

Avoiding Digital Disasters

Make a list of the data you have stored on your computer:	Do you have this data stored in another location?	What would it do to your life to lose this data?

Create a Personal Back-up Plan:

- **Identify the data (files, photographs, emails etc. etc. etc.) that you need to back up.**
- **Clean up your computer files and folders.**
- **Create a formal back-up plan that suits your needs.**
 - Write your plan down and prioritize the steps.
 - Make the time in your schedule to complete these steps.
 - Obtain any needed hardware, storage media or software you want to use.
 - Make sure you understand how your automated or online back-ups work.
 - Back up some test data and then retrieve the data. Can it be easily retrieve in a useable form?
- **FOLLOW THROUGH WITH YOUR PLAN!** I have learned that it saves me a lot of time if I keep notes about what I do each time I back-up.
- **Schedule regular times to update your back-up files.** Consider using some sort of automated back-up either on an external hard drive or online.
- **Make sure part of your plan includes keeping your back-ups current with new file formats and technology.**

Dropbox and Similar Programs:

I personally use Dropbox (dropbox.com) to sync my files between computers. This gives me the additional benefit of storing these files in “the cloud.” I spent several hours searching reviews for online syncing and/or back-up programs. The general consensus was that Dropbox was the most straight forward, user friendly of these programs. Other programs to consider are:

Syncplicity.com

SugarSync.com

I Drive (idrive.com)

Box.net

Amazon Cloud Drive

(<https://www.amazon.com/cloudrive/learnmore>)

FILE BACKUP:

Mozy.com

Carbonite.com

Backblaze.com

There are many more programs available.

Live links at: <http://www.preservingtime.org/>