

## Backing Up Your Files



As we become more and more dependent on technology to help accomplish our everyday tasks, we tend to forget how easily the information stored on our computers can be lost. Imagine what would happen if your computer was misplaced, damaged, or even stolen—would you lose any important music, documents, photos, or other files?

While it may be possible to repair or recover your computer, the files could be lost forever. You can protect your files from accidental loss by creating a backup on an external hard drive or online backup service. Should anything happen to your computer, you can rest easy knowing that your files are still safe and secure.

## External Hard Drives



*An external hard drive*

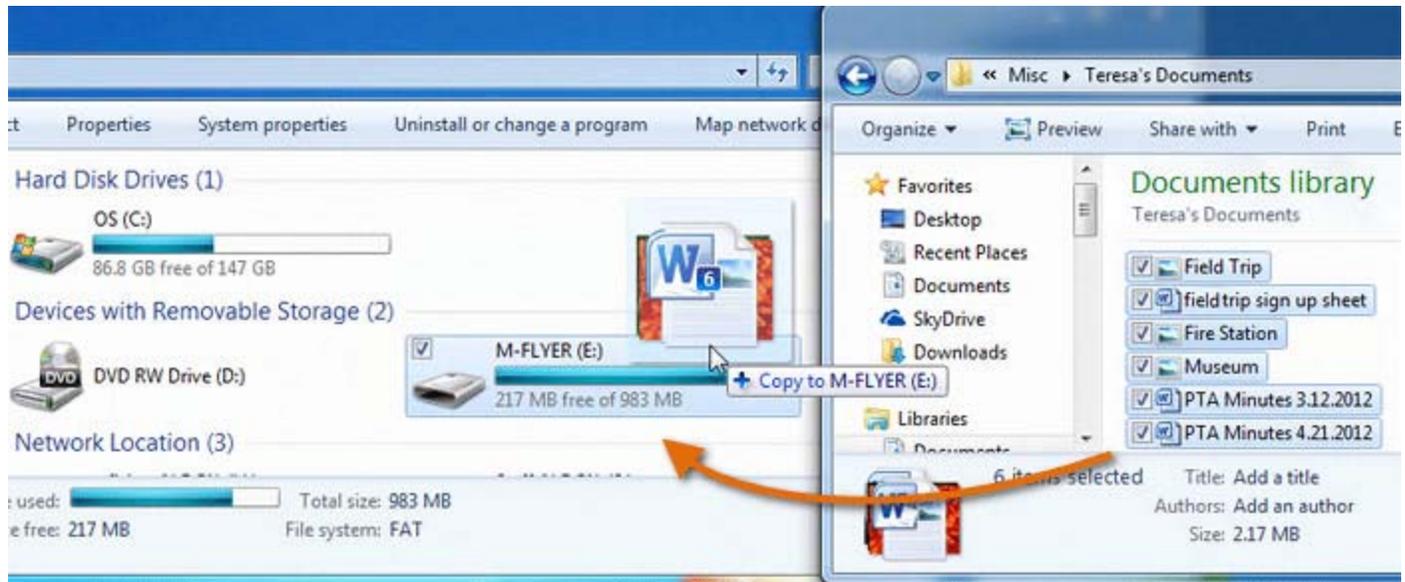
One of the easiest ways to back up your files is to copy them to an external hard drive. You'll need to purchase an external drive to get started. [Western Digital](#), [Iomega](#) and [Seagate](#) produce some of the most popular external hard drives. Conduct some research on which product best suits your storage needs, or ask a computer sales representative for recommendations.

Keep in mind that an external hard drive is subject to the same risks as your computer, including fire, theft, and accidental damage. Thus, it is important to keep your drive in a secure location (away from your computer) when not in use—we recommend a small fire-proof safe for greater protection.

## Backing Up Files Manually

If you only want to back up certain files, you can copy them directly to an external hard drive. This is an easy way to protect your most important files and folders, like certain documents or an important project.

To back up a file or folder, connect the external hard drive to your computer, then simply click and drag the desired items to the external drive. A copy will now exist on both the computer and the external drive.



*Copying files to an external hard drive*

## Backing Up Files Automatically

While it's easy to copy files and folders to an external hard drive, it's also easy to forget. You never know when you might need to access your files, so you'll want to back them up regularly to make sure you always have a copy of the most recent version. To simplify the process, most computers can automatically back up certain files or even your entire hard drive.

### Using Windows

Windows Backup (also known as File History in Windows 8) allows you to create automatic copies of certain files or folders. You can also use Windows Backup to save a system image, which creates a backup of your entire hard drive, including your files and any applications you have installed. Check out [Windows Backup and Restore](#) from Microsoft to learn more.

### Using Mac OS X

When active, Time Machine automatically creates a backup of your entire hard drive, including your files and applications. If something goes wrong, it's easy to restore your computer to a

previous date and pick up right where you left off. Visit [Mac 101: Time Machine](#) from Apple to learn more.



*Configuring Time Machine on a Mac*

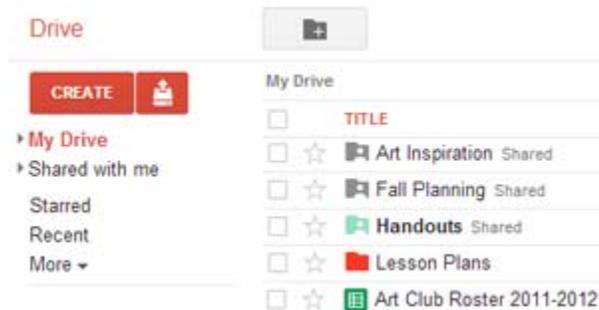
If you choose to back up your entire hard drive, the initial backup could take several hours. Select a time when you do not need to access your computer—overnight usually works best. Additional backups should be scheduled on a regular basis, but these will usually take less time as the drive will only need to copy your most recent files.

## Backing Up Your Files Online

Even if you back up your files regularly on an external hard drive, it's still possible to lose your data. For added security, you can also back up your files in the cloud. When you store something in the cloud, it's saved online to servers instead of a hard drive. The big advantage of cloud-based storage is that your files are much less vulnerable to risks like theft or accidental damage.

Visit [Web Apps and the Cloud](#) in our Computer Basics tutorial to learn more about cloud storage.

## Backing Up Files Manually



*Files stored on Google Drive*

If you want to back up a few files or folders online, you'll need to sign up for an account with a cloud-based storage service. Most services will give you a small amount of free storage, which should be enough to store your most important files—you can also buy additional storage for a monthly fee.

Best of all, you'll also be able to access your files from any device with an internet connection and share files with your family, friends and coworkers. Learn more about some of the most popular cloud-based storage services below:

### [Dropbox](#)

Dropbox is a simple way to back up your most important files online. Dropbox offers 2 GB (gigabytes) of free storage and allows you to share files and even entire folders with anyone you choose.

### [Google Drive](#)

Google Drive is a cloud storage service from Google, offering 5 GB of free storage. From Drive, you can also access Google Docs, which allows you to create, share and collaborate on documents, spreadsheets, presentations and more. Visit our [Google Drive and Docs](#) tutorial to learn more.

### [SkyDrive](#)

SkyDrive is a cloud-based storage service from Microsoft, offering 7 GB of free storage, more than most cloud-based services. You'll also have access to Office Web Apps, a free, online version of Microsoft Office that includes Word, Excel, PowerPoint and OneNote. Visit our [SkyDrive and Office Web Apps](#) tutorial to learn more.

## Backing Up Files Automatically

While simple cloud-based services are great for backing up your most important files, it can also be easy to forget to back up your files regularly. If you want to automatically back up a lot of files, or even your entire computer, you'll need to purchase storage from an online backup service.

The amount of storage provided by these services varies and you will have to pay a monthly or yearly fee for adequate space. While these options may seem expensive, they often cost the same as an external hard drive while offering the added security of storing your files in the cloud. Learn about some of the most popular online backup services below:



*Using Mozy to back up files*

### [Carbonite](#)

If you don't want to think about backing up your files, Carbonite's automatic backup service makes sure that all your files are always up-to-date. Carbonite has no limits on the amount of storage you can use, beginning with basic service for \$59.99 per year.

### [Mozy](#)

If you want more control over when your files are backed up, Mozy offers automatic or scheduled backups. Mozy has a variety of monthly pricing plans to suit your storage needs, offering 2 GB of free storage and additional space starting at 125 GB for \$9.99 per month.

### [iCloud](#)

Unlike Mozy and Carbonite, iCloud is specifically designed to back up Apple apps, including documents created with iWork applications (Pages, Numbers, and Keynote), as well as content you download from iTunes and the App Store. Any apps, music, movies, or TV shows you purchase are automatically backed up if your computer is lost, damaged or stolen. You can also use iCloud to back up your content and settings for any iOS device, such as an iPhone or iPad.

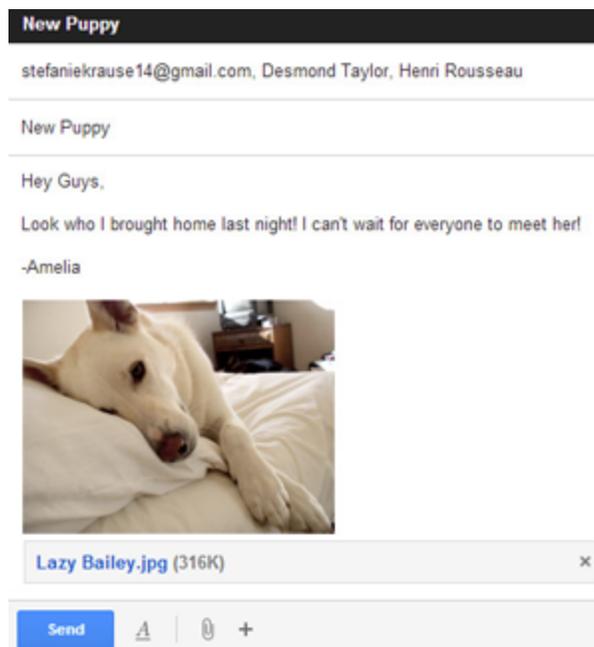
One drawback to online backup services is that the initial backup can be very slow—it may take days, weeks, or even longer to upload all of your files. However, subsequent backups should take much less time.

Sharing Photos Privately



Social networking sites like Facebook have made it easy to share and communicate online, especially when sharing photos. While social networks offer a convenient way to post photos online, they don't provide much privacy. If you prefer not to share your photos with everyone, there are several ways to share your photos privately.

## Sharing Photos Privately Online



*Sharing a photo as an email attachment*

If you need to share a photo privately, you can simply attach it to an email message. It's important to realize, however, that email isn't very convenient for sharing lots of photos. Because photos are usually large files, you won't be able to attach more than a few pictures to any given message.

Rather than sending multiple emails with lots of attachments, you can upload all of your photos to a cloud-based storage service. Once you get started, it's easy to share an entire gallery—for example, pictures from a recent vacation—privately with a specific group of people.

Visit [Web Apps and the Cloud](#) in our Computer Basics tutorial to learn more about cloud storage.

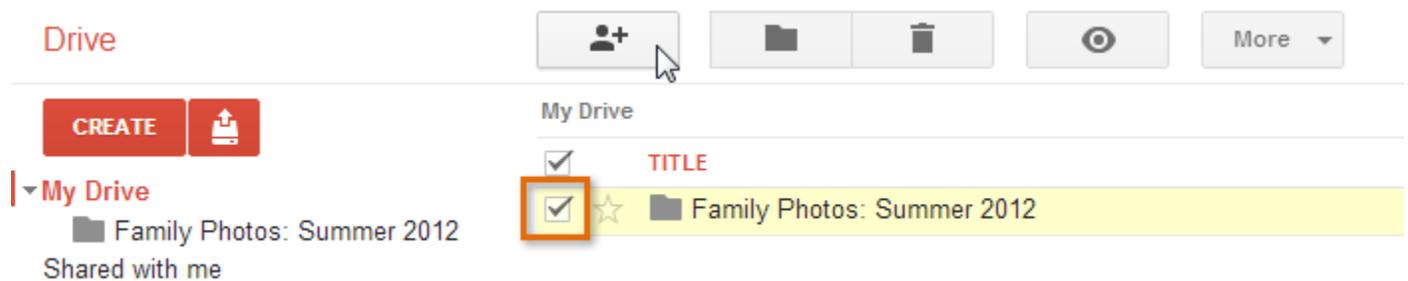
## To Share Photos from Google Drive:

In the example below, we'll share a gallery of photos with a specific group of people from Google Drive, one of the most popular cloud-based storage services available today. The process will be relatively similar for other services.

You'll need a Google account to use Google Drive. The people you share with will also need to sign in with Google accounts to view the photos. Check out our [Google Account](#) lesson to learn more.

Upload the desired photos to your Google Drive (if you haven't already) and move them into a folder.

Check the box to select the folder and then click the Share button  at the top of the page.



*Selecting a folder and then clicking the Share button*

The Sharing settings dialog box will appear. In the Add people: box, type the email address(es) of the people you'd like to share the photos with.

Click the drop-down arrow to decide whether they can edit or just view the folder. If you give them permission to edit, they'll be able to add and delete photos from the folder.

## Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/folder/d/0BwqRSuuOmfwkb3U5cTRCM0NtMHc/edit>

Share link via:    

Who has access

 Private - Only the people listed below can access [Change...](#)

 Javier Flores (you) javier.flores838@gmail.... [Is owner](#)

Add people: [Choose from contacts](#)



Notify people via email - [Add message](#)

Send a copy to my calendar

[Share & save](#) [Cancel](#)

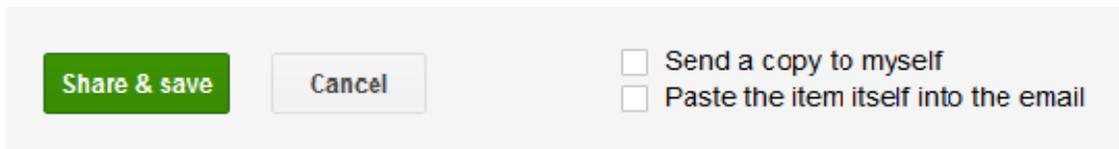
[Can edit](#) 

- Can edit
- Can view

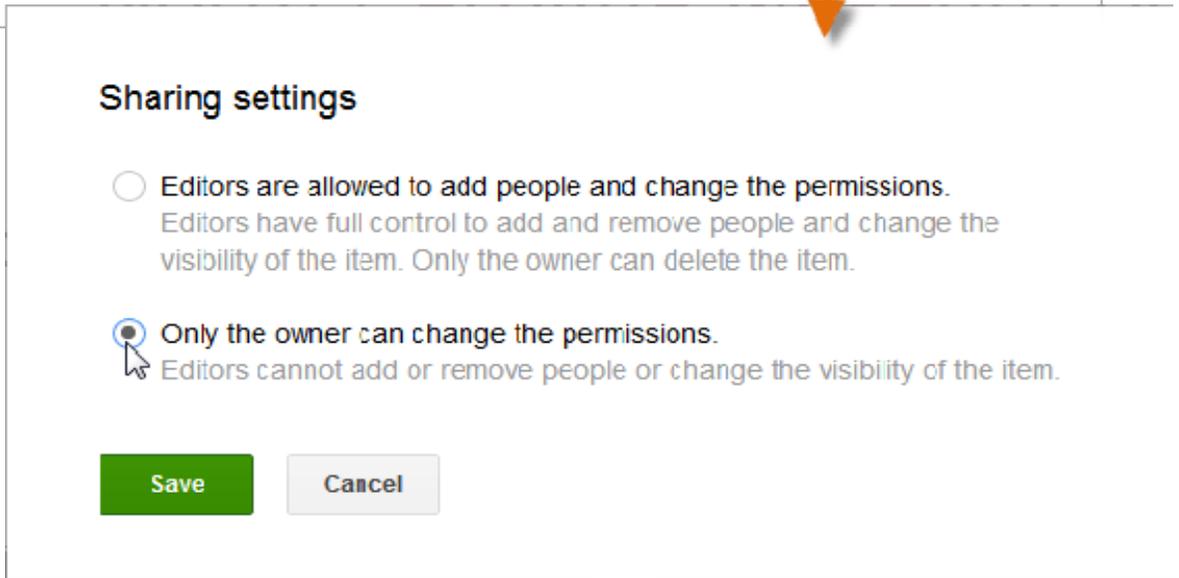
*Adding editors and setting view permissions*

Google Drive calls the people you share files with editors. By default, editors are allowed to invite new people to access the files. You can prevent this by clicking [Change]. A second Sharing settings dialog box will appear.

Select Only the owner can change the permissions, then click Save to return to the first dialog box.

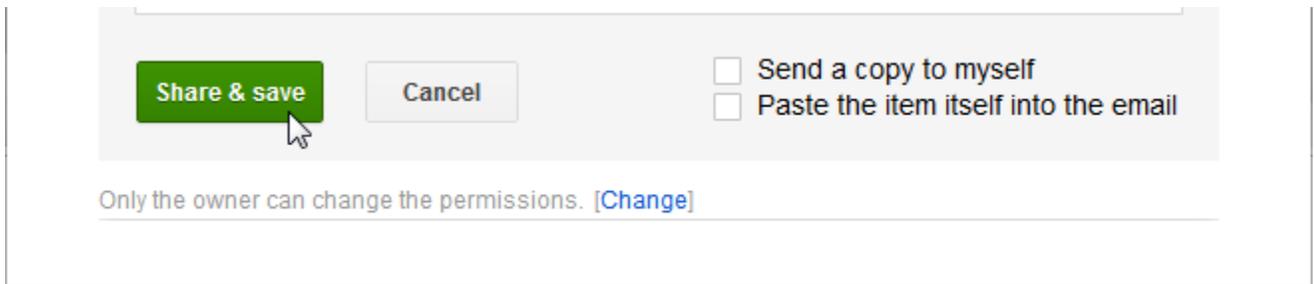


Editors will be allowed to add people and change the permissions. [\[Change\]](#)



*Changing the Sharing settings to prevent other editors from re-sharing the files*

Click Share & save. Your photos will be shared.



*Clicking Share & save*

If you want to share photos from Google Drive without requiring the recipients to have a Google account, you can share a private link. Visit our lesson on [Sharing With a Link](#) from Google Drive to learn more.

To learn more about using Google Drive, check out our [Google Drive and Docs](#) tutorial.

## Other Ways to Share Photos Privately

Learn more about some of the most popular ways to share your photos online below:

Prints | Select sizes and quantities

**Order options**

Changing the finish will apply to all pictures below in that size.

|  |  |  |  |
|--|--|--|--|
| <b>4x6</b><br><input type="text" value="1"/>                           | <b>5x7</b><br><input type="text" value="0"/>                           | <b>8x10</b><br><input type="text" value="0"/>                          | <b>Wallet (4)</b><br><input type="text" value="0"/>                    |
| <input checked="" type="radio"/> Glossy<br><input type="radio"/> Matte |

11x14 and larger are only available in matte finish.

Save as my default settings for future orders

**11 Pictures**

Enter desired quantities for each picture size

|   |   |                                      |
|---|---|--------------------------------------|
|  | <input type="text" value="1"/> 4x6        | <input type="text" value="0"/> 11x14 |
|   | <input type="text" value="0"/> 5x7        | <input type="text" value="0"/> 16x20 |
|   | <input type="text" value="0"/> 8x10       | <input type="text" value="0"/> 20x30 |
|   | <input type="text" value="0"/> Wallet (4) |                                      |

[Preview](#)  
[Remove](#)

Back-of-print message  
Family photo  
[Apply this message to all prints](#)

Ordering prints from Shutterfly

### [Shutterfly](#)

In addition to sharing photos privately with the people you choose, Shutterfly also gives you the option to purchase high-quality prints of the pictures you upload for as little as fifteen cents per photo.

### [Dropbox](#)

If you only plan to use cloud-based storage to share photos, Dropbox provides a simple interface and sharing options.

### [Picasa](#)

If you take a lot of photos, you may want to consider using a Desktop photo managing application, such as Picasa. Because Picasa is made by Google, you'll have all the same sharing options as you would in Google Drive.

## Use Your Best Judgment When Sharing

Remember that no matter how you share a photo, someone can always re-share it (just like private emails can be forwarded). Be aware of the possibility that a private photo could be shared with more people than you expect. You should never share a photo that could ultimately prove to be embarrassing or inappropriate if seen by the wrong person.

