

# WELFORD CHART NOTES NEWSLETTER

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## BACK UP YOUR KEY FILES (User's Manual, pgs. 966-968)

We can't emphasize enough the importance of backing up your data on a regular basis, preferably daily. You should keep some of your backups off site, so that you don't lose your data in case there is a fire or other disaster at your office.

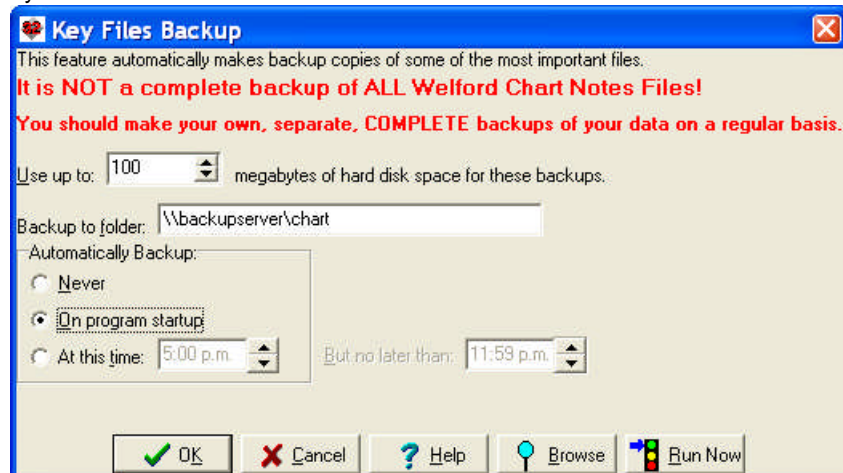
However, we find that many users are very lax about making backups, so version 5.1 automatically backs up some of the key files of **Welford Chart Notes** into a separate location on your hard drive (or on some other computer or device on your network). This is NOT a substitute for making regular, complete backups of your data. Also, if you choose to back up to the same hard drive where you have **Welford Chart Notes** installed, you may lose both the primary data and the backup if your hard drive is damaged or destroyed, so it is wiser to make the backup to a different hard drive or device.

By default, the backup runs once each day, when the first user on that date launches the program. However, you can choose to have the backup run at some other time of day, either automatically or by manual command. The program may run sluggishly or occasionally generate an error message while the backup is running if you attempt to use it for other purposes. If you find this annoying, you should plan to run the backup at a slack time (e.g. overnight).

The Key Files Backup makes copies of the files listed in KBACK.FIL. These cover patient names, appointments, visits, lab book results, medications, and some user Options. You can adjust this list yourself with any text editor. Refer to Appendix A in the *User's Manual* for a complete list of program files in order to decide which other files you might wish to include in the backup. If you want to back up every file in **Welford Chart Notes**, you can change KBACK.FIL to just read "\*. \*". On the other hand, if you feel that the backup ties up your computer for too long, you can remove files from the list in KBACK.FIL (especially NOTE.FIL, which tends to be the largest file on the list), but remember that any file you choose to remove will no longer be backed up.

This feature runs automatically in version 5.2 even if you never turn it on; you have to deliberately turn it off or adjust its performance. Most users will never want or need to do so, but if you want to do so, here's how:

1. Press System\Security and enter the Master Password.
2. Press Backup\Key Files.
3. Specify how much hard disk space you want to reserve for backups in Use up to <n> megabytes of hard disk space for these backups. You will probably want to reserve at least 100 megabytes for this purpose, in



order to have enough room for multiple backups. The program automatically erases the oldest backups in order to make room for new ones. If you specify an amount of hard disk space which is less than the size of one backup, the program still makes one backup and exceeds the size limit you set here.

