

## TIPS FOR BACKING UP YOUR DATA









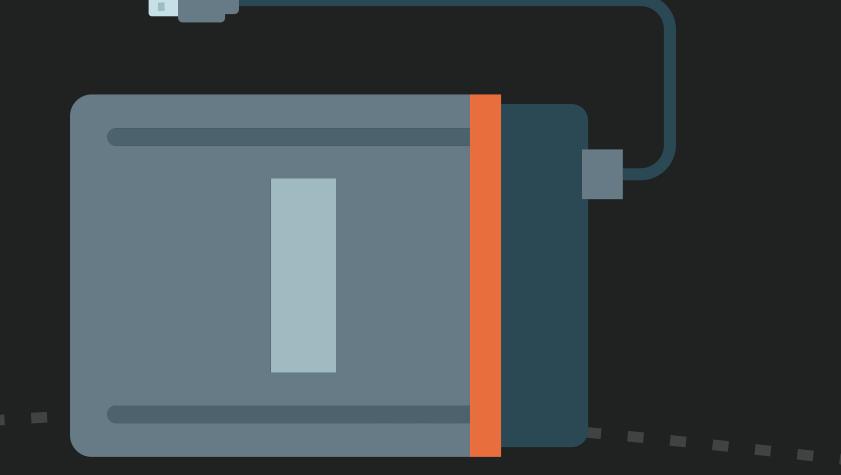
# BACKING UP USING CLOUD STORAGE

Use cloud storage to securely back up your data in encrypted, online storage. This ensures that your data and backups are up-to-date and secured by using multi-factor authentication.





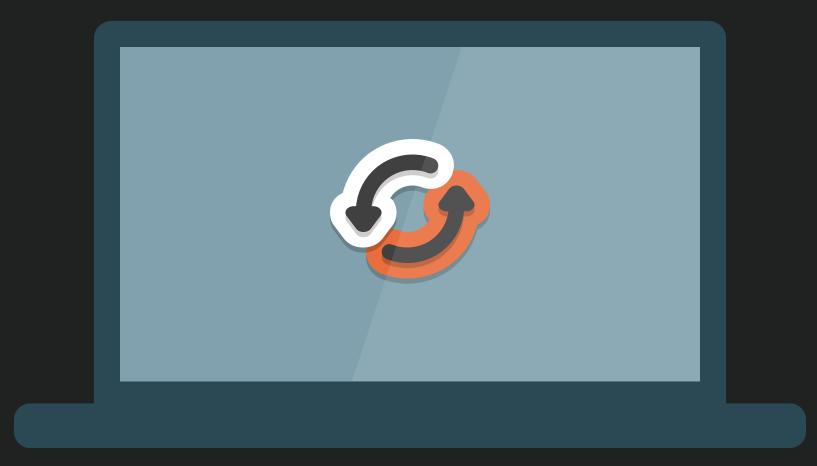
# BACKING UP USING REMOVABLE MEDIA



Store your backups on removable media. Remember to always password-protect your backups with a strong password that is not currently being used on any other website or application.







### RESTORING BACKUPS

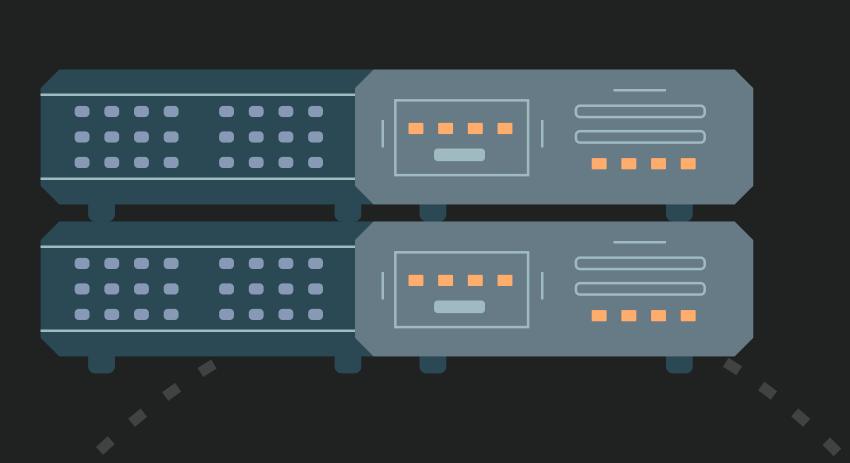
Always double-check to ensure that your backups contain all your valuable and important data. Stored backups, whether in cloud storage or removable media, should always be easily accessible by authorised users.







# RECOVERING FILES DELETED IN ERROR



Recovering files is always easier and quicker than restoring an entire backup. If you accidentally deleted files, you can find them in your computer's 'recycle bin' and 'file history'.







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