Backing up your files

The "Files" folder you should consider sacred.   It will contain all of your business data and should be backed up daily.   (One of the best ways to back up this folder is with the shareware program "Compact Pro™".) It is not a matter of - if a hard disk will fail - it is a matter of when - they all fail sooner or later.   If you do not have a current backup of your data it will all be lost.

Floppy disk backups are at best flaky.   Too much can happen to a floppy disk that will make it go bad.   If you do not have a second hard disk or tape backup and must use floppy disks have at least three sets.   (One for Monday & Thursday, one for Tuesday & Friday and one for Wednesday & Saturday.)   That way, even if one does go bad and you have to restore it, you have only lost one days data.   Switch to new floppy disks for your backups at least every 90 days.   If you are using a file/folder compression program like Compact Pro set the Preferences so that the program automatically verifies the archive after it writes it.

The short time and the few dollars you invest in really learning how to use a file/folder compression program like Compact Pro™ or StuffIt™ will be repaid many hundreds of times during your lifetime.   This means taking a half hour and reading the documentation that comes with either of the programs.   It also means spending a little time experimenting.   Both programs have shareware versions which you can download and registration fees are in the $25 range (please pay them).   If you do not have a modem, both programs are available from your local Macintosh user's group.