



Best Practice Offline Data Backup

Hacking and stealing of data are constantly in the news. RHP wants to help protect your images, movies and data which you have accumulated and documented during the leadup to the Rowing History Project website rollout.

The following document is an added service function for offline backup. This is an augmentation for the current online backup of the website and the associated data.

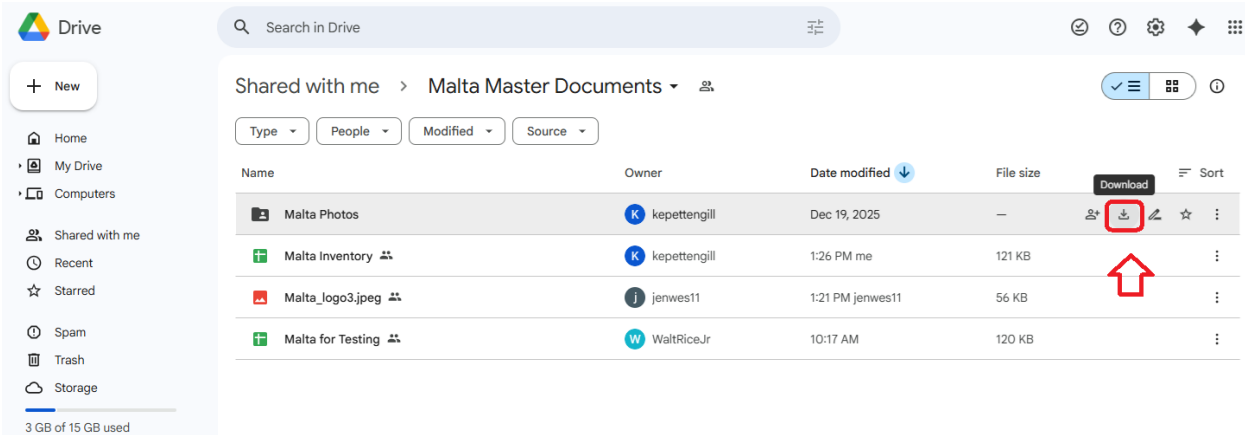
You as an organization are under no pressure to create an offline backup. The RHP website will be backed up on an ongoing basis.

This process will allow you to safely store your data on a USB stick to be stored at an offsite location of your choosing. You can also have multiple copies at different locations.

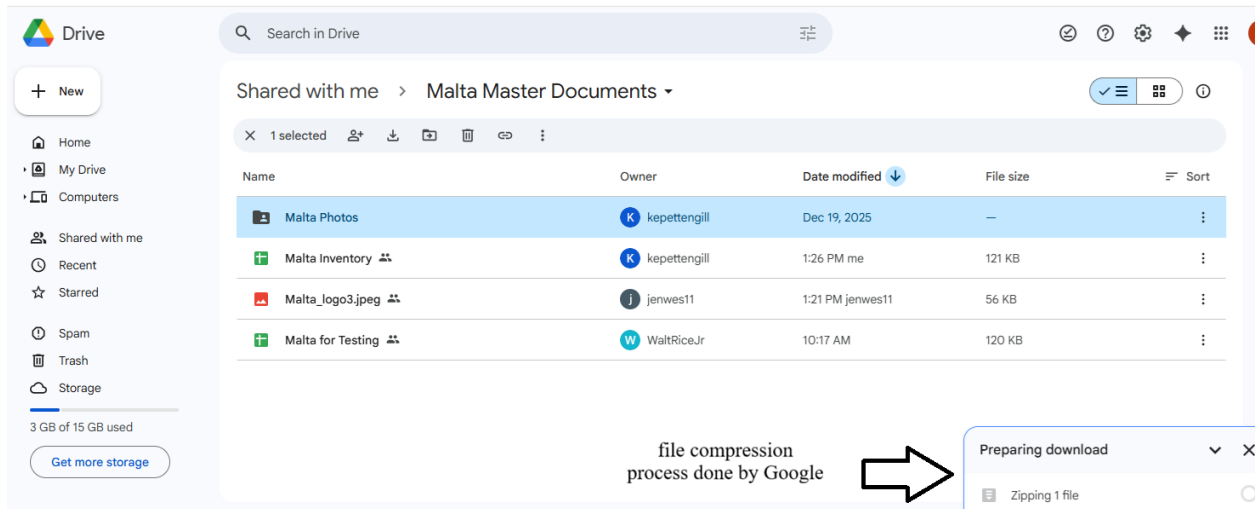
If RHP would need to start from scratch, your offline information can be used to restore your clubs data as of the day of your backup. This restore provides an easier restart and recovery.

How to create an Offline Backup

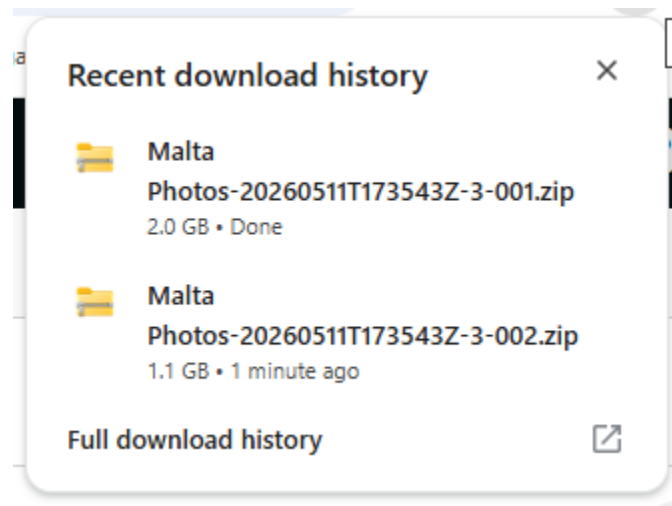
1. Highlight the file/folder on Google Share – select Download icon



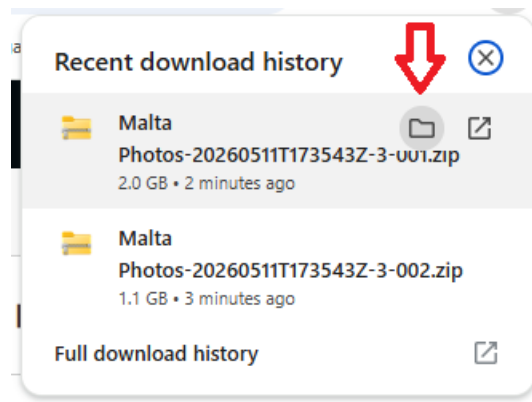
2. Showing that the file/folder is being compressed or "Zipped"



3. Chrome will show download history

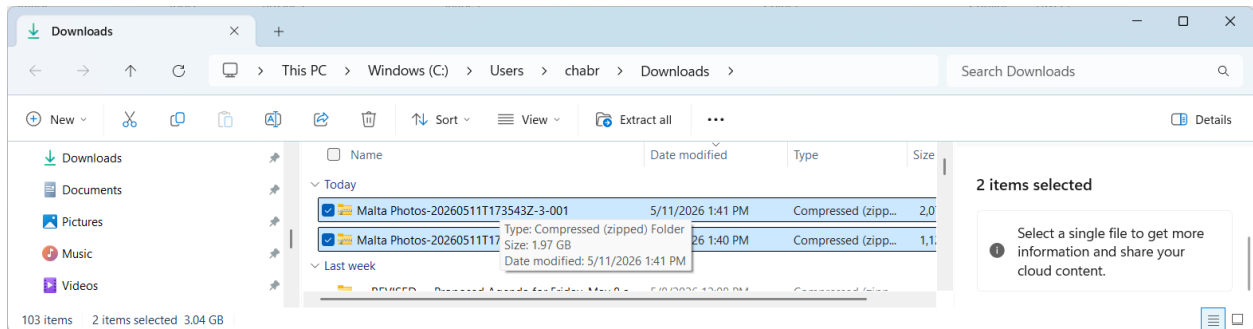


4. Click on the folder icon – it will bring you to the download area.

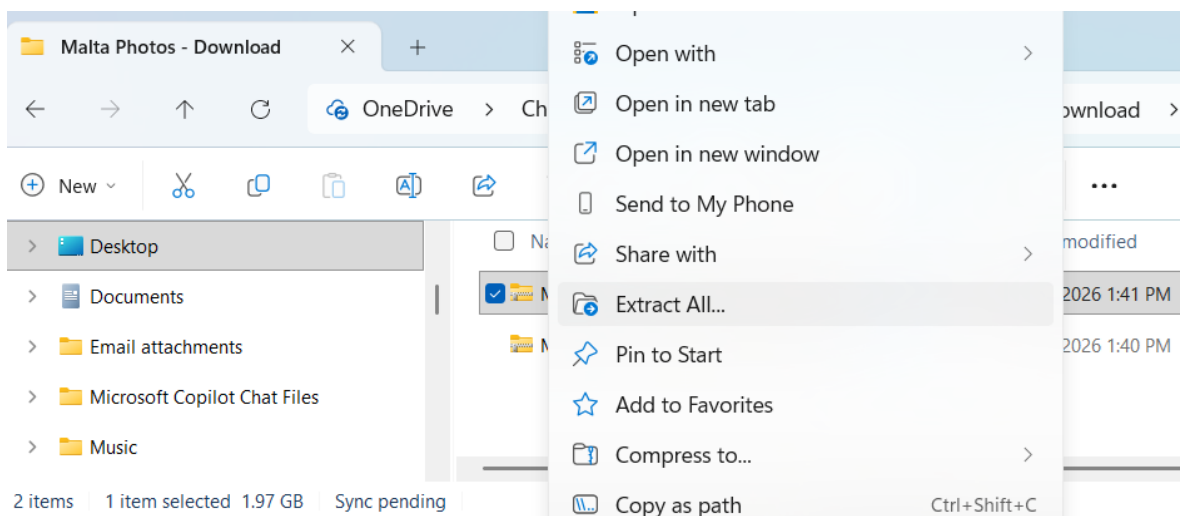


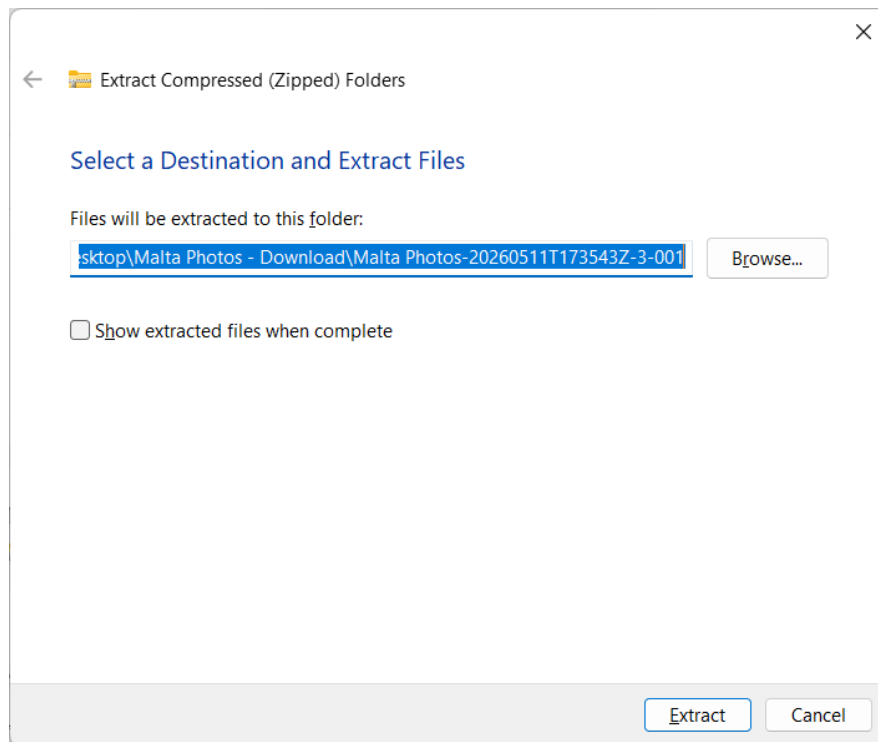
Show in Folder

5. View and select the files/folders that we downloaded
 - a. Move them to a new folder on your laptop
 - b. Create a new folder
 - c. Cut and Paste from the download folder to newly created folder

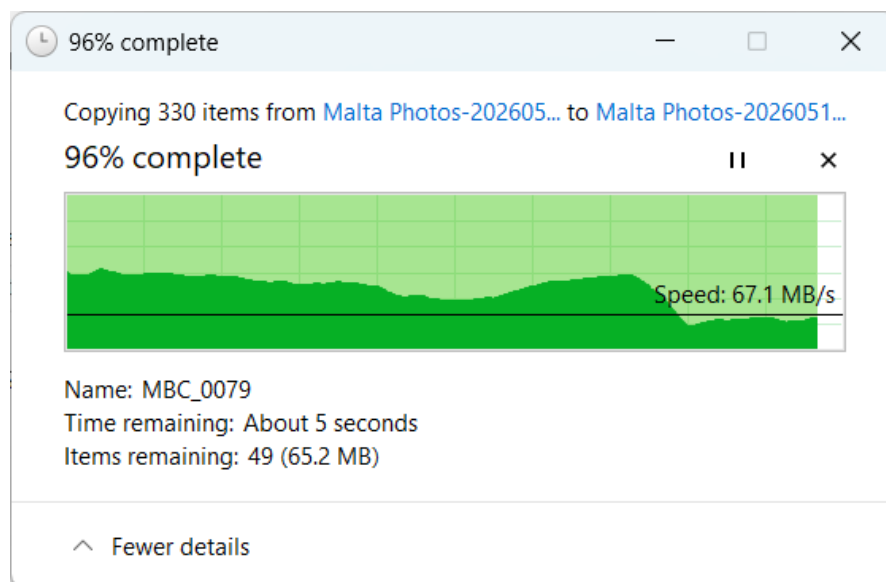


6. Selecting a file to be extracted/decompressed
 - a. Select one of the files – Right mouse click – use Extract All
 - b. This will decompress the Zip files
 - c. Extract to the default file location



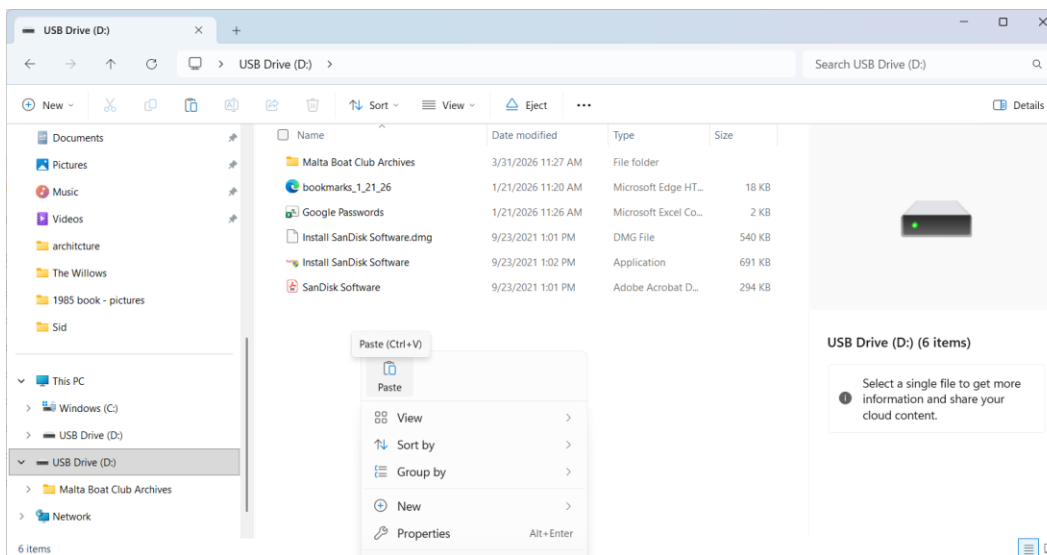
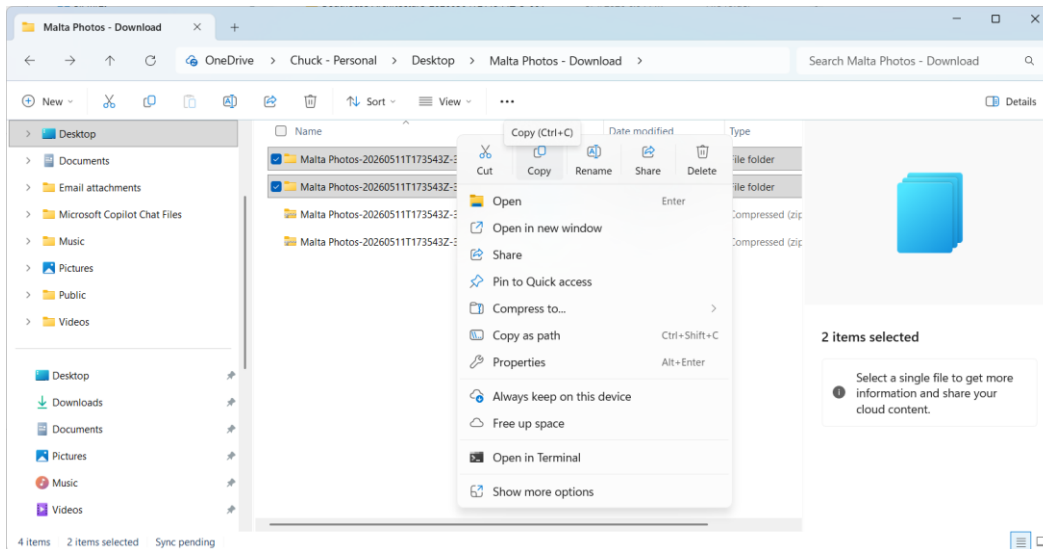


7. Windows will provide information on the extraction/decompression



8. Copy data to USB drive

- a. Insert your USB device into your laptop.
- b. For Windows – Open File Explorer
- c. Select each new File
- d. Select the files to be copied to your USB device
- e. Paste Files into that USB Drive



9. After the copy is finished – you can safely store this backup in a secure offsite location.

How to restore your Offline data backup

- Install the USB device into your laptop
- Logon to the new or updated Google Shared Drive
- Select your backed up spreadsheet
- Copy to Google drive
- Select your images/movies/data from your USB Drive
- Copy to the Google Shared Drive