



Seltek Tech Tips May 2011



For more information about any of these topics, contact the Seltek Help Desk at (804) 360-4490 x7 or [e-mail us](#).

Updates, Updates, Updates!

To many users of the Windows operating system, the sight of a dialogue box asking to download or apply updates can be an annoyance.

Why does Windows need to update so frequently? One reason is for new programs or features to be installed. Some programs (such as Windows Media Player) are installed through Windows updates. Also, features such as Windows Live Search for XP (which allows for easier searching in Outlook and Windows) is also installed through a Windows update.

Secondly, because Windows is so widely used around the world, many creators of malware and viruses hunt for vulnerabilities or security holes to exploit within the operating system. Updates (also sometimes referred to as "patches") are used to fix these holes to make your system more

The Importance of Backups

By Kara Mueller, Primary Help Desk Analyst

The next time you start your computer, think about what would happen if your information was completely erased. Are there important files that you just absolutely cannot lose? In today's world, we use computers for everything. Communication, storing important documents, finances, priceless pictures, and the list goes on. Unfortunately, technology is still susceptible to errors, crashes, viruses, and even outside influences (power surges, fire, or theft). As we increasingly rely on computers for storage needs, it is more important than ever to back up your data.

Some users may not think twice about backing up their files until something happens. Data loss can be caused by something as simple as a corrupt file or as catastrophic as a complete hard drive crash. Whatever the case, if you are without a backup, by the time something happens to your data it's too late. Therefore it's important to understand the need to back up your files and to do so regularly.

Why are backups important and how can files be lost?

There are many ways files can be lost from your computer without your intention. You or somebody else might accidentally delete a file or it could be corrupted by a virus. It's also possible that your hard drive could fail. Some services specialize in recovery from failed drives, but getting your data back is extremely costly and never guaranteed.

Rarely, a file may become corrupted and unreadable/unrecoverable. This can happen due to a virus infection, power outages, application or Windows crashes, or bad sectors on the hard drive.

What can I use to back up my data?

There are many places to back up your files. You can use:

- CDs
- DVDs
- External Hard Drives
- Flash drives
- Network Drives
- Online Storage

It's also beneficial to make multiple backups to

secure. Because of this, it's good to let those updates install when you are prompted.

Seltek offers a CLE seminar on "Retrieving and Using Electronic Evidence" approved for 1.0 hour of Virginia MCLE credit. To schedule, call Stephanie Greene at 804-360-4490 x13 or [by email](#)

To learn more about the computer forensics and e-discovery services of Seltek, Inc. go to

[Seltek Website](#)

different locations. For example, if you have an important presentation, you might consider keeping it in three locations: On your computer, on a network drive, and on a flash drive.

How do I back up my files?

To make a one time backup of a single file or folder, all you need to do is make a simple copy of your file onto another piece of equipment (network drive, USB drive, etc). That's it! Such a simple move can save time, money and a massive headache. This can be accomplished by right-clicking on a file and choosing 'copy,' then open an explorer window for your backup location and 'paste' the file or folder there.

Windows has a great feature called Backup and Restore. To open the program in Windows 7 or Vista, type "backup" in the search box (on the start menu). In Windows XP, the backup feature can be found in the Start menu under Accessories and System Tools. Backup and Restore is easy to setup and use. You can choose to create scheduled backups for your files. Windows can back up the files or folders you choose at a specified time daily, weekly, monthly, or whenever you choose. For example, you might choose to backup the files in My Documents to a network drive once a week. You can even use Backup and Restore to back up your entire computer!

The first time you create a backup, it might take a while if you have a lot of files. After this initial time, the backups will be quicker.

I lost a file, but backed it up! How do I retrieve it?

If you made a one time backup to another drive, CD or network folder, all you need to do is copy that file back to your own PC.

Using the Windows Backup, choose "restore" to retrieve a lost item.

See how quick and easy it is to protect yourself and your data from permanent loss? Backing up your data might take you a couple of extra minutes, but you'll be glad you took that time if an emergency ever happens.

Contact Seltek at 360-4490 to set up a review of your backup process!

[Forward email](#)



This email was sent to carole@cytconsulting.com by wendy@seltekinc.com | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).
Seltek | 8814 Fargo Road | Suite 105 | Richmond | VA | 23229