



COMPUDOCGR

801 West Fulton St, Grand Rapids, MI 49504

616.334.4513

www.compudocgr.com mail@compudocgr.com



Data Recovery First Steps

To ensure the recovery of the largest possible amount of lost data follow these steps:

1. Check the "Recycle Bin" first (if using Windows).
2. Turn off the computer and do not use it until the data has been covered.

Most operating systems continually write data to the hard drive. When a file is deleted it is not actually "lost" but the space occupied by that data is marked as "ok" to be right over by the operating system. The longer the computer is left on the less the chances are of a full recovery of the lost data.

3. Call a person who knows how to recover this lost data (who has the special software to do so).

Note: If the data was lost on a hard drive and the hard drive is clicking or making other strange noises chances are that the data is unrecoverable unless the hard drive is sent to special lab equipped to recover data on malfunctioning hard drives (this is can be very expensive). So, in order to avoid this disastrous situation the best practice is to continually backup your important data.