

Safety Nets for Beginners

Saving your work and images

Basic approaches to saving created files
and images; some backup procedures;
alternative equipment for storage

©Presented by Lindsay Rollo

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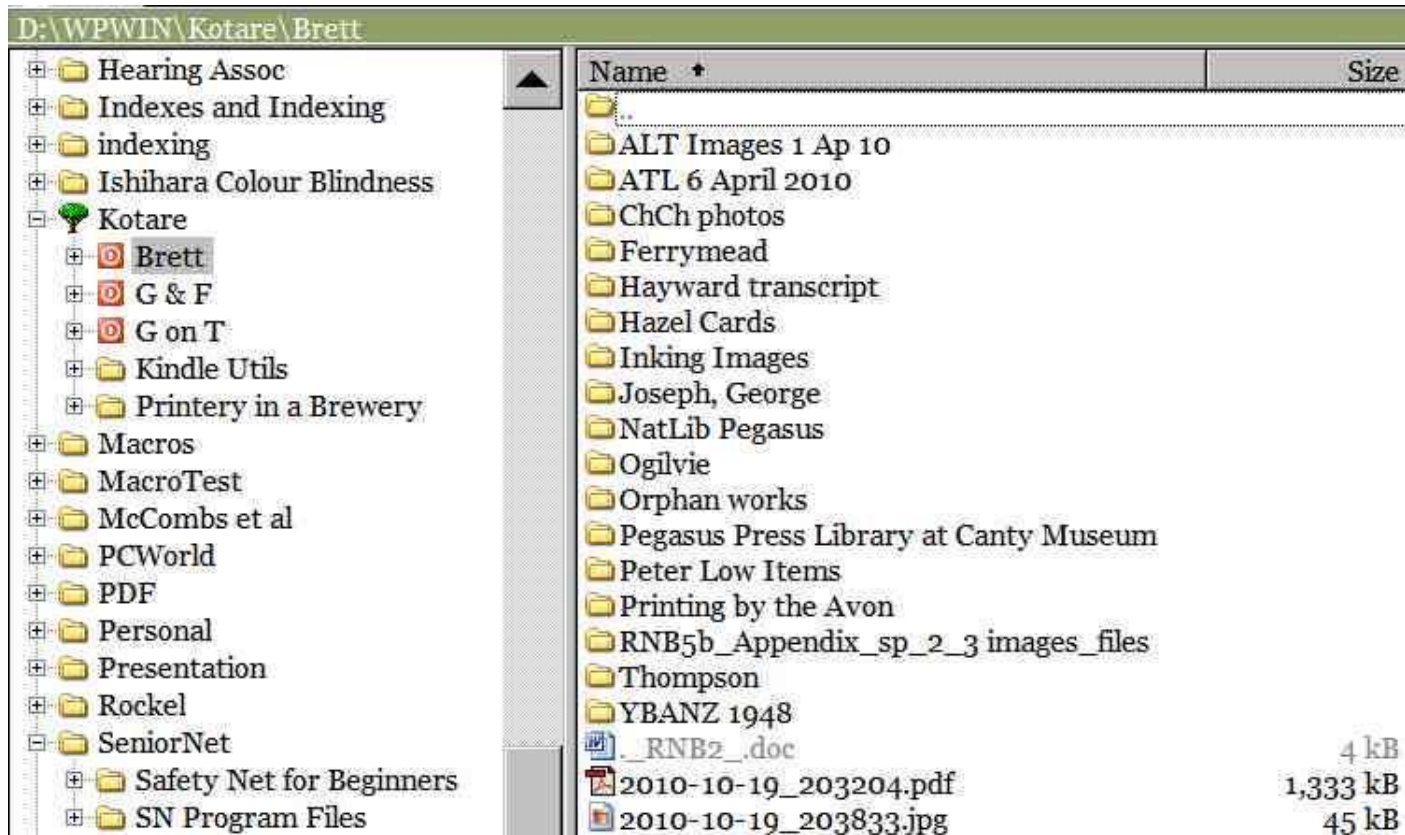
Safety starts with creating folders

If you don't have a plan for the whole project
create at least one folder

Add folders as needed

Images or other materials should be
keep in separate folders

Folders make backup both
easier and quicker



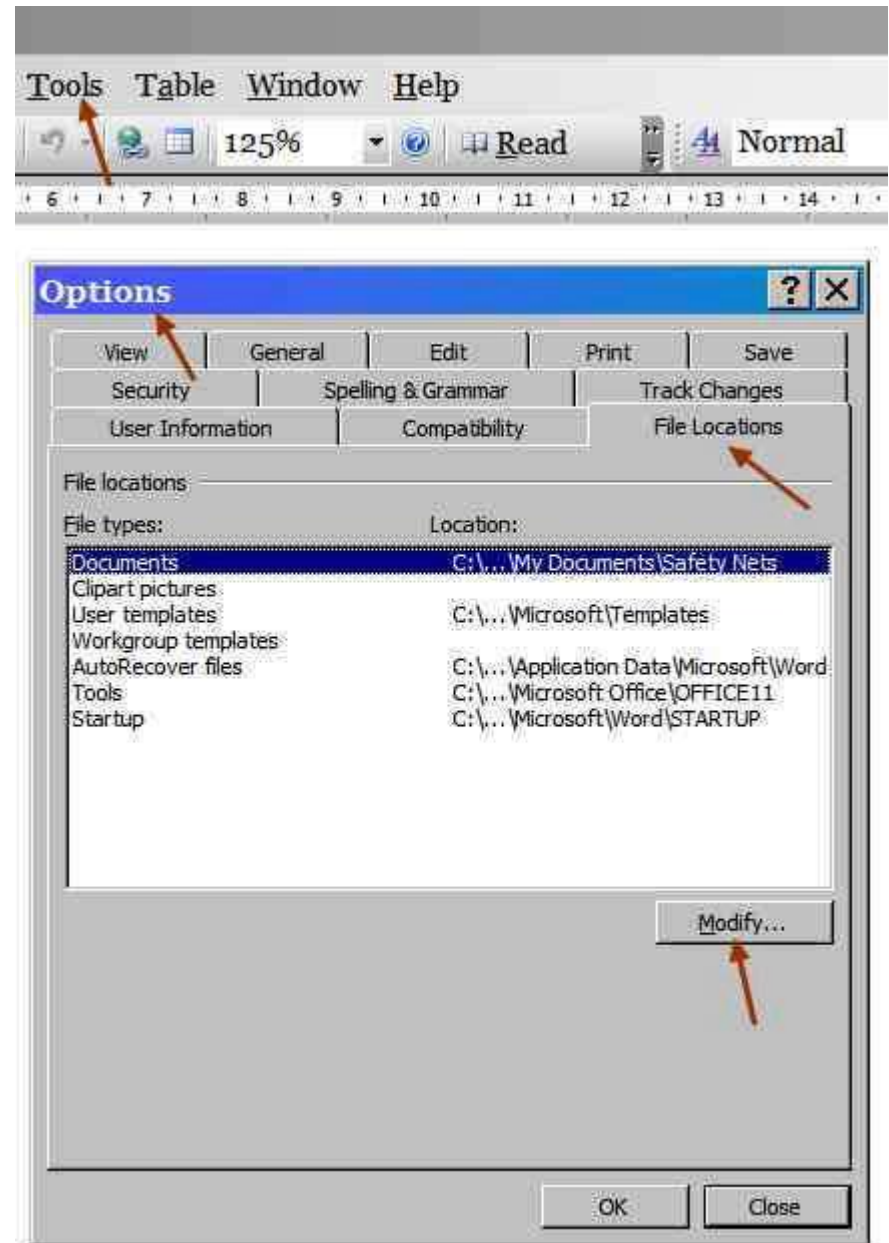
Folders for a work in progress. Each folder was added after the project was started. Others may be added (e.g. referees' comments, emails) after publication and before archiving.

File Location

Create a file location where all the files relating to the project will be kept.

In Microsoft Word go to Tools > Options, then the 'File Locations' tab > then the 'Modify' button and make the necessary changes.

Having a primary source for saving all files helps make total backup easier.



Dealing with Images

The same principles apply:

Create readily identifiable folders

Save progressive changes: crop; red eye; colour balance; etc

But beware: image files are almost always much larger than document files so you use up archive space very quickly

What is the most important
keyboard combination
you will ever need ?

Control + S

How often should I save ?

Every paragraph

Every page

Definitely before closing

Whenever you pause to think;
answer the phone; insert a
text box or table; put the
washing out or take it in;
cooking dinner

Getting the message ?

Often or frequently

What does Ctrl + S do ?

The Ctrl + S combination saves your open file in its present state

If you have already saved the file once or more it overwrites the earlier saved version and changes the date and/or time signature

If you want to save progressive stages of a particular file, use the Save As option (Alt + F/A combination) and give it a new name

Why use successive saving ?

It can record stages in the development a document:

Completion of a basic text

Inclusion of bibliography or references

Incorporation of images into previously defined text boxes to reduce file size during the writing process

Review of captions to illustrations

Completion of a spell check

Review of entries for an index and/or table of contents

Successive files should be clearly labelled to indicate their succession and what was done

Name
..
final
00_DofP_01+R&D.wpd
00_DofP_01-12p.wpd
00_DofP_01-12z.wpd
00_DofP_01-12z2.wpd
00_DofP_01-12z3a.wpd
00_DofP_01-12z3wpd
00_DofP_01b+R&D.wpd
00_DofP_01b-07b+R&D.wpd
00_DofP_01b-07c+R&D.wpd
00_DofP_01p+R&D.wpd
00_DofP_01pdf+R&D.wpd
01_DofP_01+R&D.wpd
01_DofP_01a+R&D.wpd
01_DofP_01b+R&D.wpd
01_DofP_01c+R&D.wpd
01_DofP_01p+R&D.wpd
02_DofP_01+R&D.wpd
02_DofP_01a+R&D.wpd
02_DofP_01b+R&D.wpd
02_DofP_01c+R&D.wpd
02_DofP_01p+R&D.wpd
03_DofP_01+R&D.wpd
03_DofP_01a+R&D.wpd
03_DofP_01b+R&D.wpd
03_DofP_01c+R&D.wpd
03_DofP_01p+R&D.wpd
04_DofP_01+R&D.wpd
04_DofP_01a+R&D.wpd
04_DofP_01b+R&D.wpd
04_DofP_01c+R&D.wpd
04_DofP_01p+R&D.wpd
05_DofP_01+R&D.wpd
05_DofP_01a+R&D.wpd
05_DofP_01b+R&D.wpd
05_DofP_01c+R&D.wpd
05_DofP_01p+R&D.wpd
06_DofP_01+R&D.wpd

RNB2.doc	4 kB	20/10/2010 10:29:10 a.m.
DNZB_nomination_form.doc	38 kB	26/03/2010 6:32:13 p.m.
Pegasus Press LIB.doc	2,271 kB	7/07/2010 9:09:18 a.m.
Pritchard-Brett-corrections.doc	30 kB	24/03/2011 7:55:55 a.m.
RNB2_.doc	121 kB	19/10/2010 6:48:11 p.m.
RNB2_Appendix.doc	122 kB	19/10/2010 9:47:40 a.m.
RNB5_Appendix_sp.doc	16 kB	16/03/2011 8:07:10 a.m.
RNB5b_Appendix_sp.doc	16 kB	16/03/2011 7:07:54 p.m.
RNB5b_Appendix_sp_0001.doc	156 kB	6/04/2011 8:17:19 a.m.
RNB5b_Appendix_sp_0002.doc	157 kB	10/04/2011 11:43:04 a.m.
RNB5b_Appendix_sp_0002_3 imag.es.doc	16 kB	13/06/2011 10:12:14 a.m.
RNB5b_Appendix_sp_2_3 images.doc	182 kB	19/08/2011 10:53:17 a.m.
Brett List.rtf	2 kB	20/02/2011 10:52:09 a.m.
Brett Timetable.rtf	5 kB	15/02/2010 1:37:54 p.m.

Two examples of progressive saving: the left hand one of a complex technical publication; the right hand example records sequential spell checks, inclusion of images, and so on.

Backup

Backup is creating a copy of files and folders

To be effective if disaster strikes, the

copies must be on separate media and electronically separated from the original source.

After the initial setup, backup programs usually only copy new files or files with a later date stamp than those already included in an earlier backup. The later file overwrites the earlier file.

If sequential versions of a project are to be stored, each file must be given a distinctive name *e.g.* adding a number or letter

see previous page

Backup Programs

All versions of Windows 2000, XP, Vista and Win 7 provide for a backup process.

In all versions it aggregates all the nominated folders and their files into a single file. It is possible to extract either a single file or folder or disparate group of files from the conglomerate file but it's not intuitive.

A Google search for 'free Windows backup software' will turn up many offerings.

Backup software should allow recovery of individual or selected items from the backup media.

SyncBack offers a free version that is simple to set up and use. It allows immediate recovery of selected material. It is used here for demonstration and comparison purposes.

What to look for in backup programs

Does the program copy and save files in their native format?

Are Word or image files saved as .doc or .jpg files or are they converted to a proprietary format?

Saving in native format usually means files can be individually or collectively retrieved and be immediately available for review or amendment.

How easy is it to set up backup jobs or profiles?

Look at enlarged screen shots on the web to satisfy yourself you understand the options or instructions

Is there an associated user forum? Dip into the forum to see what sort of queries are being asked.

Don't be afraid to try several programs until you find one you are comfortable with.

Intermission

SynBack



Select the Freeware option

[Cont]

100% Freeware from 2BrightSparks

Our freeware is free for personal, educational, charity, government, and commercial use.

- No Spyware, Trojans, Viruses, or Advertisements
- No Nag Screens
- No Registrations
- No Payments
- No Collection of Demographic Information
- No Unauthorised Internet Connections

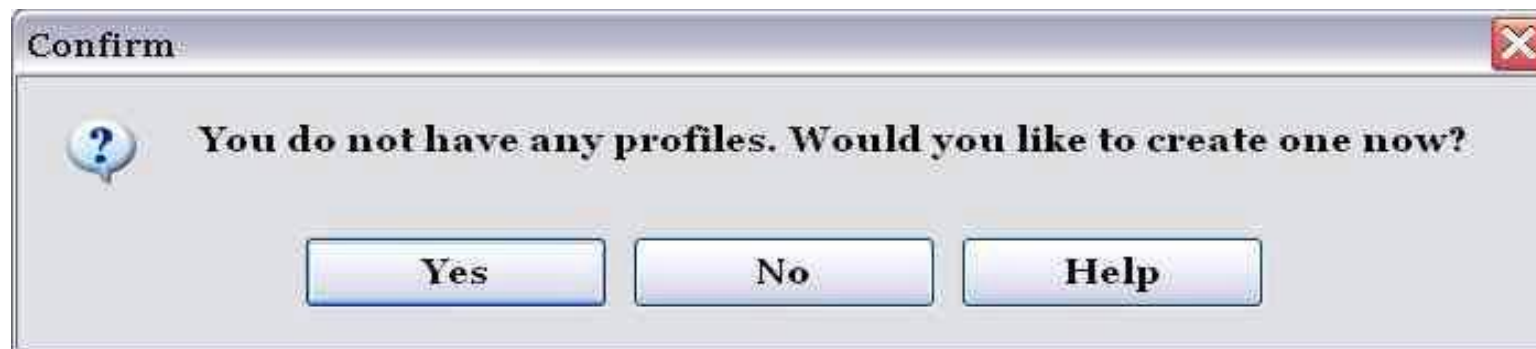
SyncBack Freeware V3.2.26.0 **includes help file**

System Requirements

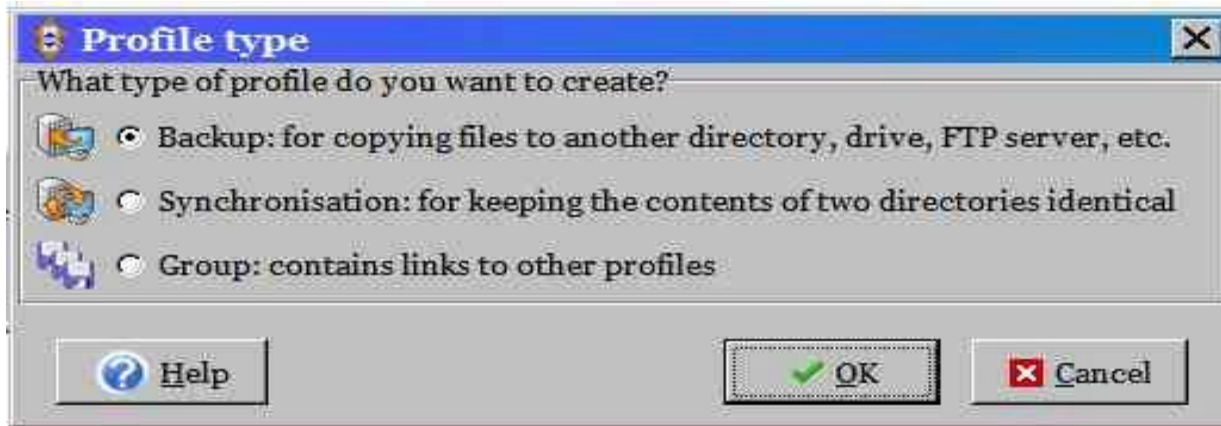
Windows 7, Vista, Windows XP, Windows 2008, Windows 2003, Windows 2000, Windows 98, 98SE, ME, and NT 4 - Please note that Windows 95 is not supported.

[Backup software free download](#)

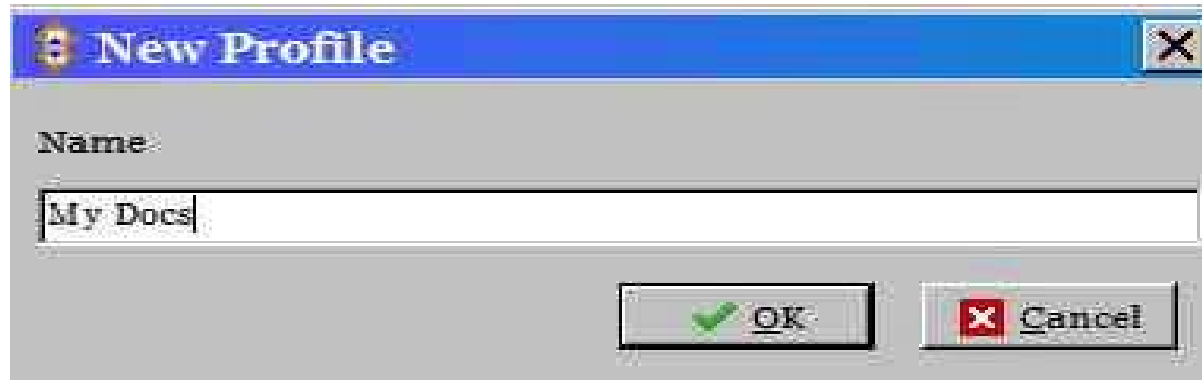
Once downloaded and installed, the first time the program is opened it offers the following dialog:

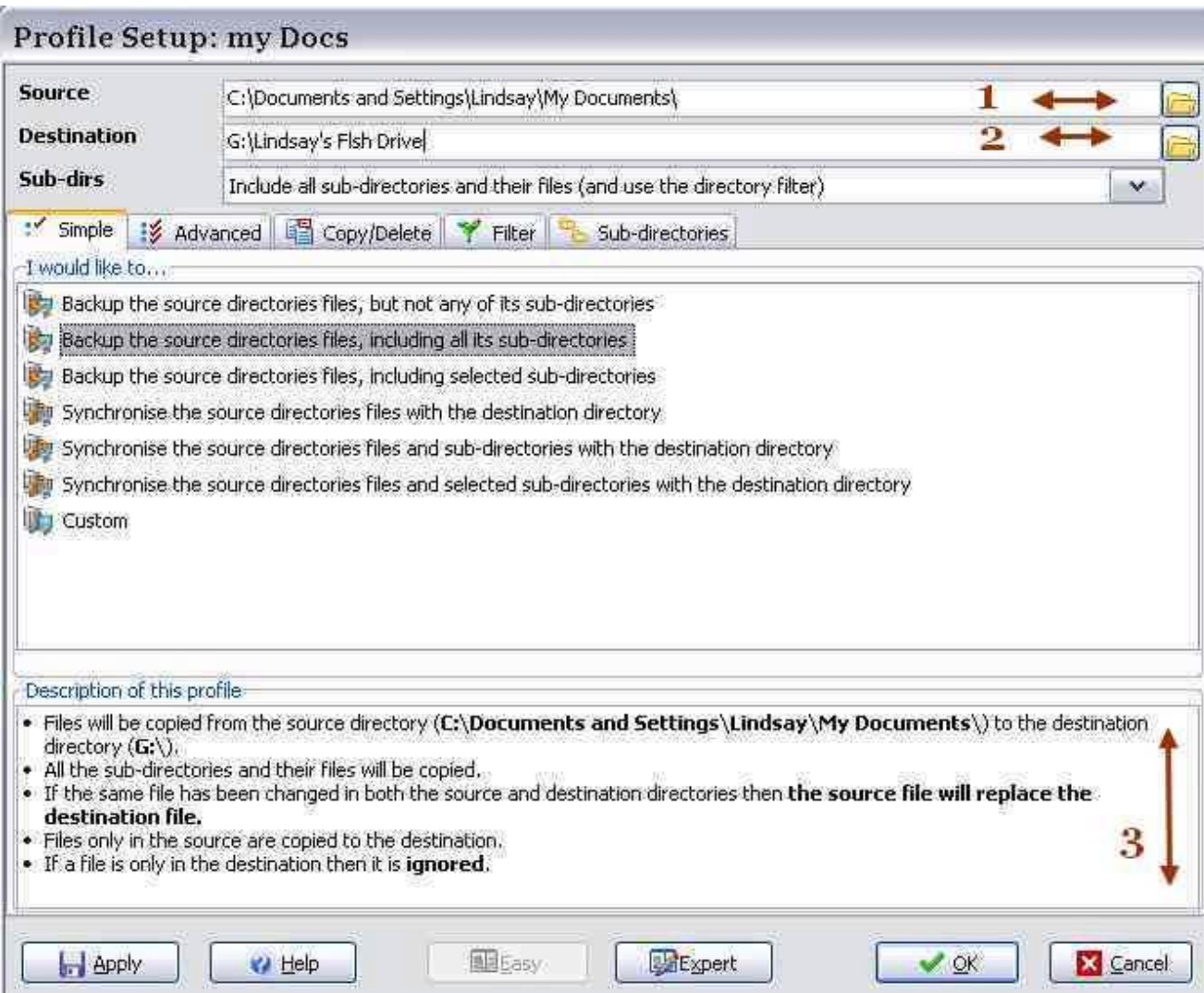


[Cont]



Select the backup option; then label the first profile

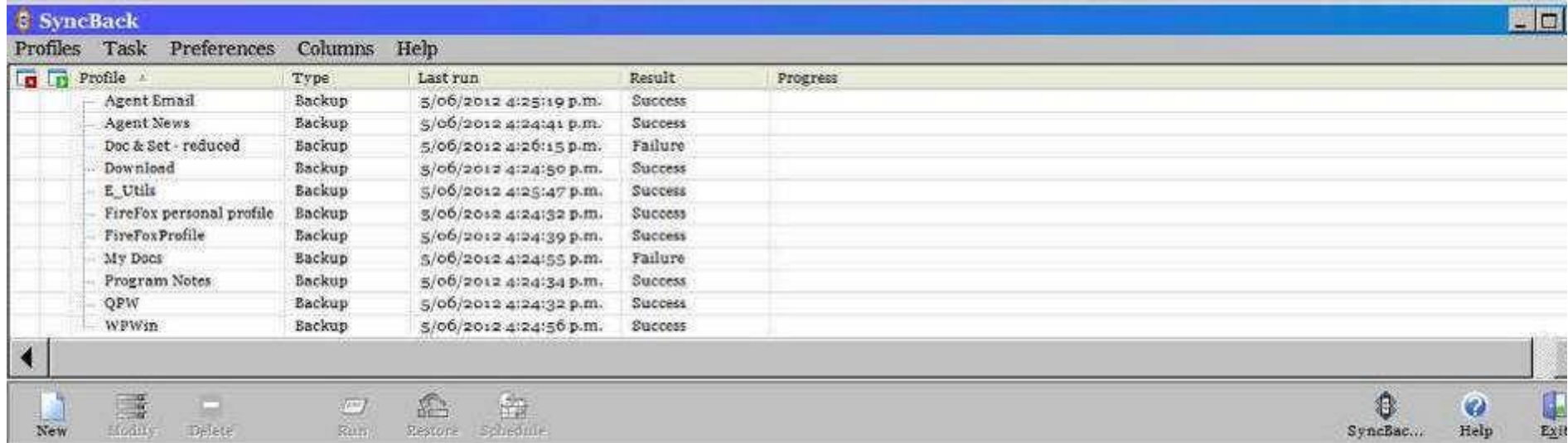




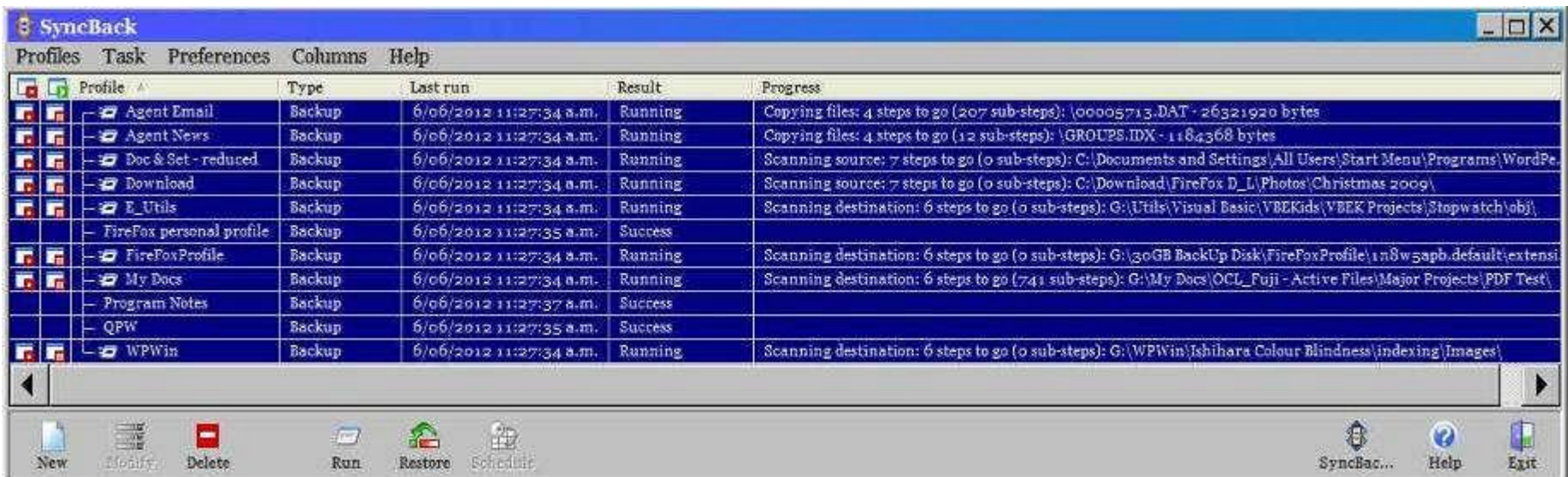
1. Navigate to the source document or folder

2. Navigate to the target drive or folder

3. Note the description of actions for this profile



- ▲ Select individual, multiple or all profiles to save
- ▼ Backup in progress: note the various levels of activity for each profile



Backup media

Remember the basic principle of backup:

**copies must be on separate media and
physically removable from the original source.**

This can be achieved in several ways:

the choice depends on quantity,

ease of use, and cost



A range of low cost, portable, varied capacity, removable media

Left to right: swivel and retractable flash or thumb drives

adapter for SD (Secure Digital) card to USB port

SD cards — 3 physical sizes CF (Compact Flash)

card Capacity ranges from 2 – 64 GB :: Cost about \$2–\$4/GB



DVD disks are good long term storage media. Bought in bulk [25 pack] they are cheap, portable, and effective. Close when full.

A **card reader** may be needed if your desktop cabinet or laptop does not have one. Ensure it provides for your chosen media type.



Another transportable external closure using a 3½ in. hard drive recovered from an abandoned computer. Enclosure cost \$30 Ω



Dedicated external 3½ in. hard drive supplied with power pack and cables and software to perform a variety of backup, synchronize, and hard drive image creation and restore activities, including progressive backup while working.

Often offered as specials from electronic store sales

Sources and Productivity Aids

<http://seniornetwgt6.blogspot.co.nz/>

Workshop Notes

Backing up and restoring simplified

CD/DVD Burning and Handling

Flash Drives

Image Management

Managing Images in Word 2003

<http://support.microsoft.com/kb/126449>

Selection of Shortcut key Combinations

Ctrl + A:	Select all	Ctrl + P:	Print
Ctrl + B:	Bold	Ctrl + R:	Run [program]
Ctrl + C:	Copy	Ctrl + S:	Save File
Ctrl + F:	Find	Ctrl + V:	Paste
Ctrl + I:	Italic	Ctrl + W:	close file
Ctrl + N:	New page	Ctrl + X:	Cut
Ctrl + O:	Open file menu	Ctrl + Z:	Undo