

Tony's Tech News

U3A Computer Group

JANUARY

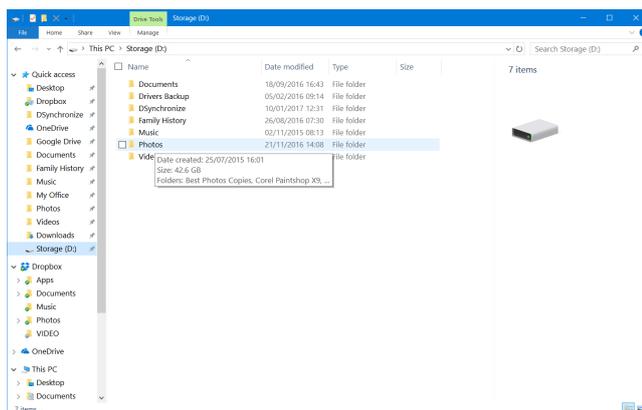
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Backup Your Files

Do you backup your personal files on your laptop? If the answer was No you are at risk of losing all your files, this could be important documents or precious photos you have saved. It is true computers are more reliable these days but we can all suffer the problem of device failure requiring a computer software reinstall of the operating system and then losing any files saved on it or you may have purchased a new laptop and a famous high street computer store will charge you £50/£60 for the privilege of copying your personal files from your old laptop to your new laptop!!

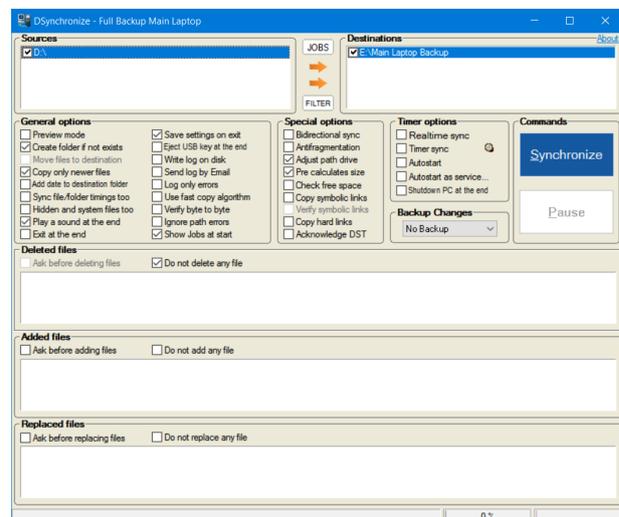
Today you have a number of media types to create a backup on the cheapest and most easily available is a USB memory stick/drive which can be purchased from your local supermarket and are available in different Gb capacities from 16Gb to 64Gb I would recommend a 32Gb this would be enough to backup a low to medium users personal files with a selection of text (Word) files, Photos and maybe some research files from a Family History search project. A high volume of digital camera photos may require a different solution which I will discuss later or can be backup using the second media option a USB external drive these are much larger and can be 1Tb/2Tb (1000Gb or 2000Gb) more than enough for a busy amateur photographer! Before you start use the Win+E keyboard shortcut to open your File Explorer



and you should be able to see your Folders that contain your personal files, Documents, Music and Photos you may also have created Folders of your own. If you hover your mouse over anyone of the folders in a few seconds a display will show the size of the folders contents in Kb or Gb a quick calculation of all the folders you wish to backup will tell you how free space is required on the intended USB media

device for the backup. A simple manual backup of a file or Folder just requires you to select the Folder and use the keyboard shortcut of “Ctrl + C” to copy and then select your USB external drive/memory stick and use keyboard shortcut of “Ctrl + V” to paste the Folder/File. (Windows 10 shortcuts were in an attachment in Decembers Newsletter) Repeat the copy and paste for all the Folders use wish to backup on your laptop. Remember you are only backing up your personal files not computer programs or Windows 10 files. This simple method of protecting your files is manual and relies on YOU doing it at regular intervals depending on how frequently you save, create and append files on your laptop, you can only recover files from your most recent backup.

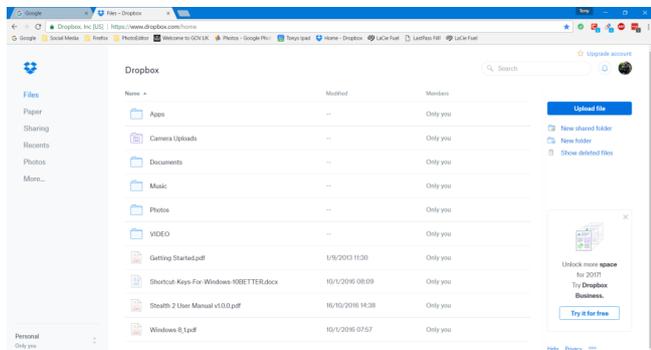
A second option is to use a backup program called “DSynchronize” which I have used for 3 years this can backup your personal folders as “Job” which you create and then can be run with one click when you insert your USB



device the advantage of this method is it uses a process that synchronises the current backup with the previous USB backup and only copies Folders/files that are new or have changed since the previous backup, the first time you run the backup to a device it performs a complete backup and then runs an incremental backup which is much faster than the first. It also has the option NOT to delete any files this means a original file copied to your backup will be kept if you delete it from your laptop.

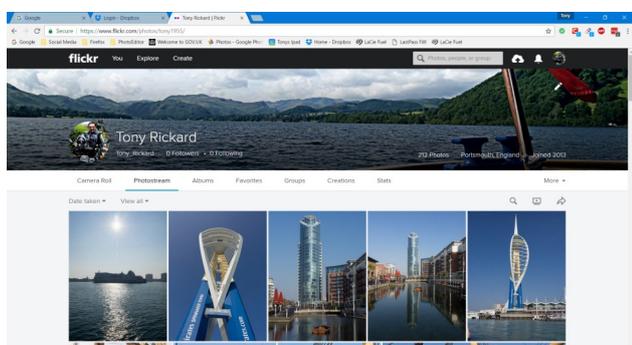
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A third and automatic option is a “Cloud Backup” provided from a number of popular providers and give you a free amount of space the amount varies from 2Gb to 15Gb everybody who has BT Broadband has the option to get 2Gb free. Nearly all the Cloud Backup providers work the same way and require you to signup with a email account to download the software/app the download will then setup and create a special folder which will be be then used to upload to your cloud account and will synchronise with your device any



files and folders you have saved or changed in the provided Folder. This Folder, I will use Dropbox as a example because I use it can be used offline like all providers (not connected to Internet) and you can access the files, create and edit as normal, then when you reconnect via a broadband any changes will be uploaded automatically. The advantage of this form of backup is you can access your files from any internet source via your online account you can also install from Dropbox or your chosen provider to another laptop and synchronise the Folder on that Laptop or via a App on a Tablet or IPad this enables you to save and work on a number of different devices knowing that all your files are backed up and your are using the latest version of the file.

The last option is specifically for Photos and enables professional and amateurs to upload photos at full JPG resolution from your laptop taken on your digital cameras or phones. The service is called “Flickr” the online website gives a massive 1Tb of free space but requires you to create an Yahoo account you can then upload your best photos and join millions of users some professional who display their photos from around the world, by default all your photos can be seen by every account user but you can create Albums which are private and you control who can see them. The private albums can be used for important family events when families wish to



share high quality photos not supported via other means sending photos and enable the downloading and printing of photos in high quality. When a private album is setup you send your private Flickr website address for the private album to the family members or friends and Flickr lets you monitor the number of views and remove access. This website is

sometimes used by professional wedding photographers to allow fee paying couples to share their wedding photos. You can also see photos taken by people from around the world using the same make of camera as you use, surprisingly the most photos are not taken by DSLRs but by the Iphones and not selfies!!

Please take a look if you wish at my Flickr public photos at <https://www.flickr.com/photos/tony1955/> anyone who is interested in this website for their own photos please ask or contact me.

Before you decide which Cloud storage provider you install its best to look on the web for comparisons on what each provider offers in its free account services the amount of free space maybe the deciding factor or support between Windows 10 Laptops and IPads, I personally use Dropbox NOT because they give you the largest of free storage but because I know I can use and edit MS Word, MS Excel and MS PowerPoint on my Laptops and my Ipad, this newsletter your reading was written on my Ipad and created in MS Publisher as a newsletter on my laptop.

Google has GoogleDrive which will give you 15Gb of free storage and the option to upload photos from your phones. It also offers unlimited storage for photos providing they are under a required pixel size and are JPGs, but you can only edit MS Office files on your Ipad! if you have to subscribe to Microsoft 365 MS Office payment scheme. But it is the best for free space.

Remember only the Folder/files you put in the sychronised folder of your cloud provider on your laptop will be uploaded to your cloud storage. If your free account is not a large amount you can choose to only to put the files that you wish to be made available on different devices via the cloud upto free space given and use a USB drive or other methods mentioned to backup the rest of your files this can include your cloud folder on your laptop if you want double backup protection!! **Any backup is better than no backup.**

February 14th Next Computer Group

I have been asked to show how to use Dropbox on your laptops as a method of backing up and sharing documents between other computer devices.

On the same theme of creating backups but this time how to use a scanner or a phone app to copy documents or old photos which you treasure, and copy them on to your laptop. I always feel sorry for people who have been flooded and have lost old family photos.

Please keep your ideas coming for the meetings!

Tony