

THE BACKUP PLAN

How To Archive Your Favorite Albums & Cassettes

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

...is to take all of your favorite music – CDs, cassettes or vinyl albums and turn them into MP3s, then back them up to your computer and other safe locations. That way, not only will you be able listen to all your favorite old music on your smartphone or MP3 player, but you'll be able to keep all those songs you love safe for years to come.

Where Is All Your Music Hiding?

1

Grab a pencil and paper and jot down the types of music you have that you want to **secure** and their current location.

Using the list you just compiled, **locate** and **gather** all of the CDs, cassettes and vinyl albums that you want to secure and set them aside for a moment.

What About The Music That's Already Digital?

2

Do you have MP3 or other digital music files? First grab your MP3 player, your cell phone, your iPad or tablets and make sure all of those music files are downloaded to your computer desktop now.

- Create one new folder on your computer desktop and name it "Backup Music (dd/mm/yy)" with today's date.
- Locate all of the digital music on your hard drive that you want to keep safe. Leave the original files where they are on your computer, but copy each one and place the copies in that new Backup folder.

Time To Deal With The Albums & CDs

3

Although all of your music is important, some means more to you than others. Take a few moments to look at your CDs, cassettes and vinyl albums, and separate them into two different piles.

- In the first pile, place music that you'll need to copy and save in a digital format, to keep them safe.
- In the second pile, place music that you:
 - Already have in digital format and could easily find if the one you're holding was harmed or destroyed.
 - Have numerous other copies of the music in other locations. (be sure that this is actually so before you decide not to copy them)
 - Simply don't care enough about to keep it disaster safe.
- You can go ahead and put the music in the second pile away.



Convert Your CDs to MP3s

4

You can convert CDs right on your computer, using your computer's music software. For a PC, that would be Windows Media Player.

Just put the CD into your computer and the software will automatically pop up. Follow the instructions to "rip" your CD.

When your songs are ripped, take your CD out and save the new MP3 files to the music folder on your computer. We'll back those up to keep them safe in a few minutes. And don't forget to add those new songs to your iPod or MP3 player!

Convert Your Cassettes & Albums To MP3s

5

Converting your Cassettes or Vinyl Albums: For music on cassettes or on vinyl, the easiest way we've found to convert them to MP3s is the [MiCorder](#). A MiCorder is a device that records from anything with a headphone jack. It looks like a tiny Walkman and comes with everything you need, including an adapter for large headphone jacks. All you do is plug the patch cord into any cassette player or record player and it saves your music as an MP3 – automatically – right onto its SD Card.



Save Them To Your Computer

6

Download the new MP3 files to your computer desktop, placing them in a brand new folder. When you're finished, make one copy of that complete folder. Place the original folder in with the other digital music files on your computer. Then place the copy of the folder into the backup folder you created earlier.

If you don't have access to a converter or don't own a computer, then have a relative or friend convert them and store them for you. And don't forget to talk to your older relatives about archiving their music. They might really appreciate having you put the music from their old vinyl, cassettes or CDs on an MP3 player that they can listen to.

And Archive The Back Up Copies

7

Where and how you decide to secure and store your own digital music files is up to you. But here are a few ideas:

- On a password-protected flash drive or portable hard drive, and take them with you during evacuation on a key ring or in your plastic evacuation bin.
- On a password-protected flash drive or portable hard drive, in a safe deposit box or water/fireproof safe in your own city.
- On a password-protected flash drive or portable hard drive, in a safe deposit box, water/fireproof safe, or with relatives in the city where you'll be evacuating.
- In a password-protected online file repository or on the file directory of your family's personal web site. This way you can retrieve them from any Internet-enabled computer.

What's Next?

Well now that you're done Archiving Your Music, here are **More Amazing Things You Can Do In 5 Minutes Or Less**

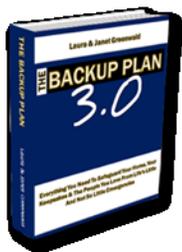
[Create Your Family's Evacuation Plan](#)
[Download and Back Up Your Digital Photos](#)
[Keep Your Medical History At Your Fingertips](#)
[Save Your Albums & Cassettes As MP3s](#)
[Earthquake Proof Your Bedroom](#)
[Fill Out Your Kid's Emergency Contact Card](#)

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](#)