



BY CHANTAL IMBACH

# BACKUP GUIDE

**SAVE YOUR PHOTOS!**

[WWW.PHOTOSINORDER.COM.AU](http://WWW.PHOTOSINORDER.COM.AU)

# THE 3-2-1 METHOD

## WHAT IS THE 3-2-1 METHOD?

This backup method is industry standard and we recommend to use it not only for digital photos but for any digital data. It means you keep

*3 copies of your photos on  
2 different devices and at least  
1 of them kept off-site*

What exactly does this mean? Here are two possible options:

### Option 1:

Copy 1: Your original digital master photo is saved on your internal hard drive on your computer

Copy 2: You regularly backup your internal drive to an external hard drive.

Copy 3: You have set up an automatic cloud backup

### Option 2:

Copy 1: Your original digital master photo is saved on your internal hard drive on your computer

Copy 2: You regularly backup your internal drive to an external hard drive.

Copy 3: You have another external hard drive that you backup to on a regular basis but you don't keep it at home but for example at your workplace.

# WHAT DO I MEAN BY BACKUP?

## Backup is not a copy-paste task!

Often, people backup by copy-pasting their data onto another drive or USB.

This not only takes more effort and time than an automatised backup, but the risk of creating a digital chaos is much bigger.

Also, you really want to back up your whole computer and not only some of your data.

There are also different types of backups. Incremental, mirrored and full are the most common ones.

If you **do** choose to back up by copy-pasting, please make sure that your folders and drives are **labelled accordingly**. For example 'Backup Drive 1' and the parent folder should be named something like 'Backup Copy of Photo Hub' or similar. That way you will always know which is your original file and which is a copy.

Rather than copy-pasting, I recommend to use apps and programs that often come with your computer and are easy to set up as described below.

**[Check out our podcast episode about backing up here:  
DIY Photo Organising - Golden Rule 1 Backup](#)**

# BACKING UP OLD AND NEW

## How to back up printed photos

Unless you want to make copies of your prints, there is only one way to back them up, and that is by digitising them.

1. Gather all your printed photos including your albums and sort them.
2. Scan at least those that are most important to you.
3. Keep the prints in photo-safe albums or storage, such as in the [Creative Memories Power™ Sort Box\\*](#).

## How to back up digital photos

This is where you will apply the 3-2-1 method:

1. Gather all your digital photos in one place, which is your photo hub from now on. This can be on a computer or an external hard drive. Cloud is not recommended for hosting the master files.
2. Once they are all in one place, sort and organise them.
3. Print the most important ones as a backup (don't do it at home since most printers won't give you the really good quality). Creating and printing a photo book counts as a backup copy, too.
4. Backup your complete photo hub to an external hard drive, which you keep at home (this is your copy #2).
5. Backup your complete photo hub to another external hard drive, which you keep off-site or use a cloud-based solution such as [Backblaze\\*](#) (which backs up your whole computer including attached external drives if set up accordingly). This is your copy #3.

# BACKUP MEDIA

## What to use as a backup drive

Ideally, you use external / portable hard drives to backup your photos. However, there are other options, too. It will vastly depend on the size of your master files that you need to back up and on your budget:

- External or portable hard drives, at least 2 TB storage space
- SSDs - these are considerably faster than the standard drives
- Cloud backup services such as [Backblaze](#)\*
- Photo archiving services such as [Forever](#)\*
- Prints of digital photos
- Picture Keeper or similar USBs
- DVDs (archival quality)

Please note that these solutions all have pros and cons and that there is no one-fits-all-solution. It will depend on your individual need and situation as to which is the best match for you.

Also keep in mind that each and every one of these devices only lasts a certain time. They will all have to be replaced over time, except the cloud storage.

**Warning!** Please note that free photo sharing sites such as Google, Facebook etc. are not the right services to backup your photos. They might be great to share them, but not to keep them safe (always read the small print!).

# MAC TIME MACHINE

## How to set up a Backup Drive using Time Machine

Here are two instructional videos about how to format an external drive for a Mac (if it isn't yet) and how to set up your Mac so it backs up to an external drive using TimeMachine:

Formatting an external drive to Mac: <https://youtu.be/63HVeOkzAmk>

Setting up TimeMachine to an external drive:  
<https://youtu.be/WiAtlug5RRc>

As mentioned above, I recommend to either set up two different external drives as backup drives and keep one of them off-site or as an alternative to the second drive use a cloud backup service such as [Backblaze](#)\* (see below).



# BACKUP ON A PC

## How to set up a backup drive using File History or Acronis on a Windows computer

Windows does have a native backup program called 'File History' that comes with every PC. You will want to save the backup to an external hard drive. Make sure it is formatted for Windows before you use it (most of them are when you buy them).

However, I prefer using a software called Acronis to backup Windows computers (no affiliation).

You can download it from here: [www.acronis.com](http://www.acronis.com).

It now also offers a cloud backup, which I haven't used yet and could be a possible alternative to [Backblaze](#)\*. Once downloaded, you will be guided through the installation and setup.

As mentioned above, I recommend to either set up two different external drives as backup drives and keep one of them off-site or alternatively subscribe to a cloud backup service for your second backup copy.

# CLOUD BACKUP

## Off-site cloud backup using Backblaze

As an alternative to a backup to a second external hard drive, I highly recommend to subscribe to [Backblaze](#)\*

You can download the Mac or Windows version of this app from above website and trial it for free for two weeks.

When you install it, you will be guided through the necessary steps.

The initial backup can take quite long, depending on how much data you have and also on your internet speed. It is best to leave the computer on overnight until the initial backup is done (turn off the energy saver, otherwise, the backup is interrupted).

Afterwards, it will backup any new or changed files as soon as you are connected to the internet, unless you change the settings.

*\* Disclaimer: I am an affiliate of these companies and earn a small commission should you subscribe to their services through the above links. Rest assured though that I am not promoting these businesses to make money but because I have been using their services for years and highly recommend them.*





## MEET THE AUTHOR

CHANTAL IMBACH

My belief is that photographs give us the ability to overcome time and distance, strengthen family ties and even shape identity.

I would love to help you experience this for yourself through a well-organised photo collection. I understand how overwhelming it feels to be drowning in photos. You might be daunted by the technology and worried about losing your photos. I've been there too!

Let's backup your photos together so that you can share them with your family, now and into the future.

*Chantal*

*“We take photos as a return ticket to a moment otherwise gone”*

Katie Thomas

## HAVE QUESTIONS?

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