

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