

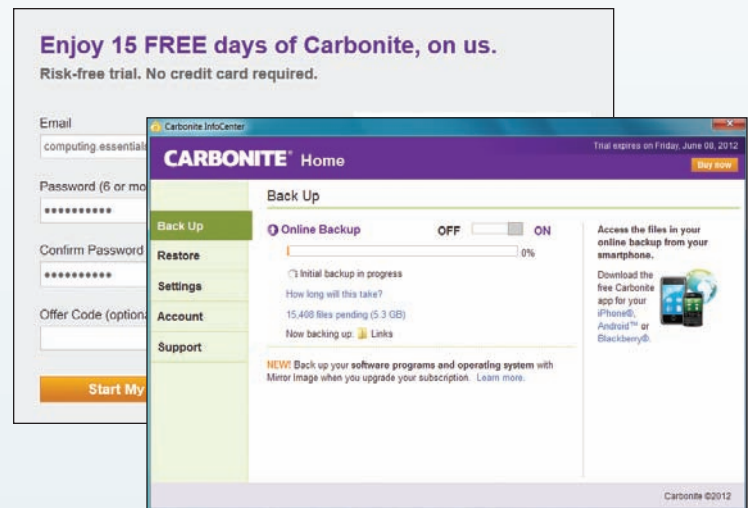
CLOUD-BASED BACKUP

Do you remember to make frequent backups of your irreplaceable data files, such as photos and documents? Would you like a service that remembers to do the backups for you and places them in a very reliable location? If so, then a cloud-based backup service, such as Carbonite, is the solution for you.

Getting Started Carbonite offers a free trial to its backup service. Once the trial ends, you will have to pay an annual fee to continue using it. To get started with the trial:

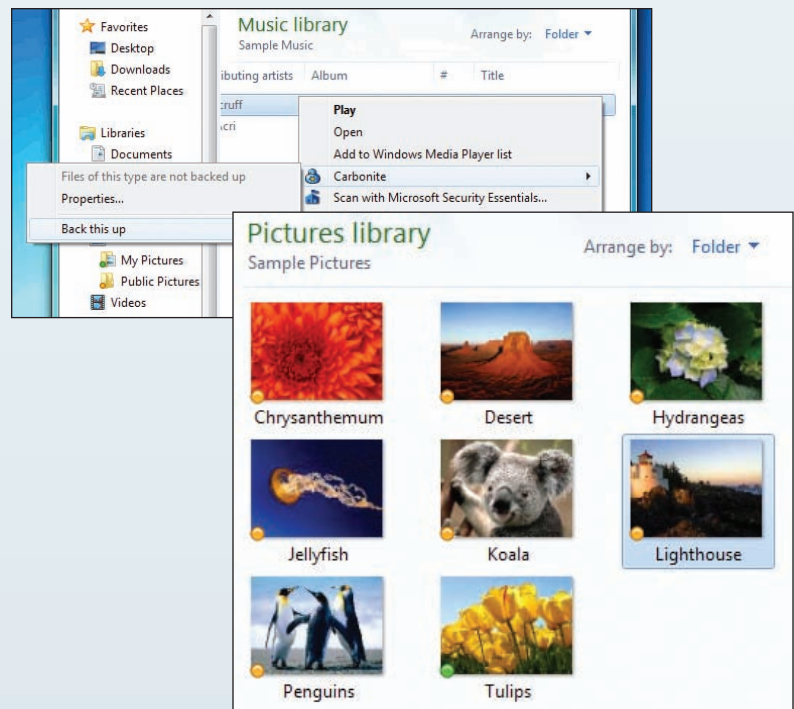
- 1 Visit www.carbonite.com, and click the *Try It For Free* button for home users.
- 2 Create an account, and then click the *Install Now* button to download the software.
- 3 Start the installation process, and when prompted, select the *Automatic* backup settings for easy setup.

After installation, Carbonite InfoCenter will launch and begin scanning your system for files to back up.



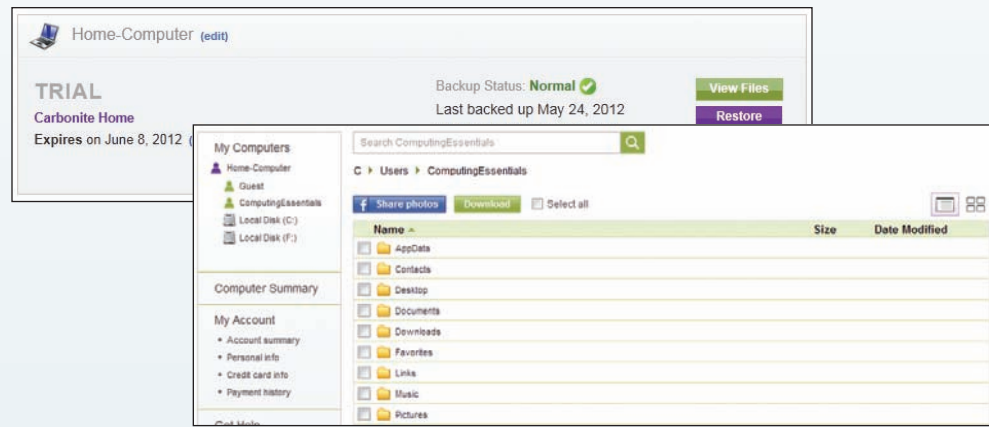
Managing Files for Backup During the free trial, Carbonite will not automatically back up certain types of files (such as music and video). Regardless, you can still select these files manually and request that they be backed up.

- 1 Go to a folder that contains photos, such as *Sample Pictures* in Windows. If you see an orange or a green icon at the bottom left of the files, that means they have been backed up (green) or are waiting to be backed up (orange).
- 2 Now, go to a folder where you have music files. Notice that they do not have an icon in the corner.
- 3 Right-click a music file, select *Carbonite*, and click *Back this up*. This file is now marked with an orange icon (you may have to refresh your window) and will be backed up in due time.



Restoring your Files Both your files and folder structure are securely backed up on Carbonite's servers. Although the Carbonite InfoCenter window has a restore area, this guide will show you how to view your backups on Carbonite's website for easy downloading from wherever you are.

- 1 Go to Carbonite's website, and click the **Log In** button. Enter your log-in information. You will be taken to a screen where you can see both computer and account information.
- 2 Click the **Restore** button, and you will be given a choice to restore all your files or to select individual files to be downloaded.
- 3 Click the **Remote Access** button.
- 4 Browse your backups by drives, folders, or users on your machine.
- 5 Select a particular file or folder, and then click the **Download** button.



To maintain access to your files, you will have to sign up for a yearly subscription once the free trial ends. The affordable "Home" option is sufficient for most users. However, if you need to back up files that are stored on an external hard drive, the "HomePlus" plan may be best.

The web is continually changing, and some of the specifics presented in this Making IT Work for You may have changed.

To learn about other ways to make information technology work for you, visit our website at www.mhhe.com/ce2015 and select **Student Edition** and then **Making IT Work**.