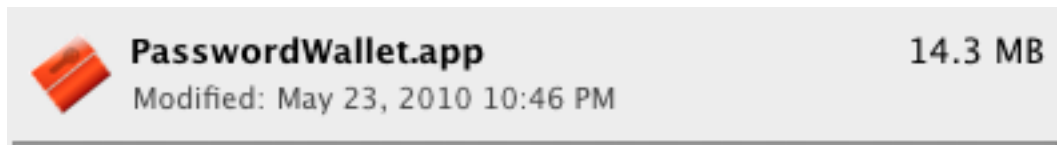


## Use GMail as your ONLINE Backup

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This is a step by step tutorial on how to use GMail as free online "cloud" backup.

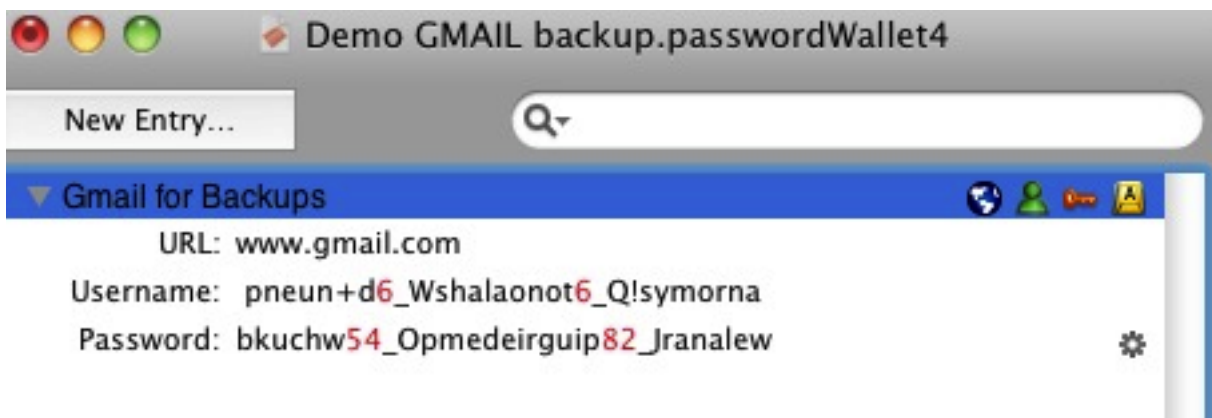
### 01 You need a password manager, or equivalent



I've been using Selznick's cross-platform Password Wallet since my Palm Treo days.  
<http://www.selznick.com/products/passwordwallet/>

Easily fits, with a large encrypted "Wallet" of data, on a USB key.

### 02 Create two "impossible" phrases to use for your new Gmail Username ID and Password.

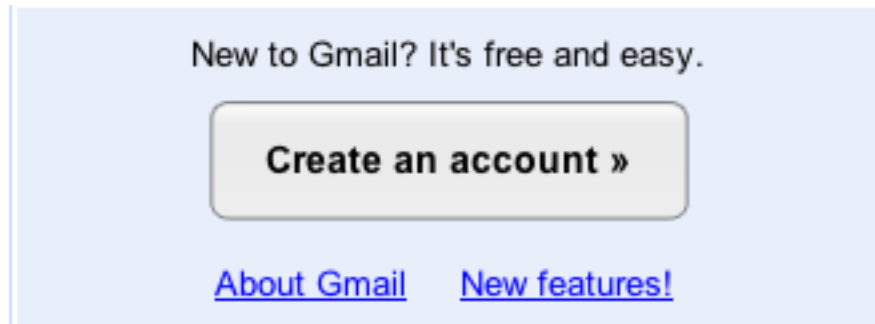


Okay, maybe I'm going too far here, but once in my Password Manager, it is ONE CLICK to open GMail and auto fill these entries.

A lawyer friend's GMail account was hacked. It was bad enough everyone he knew started getting emails begging for money to be wired to London. His confidential client communications were in the hands of the "bad guys."

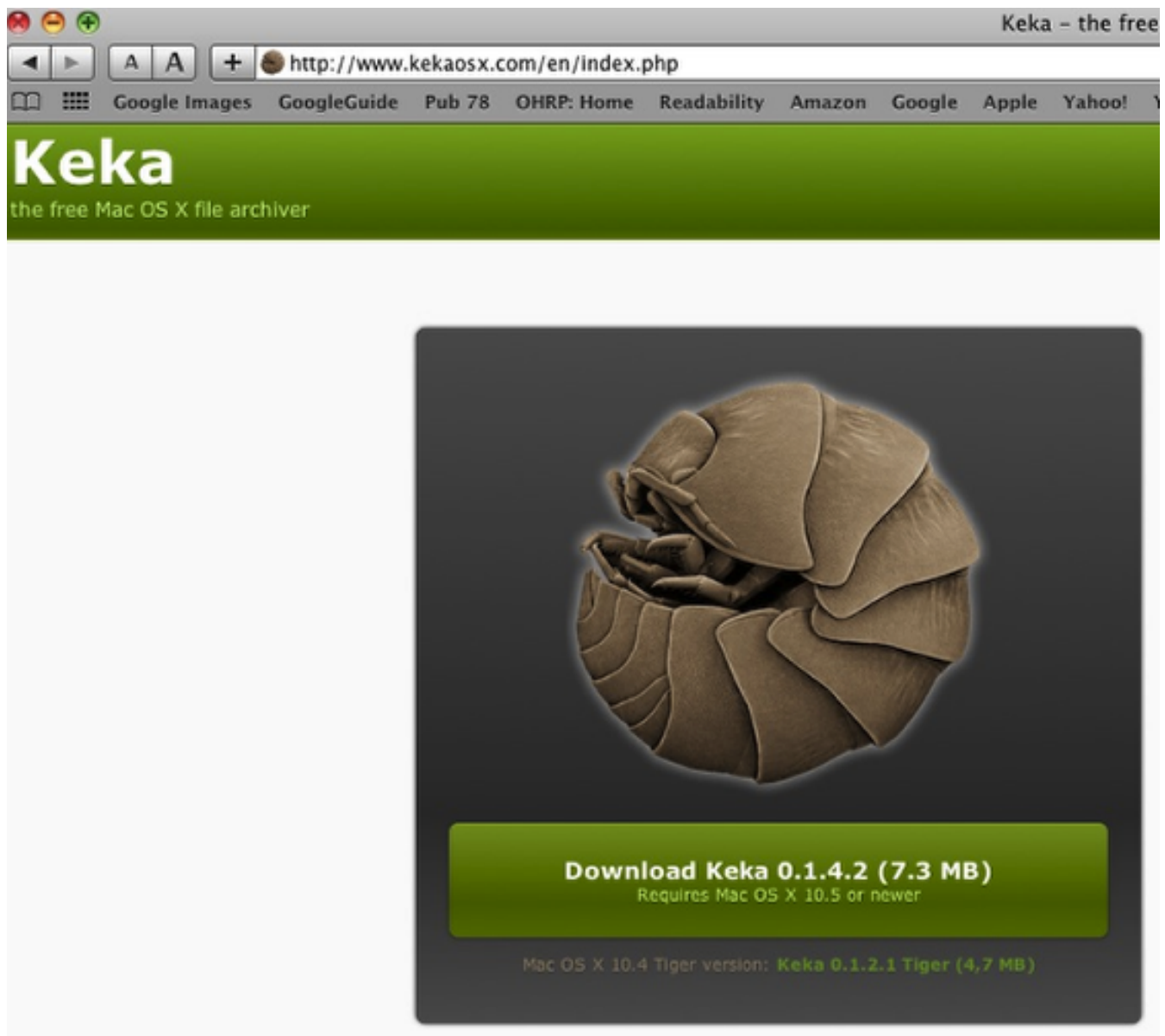
If you don't want to buy a password manager, you can use your Mac's Keychain utility to generate them. You will need a way to get them off the Mac. I recommend a USB stick. Alternatively, you could put them in a couple of separate emails to yourself in a different email account, or even in a plain text file or spreadsheet . . . Just don't lose 'em, because if you make "impossible" passwords, you're out of luck.

### 03 Create your new Gmail account

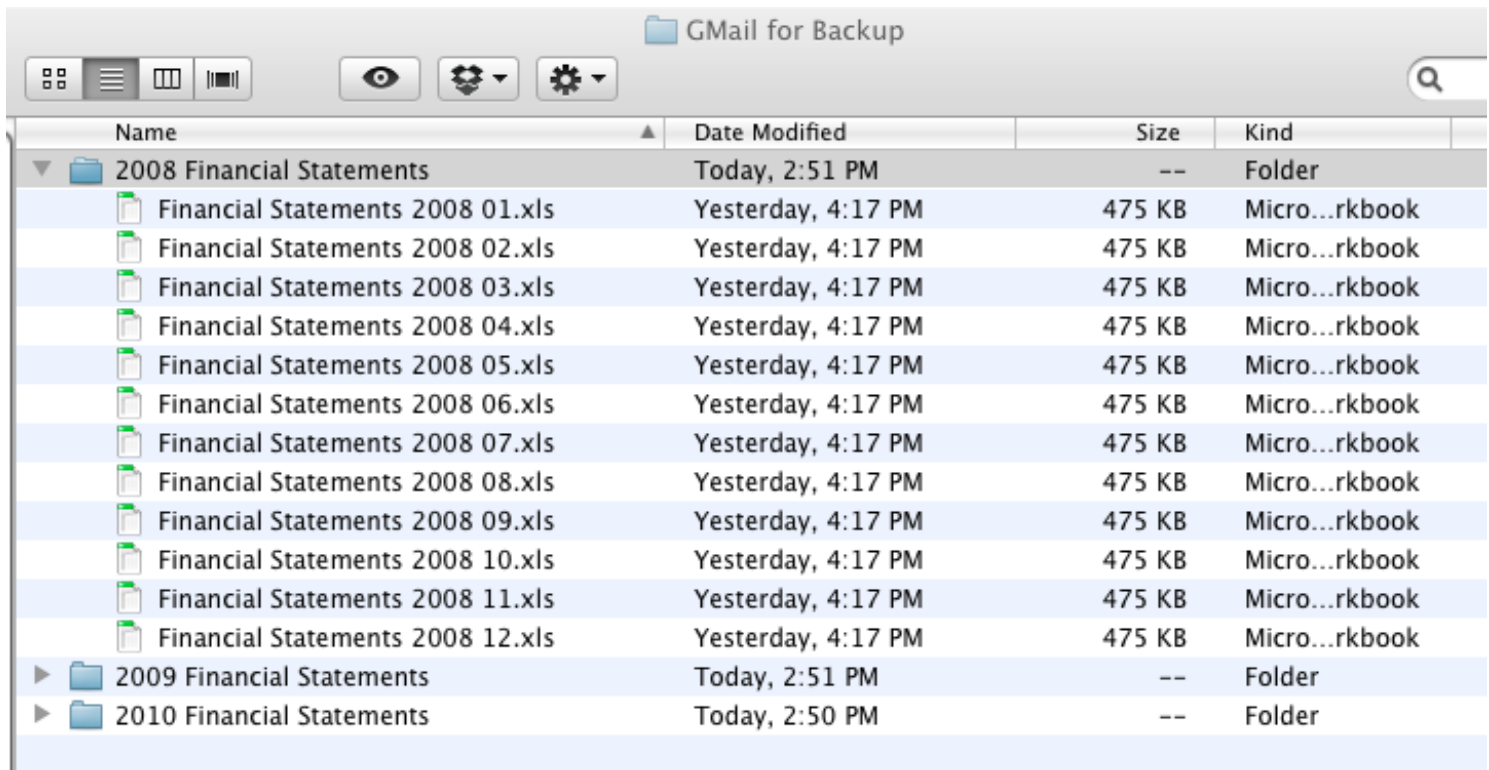


Easy to find Gmail. Just Google it! Google doesn't seem to care how many Gmail accounts we have. I have two so I can have Google Voice Phone Numbers in two area codes.

### 04 Download AND Install Keka, "the free Mac OS X file archiver"



## 05 Organize your files !

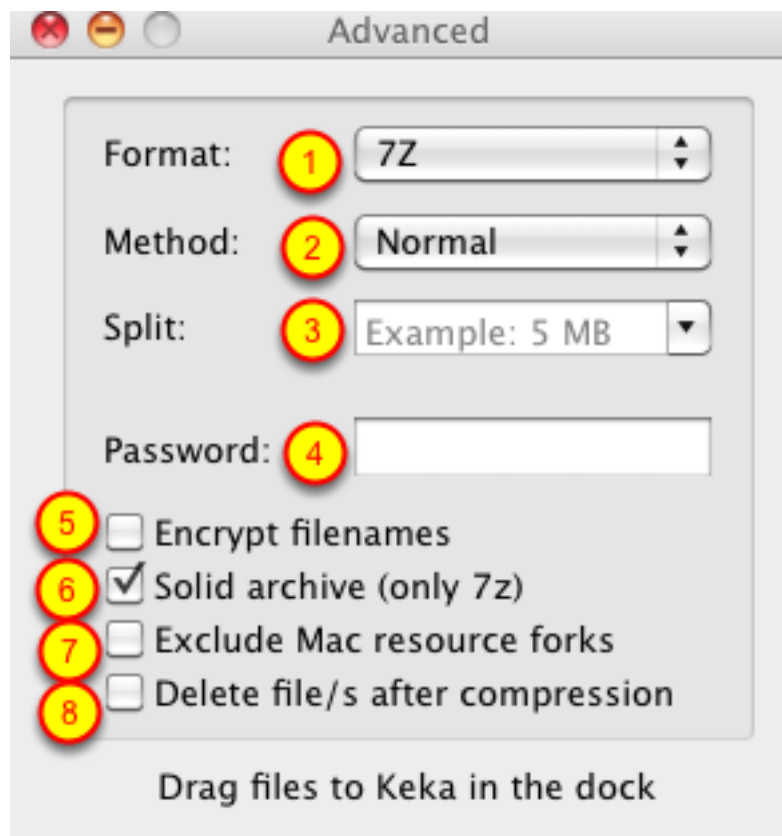


Name	Date Modified	Size	Kind
▼ 2008 Financial Statements	Today, 2:51 PM	--	Folder
Financial Statements 2008 01.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 02.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 03.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 04.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 05.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 06.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 07.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 08.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 09.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 10.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 11.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
Financial Statements 2008 12.xls	Yesterday, 4:17 PM	475 KB	Micro...rkbook
▶ 2009 Financial Statements	Today, 2:51 PM	--	Folder
▶ 2010 Financial Statements	Today, 2:50 PM	--	Folder

I've created these three folders, each with a year's financial data. Ok, truth is, I duplicated the Excel spreadsheet in which I keep a year's data so I'd have a lot of stuff to back up.

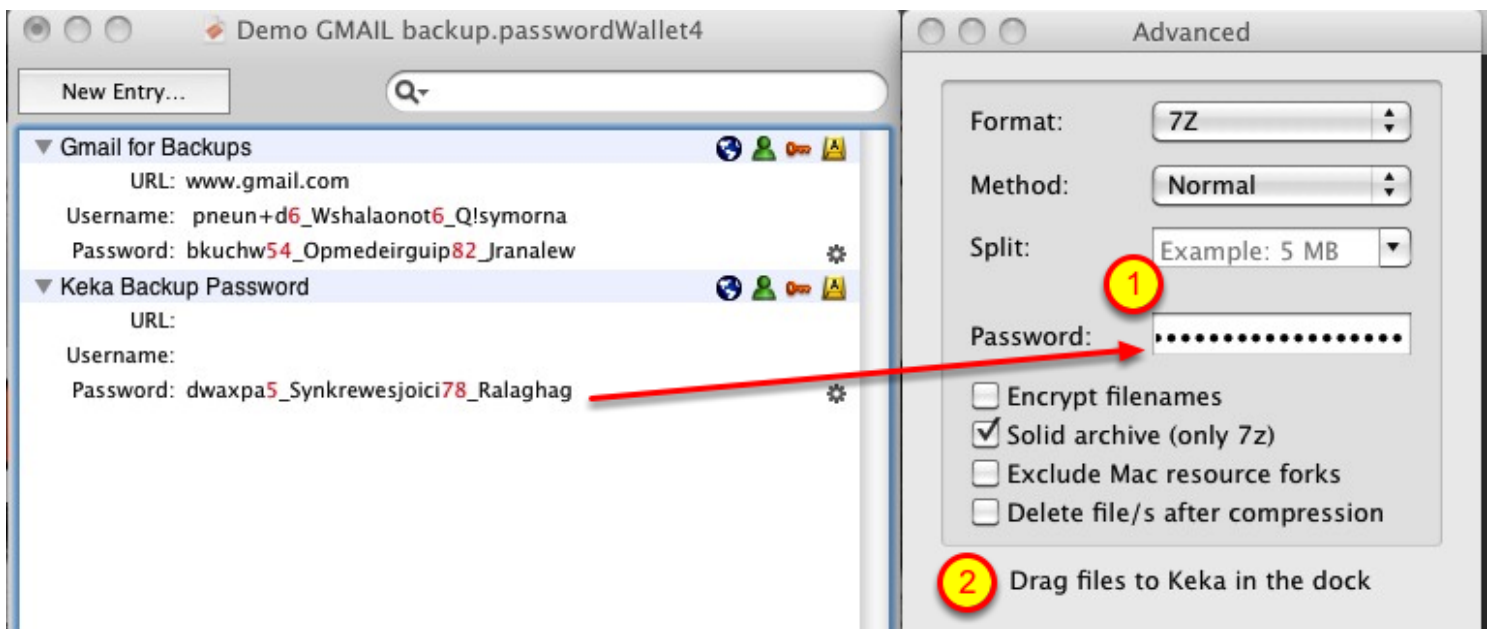
Each folder is 5.7 Megabytes, 17.1 in total.

## 06 OPEN Keka to encrypt and compress your data.



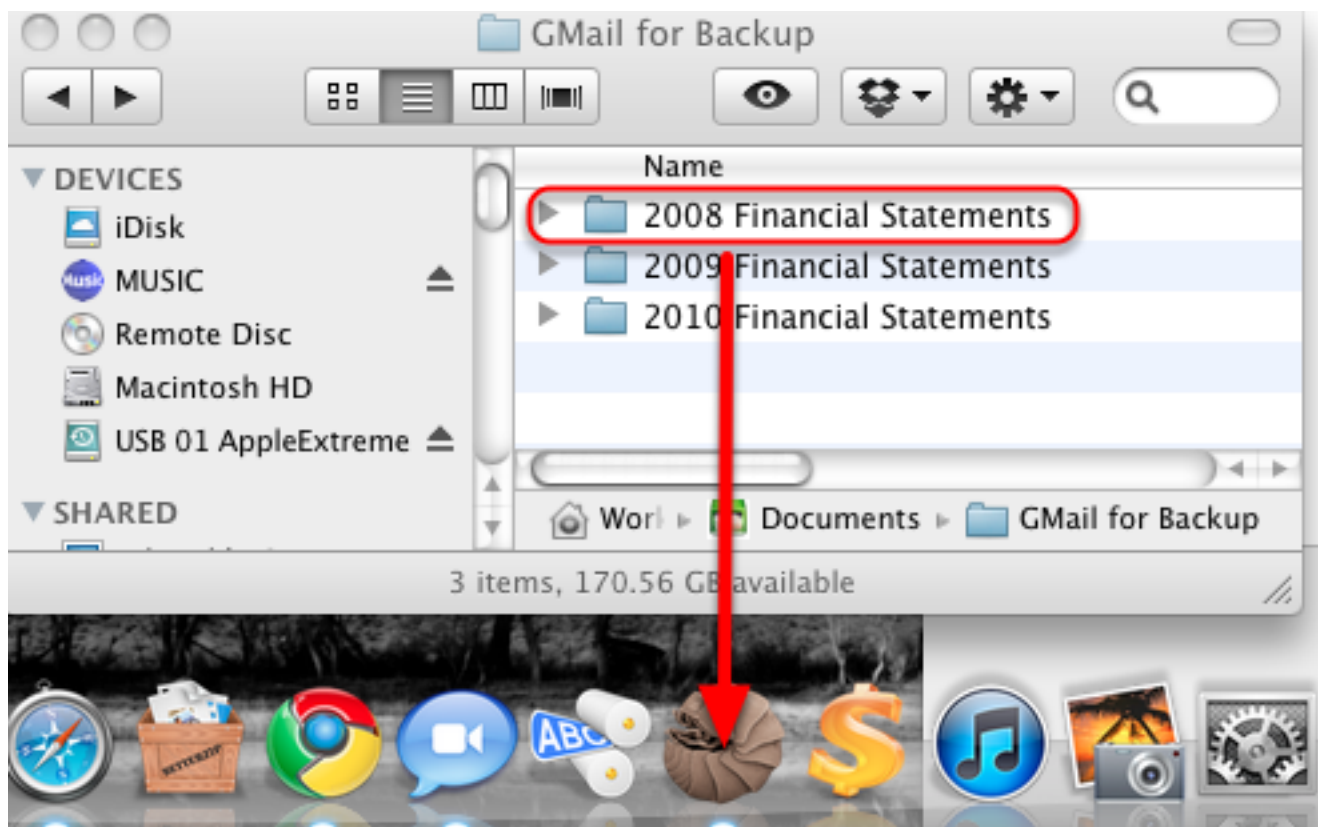
1. You want 7Z
2. I'm letting Keka use "Normal" compression. There's options for more speed and "Ultra" compression. "Ultra" didn't make much difference, and 1 second for 6 MB seems fast enough.
3. You can choose to "split" an archive. This would be useful if you want to upload a file larger than the 25 MB email max.
4. Here's where you enter that difficult Password you're storing in your Password Manager.
5. If you really don't want someone browsing your files and getting an idea what's in them, you could encrypt the filenames.
6. A "Solid Archive" is much smaller than the alternative
7. Mac resource forks once caused big problems with backups. I've not seen any reason to exclude them since I'm not sending files to Windows.
8. You're making a backup, for Steve's sake. Don't delete your originals!

## 07 Verify your Keka options and enter your Password

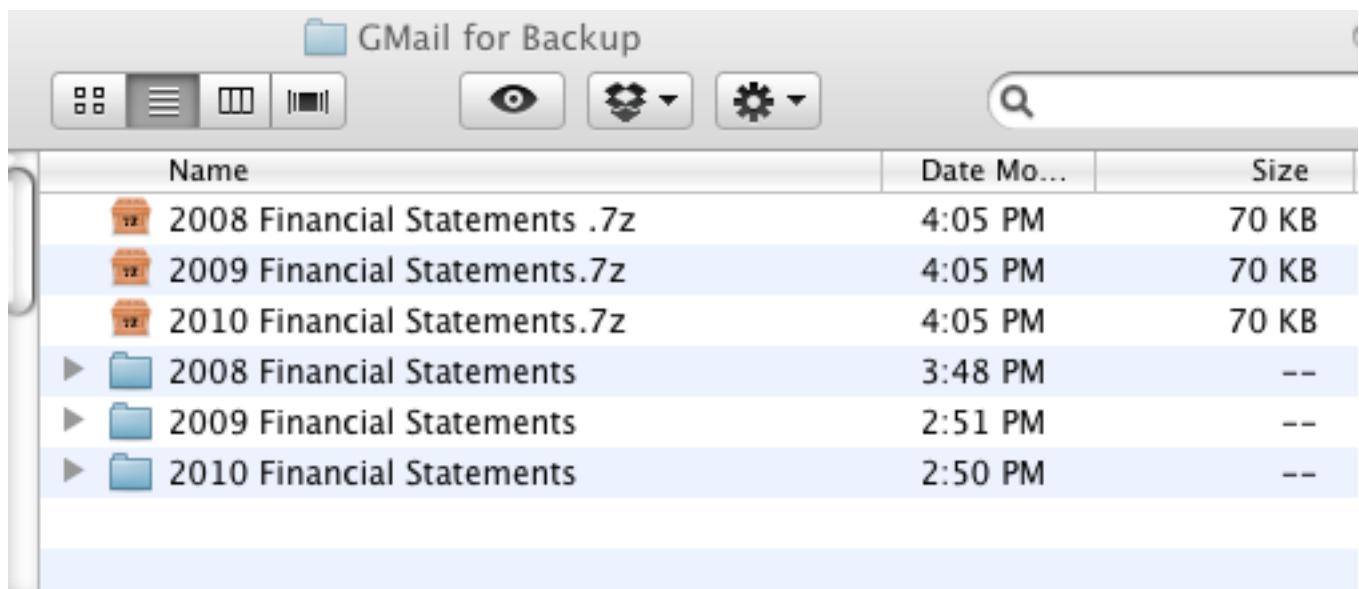


2. When Keka's options are set, all you have to do is drag your files to the Keka icon on the Dock

## 08 This is DRAG and DROP

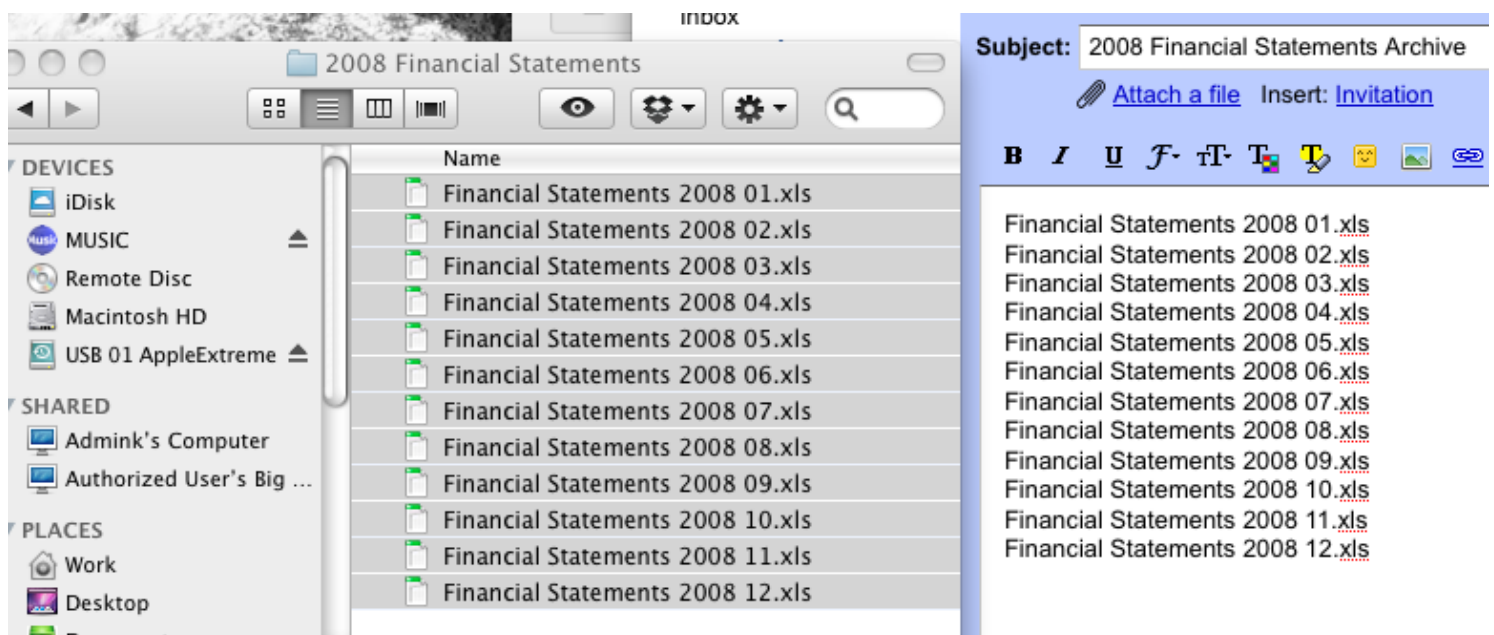


## 09 Keka has turned three 5.7 MB folders into three 70 KB archives



Name	Date Mo...	Size
2008 Financial Statements .7z	4:05 PM	70 KB
2009 Financial Statements.7z	4:05 PM	70 KB
2010 Financial Statements.7z	4:05 PM	70 KB
2008 Financial Statements	3:48 PM	--
2009 Financial Statements	2:51 PM	--
2010 Financial Statements	2:50 PM	--

## 09 Open your NEW Gmail Account and Prepare to Email your new Archive to Yourself



**Subject:** 2008 Financial Statements Archive

[Attach a file](#) Insert: [Invitation](#)

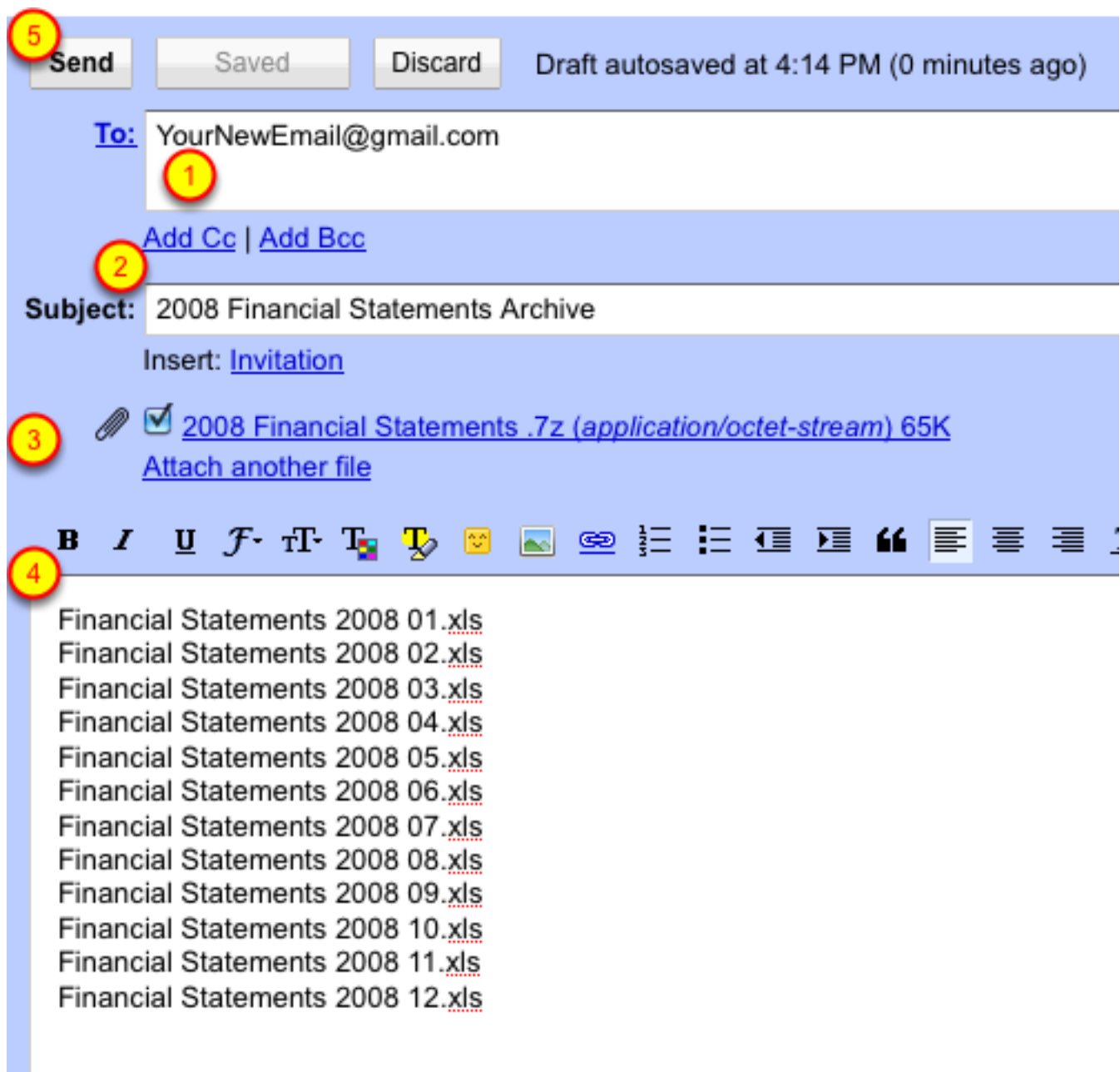
**B I U F T T**

Financial Statements 2008 01.xls  
Financial Statements 2008 02.xls  
Financial Statements 2008 03.xls  
Financial Statements 2008 04.xls  
Financial Statements 2008 05.xls  
Financial Statements 2008 06.xls  
Financial Statements 2008 07.xls  
Financial Statements 2008 08.xls  
Financial Statements 2008 09.xls  
Financial Statements 2008 10.xls  
Financial Statements 2008 11.xls  
Financial Statements 2008 12.xls

**This is SLICK.** You can copy MAC file names and PASTE into GMAIL as text. Very searchable.



## 09a - A different view of the Email Ready to Backup your Data to Google's Cloud

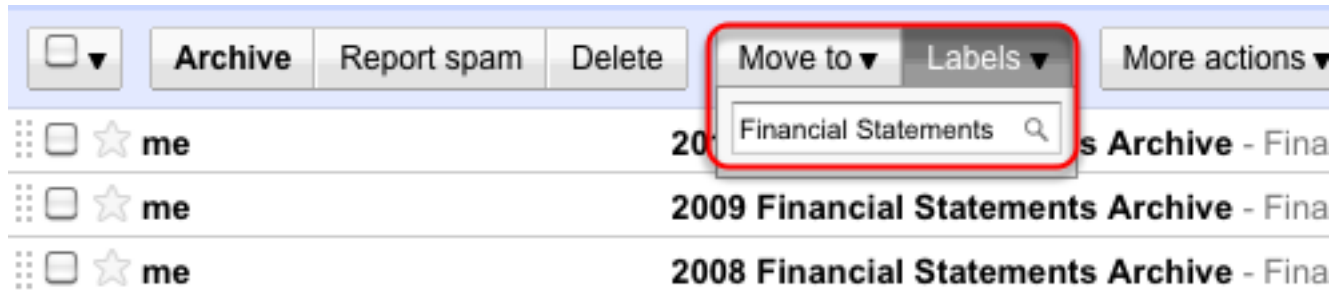


1. You're going to email your archive to yourself
2. You've put a usefully descriptive term in Subject
3. You've attached the tiny encrypted 7z Archive
4. You've pasted in the names of files in the Archive
5. HIT SEND

## 10 Here's three year's worth of encrypted financial archives



## 11 Use Google's Labels to Organize your Backups



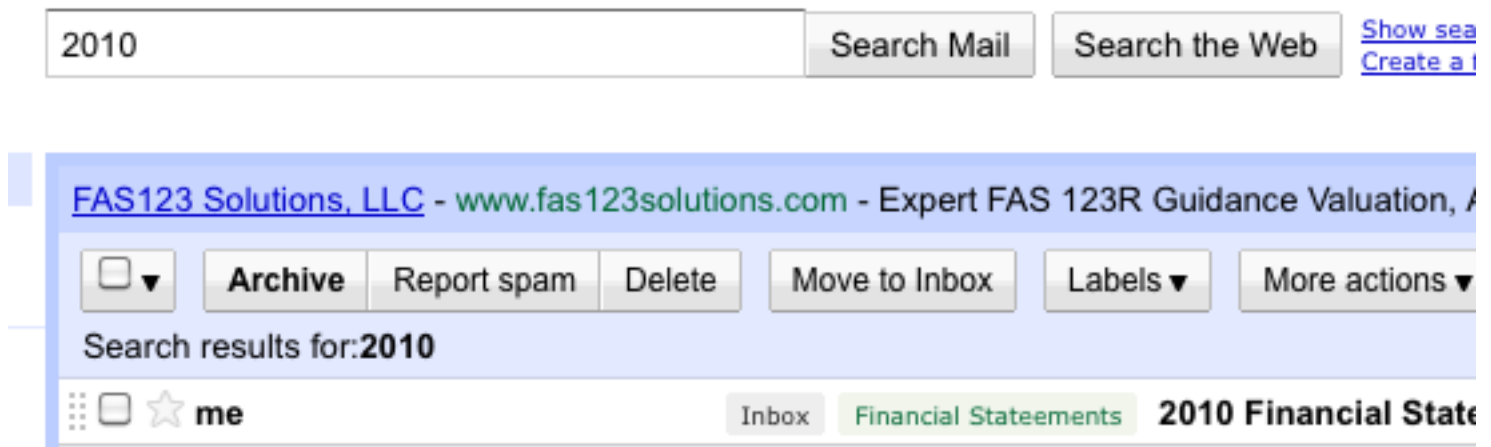
Here I'm creating a Google Label, "Financial Statements."

## 12 Here the "Financial Statements" Label has been Created and Applied -

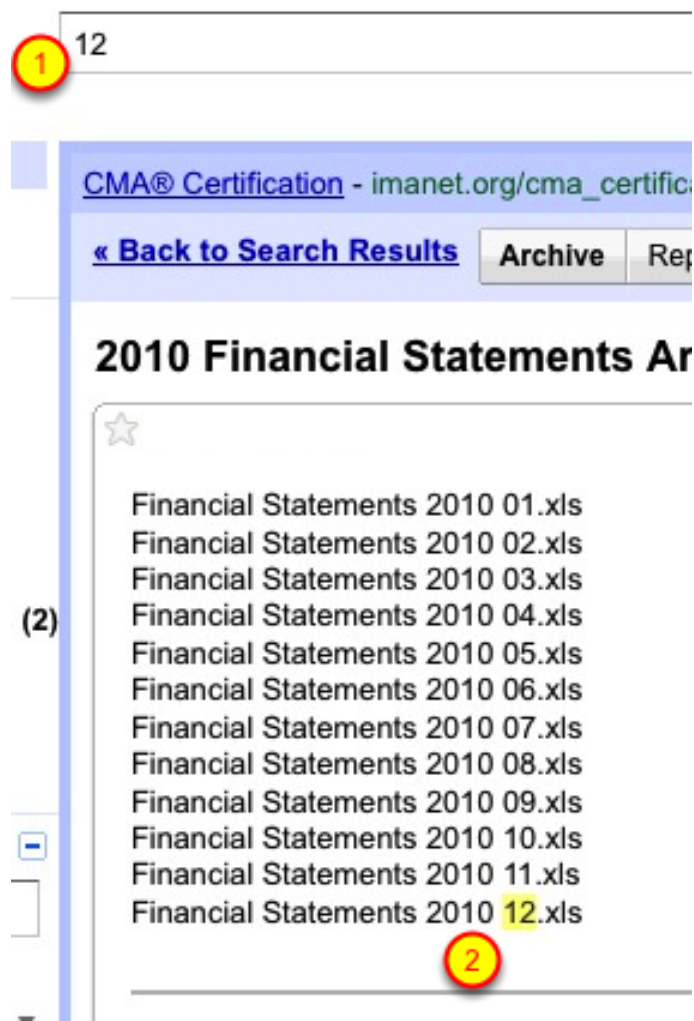




### 13 Here I searched for 2010



### 14 Here I searched for 12, to find all the Decembers



Gmail brings all the emails with 12 up, and when one is opened, the 12 is highlighted.

There's really too few files here to show the power of this search feature.

## 15 If you're a serious Gmailer, you can use FILTERS to auto-apply labels.



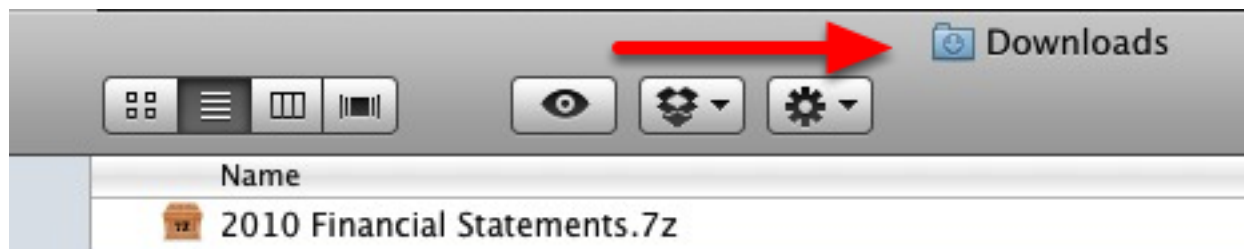
But I shall leave figuring that out to you and your own ingenuity !

## 16 Now a backup isn't any good if you can't restore it



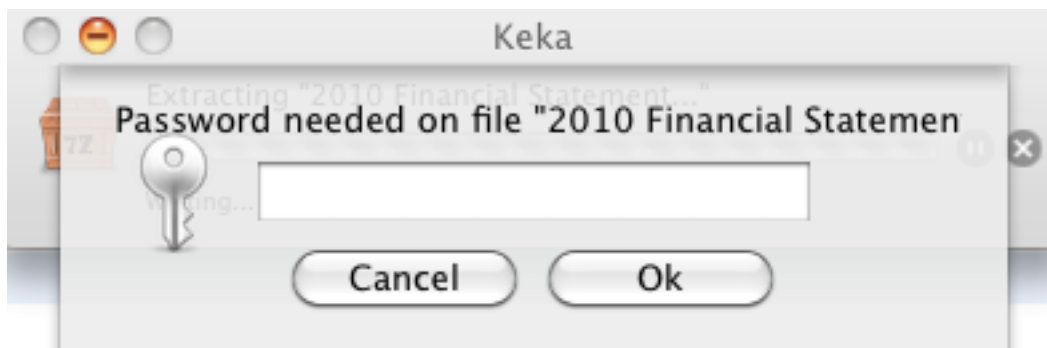
Download your Archive. Be sure it is in a different folder than where it originated, and confirm it opens and works!

## 17 Here's the file in my Downloads Folder



Drag it to the Keka Icon in your dock

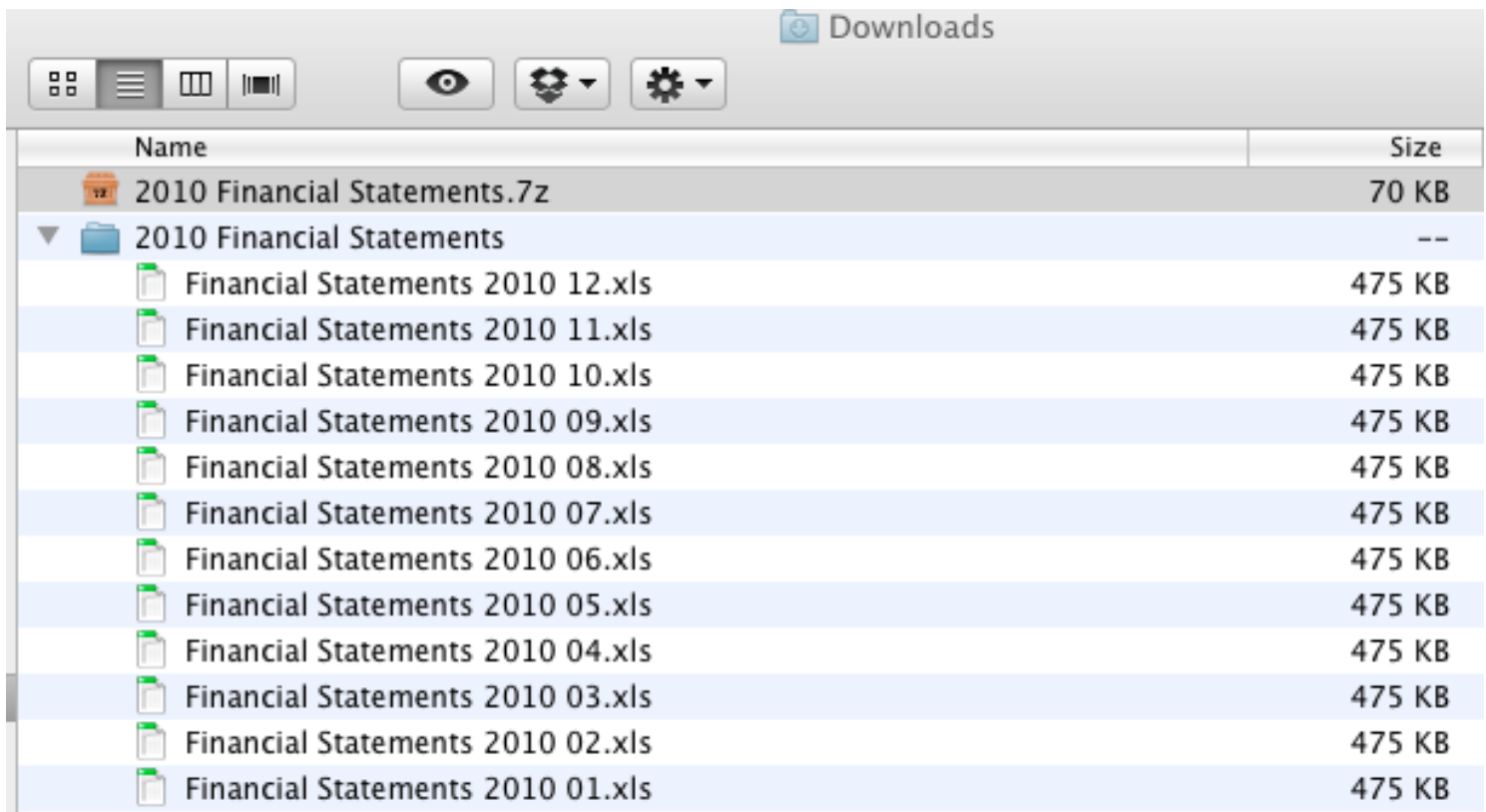
## 18 Uh, you really, truly need that Password to unlock this archive!



Get a Password Manager!

Mine Auto Fills the password field.



## 19 Here's the downloaded Folder AFTER Keka's extraction



Looks good. Open the files to be sure they work.

Mine did, I'm done!

## 20 Why I'm not using an encrypted Mac DMG

Name	Date Mo...	Size	Kind ▲
 2008 Financial Statements .7z	4:05 PM	70 KB	7-Zip Archive
 2008 Financial Statements .dmg	5:05 PM	1.8 MB	Disk Image

70 KB vs 1.8 MB --