

# Advantages and disadvantages of moving files

Technology, Information Technology



Although you can store files on off-site servers or use local file transfer protocol to send files, there are several advantages to using email attachments to share files with contacts. Email attachments do not work in every situation, but if you are sending small files (like pictures, documents or short audio files), there are several reasons why sending email attachments is advantageous. Ease of use Attaching a file to an email message is a very simple process. All you need to do is enter the recipient's email address, compose a short message, and then press the " attach" button.

Then select the file from your computer and press " K. " If the file is large, you may have to wait a few seconds for the file to finish uploading. Then press the " send" button, and the file will be on its way to its recipient. This process is much simpler than using a complex FTP or off-site server, as it does not require you (or the recipient) to sign up for any services or share links to sites that may or may not be compatible with the recipient's browser or operating system. However, email attachments are compatible with any system, as long as the recipient has the program necessary to open it.

Convenience \* Email attachments are also a very convenient solution for transferring small files. While FTP services often require two users to be on the same time, email attachments can be opened anytime, since they are independently stored in the email inbox. Email attachments can also be stored indefinitely and do not have an " expiration" date, like files stored on an off-site server file uploading service. Security \* Most web-based email accounts as well as email handling programs have anti-virus software

that will scan your attachment for viruses both before it is sent ND after it is received.

This will ensure that the files you send are safe and not contaminated with viruses or other malicious software. The security aspect of sending email attachments will also give your recipient(s) piece of mind about downloading your files. DISADVANTAGES: I nerve are many reasons to Aviva Senegal or rearing many Kolas AT attachments sent via email. Lets start with the disadvantages of one particular type of attachment: a Microsoft Word document. It is usually preferable to send plain text in the body of the message or HTML rather than a Word file.

See below for how to do that. The sender may be unwittingly revealing confidential information. Many versions of Word have a habit of revealing details about your computer and saving deleted text in a way that the recipient can uncover (e. G. Law firms have ended up revealing damaging information). \* Word files can transmit viruses, so they should only be opened if you are expecting the message. \* Many people do not have any software they can use to read Word files, and it is often more of a hassle to read a Word file for those that do have such software.

Many people avoid the use of Word and other Microsoft rodents because Microsoft has been convicted of illegal anti-competitive behavior and has a bad record on security. \* Word files are slow to send and waste space. A typical one page document can be ten times bigger and slower in Word than in web format (HTML) or plain text. Many people have a limited amount of space in their mailboxes. There are some " free" programs which allow

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people using some operating systems under many circumstances with many modern computers to read many Word documents.

But some other people cannot use these programs even if they wanted to, and it is the clear goal and practice of Microsoft to continue to modify Word and its other programs so that all attempt to be compatible with them will fail. Remember - Microsoft has been convicted in court of just this sort of monopolistic behavior, and it was sustained upon appeal. Sharing Files Attaching a file to email is a common and familiar way of sharing a file with others, but email was never designed as a way to transfer files. In fact today's large files can overwhelm a mail server.

Fortunately there are many other ways to share files, most of them just as easy as sending an attachment. Most of them offer other advantages over email as well. Different Ways to Share Files The "right" way to share a file will depend on the situation, so it is a good idea to know your options. A few relevant questions are: \* Are all the people who need to see the file SC members? \* Is it important that other people not see the file? \* How often will you be sharing files with these people? \* Do they need to make changes and then share them with you? \* What kind of Internet connection, software, etc. do your intended recipients have? Public Network Space All files on the Y: drive are accessible to any SC member, so one quick way to share files is to put them on the Y: drive. Just make yourself a folder (give it your name so it's easy to tell who it belongs to), put the files in it, and tell the others where they can get it. Advantages of this method: \* It's very quick and easy. \* Winston allows SC members to log in remotely and access the Y: drive.

Disadvantages of this method: \* Any SC member can view files on the Y: drive, and in theory they could delete or modify them. Files on Y: are automatically deleted after 30 days. Only s c memoirs can access ten Y: Arleen. \* Remote users must be able to log in to the SC network to view the file. Shared Network Space Linux and Windows have the ability to define groups which can share files on the network. A group can have a central location where shared files are stored--here at the SC we call these project directories. Windows project directories are stored on the X: drive, while Linux project directories are stored under [project, available from Windows as the V: drive.

If you need to repeatedly share files with the same people, setting up a group is a very easy way to do it. If you need to have a group created or would like a shared directory for your group, please contact the Help Desk. Advantages of this method: You control who can view the file (by specifying who is in your group). \* They can change the file and easily make the changes available to you. \* The file is backed up regularly. \* Winston allows SC members to log in remotely so they can access shared files. \* Only SC members can be part off group on our network. Remote users must be able to log in to the SC network to view the file. \* You will need to contact the Help Desk to have people added to or removed from your group. The Web You can make any file available on the Sac's web server. All SC users can set up a web site, and it's not as difficult as it may sound. Take a look at Publishing a Web Site on the Sac's Web Server. If the file should not be available to the general public it is possible to password-protect a web page so that only people with a user name and password you provide can view it.

Please see Limiting Access to a Web Page for instruction on setting it up. You can put the file on the web server as is, or in some cases (a Word document for example) you can convert it to an actual web page so no software is needed to view it other than a web browser. Advantages of this method: \*

- \* The file is available to anyone with Internet access, regardless of location or SC affiliation.
- \* If you password protect the file, you control who can view it by giving them the user name and password.
- \* If you convert the file too web page, the recipient does not need to have the same software you do in order to view it. Unless you password protect the file anyone can access it.
- \* Web passwords are sent in plain text and there is a small chance someone could intercept it--this method is not secure enough for sensitive data.
- \* Users cannot change the file and make the changes available to you.

CD The SC has CD burners available in 2470, 3218, and 4218 SocialScience. If you deed to share a large file or a large number of files, you can burn them onto a CD and then distribute the files by distributing the CD, by mail if necessary. This is also an excellent way to take files with you when you change locations.