



How to Save and Back Up Your Photos

- 1** **Download*** your images. Create a folder and download all of your images directly to your hard drive. Your working version of your photos are easier and faster to access directly from a hard drive than from a CD or thumb drive. Also, you're less likely to lose your hard drive than you are to lose a thumb drive!
- 2** Now, **BACK UP** your files. Hard drives can and do fail. Eventually, *your* hard drive will fail. Your best insurance policy for lost or damaged digital files is your backup system. And fortunately today, you have several affordable options:

Portable Media. Create a copy of your images on a CD, DVD or thumb drive. Put that portable media some place safe. Better yet, take it to another physical location – take it home, take it to the office, put it in a safe deposit box, put it under your mattress. Although creating a backup on portable media is becoming more and more old school, it's certainly better than nothing!

External hard drives. External hard drives with 1-2 terabytes of storage are around \$100. Google "external hard drive reviews" to see what sources such as C/NET and PC Magazine have to say about current models. Then get one pronto. They usually come with their own back-up software. If you use a Mac, MacOS has a backup utility called Time Machine that works well with external hard drives.

Cloud storage. You can upload copies of your pictures to online photo galleries or repositories such as Picturelife or Flickr. Some cloud options aren't specific to photos and can be used to back up many type of files: iCloud, Dropbox, Google Drive, and Amazon Cloud Drive are examples you may be familiar with. Depending on how much storage you need, these options can be very inexpensive – or free.

Online back-up services. Services such as Backblaze, Carbonite, or CrashPlan, create and store a back-up of your entire hard drive and any attached external drives – photos and all. These services automatically back up new and changed files whenever you're connected to the internet. Additionally, they make back-ups of your back-up, and they will help you recover your files should you need to.

- 3** **Keep original file numbers.** You or your web designer will probably change the file names for SEO, but I ask that you keep the original file number in the file name in case you need me to locate or re-send an image. While I can't guarantee that I will still have your images, the only hope of finding that file for you is if I have the original file number.
- 4** **Back up AGAIN.** I use a combination of two external hard-drives, cloud storage, and an online back-up service that runs constantly in the background for everything. Redundant? Perhaps. But my back-up process runs itself and delivers me peace of mind.

* When downloading multiple images from one of my galleries, the photos are delivered in a .zip file. If you're running a computer with Windows XP or newer, right-click the .zip file and select "Extract All...". You will be prompted to define a location for the unzipped folder to be stored. If you're using Mac OS, simply double click the .zip file. A new folder containing the unzipped photos will be created in the same location as the .zip file -- usually in your Downloads folder.