

# Backing up Your Reunion Family Files

Reunion 11 for the Mac

Feb 2016

**The 3-2-1 rule:** there should be at least  
3 copies of data that are stored on at least  
2 different media, and at least  
1 of the copies *must* be stored offsite.

1. **Why back up?** The purpose of creating backup copies of family files is to enable recovery from computer disasters such as hard disk crashes, theft, fire, etc. Back up daily? Weekly? Monthly?

2. **Ways to create copies of Reunion information:** The data you enter into Reunion is stored in the **family file**. This is the **only** file that needs to be backed up **on a regular basis**. If you use more than one family file, backup each one.

- a. **Copy of Family File:** To save a backup copy of a family file, choose **File > Save A Backup Copy**. A default name, including the current date, will be entered for you. Change the name if you prefer and click **Save**. You can navigate among your folders and disks to choose a location for the backup copy.
- b. **GEDCOM:** Open family file. Be sure that **Family View** is selected in the navbar and choose **File > Export > GEDCOM**. Make choices in the General and Optional Fields sections. Click **Export**. This opens the Save window, where you enter a file name and click **Export**. If the file is destined for a PC running Windows, use a file name with a **.GED** extension so that the receiving program can read/recognize the file.
- c. **Web Family Cards:** Select **Reports** in the navbar. Select **Web Project** in the list of reports. Select the desired items. There are two **destination** choices for web projects: **your web browser** or a **web folder**. Both will create a web folder (containing the report, ready for uploading to your web site); however the destination of your web browser will instantly open the report in your web browser for you to peruse.
- d. **Family Group Sheets:** A family group sheet shows information about one immediate family. Click **Reports** in the navbar, click **Family Group Sheet** and choose **All Families** to create a complete report. Make choices and choose destination.
- e. **Print:** Print the option above. You'll need reams of paper and lots of ink.

3. **Backing up:** Now that you have created a copy of your information, back it up.

- a. **Time Machine – Before restoring any family files from Time Machine, be sure to quit Reunion.** From the menu at the top, choose **Reunion > Quit Reunion**. If you make some entries/edits to your family file and you want to use Time Machine's "**Back Up Now**" feature, be sure to close your family file (or quit Reunion) and then invoke Time Machine's **Back Up Now** menu command from the Time Machine menu in the menu bar. *You will need a destination for the Time Machine backup.*

- b. **Backing Up Without Using Time Machine:** To backup your files without using Time Machine, **Quit Reunion** and open your **Home/Documents/Reunion Files** folder in the Finder (or whatever folder you are using to store your family file). Then drag your family file to the icon of another disk – simply copy your family file to the desired device as you would any other file or folder. Make sure it’s not an alias. **Rename** the copy (on the other device) to avoid confusion. For example, if your family file is called "Jones Family" then rename the copied file "Jones Family Copy Dec 23 2016."

**4. Media to Use for Destination** – 2 different media

- a. CD/DVD – becoming obsolete. Drag one of the items above to a CD/DVD and burn it.
- b. Flash Drive/Thumb Drive – not long-term reliable. Drag one of the copies you made to the thumb drive.
- c. Airport Time Capsule – automatic backup using Time Machine.
- d. External Hard drive – good option, \$60-70 for 1 TB.
- e. Personal cloud – network-attached storage (NAS) device-based cloud, access from anywhere \$100 to \$200
- f. Cloud storage – Dropbox, Box, SugarSync, Google Drive; Mozy, Carbonite, Backblaze, iCloud \$60-120 per year for enough space

**5. Where offsite?**

1 of the copies *must* be stored offsite.



**Potential Topics for Reunion Class**

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| <ul style="list-style-type: none"> <li>1. Recording sources; creating citations</li> <li>2. Reunion charts</li> <li>3. Reports in Microsoft Word</li> <li>4. Creating a wall chart from Reunion</li> <li>5. Incorporating features of Reunion into other programs</li> <li>6. Workshops – bring computers or iPads &amp; go through something together</li> <li>7. Web Projects</li> <li>8. GEDCOMS</li> <li>9. Family Group Sheets</li> <li>10. Smart lists</li> <li>11. Match and merge</li> <li>12. Other children</li> </ul> | <ul style="list-style-type: none"> <li>13. Exercises to accomplish the task of expanding a tree</li> <li>14. Best practices for entering information: Ex: County or Co?</li> <li>15. What belongs under Events, Facts, Notes?</li> <li>16. Basic stuff of learning a new program</li> <li>17. Correcting mistakes in Reunion</li> <li>18. Multimedia</li> <li>19. Changing the look of Family View: Colors and Text</li> <li>.....</li> <li>20. Combine as a Reunion/Mac user group</li> <li>21. VMware v. Parallels</li> <li>22. Using Time Machine</li> </ul> |
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