



# Web Site Mini-Guide: Backups

If you make changes to your Web site regularly, make sure you also take regular backups to preserve your data in case anything ever goes wrong.

## Backups are important!

Your Web host ICDSOft takes care to ensure that your Web site runs reliably and safely. However, for your own peace of mind, we also recommend that you take your own backups.

We provide you with a facility to back up your entire Web site and download it to your own computer for safe-keeping. You can do this at any time, and we recommend that you set up a regular schedule for it. For example, we back up our own Web sites weekly.

Always save backup files in a safe place on your computer. In particular, make sure that they get backed up as part of your **computer's** regular backup procedure. In this guide, we'll describe some general procedures for backups. However, every computer system is different, so please consult your technical support staff for advice on how best to back up your system.

## Backing up your Web site

### ***Site backup***

The main backup for your Web site is done from the administration page:

#### **Backups**

- [Backup](#)
- [Transfer backups](#)

Click the Backup link at any time to do a backup. This displays a page like this, including the backup you just did:

## Backup Complete

### [Administration Page](#)

To transfer a backup to your machine, right-click on the file name. Save the file in an appropriate directory on your computer. After you have transferred the file, delete it by clicking on "DELETE" next to that file.

Date	Backup file	Size	DELETE
03-Mar-2005	<a href="#">backup20050303_24420.tar.gz</a>	542 Kb	<a href="#">DELETE</a>

Follow the instructions to download your backup file to your computer. You can then delete the backup file from the Web server by clicking the DELETE link.

Note that the Web site automatically backs up the site every night, and keeps the backup files for a week. However, it's still up to you to download backup files to your computer.

### **E-Service backup**

Some of the information for your Web site is hosted on the E-Service Web site, so it has to be backed up separately.

You'll find the E-Service backup commands at the bottom of the administration page:

#### **E-Service Backup**

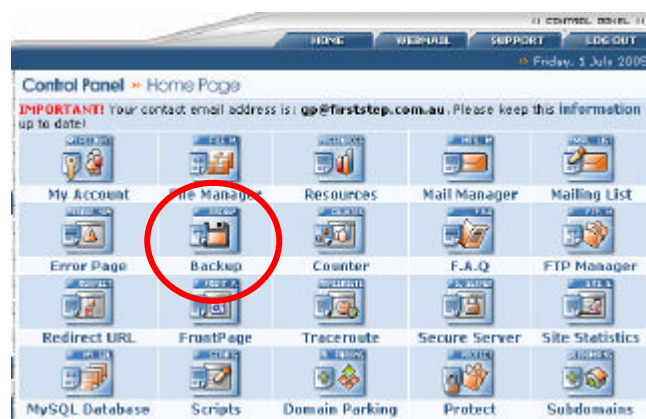
- [Do a backup](#)
- [Show backup files](#)

This works in exactly the same way as the other backup.

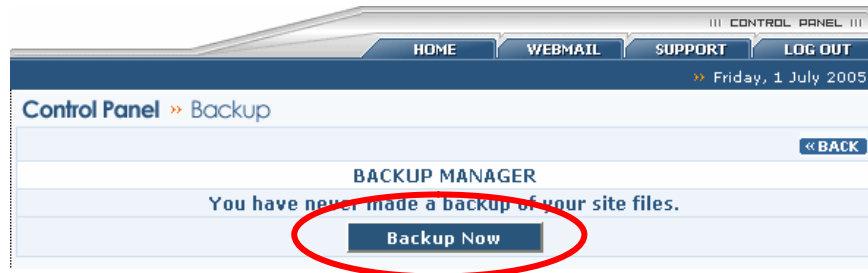
### **Full site backup**

The Web host ICDHost also has a backup facility. Strictly speaking, this is not necessary because the two other backup options described above will back up all your Web site databases. However, you can do this as an extra precaution if you choose.

You get to the backup facility from the Control Panel:



Click this link and then click the “Backup Now” link to initiate the backup:



## Computer Backup

So far, we’ve described the procedure for backing up your Web site. The next step is to ensure that you back up your computer as well. This is essential, to protect against disk crashes, theft, or a nasty virus or Trojan horse corrupts your data.

This is just about the worst thing that can happen to your PC. It usually takes days – or weeks – to recover everything. But – and here’s the important thing – if you haven’t planned for this worst-case scenario, it’s even **more** of a disaster! If you’re in business and you rely on your computer, think about it: Could **your** business survive if you lost everything on your computer?

You **must** have a robust disaster recovery strategy in place. You hope and pray that you’ll never have to put it into action, of course! But it has to be there anyway, just in case.

Every system is different, so **we strongly advise that you consult your technical support staff** for assistance in this area. That said, here are some general guidelines for backing up your system.

The overall strategy has three parts:

1. Back up documents.
2. Back up programs.
3. Have a recovery procedure.

### ***Back up documents***

By “documents”, we’re referring to things like Word documents, spreadsheets, e-mail messages, memos, scanned photographs, accounting data, etc – and of course, your Web site backups. In other words, anything that your software programs open and save.

We recommend that you back up your documents **every day**.

To make this easier, make sure that you have all your documents grouped together in one folder – e.g. the My Documents folder on your PC. You can – and should – have sub-folders within that folder so that you can organise the documents for yourself. But all the various document folders should be in one place. That makes it easy to grab them in one fell swoop.

Some programs don't allow you to specify where your documents are saved, so make sure you copy them across separately for the backup.

To make the backup faster, use WinZip, which you can get from [www.winzip.com](http://www.winzip.com), to compress all the documents and combine them into one file, called a "zip file". I back up my documents to CD, and it's much quicker to copy just one file to the CD. The zip file also takes up less space, which is important for me because they wouldn't fit on one CD otherwise.

This is the exact backup schedule I follow every week:

- I have five re-writable CDs labelled Monday, Tuesday, Wednesday, Thursday and Friday (These get re-used each week). Every weekday, I take the CD for that day, delete whatever's on it, and copy the zip file to it.
- On Fridays, I also back up the zip file to a blank CD, and keep that in a safe place. That becomes a permanent archive, which keeps building up week by week.
- Every two weeks, I also back up the zip file to another blank CD, and give that to somebody who lives in another building. That becomes a second set of archive CDs.

If something goes wrong and I detect it within a week, I can go back to that day's backup CD and restore files. If I don't pick up the problem within a week, all is not lost because I can still go back to the archive CDs I make each Friday. And the fortnightly copies are kept in another building so that if my office burns down, my documents are safe.

### ***Back up programs***

I'm referring here to software programs that you install on your PC yourself – i.e. those that didn't come already installed. It's one thing to have all your documents backed up, but are you sure that you can restore all the programs that open those documents?

The first step is to create a **software registry**. This is simply a list of all your current software, how you installed it, and what information you require to re-install it. An Excel spreadsheet works just fine for this purpose.

Record at least this much information about each program:

- **Name:** The program name (e.g. Adobe Acrobat Reader).
- **Source:** Whether you installed it from a CD, floppy disks or downloaded it from the Internet.
- **Vendor:** Where you obtained it, and how to get in touch with them (phone, e-mail, Web site).
- **Licence policy:** Whether it's free software, shareware, demo software, commercial or public domain.

- **Installation:** Where it is installed (if you have more than one computer in your office).
- **Notes:** Any special notes about the installation – such as licence keys, passwords, registration forms, and anything else that might be required to re-install the software later.

If you don't already have a software registry, it will take you some time to create it, but it's worth it. And remember to update it whenever you install or delete software!

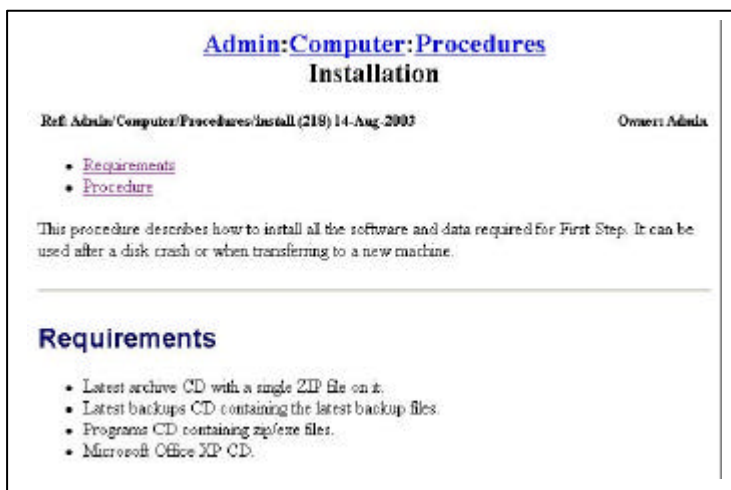
I also have a special folder where I keep a copy of files that I download from the Internet, so that I can re-install directly from those files rather than having to go back to the Internet. I back up this folder (to a separate CD from the other backups) once a month.

### ***Have a recovery procedure***

OK, so you've got all your data backed up. Now you have to make sure that you know how to restore it. This is not just a matter of copying everything off your backup CDs, because:

- Programs will have to be re-installed, and they might have special settings which have to be configured correctly.
- Some programs have special registration or licensing requirements.
- Some programs have to be installed before others (e.g. your Web browser should be installed early in the piece, because you might have to visit certain Web sites to re-install other programs).

Make sure that you have a recovery procedure in place. By this, all I mean is a set of instructions describing how to restore your PC after a disk crash. For example, here is the start of the First Step recovery procedure:



It then goes on to describe the step-by-step process of re-installing all the programs.