



Ripple
web design

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Website Back Up Plan

What

- Database (The database contains your pages, posts, comments, users, categories, tags and links.)
- Files (Files contain your themes, media files and plugins)

Who: _____

How (select one)

___ Manual Backups ___ Automated Backups ___ Scheduled Backups

When/Frequency (select one)

___ Daily ___ Weekly ___ Monthly ___ Before a Plugin update

___ Before a WordPress Core update

___ After significant changes to the site

*The backup is/are kept for _____

Where (select at least two)

___ on my computer (location: _____)

___ on an external hard drive (location: _____)

___ on the web host's server

___ on the server of the backup company (i.e. *VaultPress* server) _____

___ on in an email account: _____

___ online ("cloud") storage service (i.e. *Google Drive, OneDrive* or *Dropbox*) free or paid.

Storage Service Name: _____

Account User Name: _____

Password: _____