

### **Digital Tip in Action: Synchronizing Information**

**[00:00]** If you use multiple devices to work on and access the same files or information, synchronizing data across those devices can save time and eliminate the hassle of e-mailing or copying files from one device to another. Numerous cloud-computing and syncing applications offer free or inexpensive accounts for keeping important data synchronized. Before you begin using one or more of these applications, evaluate your needs. Consider: What kind of information do you

**[00:30]** want to synchronize? Some applications are designed for specific types of information, such as e-mail, personal contacts, and calendars. Others will synchronize all file types. Do you want to synchronize your data automatically or manually? Some applications work quietly in the background, updating files as you work. Others sync only when you tell them to do so. Automatic functions cater to those who might not remember to sync files on a regular basis, while manual systems cater to users who want maximum control of their data.

**[01:00]** Will you need to access your data on a mobile device? Consider how often you travel for work or access files during non-work hours. Will you need to access your data using a Web browser? If you use many different devices or shared computers, browser access could be helpful. Will you need to access your data when you don't have an Internet connection? Most applications allow you to work offline and then upload your changes the next time you're online. Do you plan to synchronize sensitive or proprietary information?

**[01:30]** Encryption and security vary by application. Make sure your data is protected. Also ask your employer whether your organization approves of the service. Once you've listed your needs, select the service that suits them best. Microsoft, Apple, and Google all offer ways to synchronize information, but also research other open-source and commercial options to find the best match for your needs. In addition to functionality and starting price, pay special attention to the application's platform, companion mobile

**[2:00]** applications, the size of a free account, and the max account size and price.