

## Document Backups

Document backups are an integral part of the data security effort at Taylor. In the event of a hard disk failure, the backup may be the only option for recovery of lost documents. Taylor provides two backup solutions and server space to all employees. It is the employee's responsibility to ensure that backups are run frequently and that the backup process is successful.

### Auto-Backup Versus Manual-Backup

University-owned computers running Windows 7 or Windows 10 have been configured by I.T. to store work-related documents on the Taylor network. Redirection makes documents available from any computer on campus. As such redirection provides an auto-backup and eliminates the need for a manual backup of work-related documents.

In terms of backups, documents fall into one of three categories:

1. Work-related documents and folders that are redirected to a Taylor server and do not require a manual backup:
  - a. All sub-folders and documents located within the Documents folder with the following exceptions:
    - i. Music
    - ii. Pictures
    - iii. Videos
  - b. Internet Explorer Favorites
  - c. Work-related music, pictures, and videos if placed in newly created sub-folders inside the Documents folder. Name them Music Work, Pictures Work, and Videos Work. While the folders Music, Pictures, and Videos are excluded from redirection, these new folders will be redirected.
2. Work-related documents and folders that are NOT redirected and DO require a manual backup:
  - a. Desktop (a special system folder that cannot be redirected)
  - b. Outlook Personal Folders (must be located correctly)
  - c. Outlook signatures
3. Personal documents that are neither redirected nor included in a manual backup:
  - a. Taylor does not provide storage space for personal documents. This includes documents located inside the Music, Pictures, and Videos sub-folders.
  - b. Client Services suggests the use of an external drive for backup of personal documents.

**Redirected documents are included in I.T.'s auto-backup.**

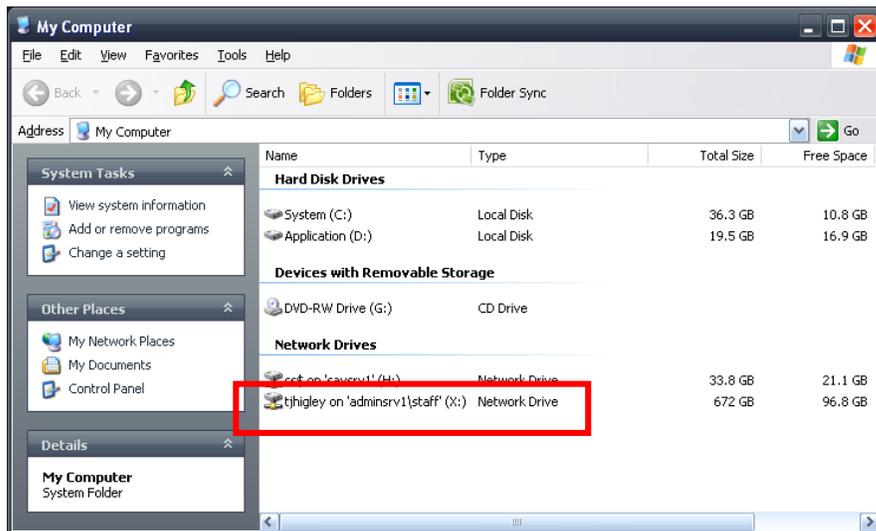
**Desktop, Outlook Personal Folders, and Outlook signatures are included in a manual backup.**

**Personal documents are neither redirected nor included in a manual backup. This includes the Music, Pictures, and Videos sub-folders.**

## How do I do a manual backup?

Client Services provides a Backup Utility for installation on Taylor-owned computers. When you run our backup utility, it creates a copy of your documents on your Personal Network Folder (PNF). Your PNF resides on a Taylor server designated for storing backups.

Employee PNFs are automatically 'mapped' to the X: drive on Taylor-owned, Windows-based computers. View your PNF by opening Computer and double-clicking X: drive.



## What gets backed up?

The following work-related folders are NOT redirected so ARE included in a manual backup:

- Desktop
- Outlook Personal Folders (Must be located properly. Contact 4040 for help.)
- Outlook signatures

The Music, Pictures, and Videos sub-folders are excluded from both document redirection and manual backup due to server space limitations. If you have work-related music, videos, or pictures, place them in a new folder (Work Pictures, for example) inside the Documents folder.

## How do I install the backup utility?

- Locate the appropriate version of the Backup utility on the Utilities page of the 4040 support site (<http://4040.taylor.edu/utilities.html>).
- The following options are available during install:
- **Run a backup immediately after installation:** A backup of your documents will be run upon completion of the install process.
- **Run a backup each time I log onto this computer:** With this option selected, Windows is configured to run a backup every time you log onto the computer. If you choose this option, be sure to let the process finish before launching any programs.



## How do I run a backup manually?

To run a backup manually:

- **Close all programs!**
- Double-click the Run Backup icon

**Note: Documents deleted from your PC are also deleted from your backup every time you run the backup.**

## How often should I run a backup?

Run a backup *at least* once a week. If you want the most up-to-date backup possible, run it once a day.

## How do I restore data that has been backed up?

If you lose an important document, you can retrieve a copy from your X: drive. Here's how:

- Browse to your X: drive
  - Computer > X: Drive
- Locate the file
  - Open the Backup\_ComputerName folder
  - Browse to the appropriate folder/file
- Copy and paste the file to the appropriate folder on your hard disk

**Note: Do not manually add or modify files inside the Backup folder. They will be rewritten the next time you run the backup utility.**

If you have any trouble, contact Client Services (<http://4040.taylor.edu>).