

## How to identify how much data needs backing up?

Most computers store data in my documents, and in email accounts.

Standalone PCs, Macs etc: will have defined areas in regular use (see the examples below) and networked systems will have 'shared' areas defined by the system administrator or by your IT support supplier.

### Examples

#### My Documents: (PC)

Click **Start > My Documents** Click.

Click **Ctrl+a** Right Click on a highlighted item **Properties**

This will give the details of the area in size, number of files and folders.

#### Microsoft Outlook: (PC)

Open Outlook

Click **Personal Folders** Right Click **Properties**

Click **Folder size** button

Data is **Total Size (Including Sub-folders)**

#### Documents: (MAC)

Click [Computer Name](#) > [/](#) > [Users](#) > [Work](#)

#### Microsoft Outlook: (MAC)

Open Outlook

Select the folder.

Choose **File > Folder > | Folder Size**.

For Servers, Exchange and database data sizes, please contact your system administrator.

Should you need further advice, please call us on 01872 552875

## Compression

Compression ratios vary from client to client, dependant on the type of data to be backed up. Documents, emails and databases benefit from high compression rates (up to 85%) but pictures such as Jpegs and zipped files are already compressed and may not squeeze any further. A good test is to use a program such as WinZip and see what ratios you can achieve.