File Management & Project Workflow
BE ORGANIZED / WORK FASTER & MORE ACCURATELY / DON'T LOSE ALL YOUR WORK

1   What Up?

Saving documents in the wrong way or the wrong place can increase the risk of losing them. There are simple ways to prevent losing data, but they take effort and some simple practices. Those practices are all outlined in this document.

Therefore, **there are no extensions for lost work**.

I should have listened to Dave!

2   Back-up. Back-up. Back-up!

Bring your files to class on a portable flash drive, google drive, or the school's Z: drive.

Whichever method you choose, this should not be your only copy. Computer experts recommend three copies in case the primary gets corrupted or lost.

The very best way to back-up is with an automated **and** off-site cloud solution. Automated makes it easy. Off-site protects you in case your computer gets stolen.

See section 7 for off-site back-up tips.

3   Work in One Rhino file

If you have design variations to explore, it can be tempting to make a new Rhino file and do some work there and then copy it back later.

Do not make a new file.

Instead, create a new layer (or layer group) inside the same file and work there. Now you can access all versions and re-use geometry.

This technique helps you avoid opening multiple Rhino files, turning on layers, and looking for that one part you need. This can take hours, but only if you kept every single Rhino file.

With this 'Work in One Rhino File' technique, you'll always have everything in one place.

4   Work on the Local Computer

Files not stored in the correct location are at a higher risk for corruption or total loss. Save all work on the computers D: or E: drive This is local – **or inside** – the computer you are using. Remote is everywhere else.

Locally stored data will also open faster and save faster. Use these simple steps:

- Copy your project folder to the D: or E: drive.
- Work there for your OTIS session.
- Copy the folder back when you are done.

NOT SO FUN FACT:
All work on the desktop is erased when there is a log out / power loss / crash.

WORK HERE

- The local D: or E: drive.
- External drive like the Samsung T7. $95 for 1 TB / $150 for 2 TB

DO NOT WORK HERE

- Flash drive / thumb drive (unreliable)
- The desktop (wiped clean on re-boot)
- Google G:drive (remote / network)
- The Z: drive [or any other network-connected drive]

5 Save Incremental

If there is a computer crash or app crash or power loss, any open file may get corrupted or lost. That means you may have to re-do weeks or months of work.

In class, you may fail if you can't catch up. In professional practice, you may be fired & never hired again for missing a deadline.

We want a 'running back-up' so your file is never older than 30 minutes. Why? Not as much work to re-do! Rhino has a command called Save Incremental that will make it easy.

- Go to **File > Save Incremental**
- Rhino adds one digit to your file number
- Do this every 30 minutes.

If there is a crash and you are working on Project 033.3DM, do the following:

- Re-start Windows or Rhino and open **Project 033**.3DM
- If the file is OK, keep working. No problem.
- If the file is toast, open up **Project 032**.3DM.

Congratulations! You only lost 29 minutes of work (or less) and not a whole month. Smart!

6 File Naming & Not Changing

Prior strategies focused on preventing complete loss of all data. Its also important to be organized and logical – to save your time AND the time (and respect) of your professional team members who may open your file in the future.

Since we use Save Incremental, the general rule is to never change the name of a file, ***especially using the word 'final' anywhere!***

This helps if you don't work on a project for months or years. The file with the highest number is the latest. Easy!

GOOD EXAMPLES

- Project 034.3dm
- Project 035.3dm
- Project 036.3dm

👍 *Thank you!*

BAD EXAMPLES

- Robot for Jim final.3dm
- Robot 01 final 2B.3dm
- Robot 02 final FINAL.3dm

👎 *Who is Jim?*
Which one is the latest?
What idiot worked on this?

7 Use a back-up service

All computer storage will fail. This is true even if it hasn't happened to you ... yet!

Most people don't make extra copies OR they keep that extra copy in the same room as the original. In the event of a theft or fire, both copies will be lost. Forever.

The best back-up is (1) is located somewhere else and (2) is automatic, so you don't have to remember.
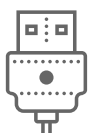
Dave recommends BackBlaze at bit.ly/dave-says-back-it-up.   🔥 **BACKBLAZE**

For only $99 / year [$8 / mo] you will get unlimited storage that is backed-up automatically. Plus, you can download files or folders at any time.

8 Final Tip for External Storage

Be careful when removing an external drive, like your flash drive. Always use the "Safely Remove Hardware and Eject Media.'

REASON: If a drive is removed while still writing data, all data may be damaged or lost.

Safely Remove Hardware and Eject Media
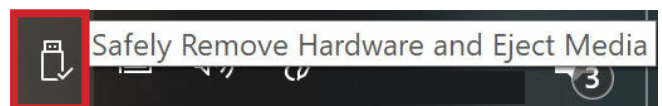
Look for the icon located in the System Tray / area on the taskbar next to the clock.