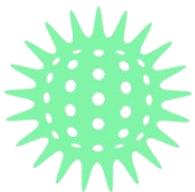
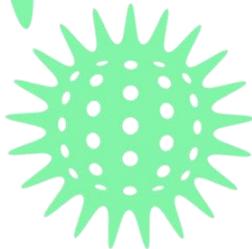
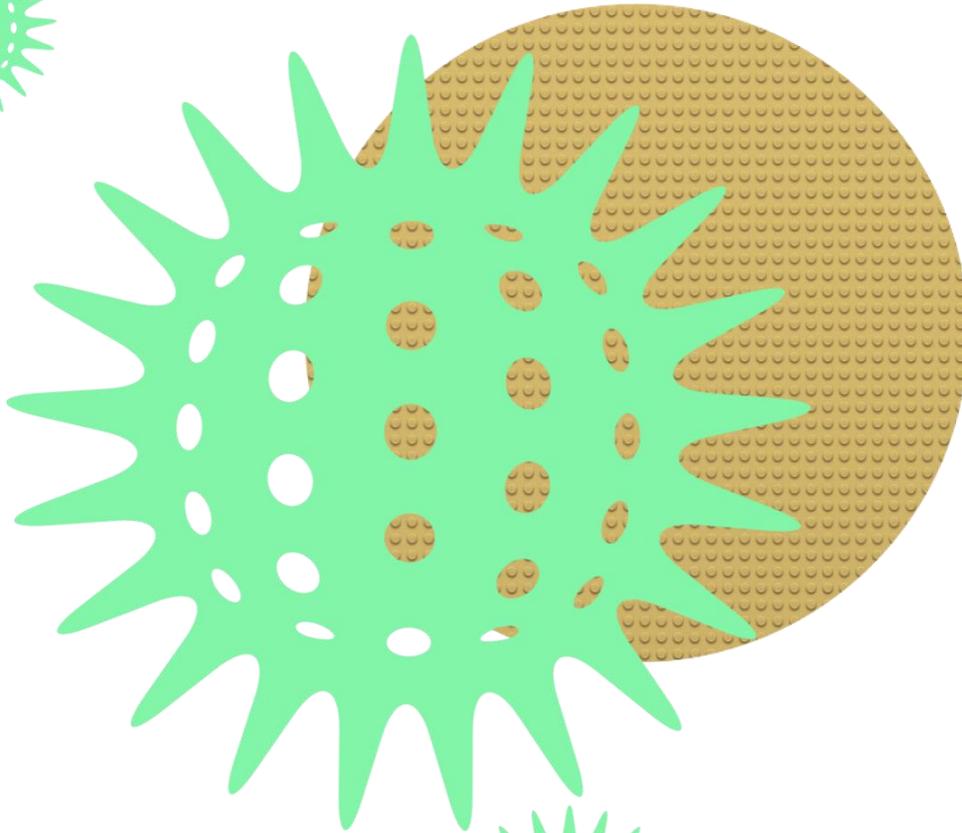
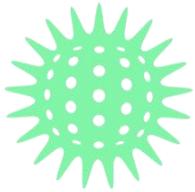
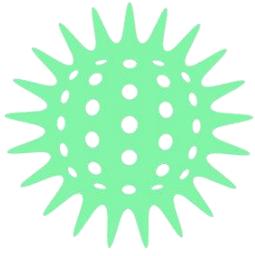


MAPUTIATOTA'S CORONA-STUCK NANO EBOOK 10



**PRACTICAL TIPS ON WHAT
TO DO WHILST STUCK AT
HOME.**

Live productively during the
Corona Virus lockdown!

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Introduction

Welcome back dear reader. Thank you for your consistency! This is the **tenth** book in a **14 part** nano-ebook series. Just in case you've forgotten, I'm Maputiatota*, and I live in this amazing country, Zimbabwe. Very little content is available about how to live **productively** during the Corona Virus lockdown, and I am on a mission to leave you better than you were when the lockdown began.

Time to DIVE IN!

BACKUP

Imagine this. You've finished writing that very long dissertation that your supervisor has been screaming about for quite a while. Or imagine this. You've finally finished that 30 page document that your boss urgently wanted. Then this happens. You lose that essential file. It's three am in the morning. You had spent the last 48 hours working on that document. It's wanted by 4 pm in the afternoon. How would you feel?

They say a chain is only as strong as its weakest link. I say your true progress is measured by the amount of information that you have backed up. In this article I explain the importance of having a copy of your data (digital data).

Enemies of progress

I heard of this saying very many years ago in an African movie. I discovered that there are indeed enemies of progress, and these can ruin your projects when you least expect it. Here are the enemies:

1. *The weather*

Ever had an assignment neatly written in your notebook? Well we all have. Now imagine forgetting your book near an open window, and the rain ruining your book. Not so neat is it?

Now the weather doesn't just ruin paperbacks. It also ruins electronic items. In fact, electronic devices and the weather (i.e. lightning, rain, and extreme sunlight) aren't the best of friends.

2. *Electricity*

There is nothing that ruins data more than sudden power outages. Whilst I was a student, I would see people remove their batteries to "save them" This may appear to make sense, but if only those people knew that the cost of a replacement battery is much less than that of replacing the device's motherboard (in the case of a laptop). In addition, power surges can cause your devices to get fried.

3. *Fire*

Fire fears no thing. Where fire passes, tears are left in the eyes of the masses.

4. *Vandalism & Theft*

There really are enemies of progress (real people who have eyes and noses just like you and me). When they decide to sabotage your work, then you will be very much in trouble if you have no backup. In addition, these guys called thieves can steal your precious gadgets and leave you crying for both your data and your devices.

5. *Bad luck*

Your data can become corrupt for no reason at all. You just wake up one day with your phone refusing to open that crucial document. Or, you may delete the essential document by mistake (I did that once).

6. *Viruses*

These are very bad things. They are programs made by naughty programmers to do naughty things. I don't like it when they mess around with my stuff.

What should I back up?

Very good question. Anything that would make you cry for very many nights if you were to lose it.

This includes, but is not restricted to the following:

- Your digital versions of your academic certificates (make sure to keep them secure)
- Your precious photos
- Your legal papers
- Your digital copy of your marriage certificate
- Your precious audio recordings that you can never get back
- Your precious videos that cannot be found on YouTube
- Your company documents that would leave you ruined if anything were to happen to them and;
- Your very important [money generating] project that you are working on.

Time to put your thinking cap on because....we've got a lesson!

The Backup lesson

Well now that you've seen the importance of backup, I'll explain how you can do this (practical tips baba :))

Local Backup

I define this as backup that is not on the internet. In this case you can use the following as backup points. I'll list the strengths and weaknesses of each.

Method	Advantage	Disadvantage	My Opinion
Compact Disks (CDs)/ Digital Versatile Disks (DVDs)	You are guaranteed that your files can't be ruined by a virus	One scratch and your files are useless Most devices can be burnt to only once. I wouldn't recommend burning more than 3 times anyways.	Good for backup of your final dissertation
Memory Card	Extremely portable	Easy to use, easy to lose, and easy to steal The data sometimes gets corrupt for no good reason	Good for storing current work being done and not any high-value work
Save in your Friend's computer	Easy to get your files back	He/she can easily delete your files He/she can also go through your files – which is not a problem if there's no personal information	Unless if your friend is loyal like Biko, this isn't a very good idea
Save in a computer at work	Easy to get your files back	That IT attachee will come and format your computer without telling you	The worst place to save your files. Don't do it. NO.
Save in your phone	Very easy to access your files	Mdara Tsofi will steal your phone. Thieves, next time leave the memory card + line when you steal phones. Please!	Good for storing current work being done + a few important pictures

Online Backup

Well some people have data (and good, free internet connectivity at work)! Well if you do, have a look at these options

Method	Advantage	Disadvantage	My Opinion
Cloud Backup - Google Drive, iCloud, OneDrive etc.	You can access your files from any part of the world	Your data can get hacked	Good for backup of anything that isn't sensitive

Well I hope you have learnt something! Remember, data loss happens when you least expect it. If it happened when we expected it, then nobody would lose their data.

Conclusion

That's it for today. Tomorrow will be about security, and why it is important to you!

I hope you enjoyed it. For more material, feel free to head over to my blog <https://maputiatotablog.wordpress.com>

I'm available on Instagram @ maputiatota, and on Twitter @ maputiatota
Don't be shy to say hi!