



FACT SHEET

Backups Version 10

May 2015

The Bookmark mantra. Backup! Backup! Backup!

Backing up is the most important part of using the Bookmark program. It is the lifeline protecting against disasters such as hardware malfunction, fire, theft, cyclone, lightning, laser blast, asteroid strike, and thermonuclear apocalypse. Worst case is the database becomes corrupted or the computer fails, is damaged or stolen and everything is lost. Backups can be used to easily recover the data.

Backups should be done every day Bookmark is used.

DO NOT RELY ON SERVER BACKUPS. Bookmark's backup system is fast, reliable and easy to use.

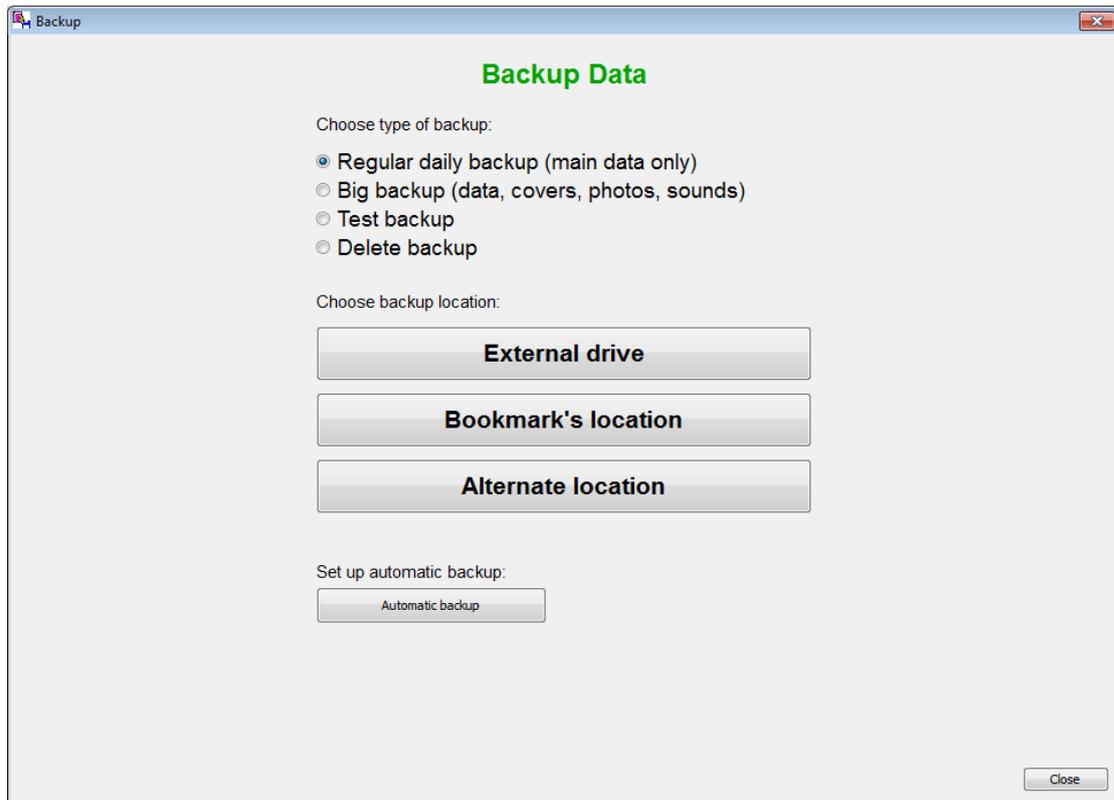
To perform a backup, click on Utilities then on Backup.

There are 3 different sorts of backups:

1. Daily backup. (Data only, takes less than a minute).
2. Monthly backup. (Data, images, sounds, etc. Only takes a minute or two.)
3. Annual (yearly) backup. (Same information as monthly.)

Any of these types of backups can be made to a destination:

- External drive (a USB flash drive is most common but can also be an external hard drive, a formatted read/write CD or DVD, or even another computer)
- Bookmark's location
- A specific non-standard destination (rarely used)



External Backup

Daily backups should be made to a drive or media that can be removed from the computer. In the example below, an external hard drive "H:" and a USB flash drive are plugged in. The other drives are computers on a network or local drives in the PC itself.

Mark the drive on which the backup is to be stored. More than one can be marked.

Backup to External Drive

Backup data to Bookmark's location first then copy to a destination drive such as an external USB flash drive, a writeable formatted CD or DVD or other type of drive. Make sure the external drive is plugged in or the CD or DVD inserted before proceeding.

Click on backup destination drive below:

Name or path	Type
\\DECSGLA02\pstbackup\$\HodgsonD	Network drive
C: \Device\Harddisk	Fixed hard drive
D: \Device\Harddisk	Fixed hard drive
E: \Device\CDROM	CD or DVD drive
F: \Device\CDROM	CD or DVD drive
G: \\DECSGLA01\User2\Apps	Network drive
H: HD-PNTU3	Fixed hard drive
I: \\DECSGLA01\User2\Groups	Network drive
J: \\DECSGLA01\User1\Users\HodgsonD	Network drive
K: \\DECS0005545\Shared	Network drive
L: \\DECSGLA02\Groups\OBISFM\TKMS\Information Services\Library Systems\Bookmark	Network drive
M: Lexar	Removable drive
O: \\DECSGLA01\User2\Apps\Oracle	Network drive
P: \\DECS0005545\bmcpac	Network drive
R: \\DECSGLA01\User3\Groups	Network drive
T: \\DECSGLA02\Groups\OBISFM	Network drive
U: \\DECSGLA02\Groups\OBISFM\TKMS\Shared\Scanned Documents\Bookmark Scans	Network drive
Y: \\DECSGLA01\User2\Apps\Support	Network drive

OK Cancel

Tape and Server Backups

Many tape backup systems are complex and require the services of a technician for restoring data, which could prove a problem as invariably on the day disaster happens the tech is unavailable. Or the backup has been scrambled or hit by a virus. Or the server has changed and the backup system is not compatible with the old one. Or the server backups only go back 3 days. Etc. Relying on a “server backup” is handing the responsibility to someone else out of library control. The Bookmark Help Desk is unable to assist with any other backup system.

Even if a server backup system is in place, do backups in Bookmark anyway.

Where to Backup?

Backing up to a USB flashdrive is normal. Have three flashdrives, two for a normal backup and one for the archive backup. Label one Week A and another Week B and alternate. (Redundancy if one fails.) Use one drive for all backups for a week (Bookmark marks these.) A backup is not large (20-150 mg each backup), so the flashdrive does not need to be high-capacity (2 Gb or larger is fine). The size of backups depends on the size of the database.

Backing up to a formatted CD. Windows 7, 8 and 10 can use a CD like a floppy disk. The CD's can be formatted and then written to as many times as needed. Read/write CDs are an excellent destination as they are even more reliable than flashdrives. Most useful for the monthly and annual or any other backups.

Backing up to an External Hard drive. Plug-in external hard drives are good destinations, too, but remember that Bookmark only keeps a weeks' backups on one. External drives can fail just like normal hard drives and flashdrives, so it is best to use more than one if possible.

Backing up to Bookmark's location. Whenever a backup is made to an external location, the backup is first done to Bookmark's location - this is where Bookmark itself is located – before it is copied to the destination.

Backing up to Bookmark's location is also useful at other times, especially during stocktaking. Stop at recess time (mark the item where the process is up to). Red, green, yellow backups are available and can be rotated. At hometime, the normal flashdrive backup.

Alternate backup This backup requires knowledge of the correct drive letters and paths available on a network. The Alternate Backup backs up to any drive and folder on a network but it must be specified. If a folder is involved, it must be created first. The alternate backup destination is rarely used and is only provided for unusual situations. Backing up to a cloud-based drive like Dropbox or OneDrive is worthwhile. (See below.)

Automatic backups

An Automatic backup allows a computer to automatically perform a backup at a set time – e.g. 2 am. All that is required is that the computer be switched on. Bookmark does not even have to be running. Setting up an Automatic Backup is a two part process, best left for the IT technician to set up. A fact sheet on the Bookmark website details how this is done. Basically, an event is created in

the Windows Scheduler which runs Bookmark's automatic backup program "Autoback.exe". To tell Autoback where to place the backup, in Bookmark go to Utilities then <1>Backup Bookmark Data, <9>Set Auto Backup to set the location of the backup. It must contain a drive letter, a colon followed by a backslash. If a folder, include that after the backslash. Do not use a UNC address. If omitted, Autoback backs up to Bookmark's location.

If the automatic backup is to be made on a server, the Windows Scheduler must be set up on the server and not via a workstation.

Marion's rule:

The one day that you need the backup, it wasn't done the night before.!!

Checking Backups

This should be done once a term. Watch the screens as the backup is checked. If no message appears the backup is ok.

Rules about backing up

- YOU or your designated substitute, must backup often from within the Bookmark program..
- You MUST regularly backup. Usually this is every day, even two or three times a day when stocktaking.
- You MUST have multiple copies of backups i.e. 2 flashdrives at least. "Don't put all your eggs in one basket."
- Do NOT rely entirely on backups established by technicians or other people. Use the built-in Bookmark backups even if other backups are being made. Tape backups on servers or others are not more reliable or better. If the backup system relies on the server's nightly backup the question needs to be asked about how many backups are kept, how often these backups are checked, and how easy is it to restore data by YOU? The day that a problem occurs is invariably at the time when the IT person is sick/at a training course/or in class or otherwise unavailable. IT staff changes, and the person who set it up may not necessarily be the person who needs to restore when trouble occurs. The Bookmark Help Desk cannot provide help if only other types of backups are made. It can always help with standard Bookmark backups.
- **DO NOT BACKUP IF YOU HAVE HAD AN ERROR!!!** If you do, the backup will contain the error and will overwrite a good backup without the error.
- Call the HELP DESK immediately if you have any type of problem.

Changing Computers

When changing the Bookmark host computer, be sure to do a Monthly or Annual backup as well as the normal backups, which only contain the main text data whereas graphics backups hold book covers and sounds (not data files).

Backups only Contain Data not the Program

Because the Bookmark program files change frequently the best way to obtain a copy of the program is download the latest installable copies of the program. Ring the Help Desk.

Backup up to the cloud

The Cloud is another name for servers on the Internet on which data can be stored. Because they are accessed via the Internet, the data can be retrieved anywhere, as long as the user knows where to look and their login and security information.

Some Cloud backup services are called Dropbox, Google Drive and Microsoft's One Drive.

Bookmark cannot specifically send backups to a cloud server, but there is a way to do with Dropbox. This method may also work with other cloud backup systems if the work in a similar manner.

<http://www.dropbox.com> is the website of the Dropbox cloud storage service. It is free for limited use, which is sufficient for Bookmark. (Note: Dropbox may be blocked in some schools.) To be able to back up to it, you need to sign up as a member. This requires an email address and a password. After signing up, download and install the special dropbox software on your computer. This allows you to copy files to a folder on your computer which are then automatically uploaded to the Dropbox cloud servers.

Once this is in place, you can tell Bookmark to backup to the dropbox folder on your computer. You can do this as an alternate backup, as a mapped drive or as an automatic backup. Here's how:

- First, you need to know the address of the Dropbox folder on your computer or on the computer on which it has been installed – e.g. a server or other workstation, etc.
- Then open Bookmark.
- Click on Utilities. Enter password if requested.
- Click on Backup.
- Decide how you want to do the backup: to an external location, to an alternate location or automatic.
- If it is not an external drive, click on Alternate Location. Enter the address of the Dropbox folder on the computer. Click OK. This allows the alternate backup to use that destination.
- If you want to have the backup done regularly, use the Automatic Backup option. Again, enter the Dropbox folder.
- If you want to backup to it normally, map a drive letter to the Dropbox folder and then select it in External Location.
- When Bookmark puts the copy of the backup file into the Dropbox folder, Dropbox will automatically upload it to the cloud server.

- It can be retrieved via the normal Dropbox methods.

Note: uploading is much slower than downloading and with large backups can take some time.

As of this time, I do not know if this can be done with Google Drive or One Drive.

Daily Backups

Bookmark does backups to its location every morning depending on the switches that are turned on in General Control. By default, this is turned on, but it can be controlled in Controls / General Controls.

The screenshot shows the 'General Controls' window with the following sections:

- Site details:** Site name: bookmark Valley School, Address: 8401 Frederick Place Edmonds WA, Postcode: 98020, Phone: PR8-7013, Fax: , Email: library@bookmark.edu.au
- Cataloguing:** Call numbers: Allow Mixed Case, Subjects: Allow Mixed Case, Authors: Force surname to UPPER case, Sublocation or Site: Sublocation, Cost field heading: Display in AddEdit Items as Cost, PRC: South Australian PRC active
- Start of day:** Start of day process: Do not show start of day dialog, Due date alert: Display alert for expired due dates
- Printing:** Printing: Use Simple printer dialog
- Stocktaking:** Stocktaking: Stocktaking sounds
- Email:** Email: Email settings
- Registration:** Registration: Register
- Database:** Automatically check for new version, Display database errors
- Appearance:** Modules: Allow many modules open at the same time, Open: Allow many Main Menus open at the same time, Requester: Use older style (XP) file requester, Main menu: Standard large button style, Colours: Set Background Colours
- Backups:** Reminder: Display backup reminder message when leaving, Monthly: Perform automatic backup at the start of every month, Daily: Perform automatic backup at the start of every day

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- Monthly: Perform automatic backup at the start of every month
- Daily: Perform automatic backup at the start of every day