



How to:

Back Ups, Security & Encryption

STEP BY STEP GUIDE



* * * *

Preventing hacking: Passwords

Why is password safety so important?

Password safety is important because it keeps both our information and our clients' safe. If our or our clients' information were to get into the wrong hands, they could gain access to any of information, including bank accounts. Not only that, us as graphic designers could face significant fines for not keeping our client's data safe. Under GDPR, fines of up to 20 million euros or 4% of annual turnover can be given for a data breach (whichever is higher) (Tessian, 2022).



Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months.

Clifford Stoll

(Compuoterworld, 1991)



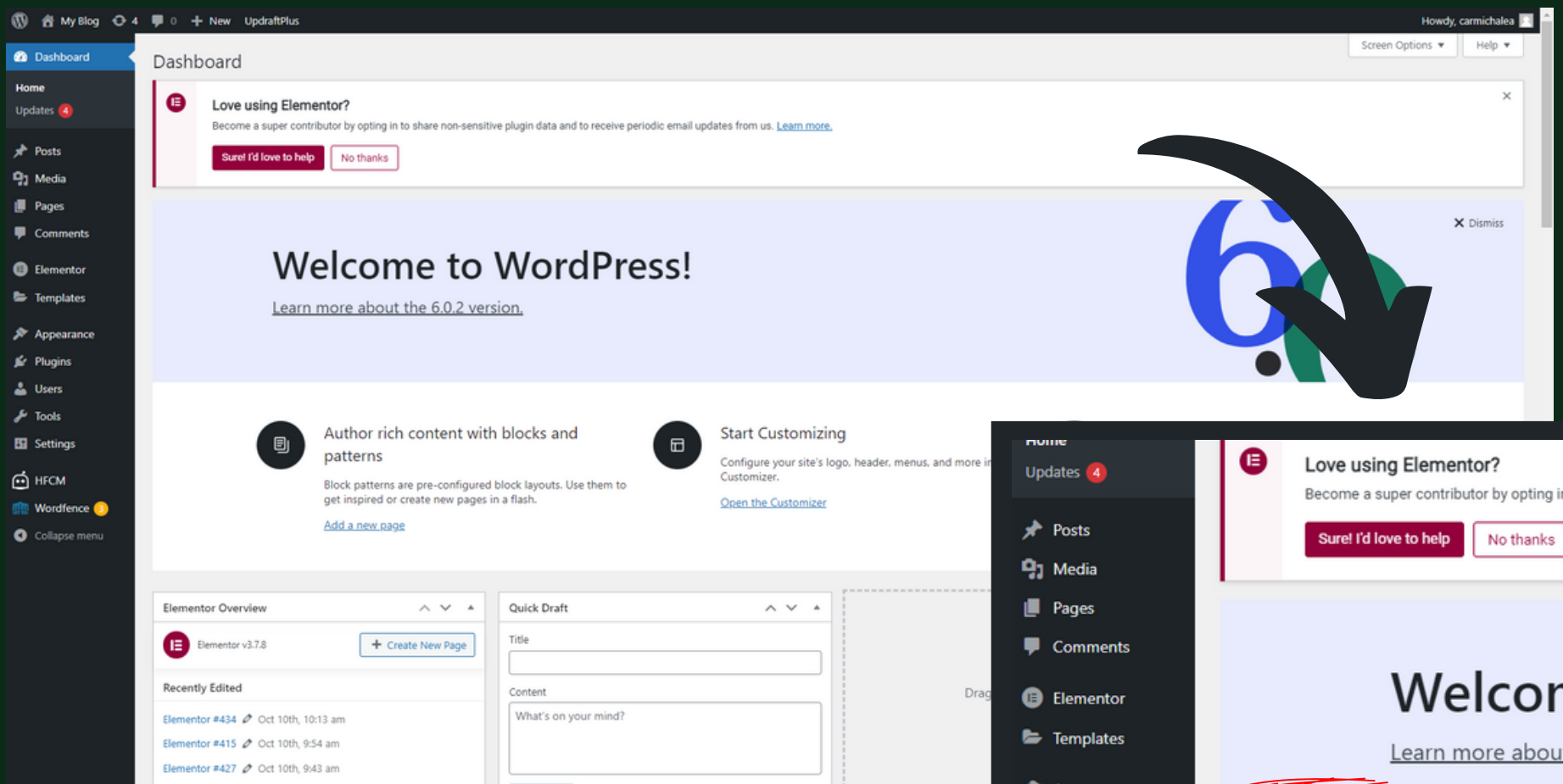
How do we keep our client's data safe?

- **Password encryption:** By encrypting passwords, this ensures that the password is unreadable to anyone without the encryption key. This means that if a hacker were to gain access to the password management tool they would not be able to actually read the passwords.
- **Limit access:** Only allow those who absolutely need access to have sensitive information such as passwords.
- **Don't access on a public computer:** Don't use client's passwords on a public computer to limit the risk of others accessing it.
- **Don't write down sensitive information:** This could be risky in case it gets left somewhere and people access it who shouldn't.
- **Ask the client to regularly change their passwords:** If the passwords are regularly changed to something random with a range of characters, capital letters and numbers, hackers are less likely to gain access.
- **Consider using multifactor authentication:** For example having a password to enter and also using an authenticator or verifying via a mobile number or email.

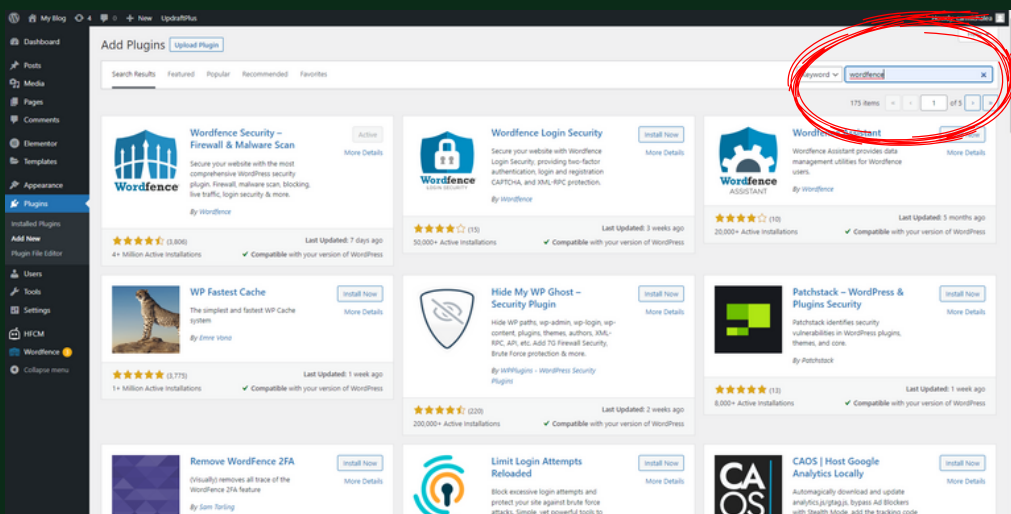


Security on Wordpress: Wordfence

The plugin Wordfence, available on Wordpress identifies and blocks malicious traffic before it able to hack into your data. This plugin has been developed exclusively fo Wordpress and has 24/7 support available. See instructions below on how to download the plug in.




First open WordPress admin page (Your blog website with wp-admin at the end) and look for the plugin option on the sidebar at the left. When you hover over it, you will see the option 'add new'. Select this.



You will then be taken to an app store type page. You then need to type wordfence into the search box in the top left corner. As you type the results will update automatically without you pressing enter. Then, click Wordfence.

Security on Wordpress:Wordfence



Wordfence®

SECURING YOUR WORDPRESS INVESTMENT

Wordfence Security – Firewall & Malware

Description Installation FAQ Changelog Screenshots Reviews

THE MOST POPULAR WORDPRESS FIREWALL & SECURITY SCANNER

Wordfence includes an endpoint firewall and malware scanner that were built from the ground up to protect WordPress. Our Threat Defense Feed arms Wordfence with the newest firewall rules, malware signatures and malicious IP addresses it needs to keep your website safe. Rounded out by 2FA and a suite of additional features, Wordfence is the most comprehensive WordPress security solution available.

WORDPRESS FIREWALL

- Web Application Firewall identifies and blocks malicious traffic. Built and maintained by a large team focused 100% on WordPress security.
- [Premium] Real-time firewall rule and malware signature updates via the Threat Defense Feed (free version is delayed by 30 days).
- [Premium] Real-time IP Blocklist blocks all requests from the most malicious IPs, protecting your site while reducing load.
- Protects your site at the endpoint, enabling deep integration with

Version: 7.7.1

Author: [Wordfence](#)

Last Updated: 7 days ago

Requires WordPress Version: 3.9 or higher

Compatible up to: 6.0.2

Requires PHP Version: 5.3 or higher

Active Installations: 4+ Million

[WordPress.org Plugin Page »](#)

[Plugin Homepage »](#)

AVERAGE RATING


★★★★☆ (based on 3,806 ratings)

REVIEWS

Read all reviews on WordPress.org or write your own!

5 stars	3,449
4 stars	84
3 stars	48
2 stars	35

[Install Now](#)



Wordfence Security – Firewall & Malware Scan

Secure your website with the most comprehensive WordPress security plugin. Firewall, malware scan, blocking, live traffic, login security & more.

By Wordfence

★★★★☆ (3,806)

4+ Million Active Installations

Last Updated: 7 days ago

[Activate](#)

[More Details](#)

Compatible with your version of WordPress

Following clicking on Wordfence, you will get a pop up with a button in the left corner saying install. Click this.

After clicking install it will take you back to the previous page. After installation a button will appear with the words activate. Click this.

My Blog

Dashboard

Posts

Media

Pages

Comments

Elementor

Templates

Appearance

Plugins

Installed Plugins

Add New

Plugin File Editor

Users

Tools

Settings

HFCM

Wordfence

Collapse menu

Plugins [Add New](#)

All (6) | Active (4) | Inactive (2) | Drop-in (1) | Auto-updates Disabled (6)

Bulk actions [Apply](#)

<input type="checkbox"/>	Plugin	Description	Automatic Updates
<input type="checkbox"/>	Akismet Anti-Spam Activate Delete	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 5.0.1 By Automattic View details	Enable auto-updates
<input type="checkbox"/>	Elementor Settings Deactivate Go Pro	The Elementor Website Builder has it all: drag and drop page builder, pixel perfect design, mobile responsive editing, and more. Get started now! Version 3.7.8 By Elementor.com View details Docs & FAQs Video Tutorials	Enable auto-updates
<input type="checkbox"/>	Header Footer Code Manager Settings Deactivate	Header Footer Code Manager by 99 Robots is a quick and simple way for you to add tracking code snippets, conversion pixels, or other scripts required by third party services for analytics, tracking, marketing, or chat functions. For detailed documentation, please visit the plugin's official page . Version 1.1.29 By 99robots View details	Enable auto-updates
<input type="checkbox"/>	Hello Dolly Activate Delete	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.7.2 By Matt Mullenweg View details	Enable auto-updates
<input type="checkbox"/>	UpdraftPlus - Backup/Restore Premium / Pro Support Settings Deactivate Take Tour	Backup and restore: take backups locally, or backup to Amazon S3, Dropbox, Google Drive, Rackspace, (S)FTP, WebDAV & email, on automatic schedules. Version 1.22.23 By UpdraftPlus.Com, DavidAnderson View details	Enable auto-updates
<input type="checkbox"/>	Wordfence Security Upgrade To Premium Deactivate	Wordfence Security - Anti-virus, Firewall and Malware Scan Version 7.7.1 By Wordfence View details	Enable auto-updates
<input type="checkbox"/>	Plugin	Description	Automatic Updates

Bulk actions [Apply](#)

6 items

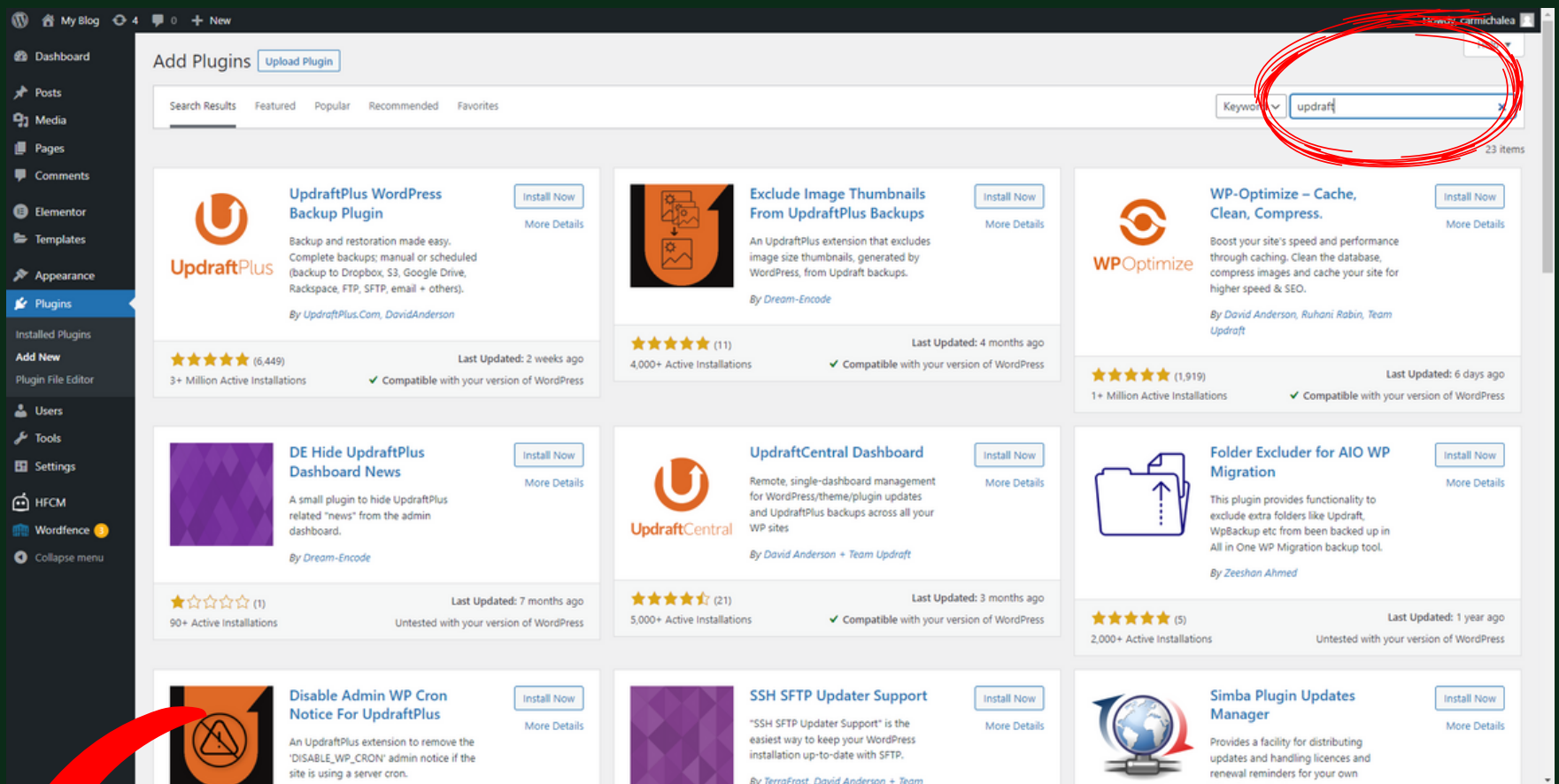
Thank you for creating with [WordPress](#).

Version 6.0.2

After following these steps, you will be taken to your plug in page and Wordfence will be listed as an installed plugin.

Data Backup: Updraft

Data backup is extremely important because if something were to happen that caused you to lose your work, without backup there would be no way of obtaining that work back. The following is steps taken to install Updraft, a plugin used to backup WordPress data.



Like with the previous walkthrough, go to add new, under plugins. Search Updraft in the search box and click on Updraft.



Click on intall in the bottom right corner when it pops up and once installed click on activate.



Data Backup: Updraft

<input type="checkbox"/> Plugin	Description	Automatic Updates
<input type="checkbox"/> Akismet Anti-Spam Activate Delete	Used by millions, Akismet is quite possibly the best way in the world to protect your blog from spam. It keeps your site protected even while you sleep. To get started: activate the Akismet plugin and then go to your Akismet Settings page to set up your API key. Version 5.0.1 By Automattic View details	Enable auto-updates
<input type="checkbox"/> Elementor Settings Deactivate Go Pro	The Elementor Website Builder has it all: drag and drop page builder, pixel perfect design, mobile responsive editing, and more. Get started now! Version 3.7.8 By Elementor.com View details Docs & FAQs Video Tutorials	Enable auto-updates
<input type="checkbox"/> Header Footer Code Manager Settings Deactivate	Header Footer Code Manager by 99 Robots is a quick and simple way for you to add tracking code snippets, conversion pixels, or other scripts required by third party services for analytics, tracking, marketing, or chat functions. For detailed documentation, please visit the plugin's official page . Version 1.1.29 By 99robots View details	Enable auto-updates
<input type="checkbox"/> Hello Dolly Activate Delete	This is not just a plugin, it symbolizes the hope and enthusiasm of an entire generation summed up in two words sung most famously by Louis Armstrong: Hello, Dolly. When activated you will randomly see a lyric from Hello, Dolly in the upper right of your admin screen on every page. Version 1.7.2 By Matt Mullenweg View details	Enable auto-updates
<input type="checkbox"/> UpdraftPlus - Backup/Restore Premium / Pro Support Settings Deactivate Take Tour	Backup and restore: take backups locally, or backup to Amazon S3, Dropbox, Google Drive, Rackspace, (S)FTP, WebDAV & email, on automatic schedules. Version 1.22.23 By UpdraftPlus.Com, DavidAnderson View details	Enable auto-updates
<input type="checkbox"/> Wordfence Security Upgrade To Premium Deactivate	Wordfence Security - Anti-virus, Firewall and Malware Scan Version 7.7.1 By Wordfence View details	Enable auto-updates
<input type="checkbox"/> Plugin	Description	Automatic Updates

Once activated and you're taken back to the list of plugins, click on the settings button underneath Updraft.

[UpdraftPlus.Com](#) | [Premium](#) | [News](#) | [Twitter](#) | [Support](#) | [New! Register sign-up](#) | [Lead developer's homepage](#) | [FAQs](#) | [More](#)

Backup / Restore

Migrate / Clone

Settings

Advanced Tools

Premium / Extensions

Next scheduled backups:

Files:
Nothing currently scheduled

Time now: Tue, October 11, 2022 14:57

Database:
Nothing currently scheduled

UpdraftPlus Vault

FTP

S3-Compatible (Generic)

Dropbox

Microsoft Azure

OpenStack (Swift)

Amazon S3

SFTP / SCP

DreamObjects

Rackspace Cloud Files

Google Cloud

Email

Google Drive

Backblaze

Microsoft OneDrive

WebDAV

You can send a backup to more than one destination with Premium.

UpdraftPlus Blog - get up-to-date news and offers
[Blog link](#) - [RSS link](#)

Save Changes

UpdraftCentral - Backup, update and manage all your WordPress sites from one dashboard
If you have a few sites, it'll save hours. It's free to use or try up to 5 sites. [Follow this link for more information.](#)
[Connect this site to UpdraftCentral Cloud](#)
If you prefer to self-host, then you can get the self-hosted version here. [Go here to connect it.](#)

Then select 'settings' from the navigation bar in Updraft. Then, select Google drive and scroll down to the bottom and select save changes.

Google Drive Folder:

UpdraftPlus
[To be able to set a custom folder name, use UpdraftPlus Premium.](#)


Authenticate with Google:

(You appear to be already authenticated, though you can authenticate again to refresh your access if you've had a problem). [Follow this link to remove these settings for Google Drive.](#)

[To de-authorize UpdraftPlus \(all sites\) from accessing your Google Drive, follow this link to your Google account settings.](#)

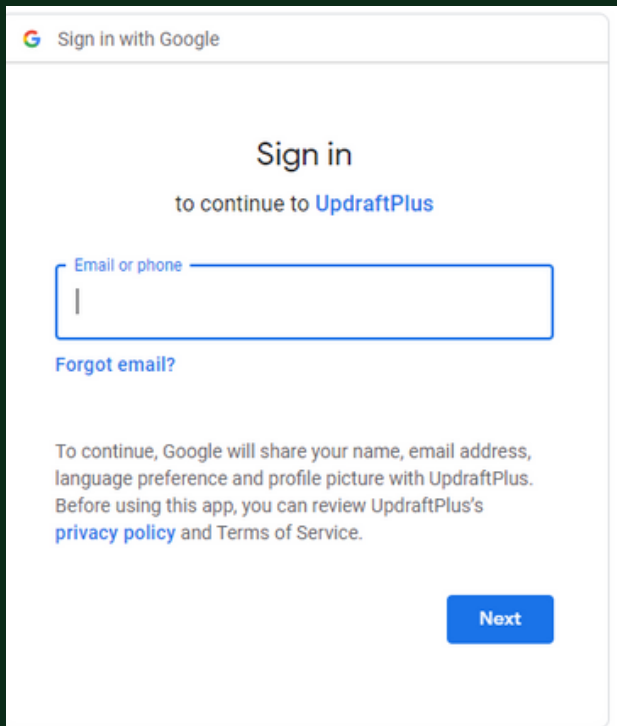
Account holder's name: Abbie Strickson.

After you have saved your settings (by clicking 'Save Changes' below), then come back here and follow this link to complete authentication with Google Drive.

 Sign in with Google

You now need to log in to Google Drive so the plugin has somewhere to store your data. Select 'Sign in with Google'.

Data Backup: Updraft



Sign in with Google

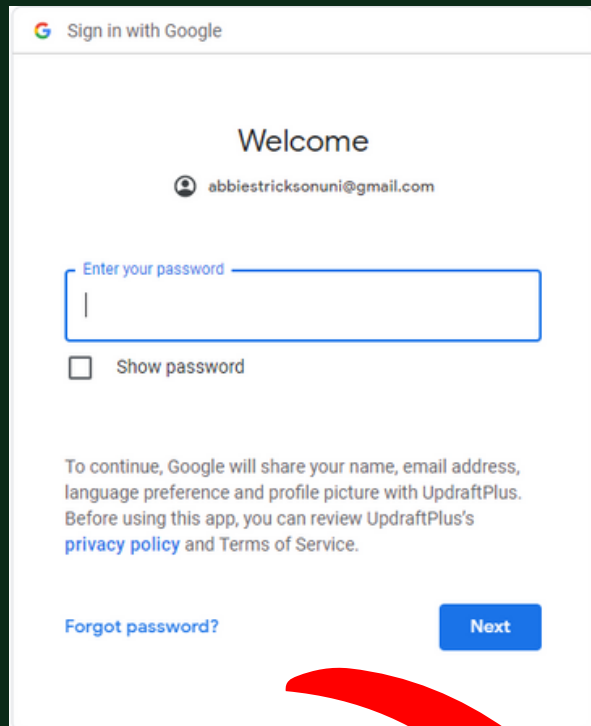
Sign in
to continue to UpdraftPlus

Email or phone

Forgot email?

To continue, Google will share your name, email address, language preference and profile picture with UpdraftPlus. Before using this app, you can review UpdraftPlus's [privacy policy](#) and Terms of Service.

Next



Sign in with Google

Welcome
abbiestricksonuni@gmail.com

Enter your password

☐ Show password

To continue, Google will share your name, email address, language preference and profile picture with UpdraftPlus. Before using this app, you can review UpdraftPlus's [privacy policy](#) and Terms of Service.

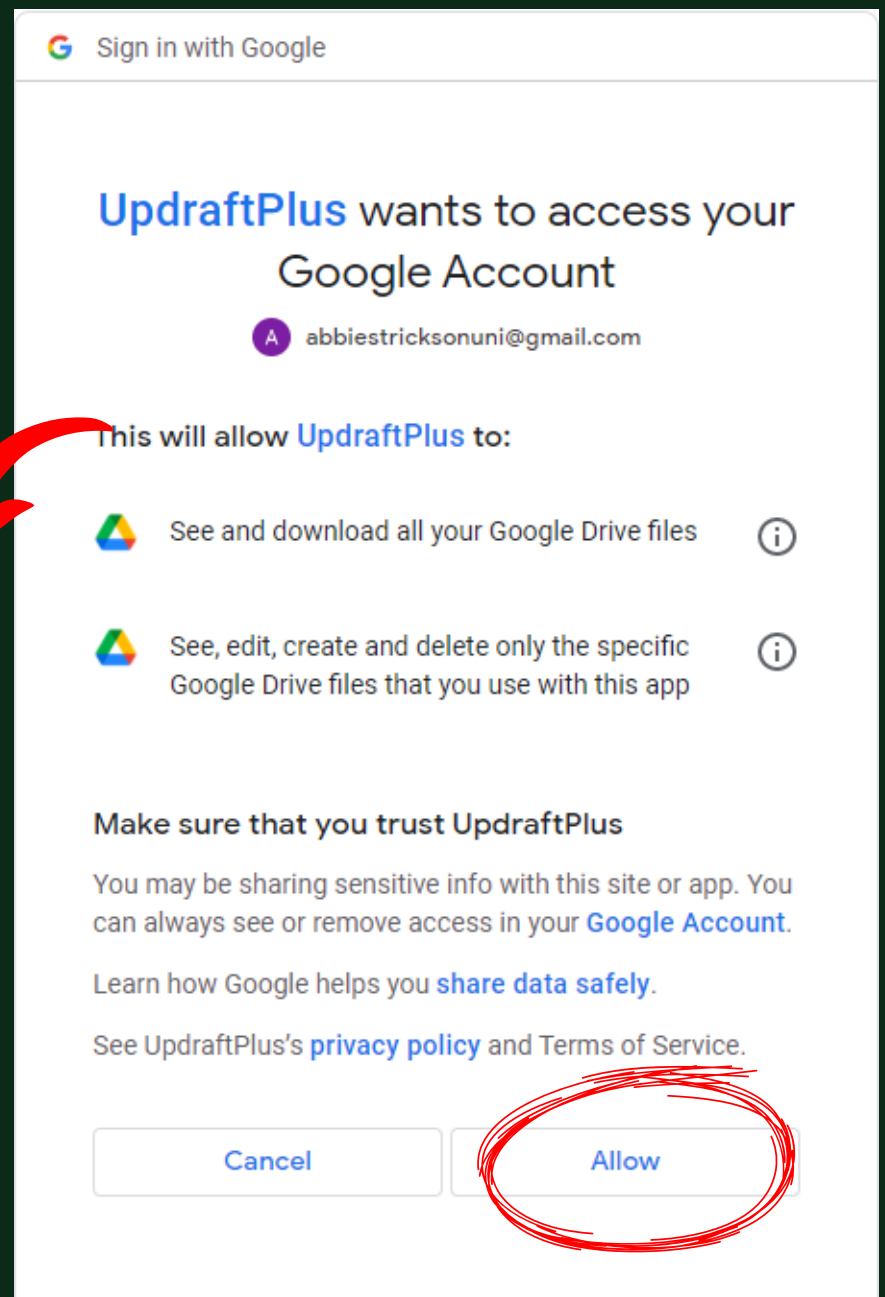
Forgot password?

Next

Enter your email address and password for Google, and click next.



Updraft will then ask your permission to access your Google account. Select 'allow'.



Sign in with Google

UpdraftPlus wants to access your Google Account

abbiestricksonuni@gmail.com

This will allow UpdraftPlus to:

- See and download all your Google Drive files
- See, edit, create and delete only the specific Google Drive files that you use with this app

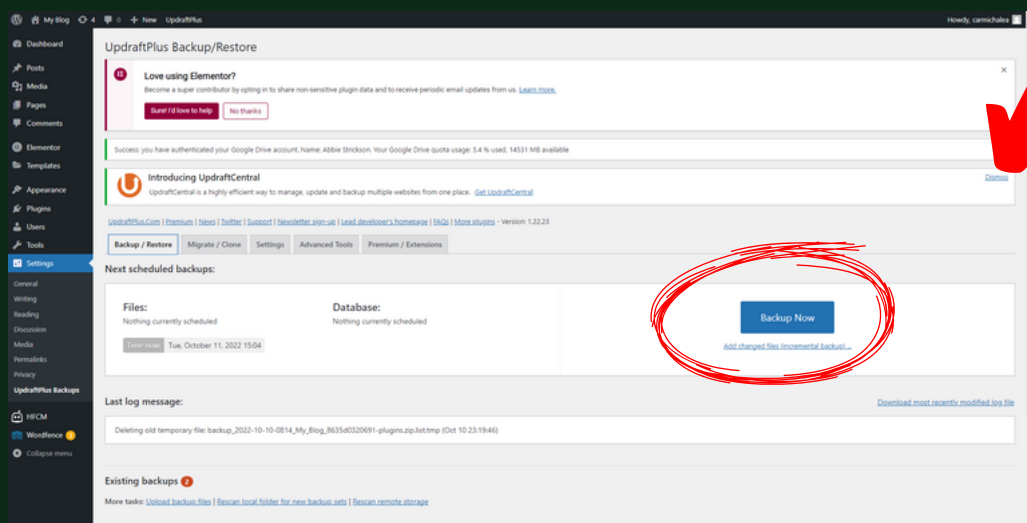
Make sure that you trust UpdraftPlus

You may be sharing sensitive info with this site or app. You can always see or remove access in your [Google Account](#).

Learn how Google helps you [share data safely](#).

See UpdraftPlus's [privacy policy](#) and Terms of Service.

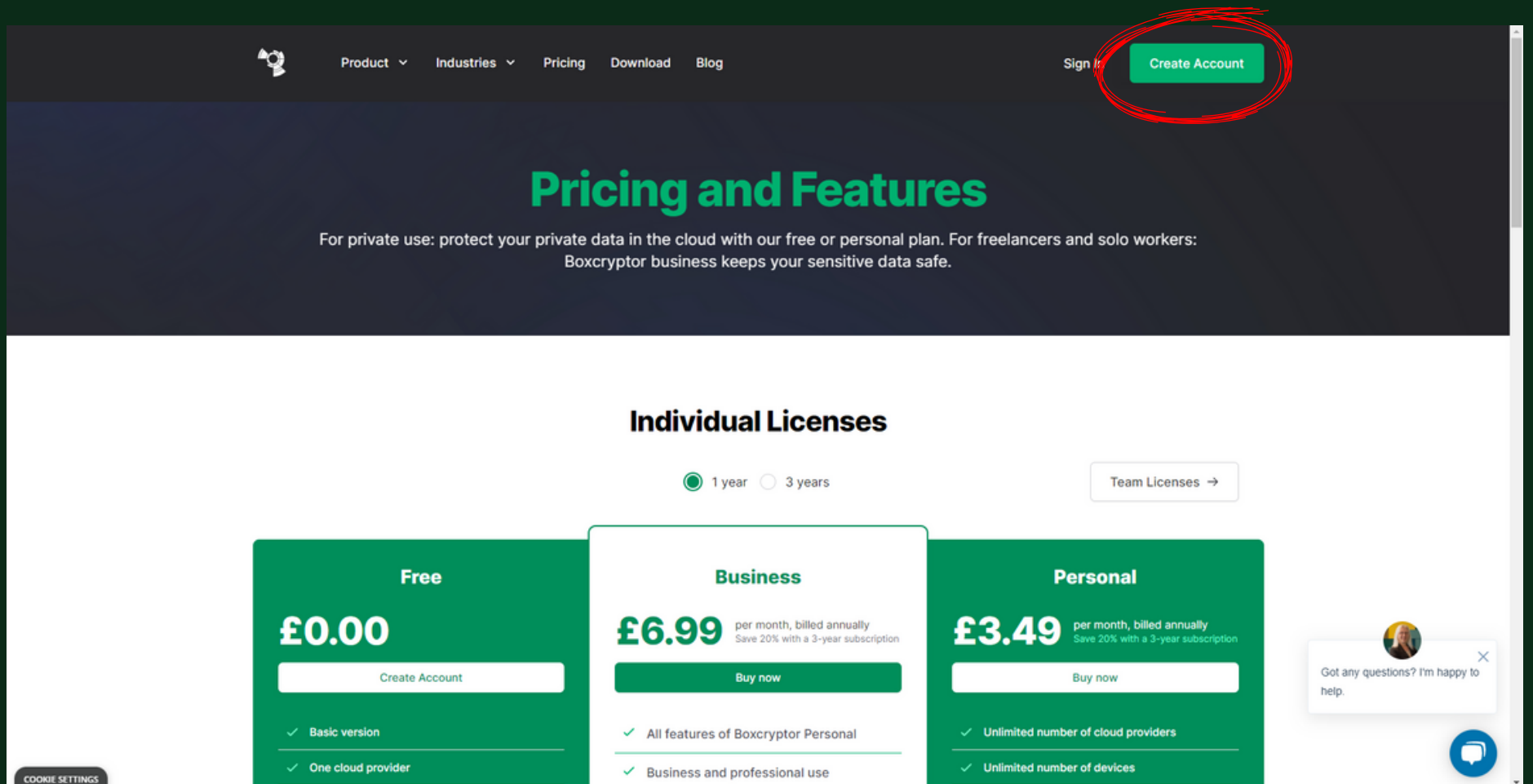
Cancel Allow



You will then be taken back to the main screen. Select 'Backup Now' to backup your data to your Google drive. Ensure you backup regularly to ensure your data is kept safe and accessible.

Encryption: Boxcryptor

Encryption is the process of taking sensitive information (such as passwords or sensitive data) and scrambling it so it cannot be read, only to be unscrambled when only you attempt to access it. One provider for this service is Boxcryptor. Boxcryptor uses two factor identification to ensure only you are accessing your files and was developed with the cloud in mind, allowing you to give access to multiple people should it be required (Boxcryptor, N.D)



Go to the Boxcryptor website and click on 'create account' in top right corner.

Enter your details and click 'proceed'.

Tick the check box after reading the statement and click 'create account'.

Click to stay with the free plan.

Encryption: Boxcryptor

Download Boxcryptor

Get Started by downloading and installing Boxcryptor on your device. If you want to learn about best practices [explore our help pages](#).



For Windows 10, 8.1, 7
[Download for another platform](#)

[GO TO ACCOUNT](#)

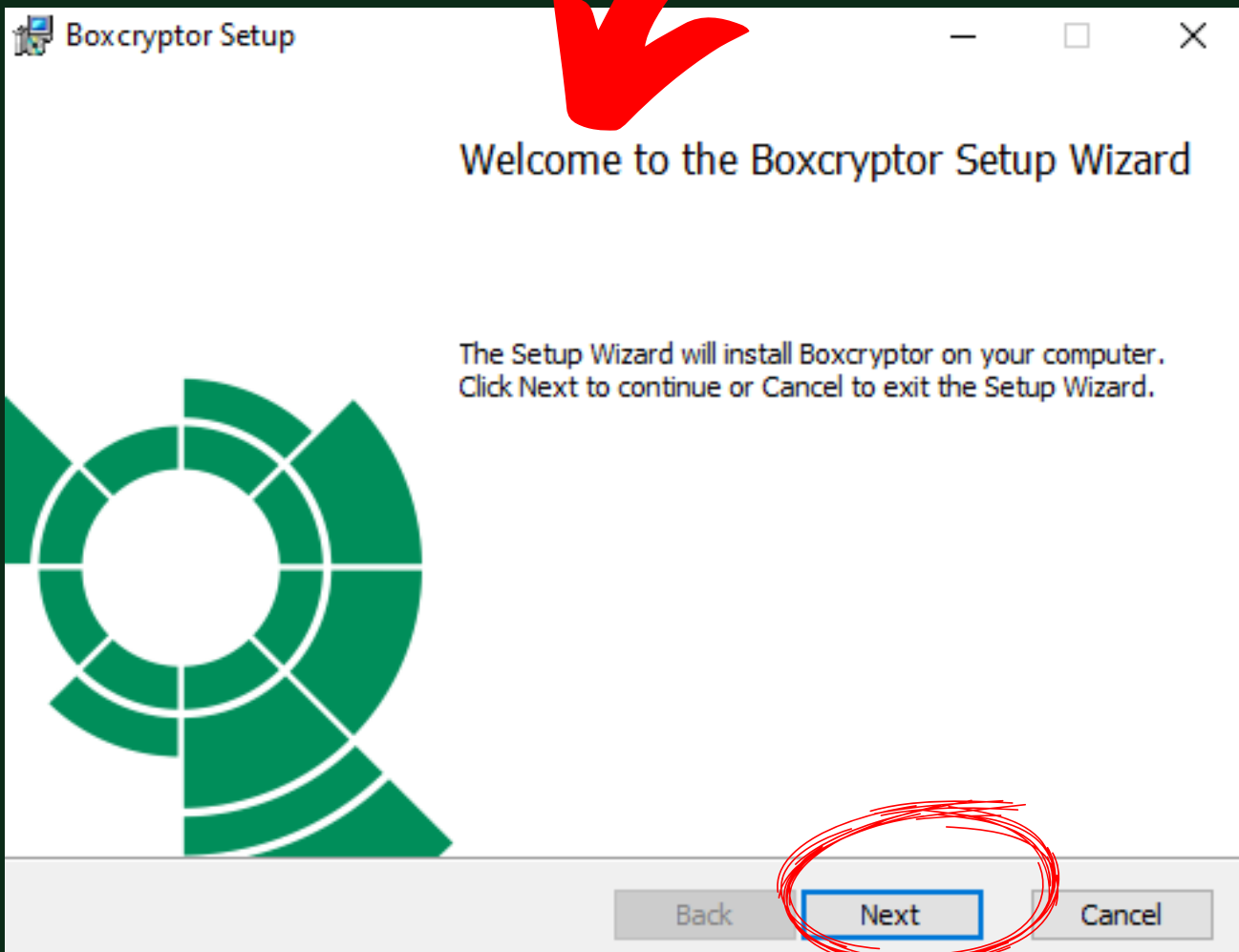
[Privacy Policy](#) [Legal Information Obligation](#) [Terms of Use](#) [Imprint](#)



Boxcryptor_v2.53.2....m...



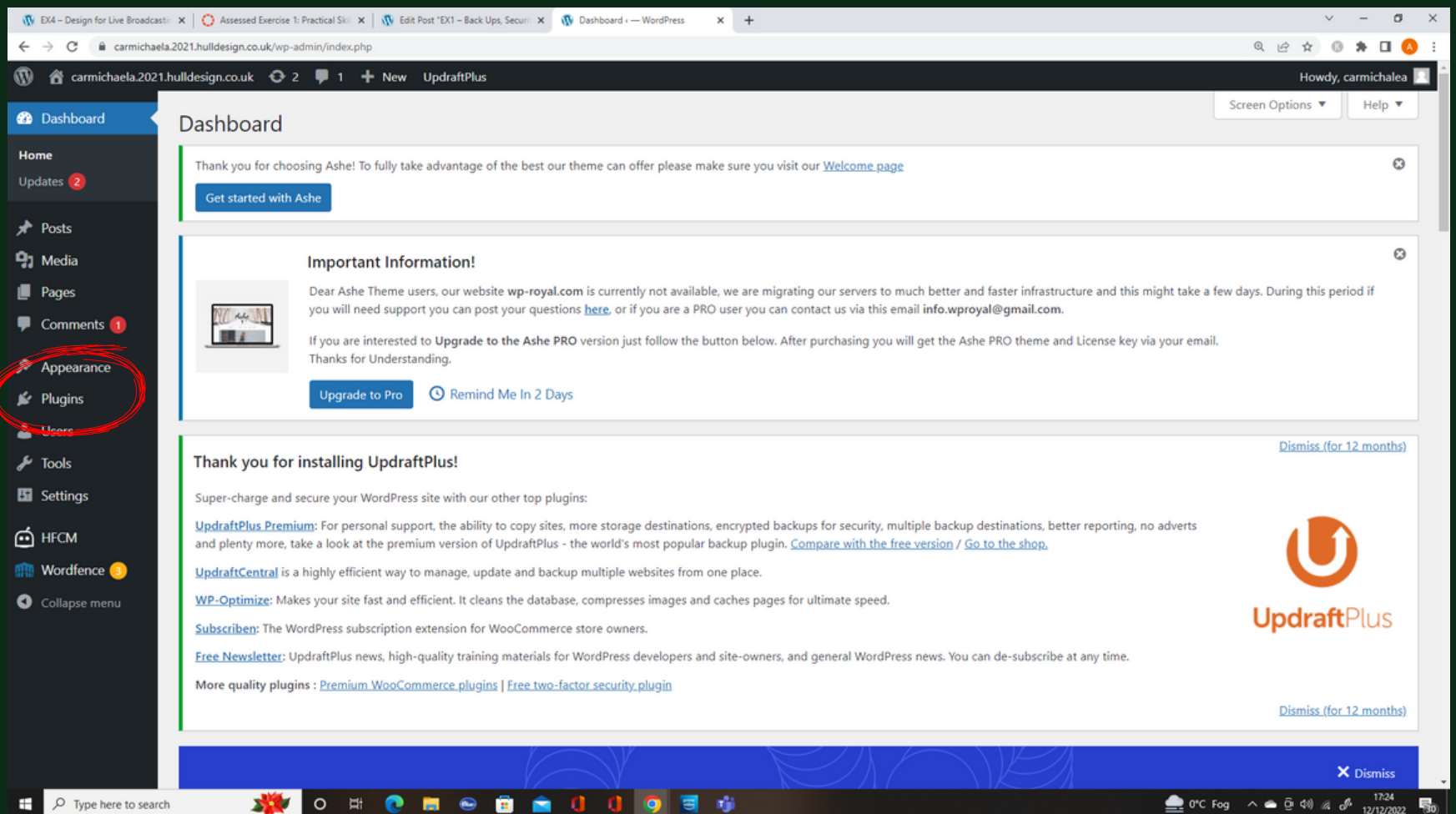
Type here to search



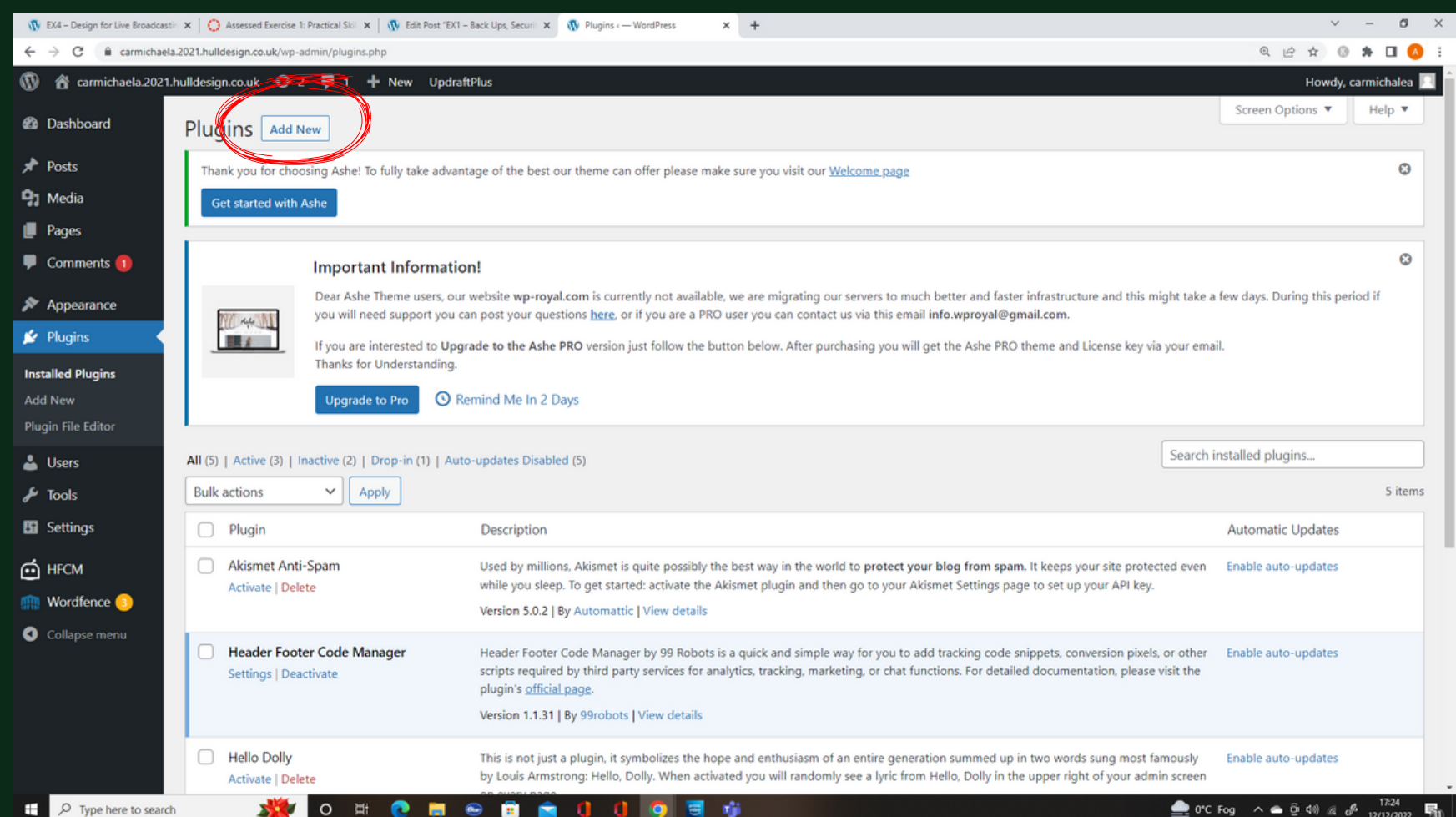
Click to download Boxcryptor and make your way through the setup wizard until it's downloaded. You can then add your files for the program to encrypt and keep safe.

Elementor

Elementor is the leading website builder, compatible with WordPress. It can help users create impressive websites quickly.

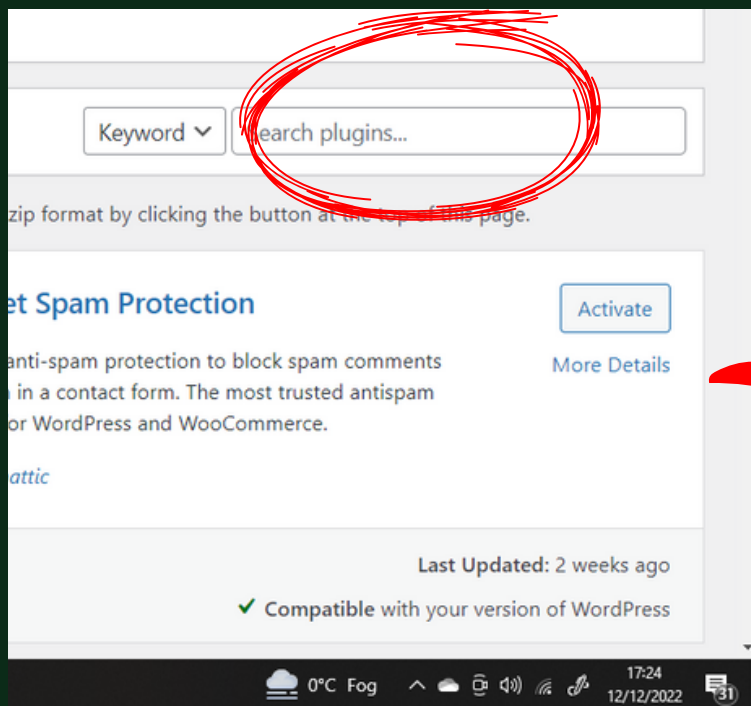


First go to WordPress and click on 'Plugins'.

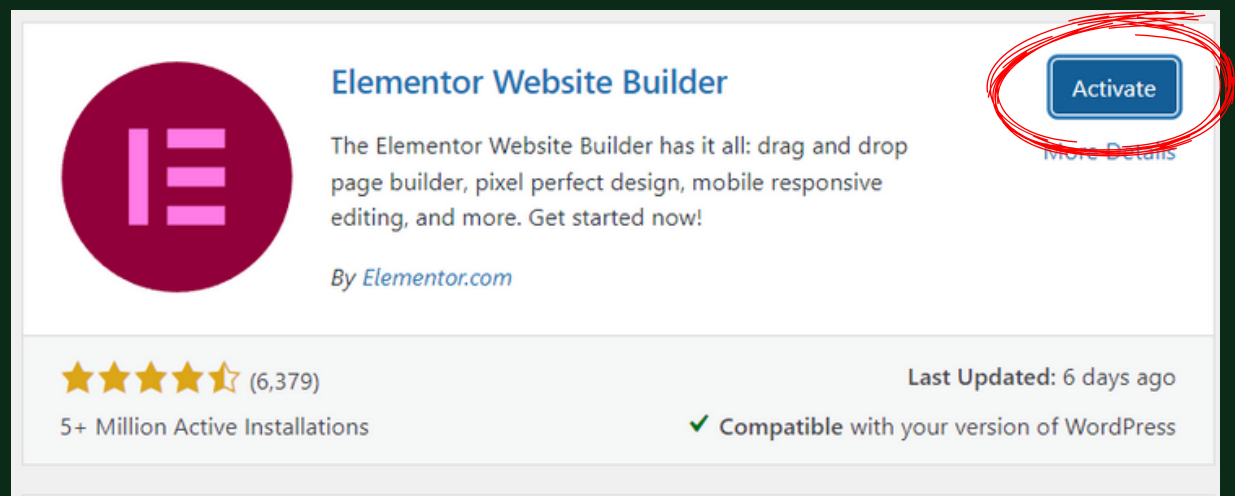


Then click on 'Add new'.

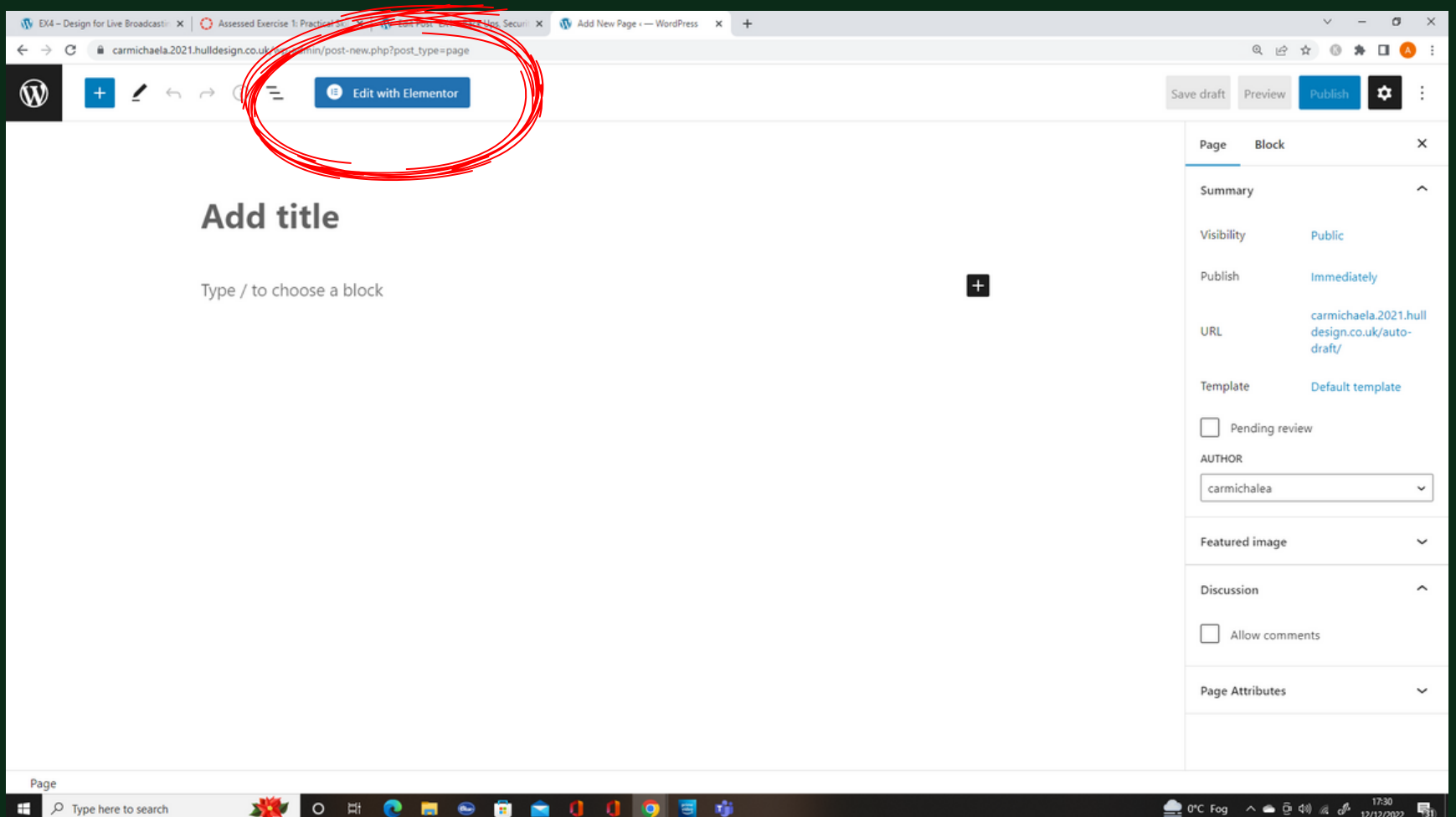
Elementor



Type 'Elementor' into this search box.



Once the search results have loaded, click on the install and then the activate button for this plugin.



Elementor is now installed and activated and can be used to edit WordPress pages and posts.

References

- Tessian (2022) 30 biggest GDPR fines so far. (online)
Available online:
<https://www.tessian.com/blog/biggest-gdpr-fines-2020/>
- Computerworld (1991) Entry from April 26 2019.
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https://www.barrypopik.com/index.php/new_york_city/entry/treat_a_password_like_a_toothbrush.
- Tondreau B (2009) *Layout essentials: 100 design principles for using grids*. Beverly:Rockport Publishers.

