

[ksharonkdesigns]
doing the backup thing

Backup Procedure

I back up my precious files at least twice.

I have an external hard drive that I back up to once a week, every Monday morning while I am away from my computer at my 'real' job.

I also back up to DVD, and store my DVDs off-site. This is how it works.

I have a big folder filled with plastic sleeves ... for each month I have a plastic sleeve with a contact sheet of the layouts I created for the month, and in a DVD sleeve next to this plastic sleeve is a DVD, with the month's PSD files, 8x8 inch jpegs to print, and jpegs saved at web quality, AND a folder of the photos I have taken that month.



I store my folder away from my place of residence.

Don't forget, this backup is in addition to a backup I do once a week to an external hard drive. So essentially, I have three copies of my data ... one on my computer, one on my external hard drive, and one on DVD stored away from home. And that's how it happens at my house. ☺