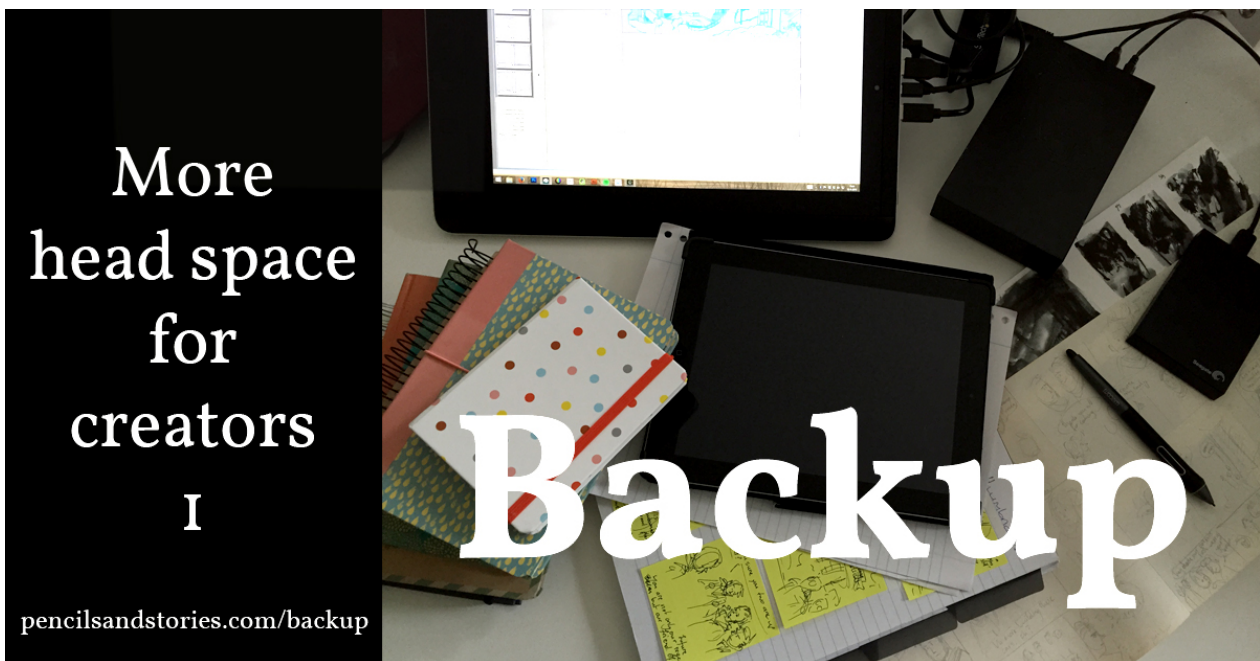


More head space for creators

Backup Worksheet



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pencilsandstories.com/backup

Please feel free to share this document with anyone who can benefit from it.

More explanation about this sheet can be found in the associated blogpost at:
pencilsandstories.com/backup

More headspace for creators - Backing up

Ideas for things to back up:

- Your computer's internal and external hard drives, USB sticks, etc.
- The content and settings of your phone, tablet and other devices. Especially photos, video's, voice recordings, written files etc. You can often make a backup of your entire device, or just the things you want, through an option in your phone/tablet itself. If you have it connected to a Cloud service then you can store the backup there. I usually let photos backup automatically to Dropbox too. (I can easily open them on my pc later as well) You might want to make an extra file and convert app-specific filetypes to more common things like PDF, JPEG, PSD etc. to store. If you lose the app you still have the things you made in a format you can open with other programs.
- Your blog/website. Blogging services sometimes have an "export" option in their interface. If you have a self hosted site then there are a bunch of files stored on your host's servers you need to back up. Often times (with Wordpress for example) you'll have a website part and a database part. Be sure to back up both!
- Important email. You can store them in folders on your email provider's service, but if you want a back up (apart from printing the email) you can usually send it to services like Evernote too.
- Comments and interactions on social media you want to keep. You can use services like IFTTT, with which you can automatically create a note and send it to other services you use. Be aware though that these services require you to give them permission to access your accounts. Make sure this is what you want first.
- Sketches, drawings, paintings and notes that are not digital. A photo of a bunch of notes and scribbles is easily taken. For more important stuff or things that you'll need at a higher resolution you can use scanners or professional photography.
- Things in your cloud accounts, if you want to follow the "have everything in two separate places" rule. A lot of services have easy export options or even folders on your hard drive.

