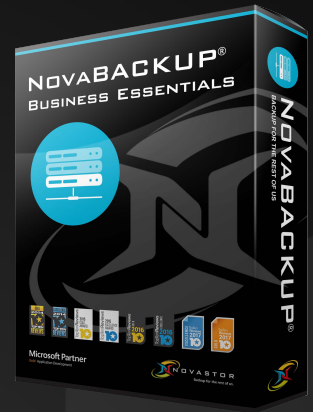


Backup Strategies made easy with NovaBACKUP.

Get ready to start backing up your critical data today, using NovaBACKUP!

We make it easy to get familiar with NovaBACKUP as your best companion in the creation of your custom backup plan using best-practice strategies.

Consider the following steps in your backup strategy:



Install NovaBACKUP software



Connect backup device, and optionally set up online storage



Backup the complete system *system level*



Start with a system backup (Disaster Recovery Backup/Image Backup). This means that an image will be created of the complete system including **operating system, programs, settings and all data on the hard drive**. This is of utmost importance in the event of a major hardware failure or data loss.

Data backup *file level*

The next step is to back up your personal data. This is important for the fast restore of very specific data, including prior file versions, corrupt or accidentally deleted files. Three different backup types may be utilized in any combination, though many choose either FULL + DIFFERENTIAL, or FULL + INCREMENTAL.



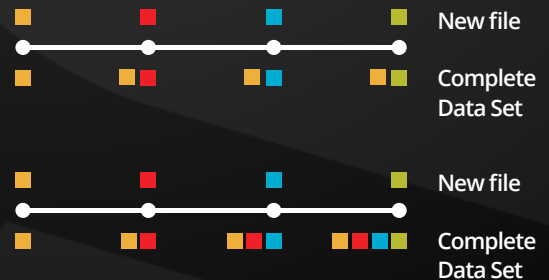
Full backup *mode: overwrite**
a complete backup of the data selected



Differential backup *mode: overwrite**
a backup of data that has been modified since the last full backup (complements your full backup)



Incremental backup *mode: attach***
backup of data that has been modified since your last backup whether full or incremental (complements your last backup – usually a small file)



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Let's examine common backup scenarios

SCENARIO 1

Data is **rarely modified**, and only a small amount of data added

SCENARIO 2

Data is **often modified**, and the amount of data is growing continuously

SCENARIO 3

Data is **continuously modified**, fast growing data volumes.

SYSTEM BACKUP

once a month

once a month

twice a month

DATA BACKUP

Full backup once a week

Full backup once a week

Full backup once a week preferably on weekend

Differential backup twice a week

Incremental backup daily

ATTENTION!

Fast restore
Slow backup

Average backup speed
Average restore speed

Fast backup
Slow restore

What you should know about backup & restore time and storage space

When choosing your backup strategy, please also take into consideration backup times and the amount of storage space required.

Incremental backups require smaller backup times and storage space whereas full backups take significantly longer and required storage space corresponds to the size of the data to be saved. In the case of restore it's just the other way around. Restores based on full backups restore much faster, while backups based on a combination of full and incremental backups take longer to process.

FAQ

? Why do you recommend a combination of image and file backup?

Image backups ensure you'll be able to completely restore your entire system, including all programs, operating system and data in the event of catastrophic failure. Performing file level backups lets you quickly back up the specific data that changes most often, and easily reference multiple versions of your data. We, therefore, recommend a combination of image and file backup. Monthly image backups of the installed programs are usually sufficient as applications generally change less often.

? What about the two modes? * **

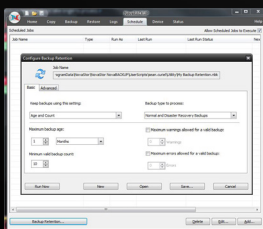
There are two modes that distinguish the type of backup: **overwrite** and **attach**. They define the method of storing your data.

***Overwrite**: The new backup overwrites the previous one.
(**Pros**: Little storage space required - **Cons**: You only retain a single version of your data)

****Attach**: The new backup will be stored in addition to existing backups.
(**Pros**: In case of a virus, for example, you'll be able to access alternate previous file versions - **Cons**: Increased storage space required)

Attention:

We recommend using the retention feature which automatically eliminates outdated and unnecessary backups (backups older than two months for example).



Quick tip:

To schedule Backup Retention, simply click the "schedule" tab, and then the backup retention button near the bottom.