



RGE ESSENTIALS BACKUP ESSENTIALS

Protect What Matters. Preserve Your Peace of Mind.



Your computer can be replaced. Your memories can't.

Backups protect your photos, documents, and irreplaceable memories. A little preparation today can save you from heartbreak tomorrow.



RGE TIP

Backups aren't just for problems. They're for peace of mind. The best backup is the one that runs automatically.



MAC NOTE

Your Mac has Time Machine built in. Use it with an external drive to back up your entire system automatically.

✓ EVERYDAY TASKS



1 Know What's Worth Protecting

Focus on the things you can't replace: photos, videos, important documents, and personal files.



2 Save Important Files in OneDrive

OneDrive keeps your files safe in the cloud and in sync across your devices.



3 Back Up Your Photos

Use OneDrive or an external drive to keep your memories safe and accessible.

✓ USEFUL SKILLS



1 Use an External Drive

Connect a USB drive and copy your important files. Do this regularly.



2 Understand the 3-2-1 Backup Rule

3 copies of your data
2 different types of storage
1 copy stored off-site
Simple. Effective. Essential.



3 Verify Your Backup Occasionally

Open a few files from your backup to make sure it's working. A backup you haven't tested is just a guess.

➕ ADVANCED TOPICS



1 System Image / Full Backup

Create a full system image so you can restore everything—Windows, programs, settings, and files.



2 Create a Recovery Drive

A recovery drive can help you repair or reset your PC if it won't start.



3 Use File History or Windows Backup

These built-in tools automatically save versions of your files so you can go back if something changes or gets deleted.



THE 3-2-1 BACKUP RULE

A simple rule that protects everything that matters.

3

3 COPIES
Keep 3 copies of your data.

2

2 TYPES
Use 2 different types of storage.

1

1 OFF-SITE
Keep 1 copy in a different location (like OneDrive).



More than one way. More than one place. That's protection.

HOW TO GET STARTED

- 1 Choose what's important (photos, documents, etc.)
- 2 Save important files to OneDrive
- 3 Get an external drive (at least as large as your data)
- 4 Set a regular backup schedule
- 5 Test your backup periodically



Small steps today. Big protection tomorrow.

IMPORTANT SAFETY REMINDERS



Don't rely on just one drive or one location.



Ransomware and hardware failure can happen without warning.



Keep your external drive disconnected when not in use.



Back up regularly. Set it and don't forget it.

Backups are insurance. Don't wait until it's too late.

RGE GOLDEN RULE



If your data exists in only one place, it isn't backed up.

One copy is an accident waiting to happen.

RGE PHILOSOPHY



Backups aren't about expecting disaster—they're about making sure life can continue if disaster ever happens.

Protect your today. Preserve your tomorrow. Enjoy your peace of mind.



RED GLEN ELECTRONICS
TECHNOLOGY SOLUTIONS WITH HEART



Teacher first.
Technician second.
People always.



We don't just fix devices. We help you feel confident using them. That's the RGE difference.