



Backup your personal or
online files onto a USB
flash drive

Student's Notes Page

Tips for Step 21

Step 21 - Backup your personal or online files onto a USB flash drive and properly label it

Backing up your personal or online files onto a USB flash drive is an important step in preserving your family tree research. Here are some tips to help you with this process:

1. Choose a high-quality USB flash drive. Not all USB flash drives are created equal. Look for a reputable brand with good reviews and a high storage capacity.
2. Label your USB flash drive. It's important to label your USB flash drive with a descriptive name that indicates its contents. This will help you easily identify it among other USB drives.
3. Organize your files. Before you start backing up your files, take the time to organize them. This will make the backup process easier and help you find what you need later on.

4. Use a backup software. There are many backup software options available, such as EaseUS Todo Backup, AOMEI Backupper, or Acronis True Image. These programs can automate the backup process and make it more efficient.
5. Consider cloud backup services. Using a cloud backup service such as Google Drive, pCloud, or Microsoft OneDrive can provide an extra layer of protection and allow you to access your files from anywhere with an internet connection.
6. Test your backup. Once you've backed up your files, it's important to test the backup to make sure everything has been properly saved and can be accessed.
7. Regularly update your backup. It's important to regularly update your backup to ensure that it includes all new files and changes made to existing files.
8. Store your backup in a safe place. Make sure to store your backup in a safe place, such as a fireproof safe or a safety deposit box. This will protect your files in case of a disaster or theft.
9. Consider making multiple backups. Making multiple backups, such as storing files on a USB flash drive and a cloud backup service, can provide added security and peace of mind.

10. Stay organized. It's important to maintain an organized system for your backups, such as labelling and dating your backups. This will make it easier to find what you need and ensure that you're always working with the most recent version of your files.

Quiz - Step 21

1. What type of documents should be stored properly when backing up personal files for a family tree?
 - a) Miscellaneous documents
 - b) Only photographs
 - c) Only marriage certificates
 - d) Personal emails
2. Which is the recommended method to store old photographs?
 - a) In a regular photo album
 - b) Digitize, label and store them in a safe place
 - c) Sell them online
 - d) Throw them away
3. What is a recommended tool to use for editing old family photographs?
 - a) Photoshop Express Editor
 - b) Microsoft Paint
 - c) Windows Photo Viewer
 - d) GIMP

4. How much storage space does Google Drive provide for new users?
 - a) 5 GB
 - b) 10 GB
 - c) 15 GB
 - d) 20 GB
5. What should you do to ensure that your backup is up to date?
 - a) Test your backup regularly
 - b) Store your backup in a random place
 - c) Only make one backup
 - d) Keep your files disorganized

Answers to Step 20 Quiz

1. Answer: A

2. Answer: B

3. Answer: A

4. Answer: A

5. Answer: A