

Bookmark Fact Sheet

Backups

October 2023

BACKUP!! BACKUP!! BACKUP!!

Backing up is the most important part of using Bookmark.

Backups are the lifeline against disasters such as hardware malfunction, ransomware virus, fire, theft, terrorist attack, cyclone, lightning, laser blast, asteroid strike, thermonuclear apocalypse and Skynet.

If everything goes awol, you can always download Bookmark from the website, install it and quickly restore a backup from your backup media.

Backups should be done every day Bookmark is used.

SERVER BACKUPS are prone to virus attacks and other calamities. The day you need to recover data will be the day the technician is not available, maybe for another week or two, or worse. It is easier and faster to work with the Bookmark backups. An IT technician and magic wand are not required.

Bookmark's backup system is fast, reliable, and easy to use.

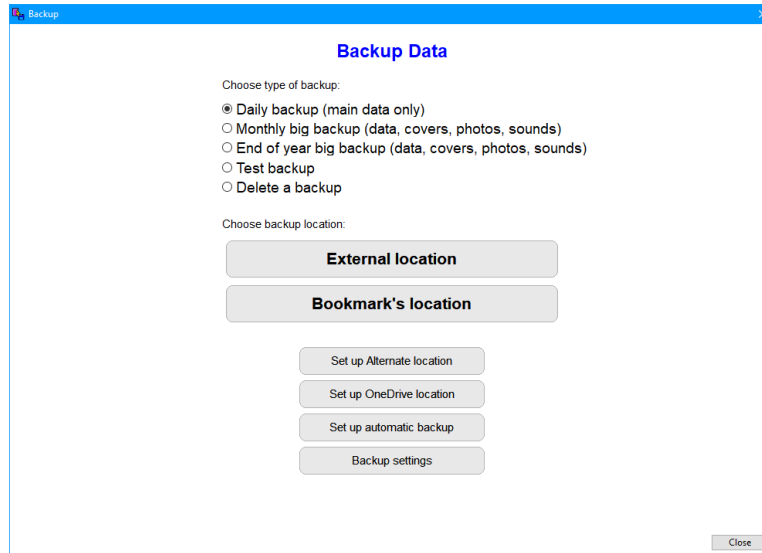
To back up data, click on Utilities then on Backup.

There are 3 different sorts of backups:

1. Daily backup. (Data only, takes less than a minute).
2. Monthly backup. (Data, images, sounds, etc. May take a few minutes.)
3. Annual (yearly) backup. (Same information as monthly.)

Backups can be made to a destination:

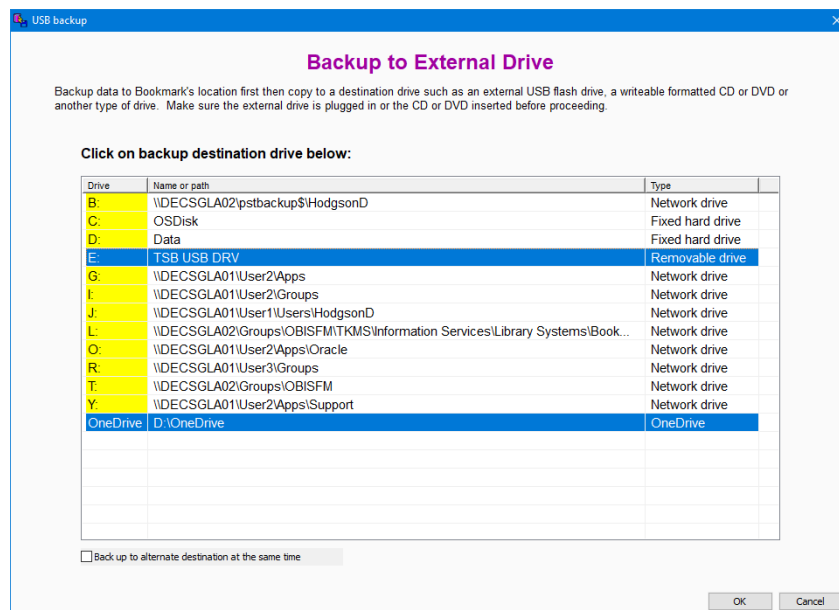
- External drive
- Bookmark's location
- Cloud storage (OneDrive, etc)
- A specific non-standard destination (rarely used)



External drive

The best backup is one that can be removed from the computer network. If a virus hits the network and backups are only on the server or your PC, you may end up having to re-catalogue the entire library. Better to have backups to an external location.

In the example below, a USB flash drive is plugged in and OneDrive is used. The other drives are computers on a network or local drives in the PC itself (C: and D:).



Server Backups

Server backups are complex and usually require the services of a technician for setting up and restoring data. Invariably, on the day disaster happens, the tech may be 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.

Relying on a “server backup” is handing the responsibility to someone else out of library control.

The Bookmark Help Desk is not able to assist with any other backup system, but it can help with the one built into Bookmark.

Even if a server backup system is in place, backups in Bookmark should be done anyway.

Safer, easy, fast.

Where to back up?

Backing up to a USB flashdrive is normal. Have three flashdrives, two for a normal backup and a third for the monthly backup. Label one Week A and another Week B. 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. Modern USB3 or USB-C flashdrives are much faster than USB2.

Backing up to a formatted CD. Windows 7, 8, 10 and 11 can use a CD like a floppy disk if a read/write CD drive is attached to the computer. The CD's can be formatted and then written to as many times as needed. Read/write CDs are even more reliable than flashdrives. Most useful for the monthly, annual, or any other backups. But most modern computers no longer have a CD burner drive.

Backing up to an External Hard drive. Plug-in external hard drives or solid-state-drives (SSD) 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 always.* This is where Bookmark itself is located. The backup is then *copied* to the destination.

It is not necessary to back up to Bookmark's location separately then do a backup to a flashdrive. Doing a backup to a flashdrive or external location once also includes Bookmark's location, too. One step.

Backing up to Bookmark's location is 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.

Do not rely on Bookmark's location as the sole destination!

The External Location backup is the normal 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 very unusual situations. *Avoid the Alternate Destination unless there is no other choice.*

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 and the destination is available. Bookmark does not even have to be running. See the Fact Sheet on Automatic Backups for details on how to set this up.

Marion's rule:

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

Dean's rule:

The day you need the backup, it will have been left at home.

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.
- You MUST regularly backup. Every day Bookmark is used is best.
- You MUST have multiple copies of backups i.e. 2 flashdrives at least. "Don't put all your eggs in one basket."
- Use the built-in Bookmark backups even if other backups are being made.
- **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).

Backup up to the cloud

The Cloud is another name for servers on the Internet on which data can be stored. Examples are OneDrive, Google Drive and Dropbox.

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 is available.

The backup to OneDrive can be found on the External Drive list. Just highlight it.

Note: uploading to the cloud is much slower than downloading, and with large backups can take some time. Time depends on the speed of the Internet connection. Wifi connections are always slow.

Backup Formats

Backups work by compressing all the Bookmark data files into a single “archive” file.

Two compression formats are available:

- ZIP This is a very common compression format. Windows itself is able to open zip files so the contents can be extracted. A green progressbar appears during a backup or restore. Zip format can be faster for monthly backups. Preferred.
- LZH This is the older format used for Bookmark backups. It is reliable. A blue progressbar appears. May be phased out in future.