

Procedure for Data Backup to a Jump Drive

By Rob Holcomb

This may be repetitive, but the most critical part of keeping your accounting records on your home computer is **KEEPING THE DATA BACKED UP**. Computers are mechanical devices subject to breakdown just like any other piece of farm equipment. The bad part about a computer breakdown (commonly called a computer crash) is that large quantities of data are **LOST** and if the data was not copied to a secondary location the data **MAY NOT** be recoverable. It is not a question of **IF** this will ever happen, but **WHEN**.

For all the above reasons, please make sure you have a process set up to periodically back up you computer data and store those backups in a safe place.

Last month, I wrote a short article on utilizing USB jump drives for backup storage. This article will address how to utilize the jump drive for data storage.

A jump drive is a small device that plugs into an available USB port on your computer and acts like an additional drive for data storage. After saving your data to the jump drive, the device may be removed and put in a safe place for storage.

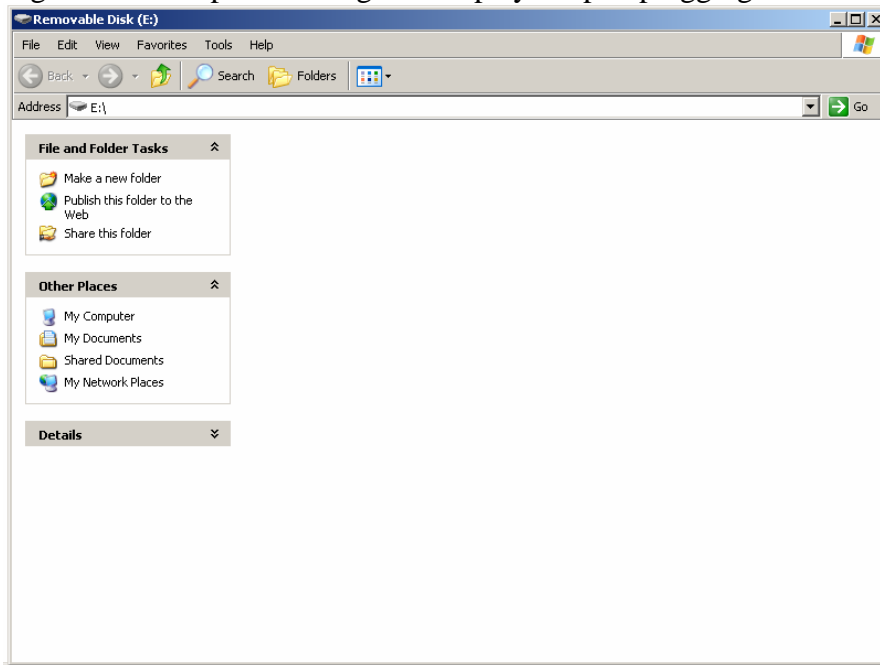
Figure 1: Example of Jump Drive Storage Device



There are many different brands of jump drives. They can be purchased at any computer or discount store that has an electronics department. I've seen prices anywhere from \$20-\$50 depending on the amount of memory storage available. As with all computer storage, the larger the storage, the more expensive it is.

In order to utilize the jump drive, you will need to insert the drive into an available USB port on you computer. Once you plug the device in, you will hear a beep or series of beeps. This is the computers way of letting you know that something has been plugged into the machine. Normally you will get a dialog box that pops up such as the example shown in figure #2.

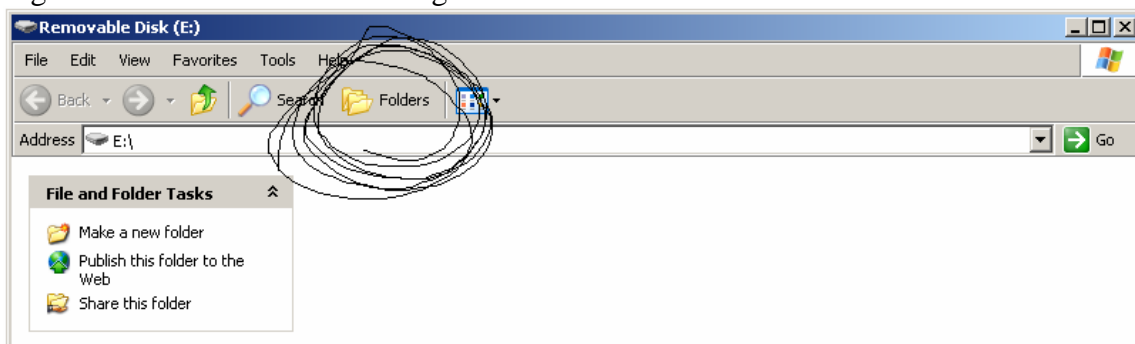
Figure 2: Example of dialog box displayed upon plugging in a USB Jump Drive



You will notice that in the upper left corner, the display states, “Removable Disk (E :)”. This means that the drive letter for the jump drive is “E”. This drive letter may vary from machine to machine.

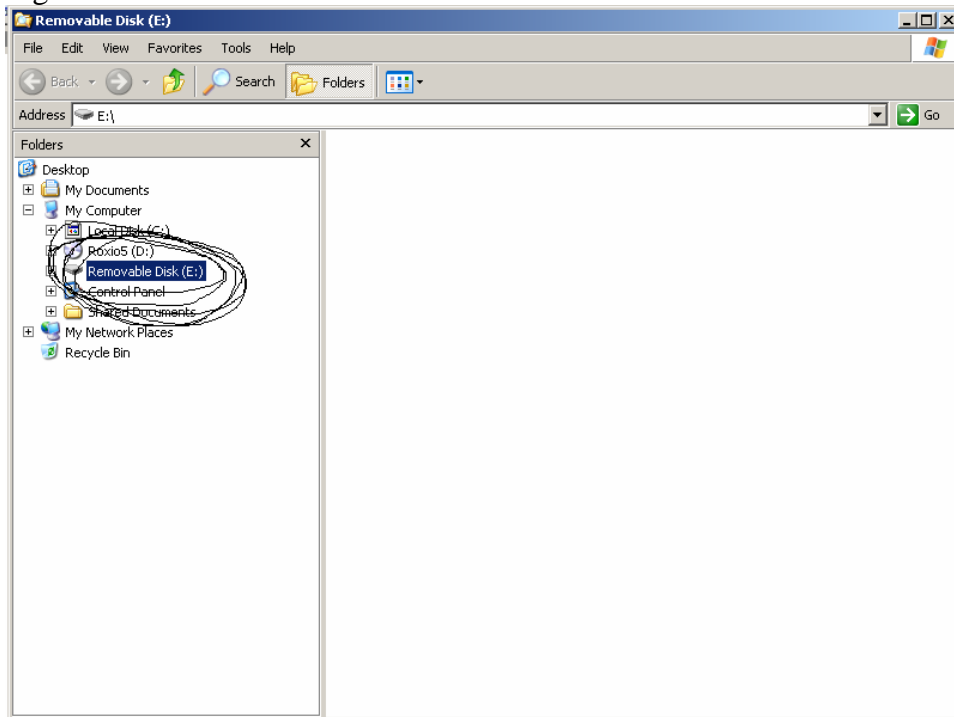
From the dialog box displayed, I like to work from the “Folders” tab. Click the folders tab on the dialog box (shown in Figure: 3).

Figure 3: Folders Button in Dialog Box



Once you click the “Folders” button, the left side of the screen turns into an outline type of display showing the various drives and major folders. Please note in Figure 4 that the “Removable Disk (E :) is one of the listed drives.

Figure 4:



The jump drive you will use has much more storage than what will be needed for backing up your PC Mars data. You can create folders on the jump drive so you may keep data from several different programs in one location.

A word of caution: Always keep you data in more than one location. Backup data frequently and store backups in several locations. It would still be a good idea to continue backing your data up to a floppy disk or CD just as a precautionary measure.

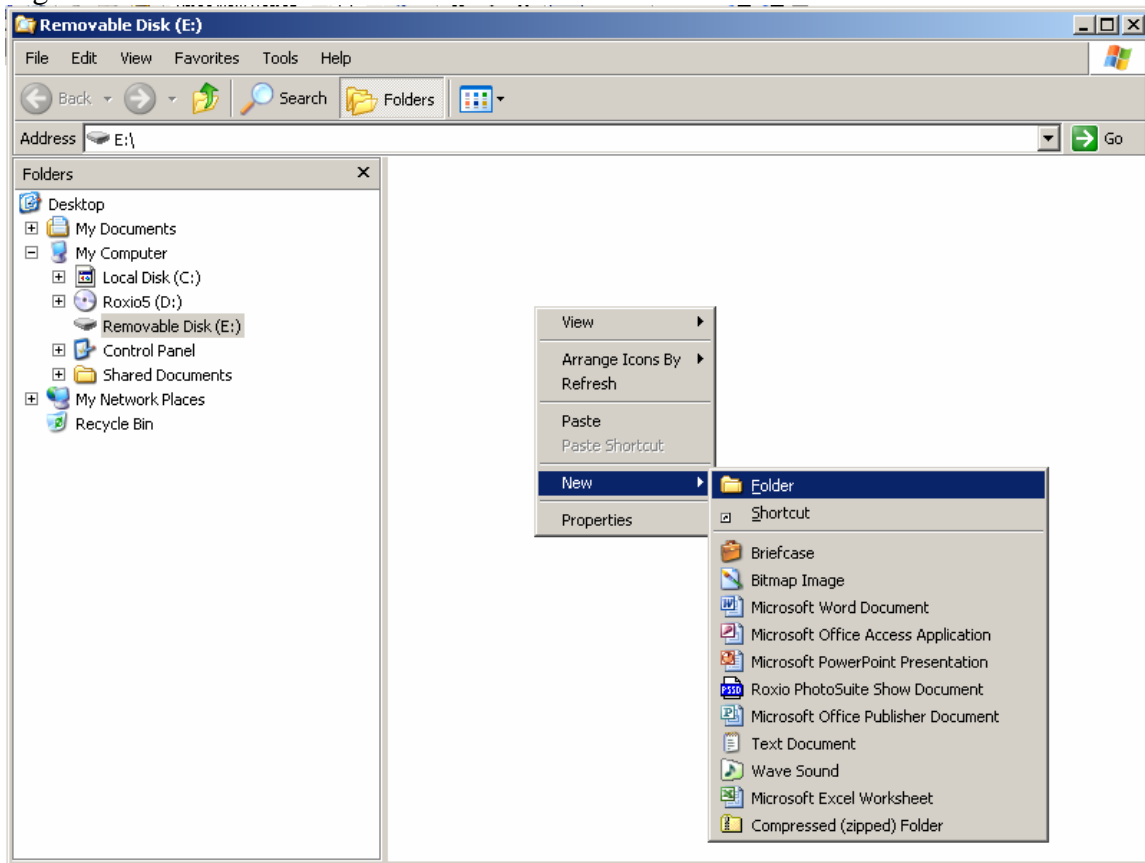
If you wish to ONLY back up PC Mars data to your jump drive, then you would just select the E: Drive when performing the backup operation and the data will be saved.

If you wish to back up PC Mars data along with data from several different programs, then it is recommended to create folders on the E: drive. Creating folders is like keeping your data separated into various drawers in your desk or filing cabinet.

The procedure to follow when creating a new folder is:

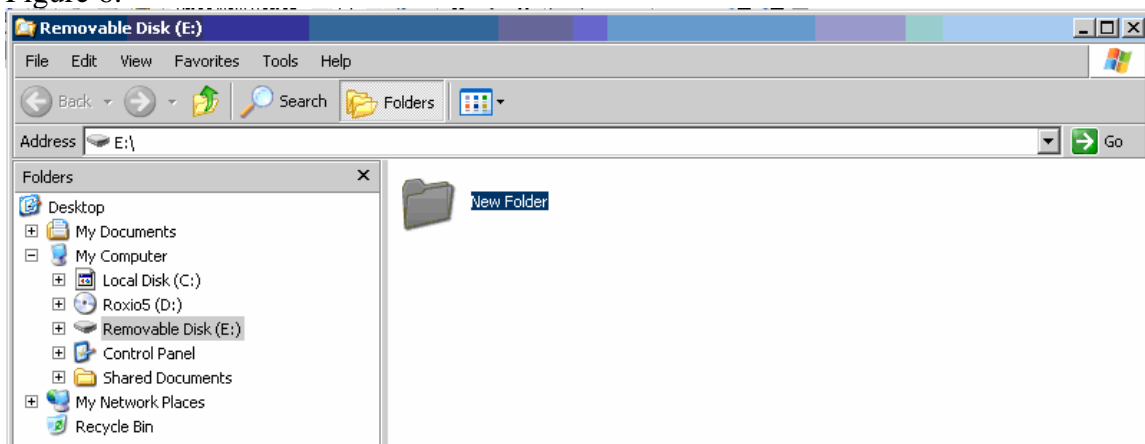
- a. Click on the wording "Removable Disk (E :)" so it turns blue (or the default color in your computer settings).
- b. Move your cursor to the open area on the right side of the screen.
- c. Click the RIGHT mouse button and a new set of menu items will appear (See Figure 5).
- d. Move down the first menu and hold the cursor over "NEW" and a new set of menu items will appear.
- e. Gently move the cursor to the menu located to the right of the word "NEW".
- f. Hold the cursor over the word "FOLDER" and click the left mouse button.

Figure 5:



After clicking on the word, “FOLDER” from the menu shown in FIGURE 5, a new folder will be displayed like shown in Figure 6.

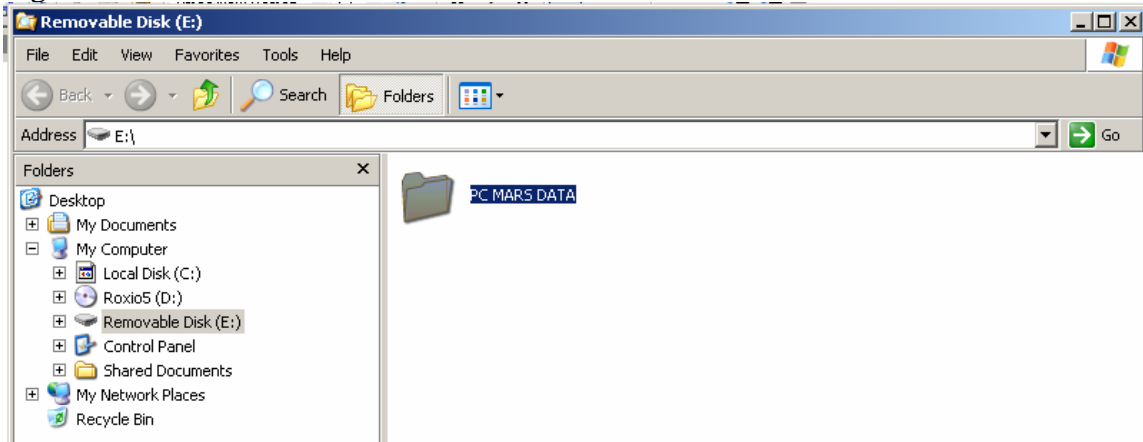
Figure 6:



Hold your mouse cursor over the wording “New Folder” and click a single time. This will cause a blinking cursor to appear where the words “New Folder” appear. By using either the backspace or delete keys, you can clear the wording “New Folder” from the box and

you may then type in whatever you wish to name this folder. Press the enter key when finished. In this example, I named the folder “PC Mars Data”. The results of that process are shown in Figure 7 below.

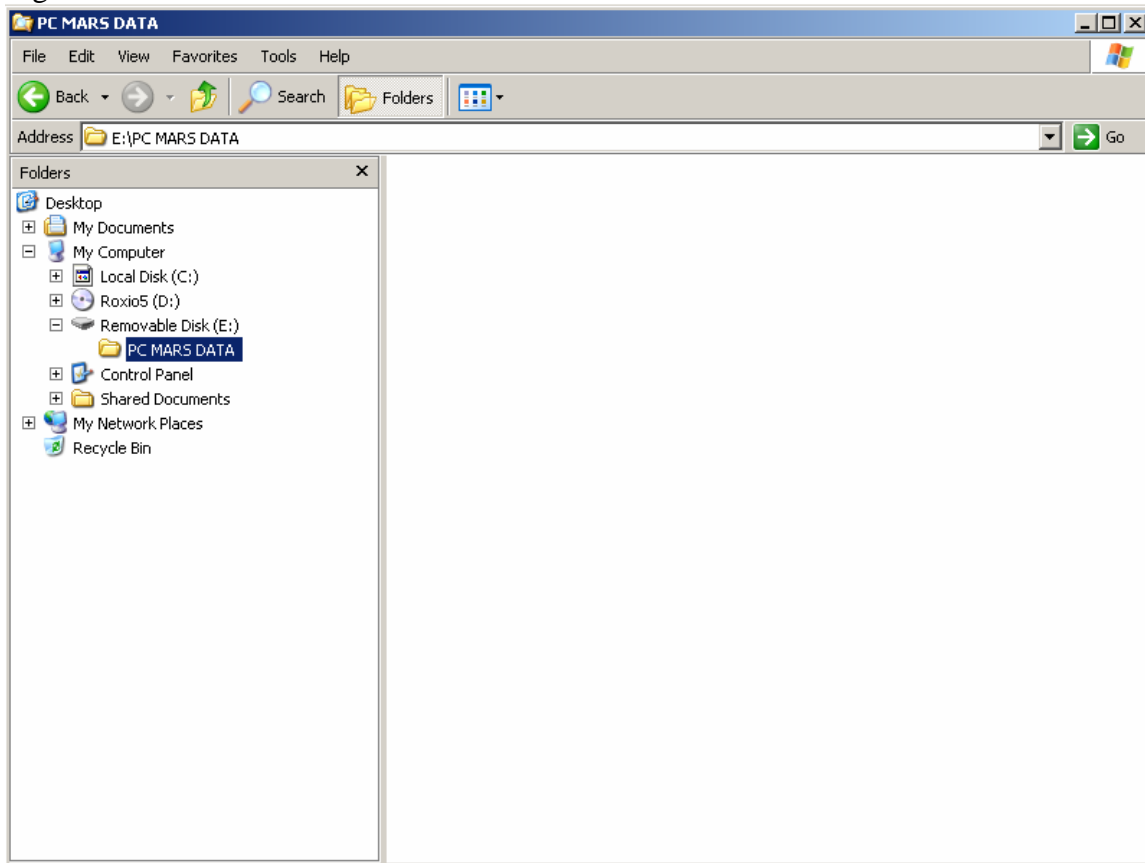
Figure 7:



Now that you have created and named a folder, now let’s look at how to check contents and move around within the screen.

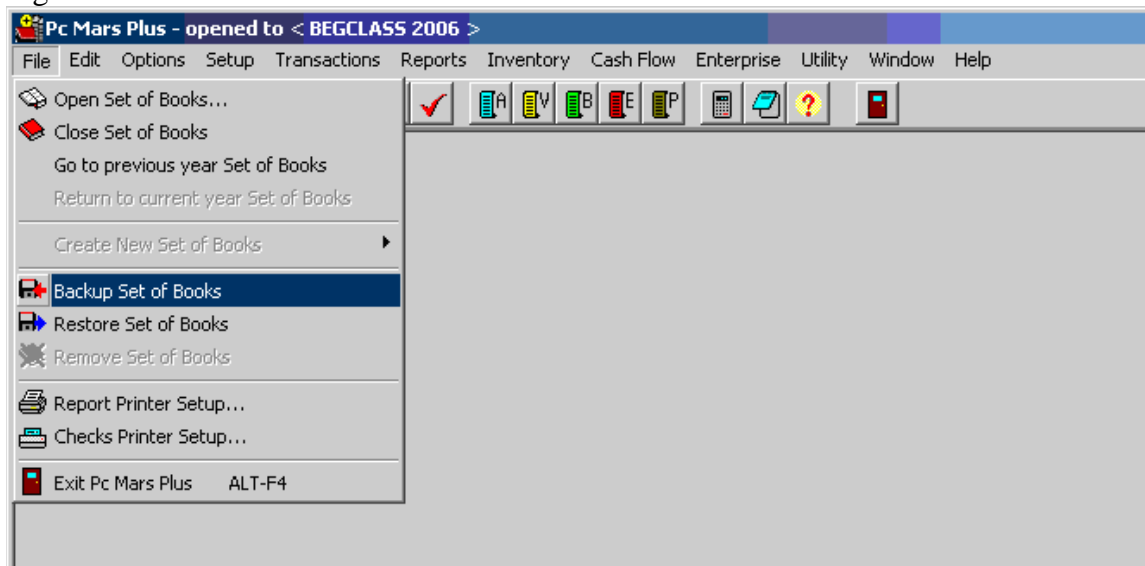
As seen in Figure 8, the PC MARS DATA file is located under the “Removable Disk (E:)”. When in this screen, if you click on the folder “PC MARS DATA”, the portion of the screen immediately to the right will display the contents of the folder highlighted on the left. No data is currently in this folder and thus the screen to the right appears empty.

Figure 8:



You are now ready to go to the PC Mars program and perform a data backup. In figure 9 the screen shows where to go in the PC Mars program to begin a data backup. Access the backup screen by clicking on “File” and then select “Backup Set of Books” from the menu.

Figure 9:

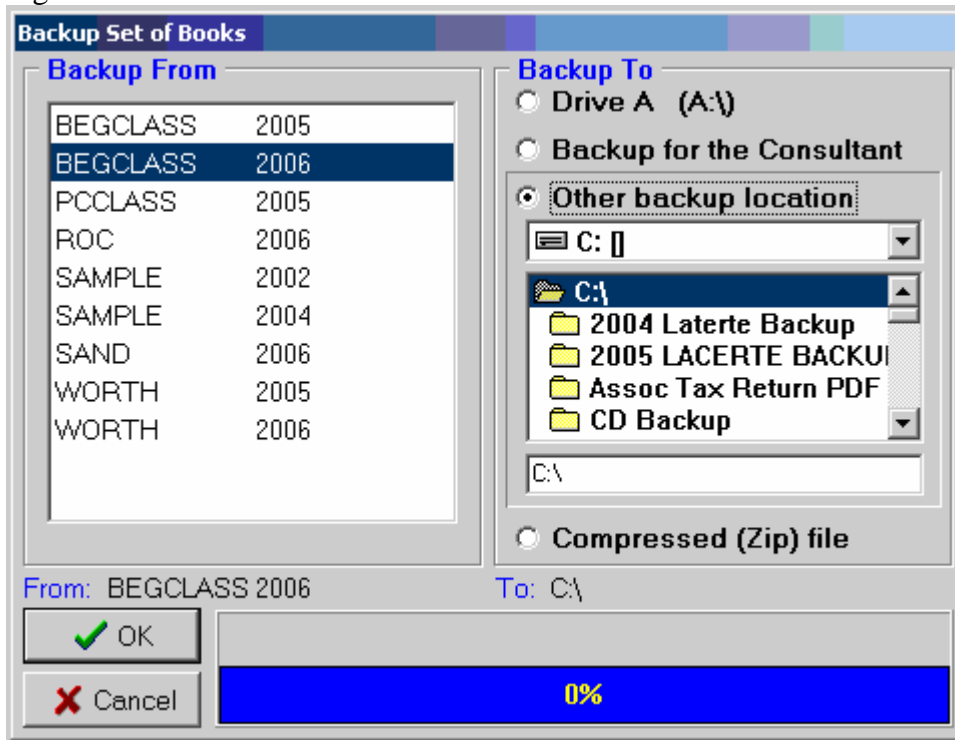


Backup may also be initiated by clicking the picture of the floppy disk found on the icon bar (immediately below the words “File” and “Options” on the PC Mars screen.

When you select “backup data files” from the mail menu or click on the floppy disk icon the screen shown in figure 10 will appear. All you have to do is highlight which set of books you want to have backed up and make sure you are backing up to the correct drive.

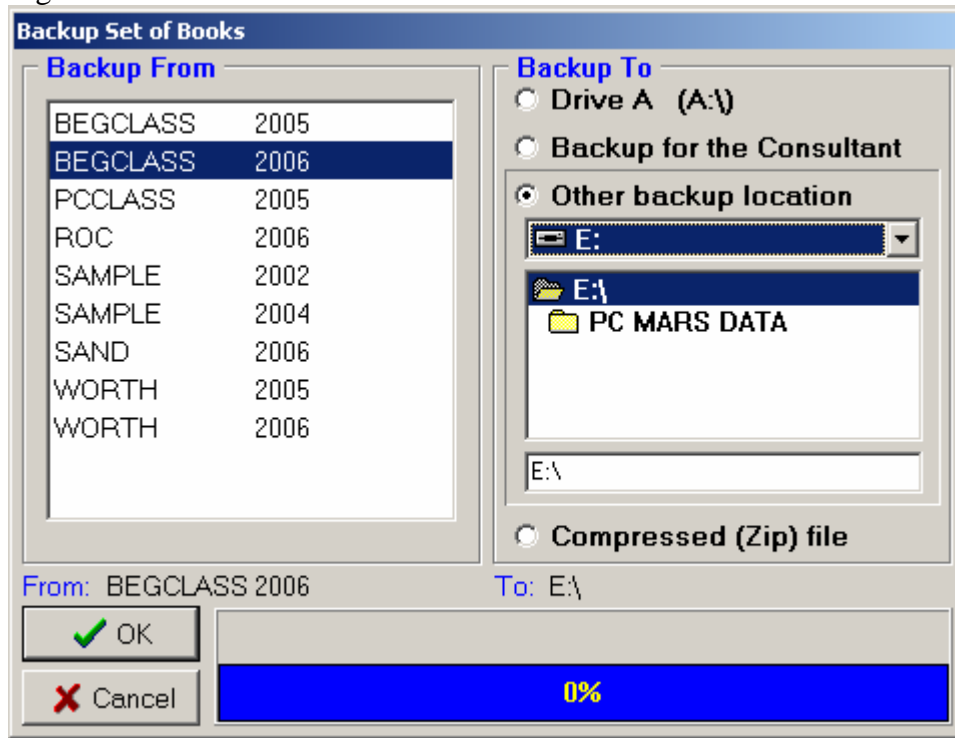
To backup to a jump drive you will need to select “OTHER BACKUP LOCATION” (shown in Figure 10).

Figure 10:



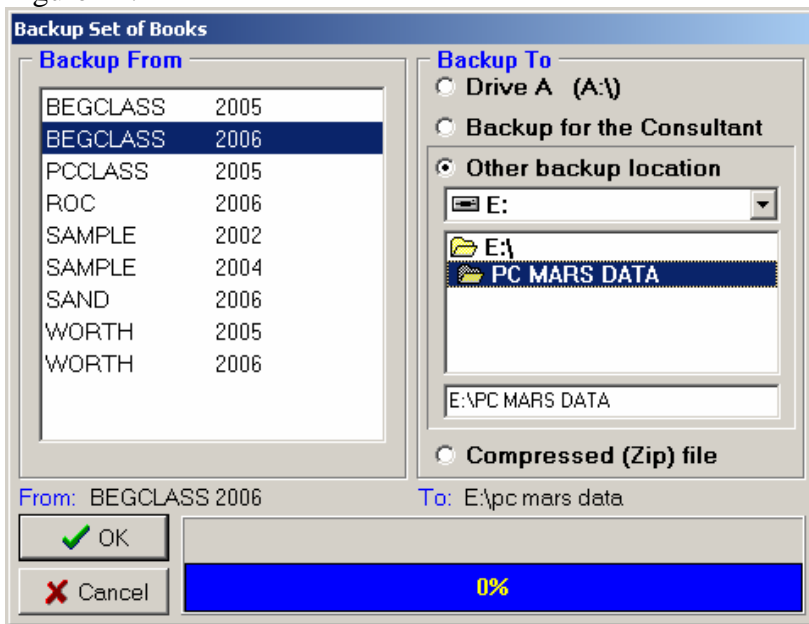
Next, you will need to select the drive letter of the jump drive. In this example, the jump drive was identified as drive E. Select E: as shown in Figure 11.

Figure 11:



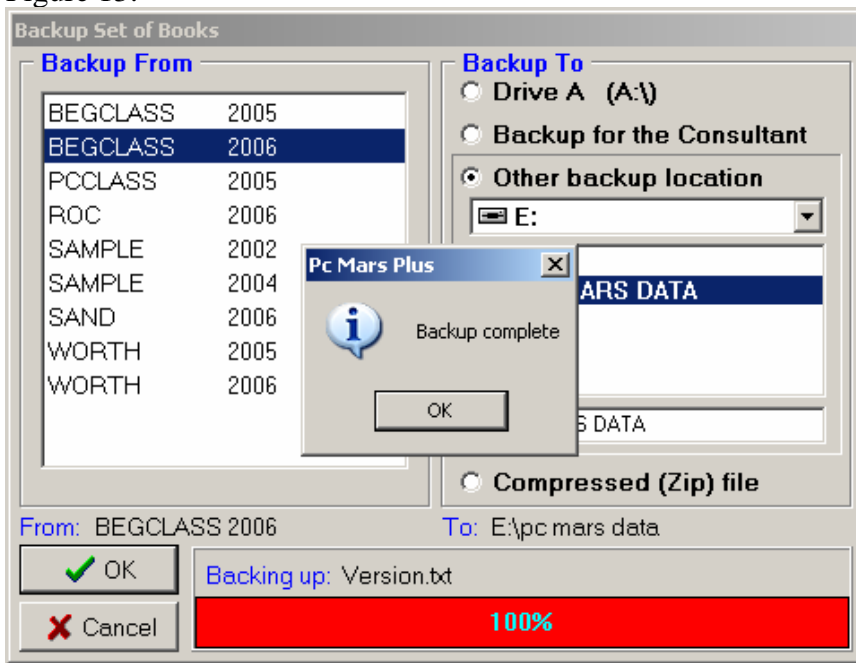
In figure 12, the PC MARS DATA file that was set up earlier in this example is displayed below drive letter E. Place the mouse cursor on the wording "PC MARS DATA" and double click. This will direct the data to go to Drive E and into the PC MARS DATA folder. After you have accomplished this, your screen should look like the screen shown in Figure 12.

Figure 12:



When your screen appears as the example in Figure 12, click OK. This will begin the backup process. When the process is complete, you should see a screen as shown in Figure 13.

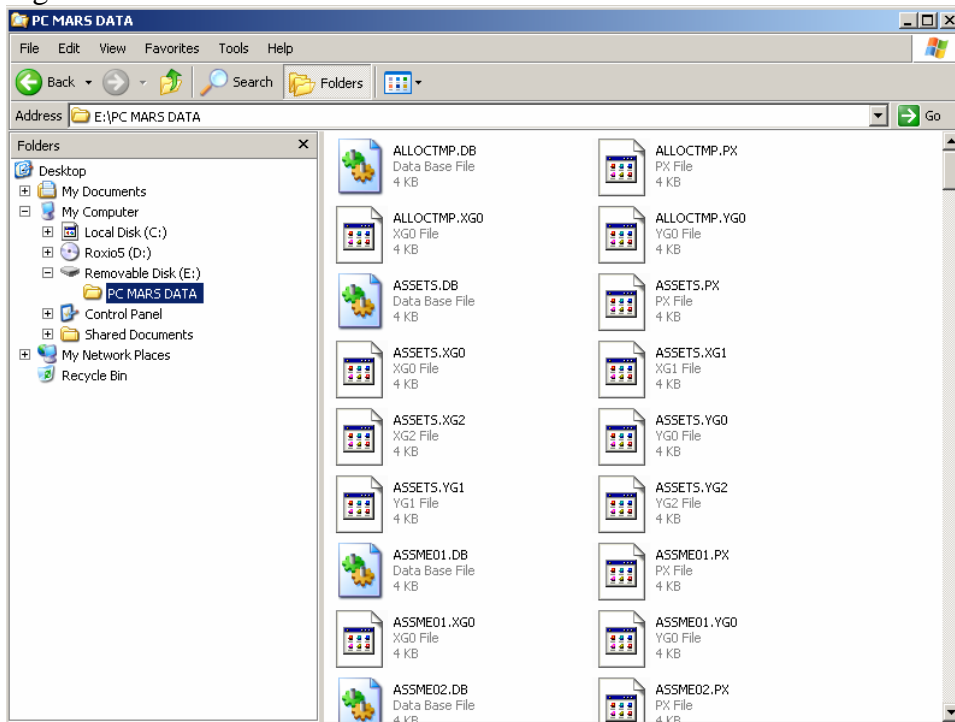
Figure 13:



I always like to make sure the computer data ended up in the right place. To check this, go to MY COMPUTER (may be an icon on your desktop or menu option in Windows) and click on the FOLDER button. This will display a screen shown in Figure 14. Click on Drive letter E: and then click on the PC MARS DATA folder. This will display the

contents of the data folder. As shown in Figure 14, the data folder contains data files from the PC Mars program.

Figure 14:



Once you have completed your data backup and you are ready to remove the USB jump drive, look for an icon in the lower right corner of your computer screen. The jump drive should have an icon located in that area. When you click on that icon, a menu will appear as shown in Figure 15. Point the mouse to the line that reads to “Safely remove USB Mass Storage Device – Drive (E :)” and click your left mouse button. This will cause an additional box to pop up indicating that it is safe to remove the USB jump drive. Do not remove a jump drive from the computer without performing this procedure.

Figure 15:



Finally, if you are beginning to use one of these devices for data backup, I STONGLY recommend that you continue to incorporate the use of floppy disks or CDs in your backup routine. Having an extra backup copy is a very good business practice.

If you have additional questions or concerns regarding the use of a USB jump drive for your data backups, please contact your fieldman for assistance.