

National Cyber Security Awareness Month: "Did the Laptop Eat Your Homework?"
By Sue Rivera

Story: It's Monday and you have an essay due Tuesday. The research was finished and you typed five of ten pages on your new laptop. It's Taco Monday at "The Grill" and Monday Night Football with friends. Leaving your laptop, you head to "The Grill". Arriving home after the game, you opened your laptop to finish the paper, only to find the paper had disappeared. After searching for hours, the paper is nowhere to be found and no extra copy. Sound familiar? Prepare now by setting up your computer to save your work regularly, perform undo actions, backup to a device or the cloud and learn where to find information to schedule a backup or use file recovery software. Most of what you will learn is available in similar applications. For instruction purposes, we'll use Windows 7, Microsoft Word 2010, external devices and cloud vendor examples.

Word: Make sure your document saves automatically. Open Word, File, Options and then Save. Check the box "Save AutoRecover Information every "x" minutes", choosing the minutes that meet your needs. View the file locations. Press OK.

Problem: Have you ever started typing a document, deleted words or changed formatting, only to have all or a portion of your work disappear? Solution: Fix by clicking on the Undo button in the upper left-hand corner or press Ctrl + z. This process takes you backwards through the most recent typing actions. Do this immediately before saving. Use Ctrl + y to Redo.

Problem: Most all your documents are located in the same place, in Documents. Solution: Back up all your important documents to an external drive or USB/Flash drive for example. Plug in the device to the laptop. Click on Start, Right-click Documents and then Send to external drive or a USB/Flash drive. Note: If you already have a document open and need to save an extra copy: choose File, Save as and then locate the Documents folder. Type the same File name making a slight change to the name (Ex: First File name is called, "Eng100 Midterm 10242012"). The new File name can be called, "Eng100 Midterm 10242012 Copy". You can also open Documents, locate the File name, Right-click the File name and then Send to your device.

Schedule a regular backup in Windows: <http://windows.microsoft.com/is-IS/windows7/Set-up-or-change-automatic-backup-settings> or Macintosh: <http://support.apple.com/kb/ht1553>.

Problem: You don't have a device to backup your laptop and you want convenience. You also need to backup your iPhone, Droid, iPad or other device. Solution: There are vendors that allow you to save your documents in the cloud for free. For example: SpiderOak provides 2GB of encrypted space or iDrive gives you 5GB of encrypted space. Extra space is inexpensive if you want more. Be cautious about saving your personal or confidential documents in the cloud. To create an account: <https://spideroak.com/> or https://www.idrive.com/idrivee/jsp/ide_freesignup.jsp, backup your documents and make them available *anytime, anywhere*.

File recovery software for Windows: <http://pcsupport.about.com/od/filerecovery/tp/free-file-recovery-programs.htm> or Macintosh: <http://www.softtote.com/how-to-use-Softtote-data-recovery-mac.html>.