

Create a Secure Digital Backup of Your Wallet

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By now, every Cove Apple Club member knows the essential importance of having a *triple-redundant* backup system for their computer data. That three-legged stool of data protection includes:

- An automatic, continuous, real-time backup of your Macintosh HD disk drive using Apple's Time Machine feature to an external hard drive on your desk or in an Apple Time Capsule wireless base station. This level of backup protects you against accidental file deletions all the way up to a complete failure of your entire boot drive. For information on Time Machine and how to set it up, visit <http://support.apple.com/kb/HT1427>
- A "fresh-daily" bootable bit-for-bit clone of your Macintosh HD disk drive using Carbon Copy Cloner, SuperDuper or a similar automatic whole-drive cloning app that runs every day on an automated schedule. This level of backup gives you an bootable bit-for-bit copy of your Macintosh hard disk you can use to restore deleted files or folders, or to boot your Mac in case of a complete failure of your entire boot drive. It also provides a second-level of redundant backup for your Time Machine backup.
- An automatic, continuous, unlimited off-site backup of your Macintosh HD using a remote-backup service like BackBlaze, Carbonite or Mozy. This protects you in case of theft, fire, flood, tornado, hurricane, electrical spike or other catastrophic loss of your system, and provides a third layer of redundancy of your two on-site backups.

But what about backing up the mission-critical, important documents and items *you carry with you every day* in your wallet or purse? Things like your driver's license, credit cards, ATM cards, membership cards, health insurance cards and other sensitive pieces of data? How can you protect these items in case of loss or theft?

You can create a **digital backup** of your important personal documents using your flatbed scanner, your Mac, and Dropbox. The digital backup you create can bail you out of big trouble in a pinch if the worst happens, and helps you recover quickly and with minimal hassle.

What you need

To create your digital wallet backup, you'll need:

- A Mac laptop or desktop computer running OS X 10.9 Mavericks
- A color flatbed scanner or all-in-one printer with scanning capability
- A Dropbox account.
 - To sign-up for a free Dropbox account with 2Gb of online cloud storage, visit <http://goo.gl/ic3bq>
- The Dropbox app installed and running on your Mac

Getting started

1. Boot your Mac, then turn on your scanner
2. Neatly arrange the items you want to scan face-down on the glass of your flatbed scanner, and make sure they all fit into a letter-sized footprint for easiest scanning. For standard-sized credit cards and licenses, that will be two columns of cards across and four rows of cards down (6-3/4" x 8-1/2").
3. From the Finder menu, choose Go → Applications
4. Find the Image Capture icon in the Applications folder and double-click to open Image Capture

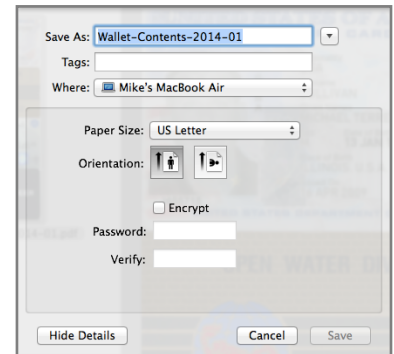
Scanning your wallet contents

1. When Image Capture opens, it will make an "Overview" scan of whatever is sitting on the scanner glass. Wait for the Overview scan to complete. The Overview image will be displayed in the Image Capture window.
2. If an image selection marquee is already displayed, you can adjust the borders and position of the selection area using the sizing gadgets along the sides of the selection marquee. Otherwise, use your mouse to drag a selection marquee around the image are you want to scan.
3. Set the following scanning options in the right sidebar of the Image Capture window:
 - a. Kind: Color

- b. Colors: Millions
 - c. Resolution: 200 - the scan you are creating does not have to have super-high resolution, so 200dpi is more than adequate to create a scan that is very legible on-screen and printed.
 - d. Auto Selection: Off
 - e. Scan to: choose Desktop from the drop-down box
 - f. Name: Type in a suitable name for your scan, for example, *Wallet Contents Front 2014-01*.
 - g. Format: **PDF**
 - h. Descreening: Magazine (133lpi)
4. Leave the rest of the Image Capture scan settings at defaults
 5. Click Scan. Image Capture will scan your image and deposit the resulting PDF file on your Desktop
 6. Open the scanner and *flip all the cards over* on the glass, then repeat steps 1-5 above to *capture the back side* of all your cards.
 7. Quit Image Capture

Encrypting your scan

1. Double-click the PDF image created on your Desktop to open it in Preview
2. From the File menu, choose Export as PDF
3. Click Show Details in the Export dialog sheet if the dialog sheet does not already show the export details (see example at right)
4. Check Encrypt, then enter a long, strong password you will not forget into both the Password and Verify fields. If you are a devotee of Mike's Perfect Password System, use your Master Password for this password.
5. Click Save
6. When prompted, click "Replace" in the file save dialog box to overwrite the original PDF with the encrypted PDF.
7. Quit Preview
8. Find your new encrypted PDF file on your Desktop. The file icon should show only a padlock and "PDF" as the file type.
9. Double-click to open it with Preview, then enter the password from Step 4 to decrypt and open your PDF for viewing.



Backup, replicate, secure and encrypt your encrypted PDF file on Dropbox

The PDF you created is encrypted and secure, but it won't do you any good if you don't have access to your computer, or if your computer is lost, stolen, has a hardware failure or is otherwise compromised.

To backup, replicate, secure and doubly-encrypt your PDF, drag it into the Documents folder of your Dropbox folder.

1. From the Finder, choose Home from the Go menu to open your Home folder
2. Double-click the Dropbox folder in your Home folder
3. Drag the PDF file from your Desktop onto the Documents folder of your Dropbox. If the Documents folder does not exist, create it by choosing New Folder from the File menu, then typing Documents in the name field of the new folder.

Now if you ever lose your purse or wallet, all you need to do is open your Dropbox, open the encrypted PDF file and enter your Master Password, then start calling the phone numbers on the backs of the cards to lock down your accounts and order new cards.

Your important data is secure, backed-up, off-site, replicated and encrypted on the Dropbox servers and inside the Dropbox folder on all your Macs and mobile devices. **And it's all FREE!**