

LESSON 152

SAVE YOUR WORK TO A ZIP OR FLOPPY DRIVE

It has always seemed odd to me that we do important work on our computers and save that same data to the hard drive, a drive that can crash and cause a loss of all our data. Yes, data can be recovered from a hard drive that has crashed, but the process is slow and often expensive, and there are never any guarantees that the data recovery will retrieve all of the lost information.

Should you suffer a hard disk crash, there are two companies I work with and trust in terms of data recovery. Data Mechanix (800) 886-2231) is located in Orange County, and these folks, spearheaded by company president Craig Rager, do a great job of finding and retrieving lost data and transferring your information to a CD-ROM disk.

The other company I have worked with is Ontrack Data Recovery (714 641-0530) located in Orange County. These people are really skilled in recovering lost data and they also sell software that makes installing a large hard drive on an older computer an easy task.

One way to minimize the loss of valued data is to save your work to a removable media like a floppy or Zip disk. It's really easy to do. When you are ready to save your work, click on File and on Save As. Enter a location where you want your data to be stored and follow it with the file name you want to use for your saved data. For example, if your Zip drive is E:, you can save your work to that Zip disk by saving it as E:\FILENAME where filename is the name you've selected for the saved file. If you don't know the name Windows has assigned to your Zip drive, double-click on My Computer and you'll be able to see the drive letter assigned to your Zip drive. If you decide to save your work on a Floppy disk, just type A:\FILENAME.

When you need to work in the files you saved to Zip or floppy drive, Word or Excel will default to looking in the My Documents folder. In the File name: box type A:\ or the letter of your Zip drive followed by a colon (:) and a backslash (\). Your program will then look in the right place for the file you want to work with.

