

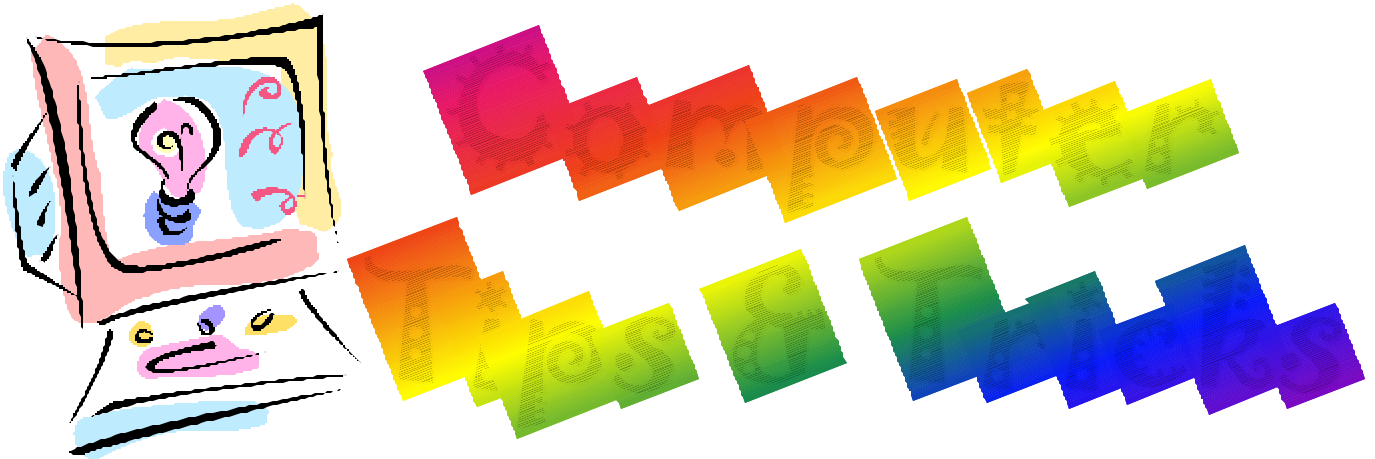
Always SAVE & BACKUP

It is important that you save and backup your work on regular basis.

Back up your work at least 3 ways. No one method is perfect or reliable. Here are your options and their relative strengths and weaknesses (5 stars ★★★★★ is highest rating):

☐ Floppy disk ★★

easy to carry anywhere, but easy to lose or damage, limited file size; files become corrupted after frequent use or saves



☐ **Hard drive ★★★**

can hold large files, but offers limited privacy or access if computer is used by others; good option for editing large files but you can't take your work with you

☐ **Yahoo Briefcase ★★★★★**

can store up to 30MB of files but takes time to upload/download on 56kbps or slower dial-up connection; best option for carrying work from school to home and vice versa. May be unreliable if Yahoo or Internet access is down

☐ **E-mail Attachment ★★**

same as above, but with may exceed e-mail limits (Hotmail 2 MB, Yahoo 5 MB)

☐ **CD-R ★★★**

Can store up to 800MB, great for storing final work and large files but not practical if work needs to be corrected or constantly updated