that data can be recovered in the case of a disk failure or theft. Select one of the following options for this kind of backup.

Note: Regardless of the backup solution you choose, it is necessary to secure confidential data with at least the level of precaution that is taken on your personal copy of data.

- Copy files to a thumb drive or an external hard disk drive. Store the device in a safe location.
- Upload files to Google Docs, the Document storage option within Google Apps for Education. For simple backups (and to retain original formatting) you will probably want to de-select the option to convert documents, presentations, and spreadsheets to the corresponding Google Docs formats. If you leave this option checked, and the document is shared with edit privileges, your backup could be modified.
- Synchronize files to a co-worker's computer or network share on a departmental server. You can use one of the following utilities to perform this operation.
 - **SyncBack:** <http://www.2brightsparks.com/downloads.html> --You can purchase versions, or there is a freeware version available near the bottom of the downloads page. The freeware version helps you easily backup and synchronize your files to: the same drive; a different drive or medium (CDRW, CompactFlash, etc); an FTP server; a Network; or a Zip archive.
 - **SyncToy:** <http://www.microsoft.com/downloads/en/details.aspx?familyid=c26efa36-...> --Microsoft offers this freeware application that synchronizes files and folders between locations. Typical uses include sharing files, such as photos, with other computers and creating backup copies of files and folders. .
 - **DeltaCopy:** <http://www.aboutmyip.com/AboutMyXApp/DeltaCopy.jsp> --Based on rsync, a UNIX oriented tool, DeltaCopy is a powerful open source Windows application that provides incremental backup, task scheduler, email notification, and one-click restore in a Windows friendly environment. It is not as intuitive as the others but offers more sophisticated options.

ON-SITE FULL BACKUPS

Many users overlook their operating system's built-in backup utilities. Coupled with an external hard disk drive, these utilities will meet most users' backup needs at a very low cost. i.t.solutions recommends dedicating a single external hard disk drive to each workstation or server to be backed up. A dedicated hard disk drive is required in order to use the backup utilities built into Windows 7 and Server 2008.

Refer to these online instructions for each of the following operating systems.

- Windows XP/Windows Server 2003: http://www.theelderageek.com/backup_using_wizard.htm
- Windows Vista: <http://technet.microsoft.com/en-us/magazine/2007.09.backup.aspx>
- Windows 7: <http://www.howtogeek.com/howto/1838/using-backup-and-restore-in-windo...>
- Windows Server 2008: <http://technet.microsoft.com/en-us/library/cc753528.aspx>
- Mac OS X (10.6 and later):
<http://www.apple.com/macosx/what-is-macosx/time-machine.html>

OFF-SITE FULL BACKUPS

While it is feasible in many instances to rotate physical drives in and out of secure storage to maintain off-site backups, these fee- based services offer the added protection and simplicity of synchronizing your data over the network to a remote site.

- **BackBlaze:** <http://www.backblaze.com> and **Carbonite:** <http://www.carbonite.com> Both solutions offer unlimited storage paid annually, with real-time synchronization but some restrictions on file size and are available on Windows and Macintosh. Departments may be interested in their small-business backup options too.
- **rsync.net:** <http://www.rsync.net> This UNIX oriented solution that is available on any operating system offers pay-per-gigabyte storage and has no file size restrictions. It is very versatile with intercontinental geo-redundant options available. Their support team is very knowledgeable and will fully support any program that you might use to talk to their service.