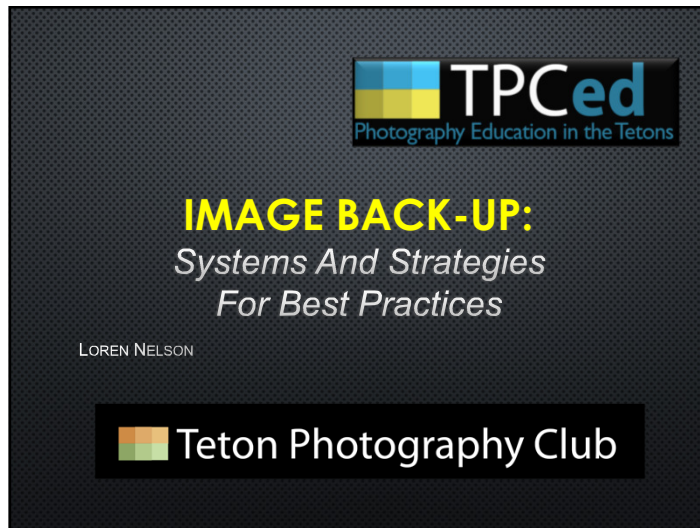
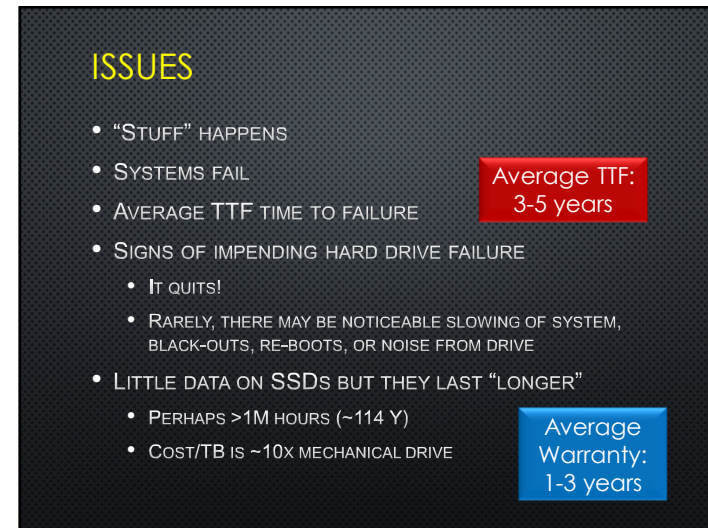
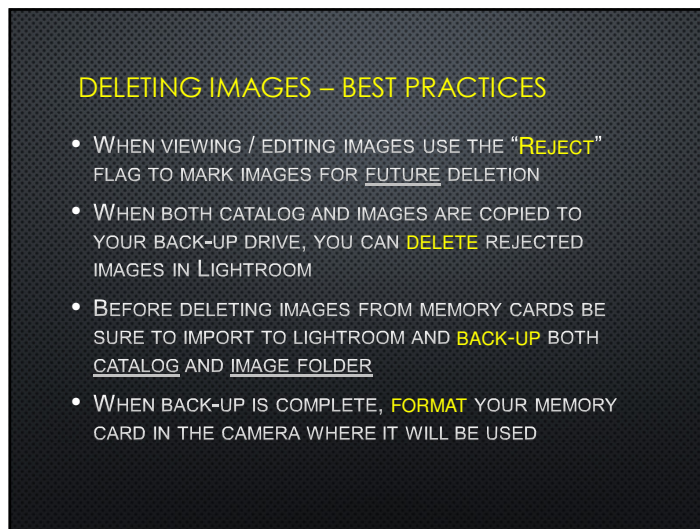




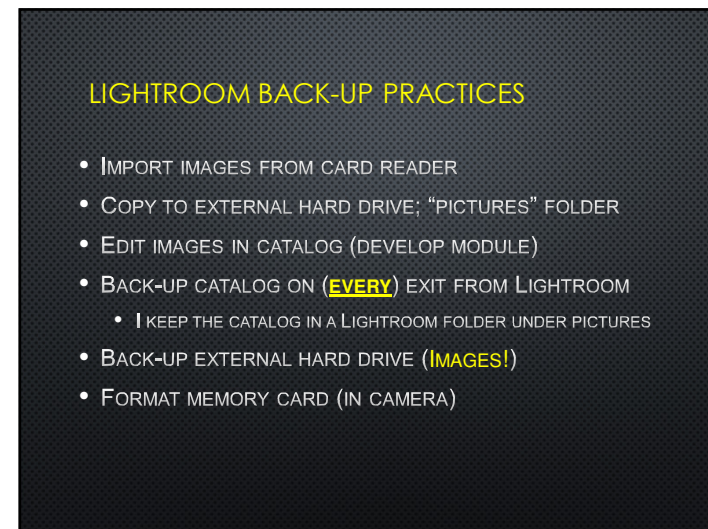
1



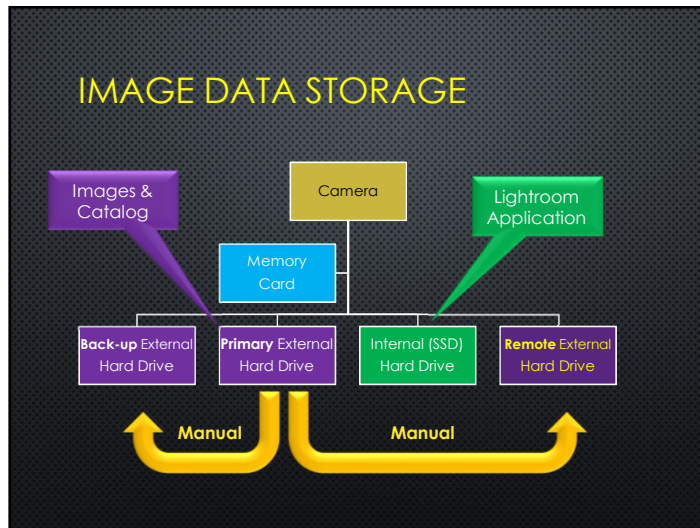
5



9



11



12

WHY BACK-UP LIGHTROOM CATALOG?

- BACK-UPS ARE COMPRESSED TO TAKE LESS DISK SPACE
- BEFORE BACK-UPS ARE STARTED LIGHTROOM:
 - CHECKS FOR ERRORS IN DATABASE
 - OPTIMIZES THE DATABASE
 - COMPRESSES THE FILE
 - LABELS IT IN A DATED, BACK-UP FOLDER
- HOWEVER, YOU SHOULD PERIODICALLY COPY THE LR CATALOG AND A BACK-UP FOLDER TO ANOTHER "OFF SITE" LOCATION (POCKET USB DEVICE, FOR EXAMPLE)

Catalog – 2.2 GB
Back-up – 894 MB

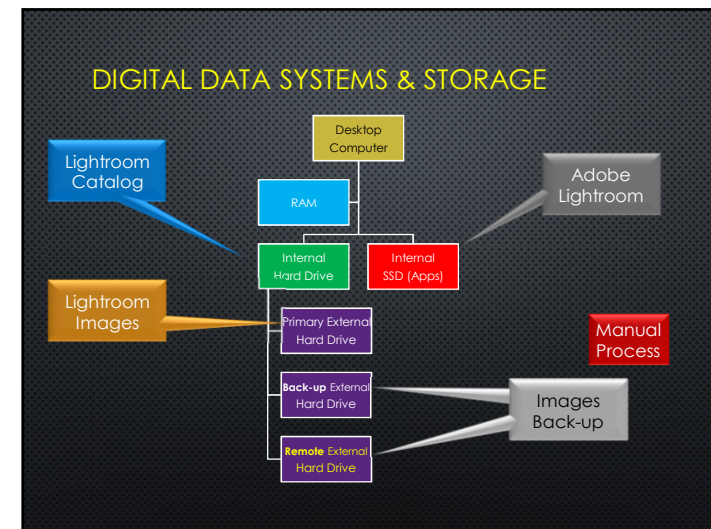
13

OFFICE OPTIONS

BEST PRACTICES

- KEEP PROGRAMS / APPLICATIONS ON INTERNAL C: DRIVE – PREFERABLY A FAST SSD
- KEEP LIGHTROOM CATALOG AND SUPPORT FOLDERS WITH YOUR IMAGES
- BACK-UP LIGHTROOM CATALOG WITH EACH CLOSURE
- DO PERIODIC CATALOG BACK-UPS TO ANOTHER DEVICE
- DELETE UNNECESSARY OLD BACK-UP FOLDERS
- BACK-UP YOUR "PICTURES" FOLDER WHENEVER YOU ADD SIGNIFICANTLY TO YOUR IMAGE CATALOG

16



18

OTHER OFFICE OPTIONS

- IMPORT IMAGES TO A SECOND EXTERNAL DRIVE
 - VERY SAFE BUT TIME-CONSUMING AND THIS COPIES UN-EDITED RAW FILES SO COULD BE CONFUSING
- IMPORT DIRECTLY TO A RAID SYSTEM
- REDUNDANT ARRAY OF INDEPENDENT DISKS
 - RAID 0 – STRIPING ONLY (UNSAFE)
 - RAID 1 – MIRRORING
 - RAID 5 – STRIPING WITH PARITY ACROSS 3 OR 4 DRIVES
 - RAID 6 – STRIPING WITH DOUBLE PARITY
 - RAID 1+0 – MIRRORING AND STRIPING (EXPENSIVE)
- RAID DOES **NOT** ELIMINATE NEED FOR BACK-UP – IT ONLY PROTECTS DATA FROM ACUTE FAILURE

20

CLOUD VS HOME BACK-UP

- THE CLOUD IS A SUBSTITUTE OR ADDITION TO ROUTINE OFF-SITE BACK-UP
- YOU STILL NEED (AT LEAST) ONE LOCAL BACK-UP DONE WITH EVERY SIGNIFICANT IMAGE ADDITION
- YOU STILL NEED (AT LEAST) ONE OFF-SITE BACK-UP
- THE CLOUD IS GREAT BUT IT IS SLOW AND NOT ALWAYS IMMEDIATELY AVAILABLE

22

WHAT ABOUT WHEN I TRAVEL?

- IMPORT MEMORY CARDS IMAGES TO LAPTOP (LIGHTROOM)
 - KEEP MEMORY CARDS IN A SAFE PLACE
 - BACK-UP LAPTOP TO EXTERNAL DRIVE
 - KEEP EXTERNAL DRIVE SEPARATE FROM LAPTOP
-
- WHEN HOME, EXPORT AS A CATALOG TO HARD DRIVE, OR
 - IMPORT CATALOG TO YOUR MASTER LR CATALOG

24

HOW TO OPTIMIZE YOUR BACK-UP ROUTINE

- SET LIGHTROOM CATALOG TO BACK-UP ON EVERY EXIT
- KEEP YOUR LIGHTROOM FOLDER IN YOUR **PICTURES MASTER FOLDER** (USUALLY ON EXTERNAL HARD DRIVE)
- COPY (USING YOUR FILE MANAGER PROGRAM) YOUR PICTURES MASTER FOLDER TO YOUR BACK-UP DRIVE #1
- COPY YOUR PICTURES MASTER FOLDER TO YOUR BACK-UP DRIVE #2
- TAKE DRIVE #2 TO A SECURE OFF-SITE LOCATION
- ROTATE BACK-UP DRIVES #1 AND #2 PERIODICALLY



25

OPTIMIZE YOUR BACK-UPS – PART 2

- AFTER EVERY “SIGNIFICANT” IMAGE ADDITION, COPY YOUR CURRENT IMAGE FOLDER TO YOUR BACK-UP DRIVE (USUALLY THIS WOULD BE CURRENT YEAR ONLY)
- AFTER EVERY “SIGNIFICANT” IMAGE ADDITION, COPY YOUR LIGHTROOM CATALOG TO YOUR BACK-UP DRIVE
- YOU MIGHT WANT TO COPY RECENT LIGHTROOM BACK-UP FOLDERS FOR ADDED PROTECTION
- WHEN YOU ROTATE YOUR OFF-SITE EXTERNAL HARD DRIVE IMMEDIATELY COPY YOUR LIGHTROOM CATALOG TO THE NEW BACK-UP DRIVE
- WHEN YOU ROTATE YOUR OFF-SITE BACK-UP DRIVE, CLEAN UP YOUR LIGHTROOM CATALOG BACK-UPS ON ALL CURRENT DRIVES

26

SUMMARY & CONCLUSIONS

- SET AUTOMATIC BACK-UPS FOR YOUR DESKTOP COMPUTER
- DO PERIODIC CLONES “MIRROR IMAGES” OF YOUR INTERNAL HARD DRIVE AND KEEP A “RECOVERY” DVD
- BACK-UP LIGHTROOM CATALOG ON EVERY EXIT
- BACK-UP OF IMAGE FILES IS **ESSENTIAL**
- PRIMARY BACK-UP PLUS A ROTATING SECONDARY BACK-UP IS THE BASIC MINIMUM
- A THIRD DRIVE SHOULD BE KEPT OFF-SITE AND FIRE / THEFT PROTECTED
- DISCIPLINE IS ESSENTIAL (SET A CALENDAR REMINDER)

35