AN ASK LEO! BOOK

JUST DO THIS: BACK UP!

A Step-by-Step Plan to Back Up Your Computer

UPDATED! WINDOWS 10 & MORE

BY LEO A. NOTENBOOM

Just Do This:
Back Up

A Step-by-Step Plan
To
Back Up Your Computer

Version 1.1

by

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Revision History

1.0: March 2015 – Initial Publication

1.1: November 2018 – Updated to emphasize OneDrive, Dropbox chapters moved to Appendices, replaced Cryptomator with BoxCryptor, minor edits and updates (such as hard drive capacities) throughout.

The Ask Leo! Manifesto

I believe personal technology is essential to humanity's future.

It has amazing potential to empower individuals,
but it can also frustrate and intimidate.

I want to make technology work for you.

I want to replace that *frustration* and *intimidation*
with the *amazement* and *wonder* that I feel every day.

I want it to be a *resource* rather than a *roadblock*;
a *valuable tool,* instead of a source of *irritation*.

I want personal technology to empower you,
so you can be a part of that amazing future.

Leo A. Notenboom
https://askleo.com

Be Sure to Register Your Book!

Your purchase of this book entitles you to several additional free bonuses.

- All available digital formats of the book as direct downloads. Regardless of which version you purchase, you can enjoy this book on the digital device of your choice.
- Digital updates for life.
- Errata and prioritized Q&A.

You'll find the information you need to register in a chapter near the end of the book. Once you register, you'll be taken to a web page that lists all available bonuses.

Introduction

Backing Up Doesn't Have to Be Hard

The concept - just making copies of everything important - is about as simple as it can be. Put another way (and as something I say on Ask Leo! All the time):

If there's only one copy, it's not backed up.

Unfortunately, people can get confused at a number of steps along the way:

- Figuring out what, if anything, to buy.
- Understanding what's "important" and in need of backing up.
- Figuring out how to make backups happen automatically.
- Worrying about the security of backups.
- Backing up things where the very concept of "just make a copy" isn't at all obvious.

Much of the confusion comes from the fact that there are *so many options* and ways to accomplish all this. Ask a dozen different people what the "best" way to back up is, and you'll get a dozen different answers if not more.

There are hundreds of ways to approach the problem of backing up. So many so that … well, one of my readers said it best:

I was immediately so overwhelmed that I gave up.

I understand. It's confusing.

That's why I decided to focus on a "Just Do This" approach to backing up.

Just Do This

I'm going to outline for you one arrangement for backing up your desktop or laptop PC that just works. Follow these instructions, and you'll be backed up.

I'll make the hard decisions for you. Together we will:

- Get an external hard drive.

- Make an image backup.
- Schedule automatic image backups.
- Configure OneDrive for near-continuous backup of your work in progress.
- Install and configure BoxCryptor to protect your valuable data in the cloud.
- Install and configure OneDrive on your smartphone, for immediate backup of the photos you take.
- Install Thunderbird and configure it to back up your on-line email account.
- Make a list of a few manual maintenance tasks choose to do on a regular basis.

Don't worry -- I'll give you guidance if you want to do things slightly differently. Even if you do follow this plan to the letter, you'll be able to make changes later, as your needs, and your own comfort level, changes as well.

Backups are important. So important that if you do nothing else…

Just Do This.