

Your Mission, Should You Choose To Accept It...

...is to back up and then archive all of your data, not only to keep it safe, but to be able to access it in alternate locations if your home or office is ever compromised or inaccessible. So let's get started!

First You Have To Find It...

1

Grab a pencil and paper and make a list of the data you currently have on your computer, removable disks or CDs, that you would need to access in an emergency, or that you absolutely cannot replace if lost or destroyed.

Here are a few ideas to get you started:

- Digital Photos
- Downloaded Music Files
- Videos
- Contacts
- Work/Vital Documents
- Financial Documents/Files
- Tax Documents/Files
- Presentations
- Books you've purchased or downloaded
- Articles or Papers that you have authored
- Anything else you or your family have created that you do not want to lose.

Here's How To Back It Up

2

Using the list you just compiled, locate the data that you want to safeguard, on your computer.

Create a new folder on your computer desktop and name it "Backup Data (dd/mm/yy)," with today's date.

You're going to copy the files and place the copies in the Backup Folder and leave the original files where they are on your computer.

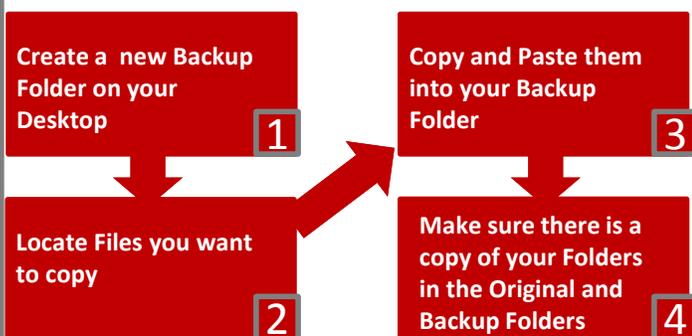
The simplest way to copy a large amount of files on a PC is to:

- Highlight the files you wish to copy either by clicking on them while holding down the shift key, or choosing them with your mouse.
- Hold down the CTRL key + the letter C at the same time to copy them.
- Then double click your Backup folder to open it. Click your mouse inside the folder and hold down the CTRL key + the letter V to paste all of the files inside the new folder.

The simplest way to copy a large amount of files on a Mac is to:

- Hold down the Option Key (⌘ or **Alt**) and click on the file that you want to move, then drag it and drop it in its new location.

After copying and pasting your folders into the Backup Folder, double check to make sure that there is a copy of the file in the old and the new location.



The Best Place To Put The Backed Up Data Is...

3

Where you need it to be and where it will be the safest. Where you decide to secure and store your information is up to you. But here are a few ideas:

- Place files on a **flash drive** or **portable hard drive**, that you can take with during evacuation on a **key ring** or in your **evacuation bin**.
- Place files on a **flash drive** or **portable hard drive**, that's located in a **safe deposit box** or **water/fireproof safe** in **your own city**.
- Place the **flash drive** or **portable hard drive**, that's located in a **safe deposit box**, **water/fireproof safe**, or with relatives in the **city where you'll be evacuating**.
- Place files on a files on a **password-protected online file repository**, in the Cloud or even the file directory of your family's personal web site. This way if you need a copy of your data quickly, you can retrieve it from any Internet-enabled computer.

Important! Please Remember.

4

DO NOT put your or your family's social security numbers in your list of vital information or in online files or folders, no matter how secure they are.

If you have to have those numbers with you (and haven't memorized them), copy or scan the originals and place them in a secure safe deposit box instead.

What's Next?

Well now that you're done backing up your data, here are More Amazing Things You Can Do In 5 Minutes Or Less

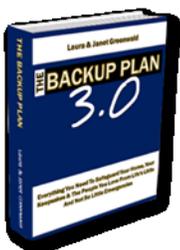
- [Create Your Family's Evacuation Plan](#)
- [Download and Back Up Your Digital Photos](#)
- [Keep Your Medical History At Your Fingertips](#)
- [Save Your Albums & Cassettes As MP3s](#)
- [Earthquake Proof Your Bedroom](#)
- [Fill Out Your Kid's Emergency Contact Card](#)

And don't forget to share this how to sheet with your family and friends!

For more Tips and How To Sheets like this one, visit [The Backup Plan Blog](#), or check out our books at [GetYourStuff Together.com](#)

*That Backup Plan of yours is coming along nicely.
Here are a few other resources you're gonna love...*

*Laura & Jan Greenwald
Authors/Creators of Get Your Stuff Together*



Our newest program **[The Backup Plan 3.0!](#)** Quick and easy steps you can take **right now**, to keep everything that's important to you, safe, sound and accessible. Each section covers a different area, from family photos, vital documents and music, to videos, computer files, family history and recipes. Just download the free Grab It & Go Forms and Action Plans (included), complete them and save them to your computer or use the ones right inside the book and you'll be ready to deal with emergencies small (a broken arm) or large (Superstorm Sandy). **[Pick up your Paperback copy today at Amazon.com for \\$29.99 Or the new Downloadable PDF Edition for \\$8.00. \[Read more about it\]\(#\)](#)**