

# Radio Days – 2010-10-02

## ***Tip of the Week – Check Your Anti-Virus Program***

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Please check that your anti-virus program is the current version and that it has updated itself today. Two clients this week had old versions of their anti-virus program and both clients had not checked that their program had updated. One client had the 2007 version of their program, and this had not been updated since 2008! They were lucky: by some miracle they had not contracted a virus so there was no need to panic after the initial shock. In both cases I uninstalled the old anti-virus program and installed the current version of a free program.

## ***File Recovery – 1***

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There are several steps in file recovery. The first, and perhaps most important, is making sure that it does not happen. If you have lost one or more files please do not panic! This can cause more problems than you are trying to prevent. After that comes preparing for the worst, then actually cleaning up the mess after files have been deleted or otherwise lost.

At some stage everybody has lost or deleted a file, then discovered that they needed to get it back. If they had taken the following steps, in this order, then recovering the file will be much easier than it would have been otherwise. Not taking these steps will ensure that you have difficulties attempting to recover your files.

There are a number of steps to make file recovery easy (or at least less difficult). When in the midst of a panic every precaution which you have taken previously will make your task easier. Following these steps before you have the problem will reduce the panic which you feel when you discover that you have lost an important document.

- Download **and install** a file recovery program like *Recuva*
- Make a backup (using SyncBack and/or DropBox)
- Remove unwanted files (CCleaner)
- Defragment your hard disc (Defraggler)

If you follow these steps you will find that all the files that you need to recover are within easy reach. Your backup should include all the files which you need to have on hand: please check that you do, in fact, have them all. This usually mean the contents of *My Documents* and your email and address book files. Having *My Documents* saved ensures that recovering a file is trivially easy. Removing unwanted files, *CCleaner*, reduces the clutter when a backup is missing, and having a defragmented hard disc, *Defraggler*, makes the task of recovery easier.

## ***Further Information***

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Recuva	<a href="http://www.piriform.com/recuva">www.piriform.com/recuva</a>
SyncBack	<a href="http://www.2brightsparks.com">www.2brightsparks.com</a>
DropBox	<a href="http://www.dropbox.com">www.dropbox.com</a>
CCleaner & Defraggler	<a href="http://www.piriform.com">www.piriform.com</a>