

## Keeping your data in sync

by Jackie Tiani

It can be a challenge to keep everything backed up and synchronized when you hit the road with a laptop, PDA and a mobile phone. Here's a few tips for organizing everything:

- When buying mobile devices, resist the urge to buy leading edge technology. Delaying just one product cycle saves you headaches while you wait for the earliest adopters to iron out the kinks.
- Perform a complete normal backup of your laptop files to your desktop or an external hard drive at least weekly and just before traveling. Perform daily incremental backups to back up files that were created or changed since the last full backup.
- Back up critical files like important documents, your financial system, and your contact/email manager to smaller media, like CDs on a daily basis.
- Use your laptop as your primary computer for synchronizing your PDA and/or phone; you will be able to keep in sync while traveling, and your PDA and phone data will be securely backed up when you back up your laptop.
- If you have both a laptop and a desktop, store your frequently used personal files and work in process on your laptop, while designating your desktop as your main computer and backup.
- Use Offline Files (Windows 2000 & XP) to work with files stored on your main computer or network when you are not connected. Synchronize offline files just before traveling
- Copy your PDA's built-in application date book, address book, to-do and memo pad data (in a folder named similarly to your user name) and carry the files with you on a floppy or CD when traveling.