

# Radio Days – 2010-07-17

## ***Tip of the Week – Backup Strategy***

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A recent client had a major problem: she had many similar files both on many computers and on a USB stick. This caused her much grief because she could never be sure which was the latest version. I suggested that she did all her work on the USB stick (it was the common factor) then saved the changed files onto each of her other computers.

She stated that it took about an hour to copy all the files between USB stick and computer, and that this was far too long to wait. I suggested using my favourite backup program *SyncBack*. It is so fast because it only copies changed or new files, not everything as Windows does. Because of its strategy it takes more time on the first backup, but subsequent backups are much quicker, often less than 30 seconds.

There are three versions of SyncBack: free, SE and Pro. My favourite for both ease of setup and ease of use is SyncBack SE. This costs \$30 US but, in my opinion, is well worth it. For me the main attraction is the ability to keep versions of files so that you can go back to an earlier version if needed.

## ***Searching For Files - I***

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Many people find that they have saved a file somewhere but cannot find it later. And *later* can mean in an hour or two. There are a number of solutions to the problem of lost files.

### ***Save everything to Documents***

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If you always save your all files to Documents (or My Documents in Windows XP) then you will know that they are somewhere in this folder. If you have some idea of when you saved the file then you can sort the folder by date: in detail view click on the column headed *Date*.

You can also click on any of the other column headers to sort by *Name*, *Type* and *Size*.

### ***Give every file a memorable name***

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Many people find that their files are lost because they cannot remember the file's name. This is because it has a random name: names like ***100\_0001.jpg*** and ***doc1.doc*** are not easy to decipher.

### ***Have folders for each type of file***

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If you create many files of the same type, or the same purpose, then create a folder for each type of file and save the file in this folder.

### ***Be organised***

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Organising your files like this can take some effort but the rewards will be immense.

### ***Learn how to find files***

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Use programs like *Everything* and *Copernic Desktop Search* to find lost files.

## ***Websites***

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SyncBack	<a href="http://www.2brightsparks.com">www.2brightsparks.com</a>
Everything	<a href="http://www.voidtools.com">www.voidtools.com</a>
Copernic Desktop Search	<a href="http://www.copernic.com">www.copernic.com</a>