

BACKUP REMINDER

- Please **Close** all your Apps and Programs for Nightly Backup

Greetings Computer Fans!

Everyone using automated Backup programs should close Apps and Files Nightly.

- A) **OPEN files are skipped** during Backups. This is not good.
- B) Database Apps like **Accounting and Outlook** - they are most vulnerable to being **skipped** during automated Backup activities due to the File in Use error.

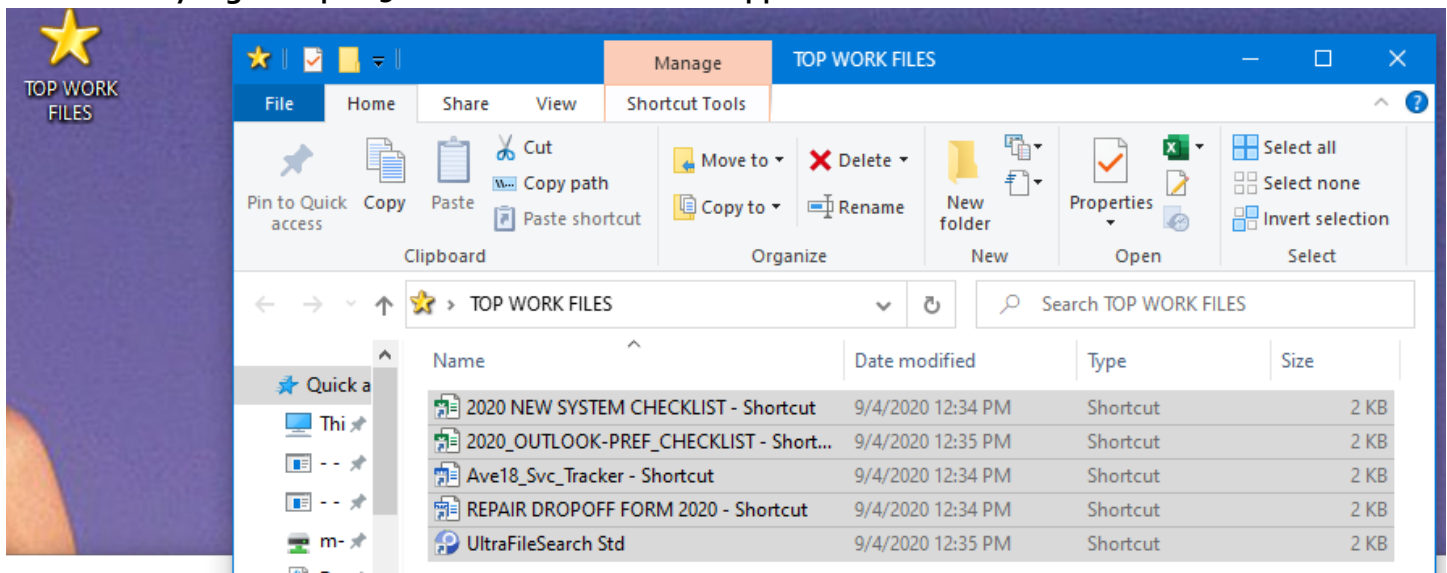
SOLUTION:

Exit your Microsoft Outlook and **CLOSE** all open files so that a **GOOD BACKUP** can be made nightly. If you don't want to close at this time, at least schedule one day per week to do that. Use extra care to make backups before Major Holiday Weekends and before scheduled **POWER FLEX SHUTDOWNS**.

Next – Save Clicks and time! Automate your daily opening of key apps and files as follows.

SKILLS BUILDING SECTION

Start the Day Right - Open 5 or More Work Files and Apps at Once:



- 1- Create and open a New Desktop folder then Drag **SHORTCUTS** from your files or Apps to it. Example: "TOP WORK FILES" above. Do **NOT** copy actual files – shortcuts **ONLY!**
- 2- Once you have added Outlook and 5-10 apps and files (**that need daily attention**) to this new folder all you have to do... *when you come in at 6AM to resume work is...*
- 3- Open the new folder as normal and Highlight all files/icons shown using the mouse or via Control-A. Then hit the Enter Key OR Rt-click on the highlighted items and choose **OPEN**. Bang Zoom! 😊 you're off and running your favorite Apps and opened files in one click.

MORE TIPS:

TIP1: Paste a Postit reminder to *Close Apps... weekly or Daily for Good Backups after hours.*

TIP2: Drag shortcuts of Key Work Files to your Desktop so you can open all at once (see above).

TIP3: If your organization or office uses a dedicated Server be sure to open and close Data Files from that location exclusively as a server will likely have superior backup software in place.

Thank you and please call if you have any questions,

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