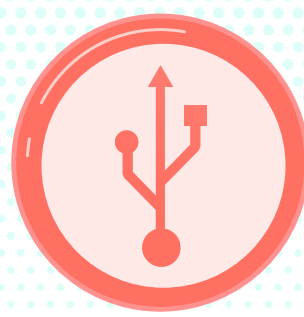


STORING YOUR FILES SAFELY: KNOW-HOW OF DATA STORAGE



Common Data Storage Types

Cloud Storage

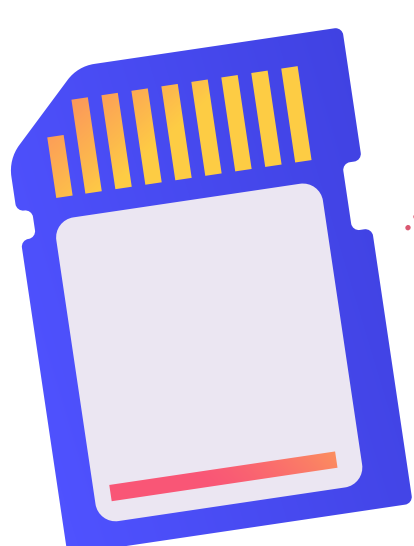
- Is an online technology that stores files on a remote location which can be reached with internet.
- Doesn't necessarily require you to own a storage device if you use a file hosting service.
- Can store your files on your own network attached storage (NAS) servers.
- Can be reached from anywhere with an internet connection with your account information.
- Might be the cheapest method, even free, if the size of your documents is covered by the free plans; but it could also require monthly payments or device purchasing.
- Could provide unlimited space depending on the plan you subscribe to.
- Has potential for data breaches, make sure to select trusted service providers.



Removable Devices

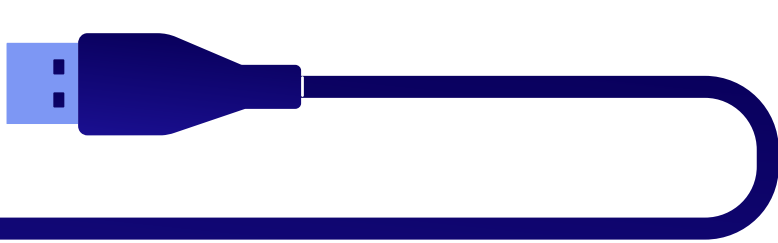
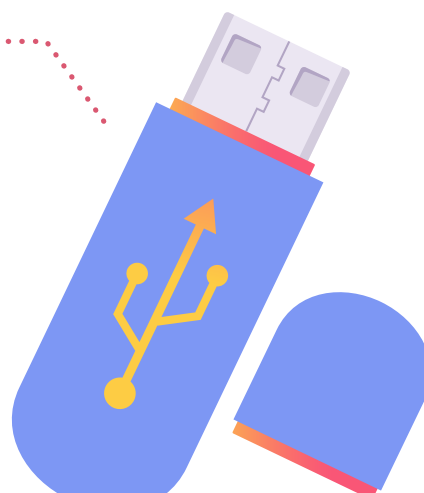
Secure digital (SD) cards:

- Are coin-sized, rectangular-shaped, portable, secure digital memory cards.
- Can be in varying sizes so you should be careful about which size is appropriate to your devices.
- Are generally used to increase the storage available on your devices such as smartphones and cameras.
- Might require a card reader to store and reach your data since current computers generally don't have a card reader socket.
- Should be bought by checking the data transfer speed if it is going to be used for video recording purposes.



Thumb drives:

- Are small, thumb-sized, portable memory devices.
- Connects to your device from a port and can be removed if you are not actively using.
- Should be bought after checking the available ports on your computer.
- More portable than the hard drives.
- More sturdy than hard drives since they don't include moving parts.
- May carry malware since they are usually connected to different devices in order to transfer files.

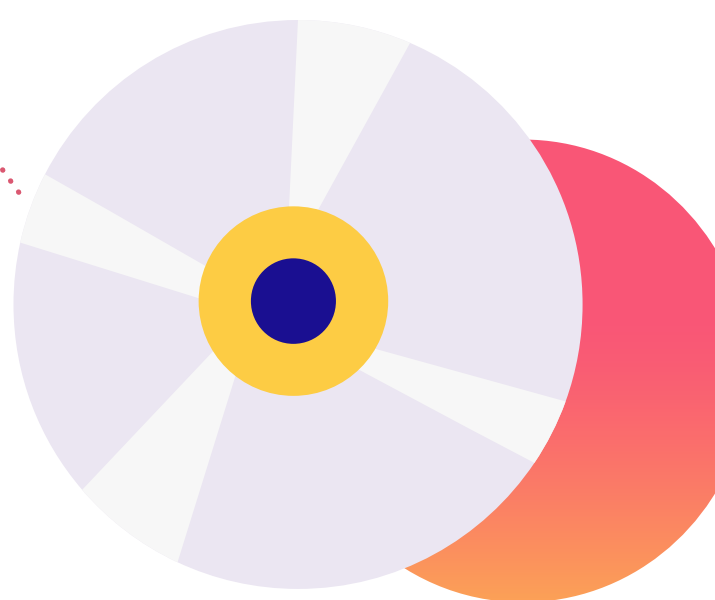


External hard drives:

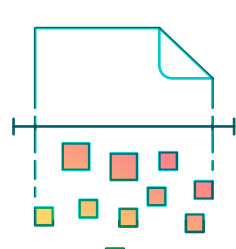
- Connects to your device from a port and can be removed if you are not actively using.
- Should be bought after checking the available ports on your computer.
- Might use magnetic or solid-state disks (SSD) to store data.
- Vary in data transfer speed based on its technology, SSD being comparably faster.
- Can be the most expensive method, while magnetic disks are cheaper than SSDs.

Optical Storage:

- Uses low power laser beams to store and transfer data.
- Less vulnerable to data loss than flash and magnetic storage options.
- Traditionally connects to your computer from the built-in drive but these days may need an external optical disc drive.
- Has CD-ROMs, compact disc (CD), digital versatile discs (DVD), Blue-ray discs and others as discontinuing technologies.
- Has emergent options with high storage capacity but they are not widely used in daily settings.



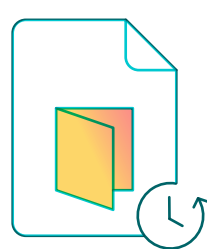
How to Save Your Important Files



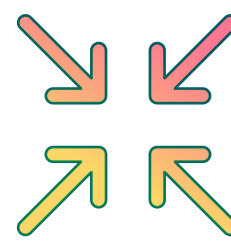
Scan and digitalize hard copies of your documents and photographs and store them in cloud servers and hard drives to reduce the risk of losing them.



If you have confidential files, prefer offline options, and keep your devices in private places to decrease the chances of a leak.



You can compress your files to save some space, but make sure to use compression methods that can recover your originals fully, without a loss in quality.



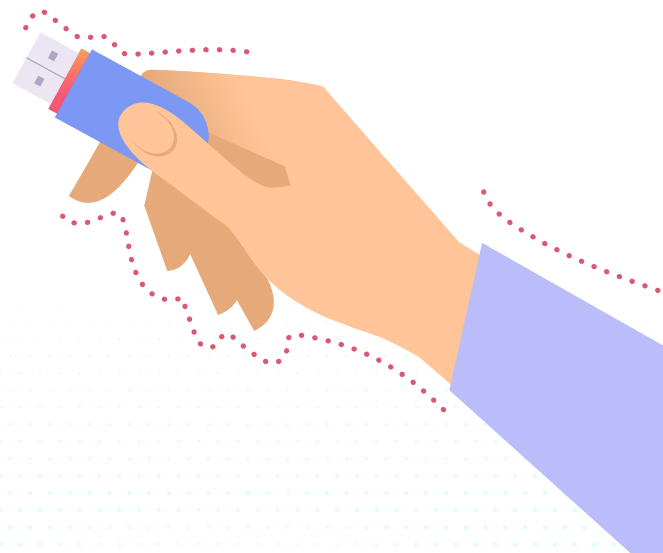
Check if the cloud services you consider using keep your original quality or compress them to save space.



Backup multiple copies of your files in multiple forms of storage to be more protected.



Encrypt and password protect your external memory devices to increase the security of your information.



Never plug your external memory device to untrusted devices.

