

BACKUPS

One computer-related subject that I need to cover here before we go any further is **BACKUPS**.

You need to be able to make regular backups of any documents that you are working on to ensure that you don't lose everything if your computer dies on you. (You have a certain amount of online backup available if you use Microsoft Office or Google Docs, but I would still consider an 'offline' backup vital). (At the time of writing, Microsoft was just coping with a network problem that had put a fair number of its users offline, which would stop you from working on your document in this case.)

There are various ways of making backups depending on the software package you have decided upon.

If you have decided to use Google Docs, you will find 'Download' under the 'File' menu. Choose PDF from the list, this will give you a copy on your machine that you can print out easily if you need to. You will also want a copy to be able to carry on working with, choose Microsoft Word (.DOCX) from the list, and that will also be downloaded. These two files will give you a means of carrying on if your machine dies, but **ONLY** if you now copy them to a memory stick. Depending upon whether you are using a PC, Chromebook, or Mac, the method for doing this varies. Contact me to find out the best way to back up your work.