

# Workflow – Upload and Backup

---



Blue Mountains Photography Group Inc.

G.Farmer©2023

[www.gregfarmer.com.au](http://www.gregfarmer.com.au)

# Workflow – Upload and Backup

---

## What we will cover tonight:

- *Opening Remarks (the next few pages)*
- *Upload and Backup process*
- *Questions and Answers!*

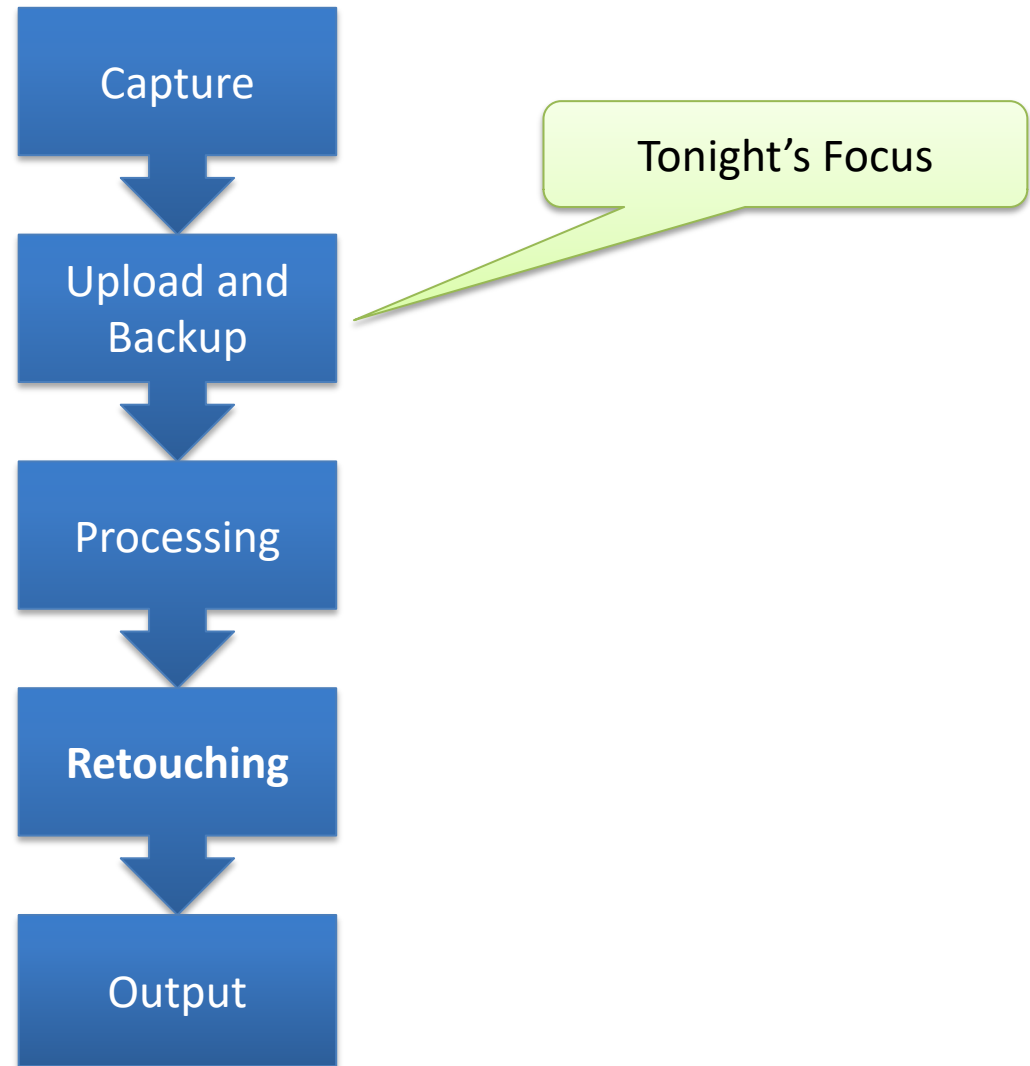
*This is meant to be an informal session answering your questions*

*Please ask!*

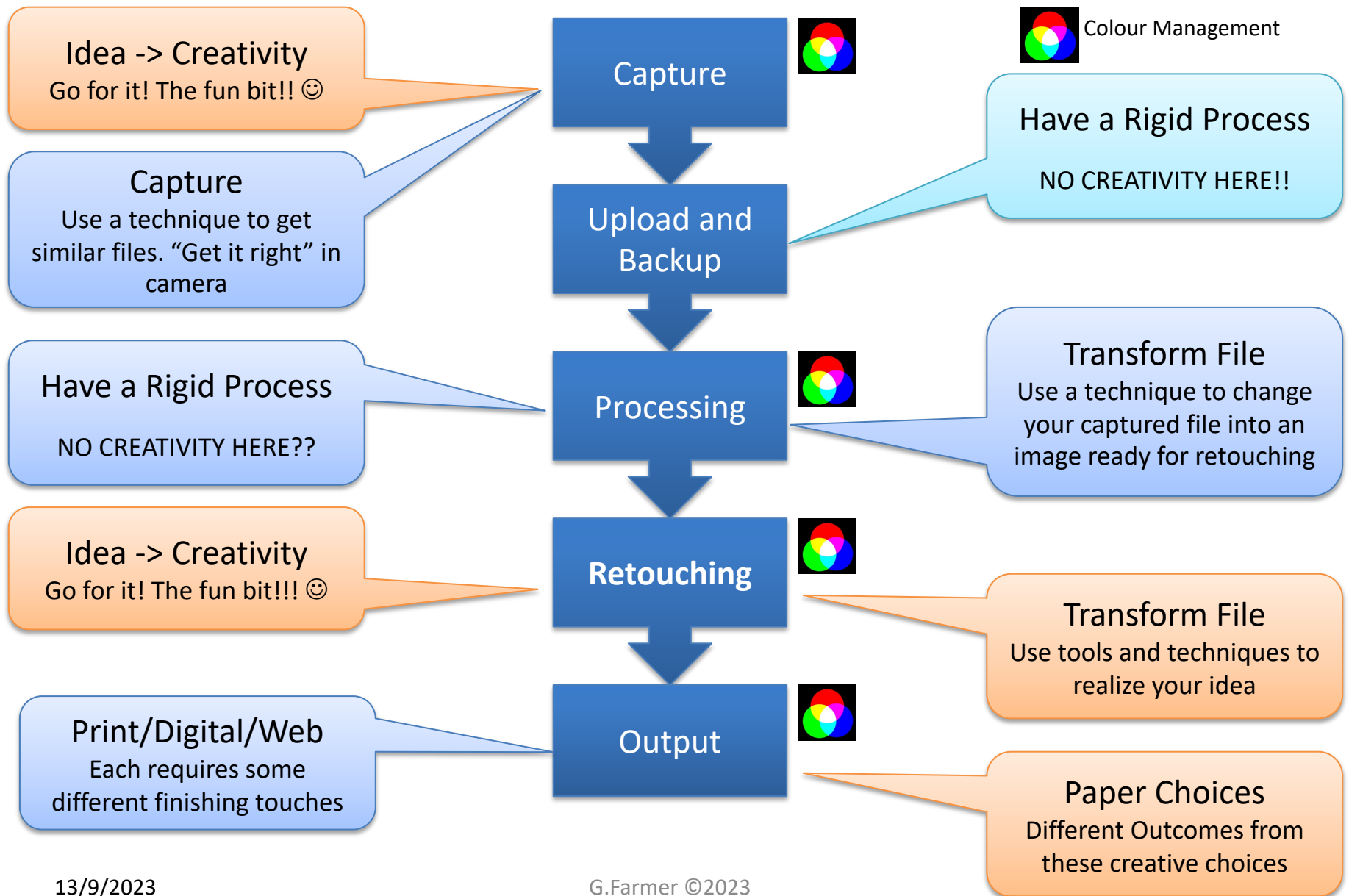
***Better to ask a dumb question  
than make a dumb mistake!***

# Workflow – Upload and Backup

---



# Workflow – Upload and Backup



# Workflow – Upload and Backup

---



## **The KEY principles:**

Keep It Simple (Stupid) (KISS)!

AND

***NO CREATIVITY HERE!***

# Workflow – Upload and Backup

---



**This is my upload and backup process.**

I will list some options BUT will stick to my process tonight.

*This is my backup process for my entire computer system,  
not just my photos (KISS).*

# Workflow – Upload and Backup

## My Physical System



**3** copies

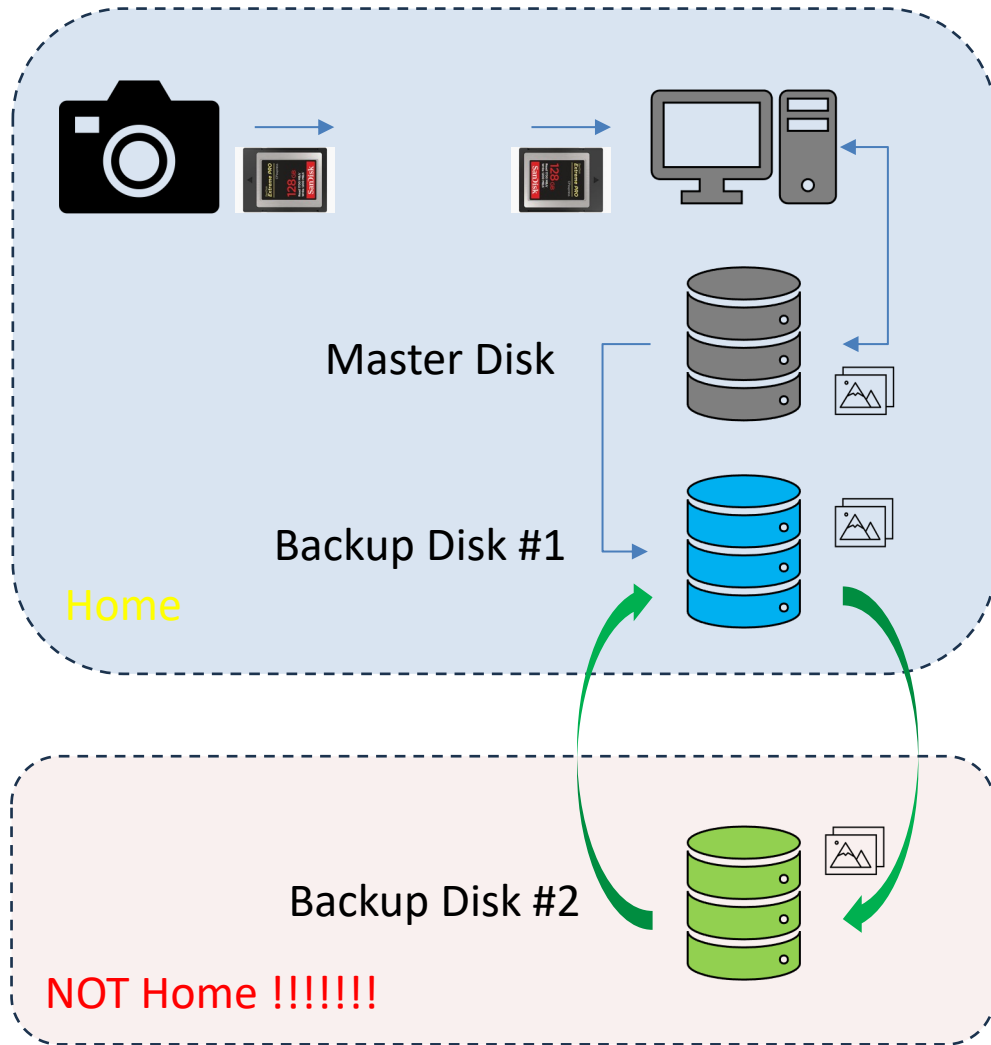
**3** devices

**2** locations

**Best 3,3,2**  
**Minimum 2,2,1**



Protection from  
single point  
failures



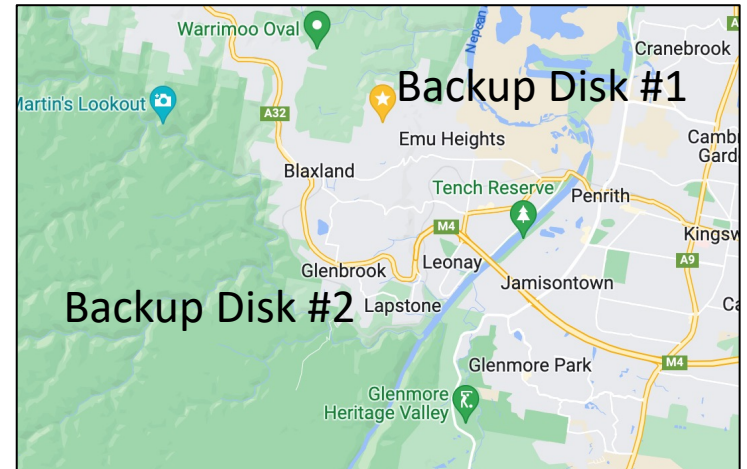
# Workflow – Upload and Backup



Master Disk(s)



Backup Disk(s) #1





# Workflow – Upload and Backup

## Step 1 - Upload

Copy your files from your **camera card** to your **computer folder** structure on your **Master Disk**.

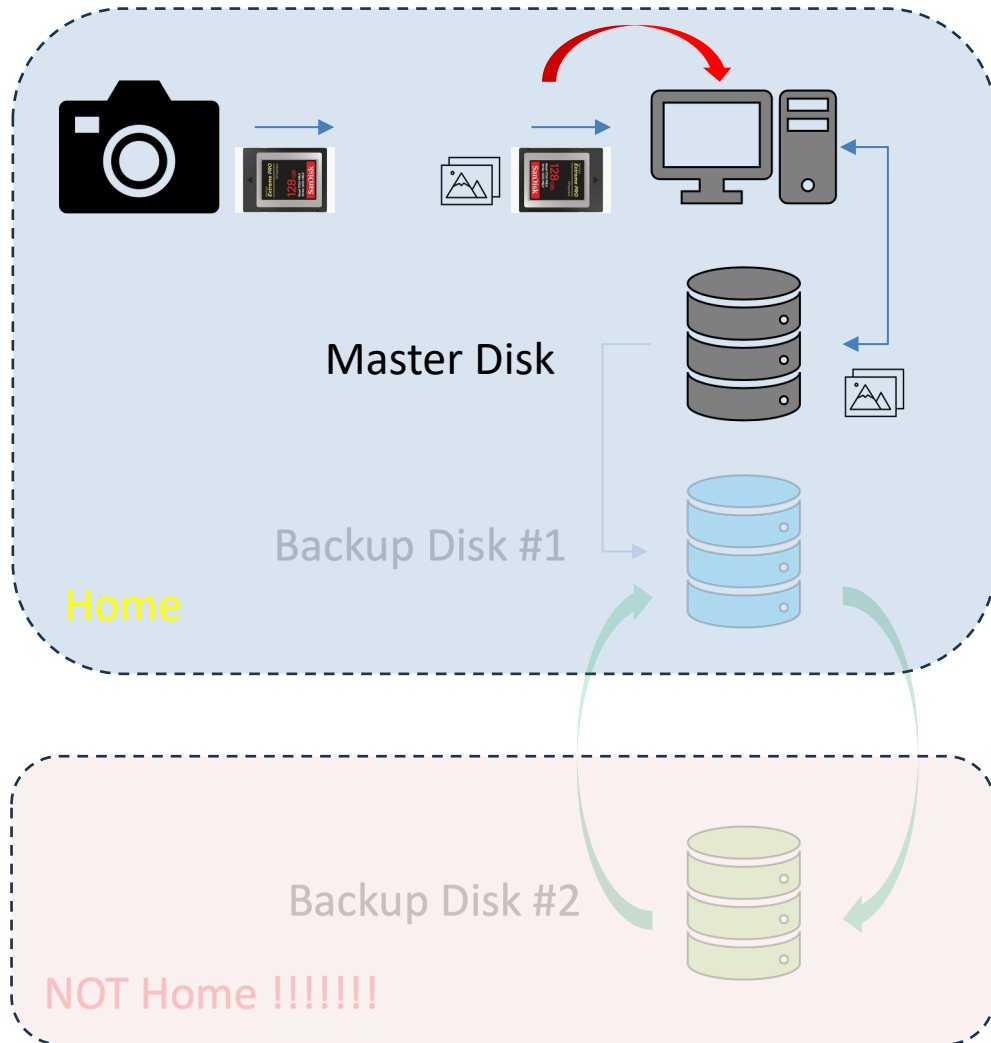


**2** copies

**2** devices

**1** location

*Minimum Done!*



# Workflow – Upload and Backup

---



## WHEN???

After each shoot – my preference

OR

Once per day – when travelling



Some cameras have 2 cards, and you can save to both (2,2,1).

# Workflow – Upload and Backup

## Step 2 - Backup

**Copy** your files from your **Master Disk computer folder** to your **Backup Disk**.



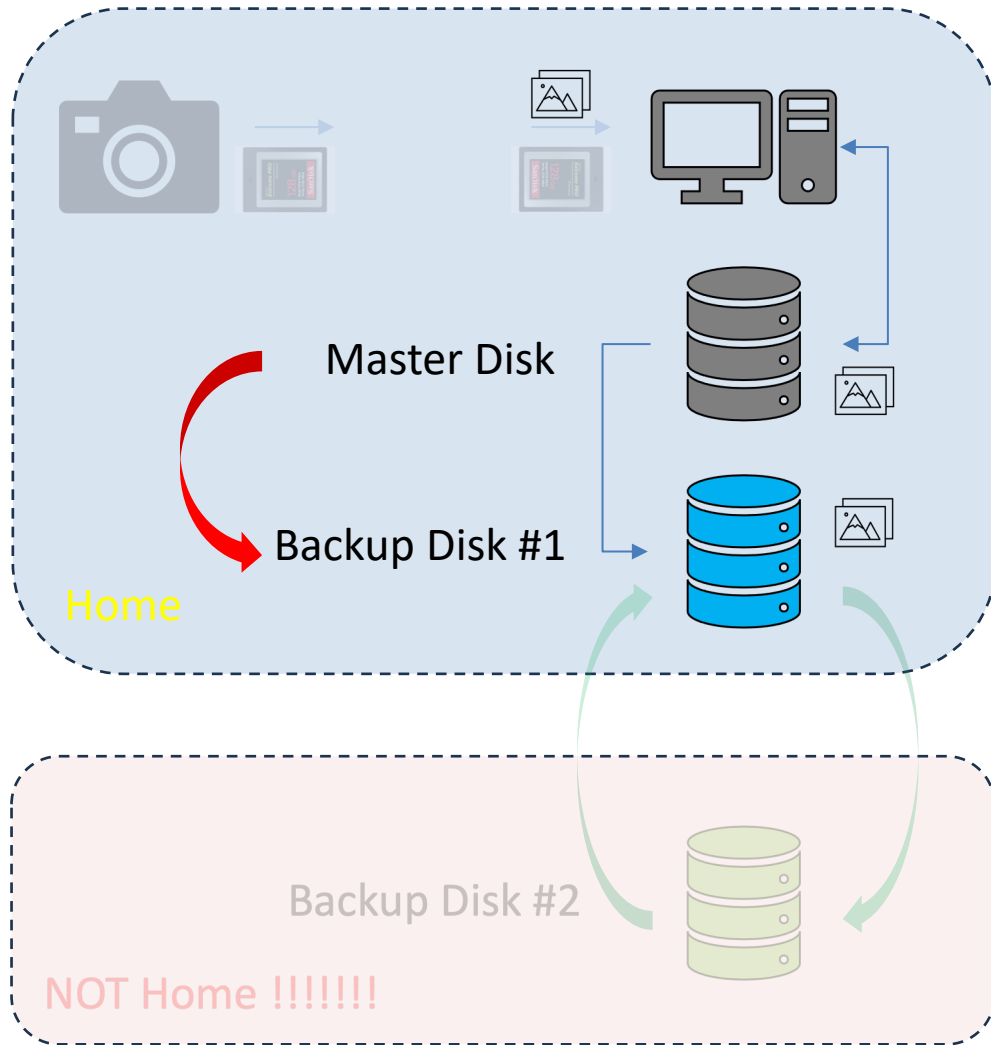
**3** copies

**3** devices

**1** location



You should do this after edits too!



# Workflow – Upload and Backup

---



**WHEN???**

After each UPLOAD – my preference  
After each EDIT session.

Unless I'm prepared to lose the files.

# Workflow – Upload and Backup

## Step 3 - Format

Format your camera card in *your* camera



2 copies

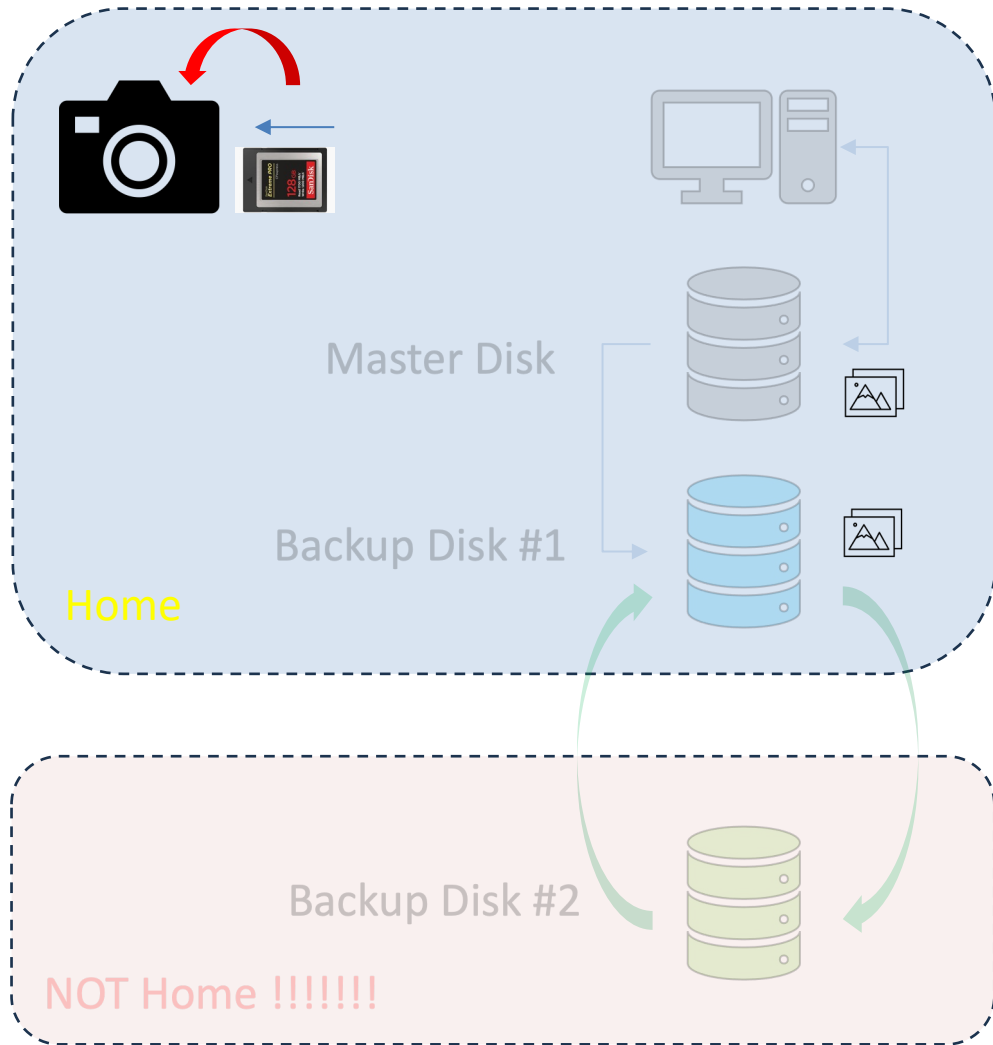
2 devices

1 location

**Minimum Ok.**



Some people do **not** do this regularly. That's ok – but not for me!



# Workflow – Upload and Backup

---



**WHEN???**

After each UPLOAD – my preference

Why? More reliable operation of the camera card.

# Workflow – Upload and Backup

## Step 4 - Swap

Swap your Backup Disks

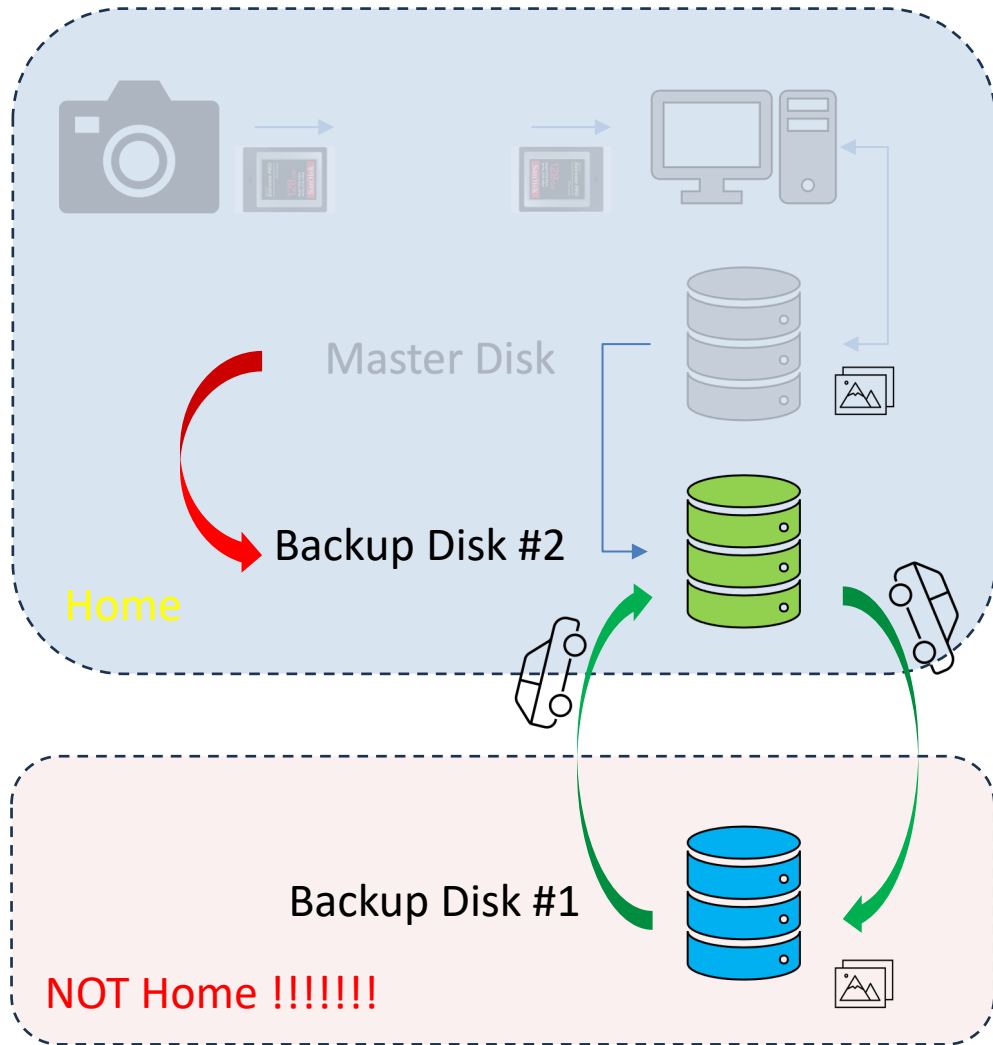


2 copies

2 devices

2 locations

**Better than  
Minimum!**



# Workflow – Upload and Backup

---



## WHEN???

When the difference between the backup disks is too large to lose.  
*Remember, since the last swap, the new files are only 2,2,1!*

EG: After a big shoot or a number of shoots

EG: After a big edit or number of edits

EG: After a holiday backup



# Workflow – Upload and Backup

## Step 5 - Backup

Copy your files from your **Master Disk computer folder** to your **Backup Disk – after a swap.**



**3** copies

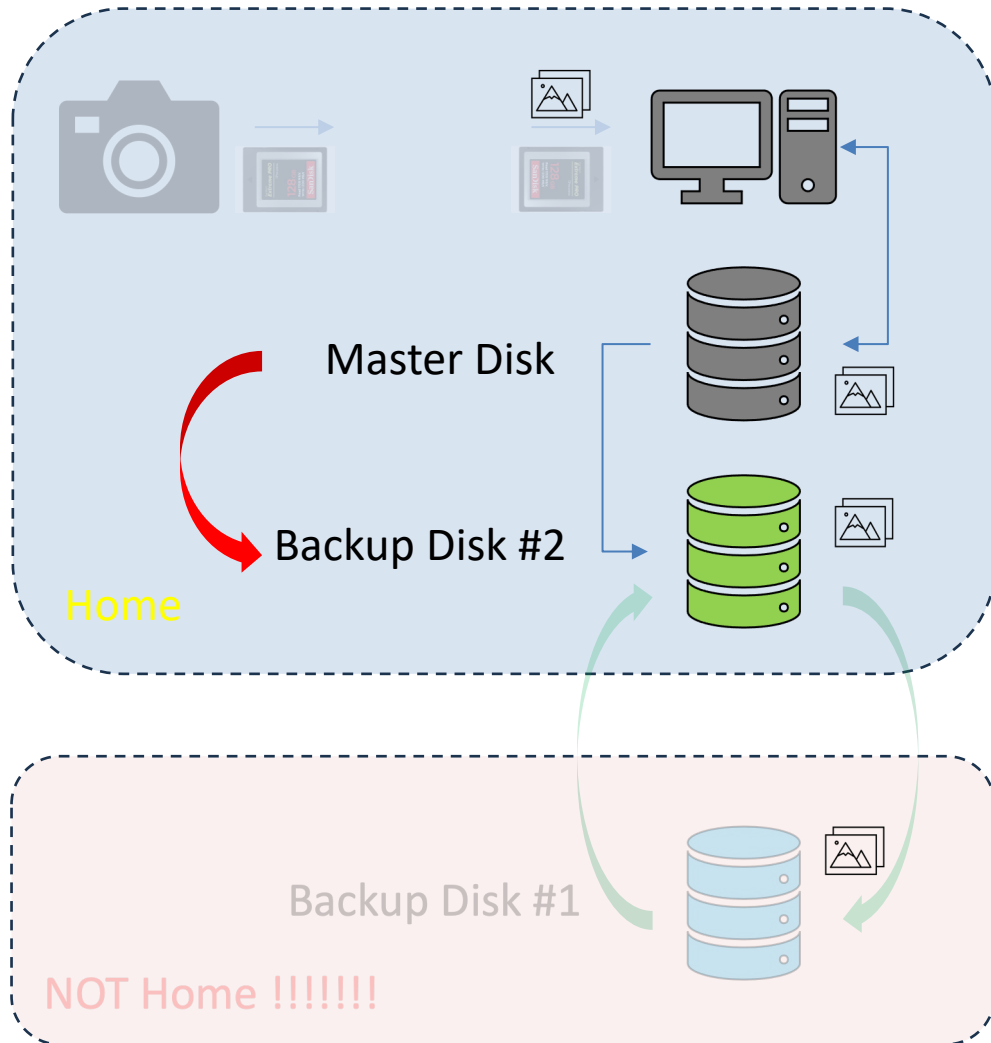
**3** devices

**2** locations

**Best!**



Do this as soon as you do the swap!



# Workflow – Upload and Backup

---



**WHEN???**

After each Swap – my preference

Why? **3,3,2 ASAP**

(and so that I don't forget... 😊).



## Common Question:

***Q: How often do I backup my files?***

**A: How much are you prepared to lose?**

It comes down to the value you place on the files that are not backed up.

You might have 1000 files/photos but don't mind losing them – don't have to backup.

You might have just 1 file/photo that you really don't want to lose – Backup (2,2,1) and maybe even swap disks and backup again (3,3,2)

# Workflow – Upload and Backup

---



# Workflow – Upload and Backup

## Folder Structure

Have an organised folder structure (KISS)!!!

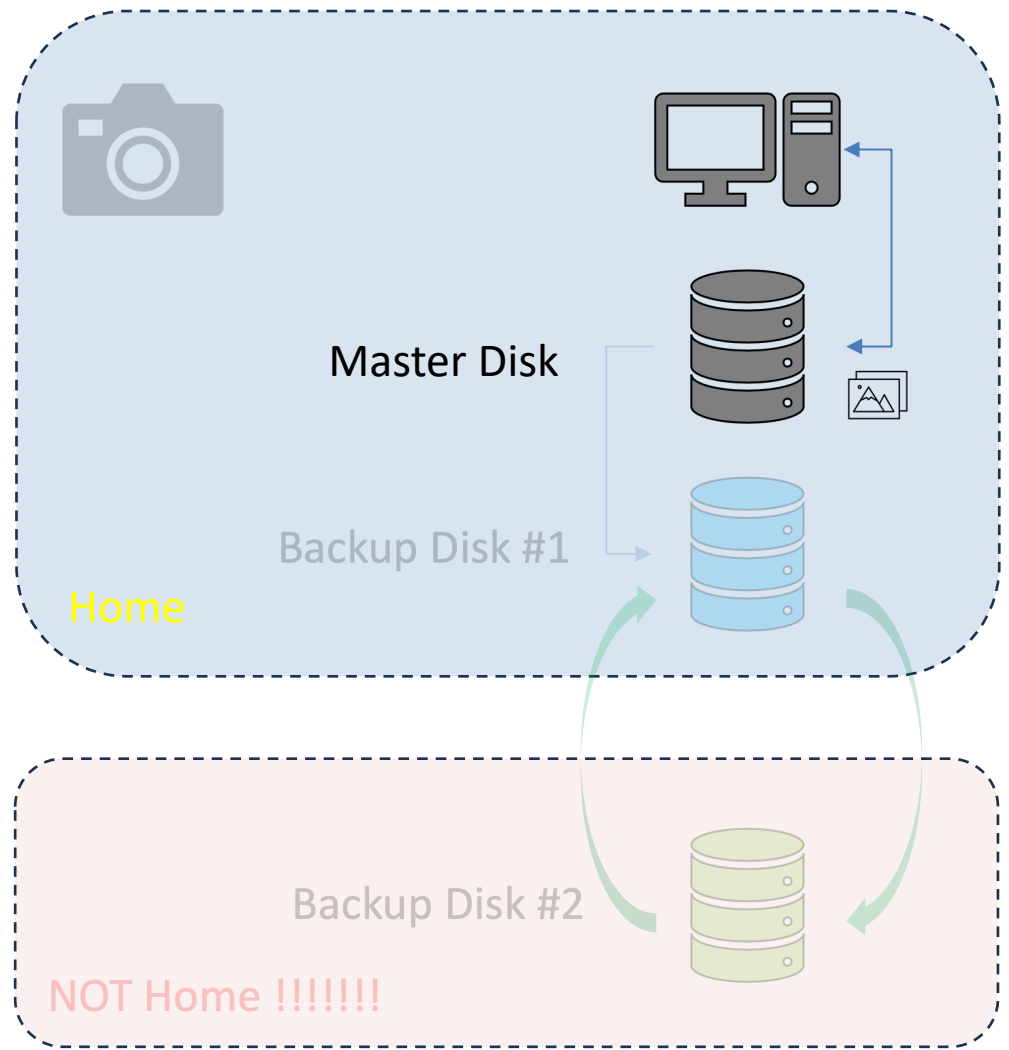
My BASIC structure:

- 📁 By Year
  - 📁 2022
    - 📁 220314 Govetts Leap
    - 📁 220425 Anzac March
    - 📁 221225 Christmas Day
  - 📁 2023
    - 📁 23XXXX Broome Trip
      - 📁 230512 Yarrie Lake
      - 📁 230624 Broome
      - 📁 230727 Bunda Cliffs
    - 📁 230812 Lithgow



There are lots of extra ways to organise your files.  
eg: ratings, LR Collections,  
key words.

***Try not to have multiple copies of the SAME file.***



# Workflow – Upload and Backup

---

## **Uploading:**

- Lightroom (easy) OR
- File copies (not as easy)
- I use a Card Reader – some people plug the camera in.

## **Backup:**

- Carbon Copy – Mac – my tool – way too easy!
- Time machine – Mac – I don't use it so can't comment.
- Windows??? I use batch file commands for mum – xcopy...



## **Master Disk:**

- Your computer internal drive – I use this when travelling plus 2 external disks in two locations.
- External Thunderbolt Drive – my **at home** solution. **Fast** is my desire.
- Some people use RAID arrays – **nerd territory**. Mine are RAID 0 = speed.

## **Backup Disks:**

- External USB3 drives – not as fast but cheaper.
- Same or larger capacity than Master Drive(s).
- Label them!
- Some people use CLOUD solutions – Shirley has a handout, she uses this.



## **“NOT Home”:**

- Friend or family's place
- Work office
- Cloud solutions

# Workflow – Upload and Backup

---

