

BACK IT UP!

Common catastrophes:

1. Flood
2. Tornado
3. Fire
4. Stolen equipment
5. Malware
6. Computer viruses
7. Power fluctuations
8. Hard drive failure (It's not IF; it's WHEN.)

Important Data Types:

1) Manuscripts

Most word processing software will include two features:

- Incremental Saves (Automatic recovery docs saved periodically by the software.)
- Automatic backup copies.

Microsoft Word, depending on the version you use, look under Tools>Options>Save or File>Options>Save to set automatic backups and Save AutoRecover info every x minutes. Make sure these are checked! This is also where you can discover for sure where your files are being backed up. **See the resources sheet for more information.**

Scrivener (for PC and Mac) automatically saves changes whenever you pause for 2 seconds.

If you are about to make a change that you are not sure about, then do a **Snapshot** (Ctrl+5 or Cmd+5) before making your major change so that you can Roll Back as needed. (Ctrl+Shift+5 or Cmd+shift+5 will prompt you for a meaningful title for your snapshot).

For automatic backups, go to Tools>Options>Backup and set your options. Keep in mind that your backup location can be Dropbox or Google Docs (the best of both worlds UNLESS you are working offline).

Costs for cloud storage:

Google Drive free for first 15GB; \$2/mo for 100 GB

Dropbox is Free for first 2GB; \$10/mo or \$100/mo for 1TB; \$15/mo for Unlimited

Five safeguards:

1. Incremental saves on your hard drive.
2. Automatic backups to your cloud drive.
3. Intentional physical backups kept off site.
4. Send emails to yourself if you use online email.
5. Premium, automatic cloud backup services.

You need a FULL hard drive backup to TWO places:

1. Cloud backup service.
2. External Hard Drive

Check into cloud backup services like:

CrashPlan

Mozy Home or Mozy Pro

Carbonite

2) Research Material

Some online note-taking applications:

***Evernote**

Simplenote

Google Keep

Microsoft OneNote

Google Docs

3) Financial information

Excel - has some of the same features as Word. Used Dropbox or Google Drive too.

Quicken - online backup

Online alternatives

QuickBooks

Mint (online)

Freshbooks

Xero

The best insurance you can have is an automatic, cloud-based backup service that is backing your machine up to two places.

4) Photos

Make sure you are using a cloud-based backup service that is backing up to two places. Use this in addition to one of these online storage options:

1. Amazon Cloud Drive by Amazon

2. Apple iCloud

Be careful. There are two options.

- icloud photo stream, store your last 1,000 photos (or 30 days worth) for free.

- iCloud Photo Library, syncs you iOS devices the Photos app for Mac \$1/mo for 20 GB of storage

3. Carousel by Dropbox.

4. Flickr by Yahoo.

5. Google+ by Google.

6. OneNote by Microsoft.

Strategy:

1. Download from your camera and phone to your computer.
2. Backup to an external hard drive.
3. Cloud backup for photos.
4. Get prints of your most cherished photos to store in acid-free albums.
5. Give lots of prints and files to family and friends.

5) Website files

Backing up a self-hosted, Wordpress site is easy with a plugin like BackupBuddy. For a premium solution, I recommend BlogVault.

6) Mailing lists

Export a copy of your list(s) or take a complete backup of all of your data. In MailChimp, this is accomplished by selecting Account Settings>Export my data>Build My Data Backup. This will zip up your files: your lists, template, campaign reports, etc.

7) Passwords

Passwords are your number one defense against:

1. Stolen Identity
2. Malicious attacks on your social media accounts
3. Being robbery on the internet highway

Make it difficult with the help of a password management application like LastPass.

FIFTEEN COMPUTER SAFETY COMMANDMENTS

1. Make a recovery disk for every computer you own and keep it in a safe place.
2. Install firewall protection.
3. Apply software updates ASAP.
4. Use a surge protector.
5. Subscribe to a Cloud Backup Service.
6. Set your word processing software to perform automatic saves (incremental backups) and to create automatic backup files to a cloud drive.
7. Create regular, offsite copies as a backup to the backups.
8. Use a password management program and embrace cryptic passwords.
9. Set a regular schedule to download your mailing lists from your provider.
10. Back up your website files.
11. Lock your computer with a very difficult password.
12. Put a lock screen on your cell phone.
13. Lock down privacy settings on Facebook.
14. Avoid purchases on public wireless systems.
15. Wait to share.

ADDITIONAL RESOURCES:

Automatic Backup of Microsoft Word: <http://www.pcdon.com/word-AutomaticFileBackup.html>

Specifying a Location to Save Automatic Backup Files (in Word):

http://wordribbon.tips.net/T008836_Specifying_a_Location_To_Save_Automatic_Backup_Files.html

****Scrivener for Smarties: Backups: <https://rdaleguthrie.wordpress.com/2014/02/28/scrivener-for-smarties-backups/>

Retrieving a Backup File in Scrivener: <http://www.techtoolsforwriters.com/retrieving-a-backup-file-in-scrivener/>

Managing your edits with Scrivener Snapshots: <http://thedigitalresearcher.com/managing-your-edits-with-scrivener-snapshots/>

The 10 Best Evernote Alternatives: <http://beebom.com/2015/02/best-evernote-alternatives>

The best ways to manage your photos online in 2015:

<http://www.theverge.com/2015/4/29/8467289/cloud-photo-storage-comparison-dropbox-icloud-flickr-onedrive-free>

13 best cloud storage services 2015: Dropbox vs Google Drive, OneDrive, iCloud & more:

<http://www.pcadvisor.co.uk/test-centre/internet/3506734/best-cloud-storage-dropbox-google-drive-onedrive-icloud/>

****How to store your digital photos safely (Consumer Reports, May 2014):

<http://www.consumerreports.org/cro/news/2014/05/how-to-store-your-digital-photos-safely/index.htm>

****The Best Password Managers for 2015: <http://www.pcmag.com/article2/0,2817,2407168,00.asp>