

What Should I Back Up?

The first step in [implementing a backup plan](#) is deciding which files and programs to back up. Here are some options to help you make this important decision:

- Back up everything that is on your hard drive. This method offers the greatest amount of data security, it allows for one-step restoration in the case of loss, and you can do it automatically during off hours. The downside is that it can be costly.
- Another option is to back up only data that is necessary for your organization to operate. In this scenario, only back up work that is not easily replaceable. Examples are ACS, PDS, or Headmaster backups, Word documents, important letters or memos, databases, Publisher files, MP3 files, and archived e-mail.
- You may also want to consider backing up any program that you don't have the original software for.