

# Backup & Restore Guide

## Create Your First Backup

1. Open My Digital Data and sign in.
2. Select Backup Data from the original Backup/Restore area.
3. Connect a thumb drive or external drive.
4. Choose the destination and create the encrypted backup.
5. Confirm the backup completed successfully.
6. Safely eject the external device.
7. Create a second encrypted backup and keep it at a separate secure location.

## Restore to another Computer

8. Install My Digital Data on the destination computer.
9. Connect or copy the encrypted backup file to that computer.
10. Open My Digital Data and select Restore Data.
11. Choose the backup file.
12. Authenticate as required by the final encryption design.
13. Confirm that records, photos and documents were restored correctly before deleting any older copy.

**A backup is not a backup until it has been successfully created and can be restored.**