

The Importance of Proper Backup and Data Storage for Hillsdale College Computer

To ensure documents, photos, and other important files are not lost during Windows upgrades or when a computer is replaced, it is important to save your files in Box. However, the default location for many applications to store documents is the "My Documents" folder on a Windows computer. This means you might have files stored in My Documents, or even on your Desktop, that you should move to Box.

Here's why:

1. Organizational efficiency: Saving your files in Box can help you keep files organized and easily accessible. While it gives you a single location where to look for any of your files, it also allows you to sort and categorize your files, making it simpler to locate what you need when you need it.

2. Backup and recovery: By saving your files in Box, you decrease the chances of losing your files in the event of a computer malfunction, minimizing the risk of losing important information. If you must use your local computer storage temporarily, then please ensure you to copy those files on a regular basis to Box to safeguard your work

3. Access from any device: Using Box provides you the versatility to access your data through any Hillsdale College computer or even remotely with a web browser from computer with an internet connection.

4. Enhanced security: Box provides good security measures, including encryption and authentication protocols, ensuring that your files are protected against unauthorized access or data breaches.

5. Disaster recovery: Box provides users with up to 100 revisions of your files. This means that even if your local machine encounters a hardware failure, your files will still be safe and accessible from the cloud.

Here are some of the consequences of not following these recommendations:

1. Data loss: Saving files directly on the desktop or the "My Documents" folder increases the risk of accidental deletion, file corruption, or losing important data in case of a system failure. Remember, your desktop and "My Documents" folder are meant for temporary convenience, not long-term storage.

2. Difficulty in locating files: When files are scattered across different locations, it becomes harder to find the specific document you need quickly. This wastes time and can lead to frustration.

3. Limited access: If your files are only stored on your local computer, you won't be able to access them remotely or from multiple devices. This can hinder your productivity and limit your ability to work efficiently.