

# Data Disaster Prevention Guide



**DATA DOCTORS**  
Computer Services X<sup>®</sup>

**REAL PEOPLE.  
REAL HELP.**

[www.datadoctors.com](http://www.datadoctors.com)

### Symptoms of device damage and/or data loss

Computer users will experience some form of data loss eventually.

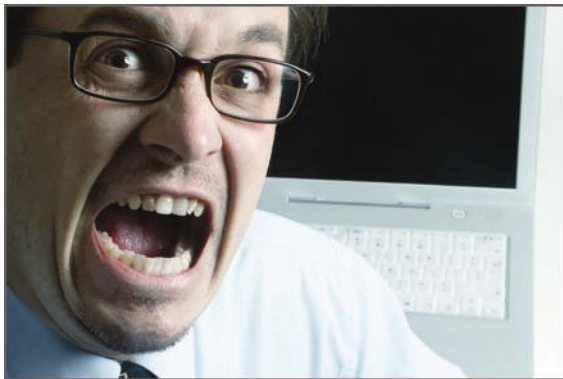


#### Warning signs:

- You cannot access your data from a previously functioning computer system, storage media or backup.
- Data is accidentally erased or overwritten.
- Data is corrupted or inaccessible.
- Your drive is making unusual noises (buzzing, beeping, chirping or clicking).
- Your computer automatically reboots.
- Programs become Inoperable.

### Emergency Medicine – What to do if you've lost data

The idea of losing valuable data is scary. When you are in a data loss situation, remain calm and get in touch with Data Doctors right away.

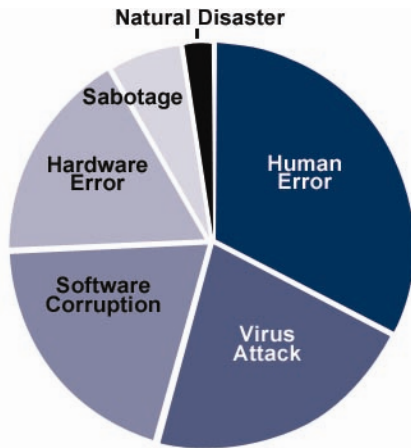


#### To minimize damage, follow these steps:

1. Avoid trying to correct the problem yourself. Software and utility programs designed for disk maintenance and backup can make existing data loss worse and possibly cause more intensive or complete drive failure.
2. If you notice your drive making unusual clicks or noises, shut it down right away and do not power it up again.
3. Do not write to any storage media that you suspect is involved in your data loss situation. Avoid opening or running any programs on your computer.
4. Evaluate simple and common causes of device failure, check for loose cables and bad device drivers.
5. Catalogue your devices failure symptoms and the recent activities involving your computer. Write these down to discuss with our Data Recovery Team.
6. Contact Data Doctors right away.

## Causes of storage device damage and data loss

Data loss is commonly caused by system or human error, environmental influences and device failure.



### Causes of data loss include:

- Intentional data deletion
- Accidental data deletion
- Overwriting of data files
- Virus damage
- Operating system bugs
- Program software bugs
- Failed system or program upgrades
- Power loss
- Power surges
- Device overheating
- Static discharges
- Physical damage to the device

## Preventative Medicine - Preventing data loss

The answer to preventing data loss – Regular Data Backup! Data storage device failure is unpredictable and sometimes beyond your control. Data Doctors has a variety of Data Backup options and we are happy to help you figure out which are best for you.



### Tips for preventing data loss:

- Call or come into your nearest Data Doctors location to discuss data storage, maintenance and backup solutions.
- Back up your files! Data Vaults are excellent for data backup. Data Doctors will help you set up your backup system and ensure it is configured properly.
- Work with a Data Doctors technician to create a disaster recovery plan for dealing with device failure and data loss.
- Discuss a data restoration procedure with a Data Doctors technician.

## Products designed to help prevent data loss:



### Data Vault

- Avoid losing your important files
- Cost-Effective Solution
- Complete System Backup
- Automatic Daily Backup

### Mini Vault

- Pocket Size
- No External Power Source
- Easy Data Transfer

### Virtual Vault

- Remote Web access
- Automatic daily backup
- Secure

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## Planning for a data emergency – What you can do:



- Bring your computer to Data Doctors for a Free Computer Checkup.
- Discuss Internet Security and Backup with a Data Doctors technician.
- List your original system software and track system and software updates since the original installation.
- Never upgrade software or hardware without a complete backup available. Verify backups before making changes in the event you need to restore your data.
- Document your system and archive all original software copies in a safe location.
- Keep your equipment in an appropriate environment to ensure security, stable humidity and temperature.
- Handle and transport your portable media appropriately avoiding static discharge, crushing and dropping.
- Delete applications and files you do not use and use your disc defragmenter.
- Use Data Doctors approved antivirus and antispymware programs.
- Be prepared for physical disasters. The Virtual Vault is an excellent choice for offsite backup to augment an existing backup system.

## Products designed to protect you from a data emergency:



### Anti-Spyware Software

- Remove, detect and block spyware & adware
- Stop annoying pop-ups
- Protect your important data

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### Anti-Virus Software

- Secure your family photos & personal documents
- Automatically scans and cleans files

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### Power Back Up

- Protect your computer against surges caused from lightning strikes
- Avoid losing valuable data & time
- During a blackout, it will continue to provide power to your computer until it is safely shutdown

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