

## New Year Backups

*Backing up your data should be an ongoing activity. We do not want to loose a year, month, or day's worth of our research. The New Year is a good time do a full backup and then continue your backup procedures throughout the year.*

**BACKUP, BACKUP, BACKUP!!!! Remember the Rule of 3-2-1.**

- 3 different media. Your computer, CD/DVD, auxiliary disc, online, etc.
- 2 different places. Your home and your cousin's house in Florida.
- 1 copy offsite. Mozy, Carbonite, iCloud, etc. Or, just trade backup discs with your cousin. (remember to give someone your password if password protected)



## See How Easily You Can Backup Your Files to CD or DVD

by BEN SAYER

<http://macgenealogist.com/> > search: **Backup** > select [See How Easily You Can Backup Your Files to CD or DVD](#)

"This video will show you step-by-step how to create and use the burn folder feature to create a backup system for your genealogy files."- Ben Sayer



## Multiple Formats

Prepare for your backup by creating a new folder on your desktop or burn folder.

File > New Folder > *name folder*, Bkup 9-12-2009

Create a file using **each** of the following formats. Drag each into the Backup folder for burning to CD or DVD.

- Make and save a copy of your **Family File** following the steps in the Manual. Search for "Backup", click on [Backing Up Your Family Files](#).
- Make and save a **GEDCOM file**.
- Make and save a set of **Web Cards**.
- Make and save a full set of **Family Group Sheets** in PDF format.

## Saving a Copy of a Family File

## Reunion for the Mac

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To save an exact copy of a family file, from an open file, choose **File -> Save A Copy**. Then enter a name for the family file copy (a default name will be entered for you) and click **Save**.

### Creating a GEDCOM File

Save a copy of your data as a GEDCOM following the steps in the Manual. Search for "GEDCOM", click on [Exporting GEDCOM Files from Reunion](#).

Choose **File -> Import/Export -> Export GEDCOM**. This will open the GEDCOM Export window..... (see instructions) Save to Backup folder.

### Creating Web Family Cards

Create a set of web cards that can be read by other browsers. See the Manual for instructions. Search for "Web Family Cards", click on [Creating Web Family Cards](#).

To create web family cards, choose **Create -> Web Family Cards**. (see instructions) Save to Backup folder.

### Creating Family Group Sheets

Create a full set of Family Group Sheets that can be shared with others and is somewhat independent of word processing programs. It still requires a computer, operating system and Acrobat Reader but Reader is a free download and still generally available. Pages can be printed individually or all in a batch.

See the Manual for instructions. Search for "Family Group Sheet", click on [Creating a Family Group Sheet](#).

To create Family Group Sheets, choose

- **Create -> Family Group Sheet -> All Families (include Sources)**.
- **Layout -> Define Layouts -> Add Layout -> *name layout (i.e. Bkup Data)* ->**
  - **go through Settings list, in the Fields (right side), select all boxes**
  - **Save**
- **Destination: Printer (or Print Preview)**
- **Print -> PDF (lower left hand corner) -> Save as PDF**
- Save to Backup folder.