What is Document Backup?

K3's Document Backup service finds and backs up critical business documents on workstations, helping protect against data loss where full workstation system backup is not an option. It is the easy, automated, and affordable way to provide basic protection for important business documents and can be deployed on all machines, or just those in certain roles such as C-Suite, Finance and Data Protection.

Try it yourself for 3 months

For a limited time only, we are offering a 3-month trial of our Document Backup service to new and existing K3 customers.

After your 3 month-trial, Document Backup is available as a fixed, rolling month control with no upfront costs, with your choice of 4 service levels.

3 MONTHS

To start your free trial email enquiries@k3btg.com or call 0844 579 0800.
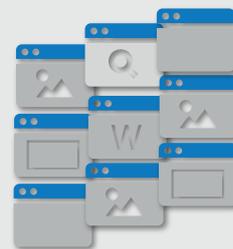
Document Backup vs Online Backup

Both Document Backup and Online Backup are needed to complete a secure workstation, whether remote or office based. Document Backup works on a local machine level, intelligently identifying and copying files and data that may "slip the net" due to user error or fail to sync to a server. It is especially important to mitigate this risk for users handling high value or sensitive content to protect continuity, compliance and productivity.

Online Backup does not seek out data saved to a workstation for backup. This type of service backs up a server, so depends on workstation and user data being saved directly or synced to that service. Document Backup serves as an additional layer of data security that is essential in a remote or flexible working software stack.

Document Backup Features and Benefits

BACK UP NUMEROUS TYPES OF BUSINESS DOCUMENTS

- Microsoft Office®, QuickBooks®, and Outlook® .PST files are automatically found and backed up, from the Documents folder or anywhere on the workstation.

- Open Office™, Visio®, and Mac® file types are also protected.

- For a full list of supported file types, see the following page.

AUTOMATE AND SIMPLIFY DOCUMENT PROTECTION

- Backups run automatically twice each day — nothing to configure or customize.

- Automatic 28-day retention provides you with 56 restore points for recovery.

- Optional end-user self-service lets users perform routine document recovery without calling the help desk.

MANAGE FROM EXISTING, INTEGRATED DASHBOARDS

- Including servers, full workstations and Microsoft 365 data

- Save administrative time by using the same management console for all your backups, including documents.

- Document backups are stored in the SolarWinds private cloud, and your license includes unlimited cloud storage space.

- Verify backup status at a glance, across all your customers.

PROTECT YOUR MOST COST-CONSCIOUS CUSTOMERS

- While full workstation backups are preferred, not all customers are willing to make the investment. Document Backup is an affordable alternative.

- Set it up in the background for any unprotected workstations and roll it into the cost of your basic managed services contract.

- Be ready to respond when ransomware or hardware failure strikes.

To start your free trial email **enquiries@k3btg.com** or call **0844 579 0800.**

Document Backup Supported File Types

TEXT FILES

Microsoft Word (Office 97-2003)

FILE EXTENSION	FILE TYPE NAME
.DOC	Word document
.DOT	Word document template
.WBK	Word backup document

Microsoft Word Open XML (introduced in Office 2007)

FILE EXTENSION	FILE TYPE NAME
.DOCB	Word binary document
.DOCM	Word macro-enabled document
.DOCX	Word document
.DOTX	Word document template

Other types of text files

FILE EXTENSION	FILE TYPE NAME
.ODT	OpenDocument text document
.PAGES	Pages document
.PSW	Pocket word document
.RTF	Rich text format file
.SDW	StarOffice Writer text document
.STW	StarOffice document Template
.SXW	StarOffice Writer document
.TXT	Plain text file
.UOF	Uniform Office document
.UOT	Uniform Office document
.VOR	StarOffice template
.WPD	WordPerfect document
.WPS	Microsoft Works word processor file

DATA FILES

FILE EXTENSION	FILE TYPE NAME
.CSV	Comma-separated values file
.ODC	Office data connection file
.ODF	Apache OpenOffice math file
.ONE	OneNote document
.PST	Outlook personal information store file
.SLK	Outlook personal information store file
.XML	Extensible Markup Language data file

PAGE LAYOUT FILES

FILE EXTENSION	FILE TYPE NAME
.ODG	OpenDocument drawing file
.PDF	Portable document format file
.PUB	Microsoft Publisher publication
.XPS	XML paper specification file

PRESENTATION FILES

Microsoft PowerPoint (Office 97-2003)

FILE EXTENSION	FILE TYPE NAME
.POT	PowerPoint template
.PPS	PowerPoint slide show
.PPT	PowerPoint presentation

Microsoft PowerPoint Open XML (introduced in Office 2007)

FILE EXTENSION	FILE TYPE NAME
.POTM	PowerPoint macro-enabled presentation template
.POTX	PowerPoint template
.PPAM	PowerPoint macro-enabled add-in
.PPSM	PowerPoint macro-enabled slide show
.PPSX	PowerPoint slide show
.PPTM	PowerPoint macro-enabled presentation
.PPTX	PowerPoint presentation
.SLDM	PowerPoint macro-enabled slide
.SLDX	PowerPoint slide

Other types of presentation files

FILE EXTENSION	FILE TYPE NAME
.KEY	Keynote presentation
.ODP	OpenDocument presentation
.OTP	OpenDocument presentation template
.SDD	StarOffice presentation
.STI	StarOffice presentation template
.SXI	StarOffice Impress presentation
.UOP	Uniform office presentation

SPREADSHEET FILES

Microsoft Excel (Office 97-2003)

FILE EXTENSION	FILE TYPE NAME
.XLM	Excel macro file
.XLS	Excel workbook
.XLT	Excel template

Microsoft Excel Open XML (introduced in Office 2007)

FILE EXTENSION	FILE TYPE NAME
.XLSM	Excel macro-enabled workbook
.XLSX	Excel workbook
.XLTM	Excel macro-enabled template
.XLTX	Excel template

Misc. Excel formats

FILE EXTENSION	FILE TYPE NAME
.XLA	Excel add-in file that contains macros
.XLAM	Excel add-in file
.XLL	Excel add-in file
.XLSB	Excel binary worksheet (BIFF12)
.XLW	Excel work space

Other types of spreadsheets

FILE EXTENSION	FILE TYPE NAME
.DIF	Data interchange format
.NUMBERS	Apple Numbers application file
.ODS	OpenDocument spreadsheet
.PXL	Pocket Excel file
.SDC	Apache OpenOffice Calc spreadsheet
.STC	StarOffice Calc spreadsheet template
.SXC	StarOffice Calc spreadsheet
.UOS	Uniform Office spreadsheet
.XLR	Microsoft Works spreadsheet

DATABASE FILES

Microsoft Access

FILE EXTENSION	FILE TYPE NAME
.ACCDB	Access 2007 database file
.ACCDE	Access execute only database
.ACCDR	Access runtime application
.ACCDT	Microsoft Access database template
.MDB	Microsoft Access database

Other types of database files

FILE EXTENSION	FILE TYPE NAME
.DBF	Database file
.PDB	Program database

VECTOR IMAGE FILES

Microsoft Office Visio

FILE EXTENSION	FILE TYPE NAME
.VDX	Visio Drawing XML file
.VSD	Visio Drawing file
.VDSM	Visio Macro-Enabled drawing
.VSDX	Visio Drawing
.VSL	Visio Add-on
.VSS	Visio Stencil file
.VSSX	Visio Stencil file
.VST	Visio Drawing template
.VSTM	Visio Macro-enabled drawing template
.VSTX	Visio Drawing template
.VSW	Visio workspace file
.VSX	Visio Stencil XML file
.VTX	Visio Template XML file

Other types of vector image files

FILE EXTENSION	FILE TYPE NAME
.OTG	OpenDocument graphic template
.SDA	StarOffice drawing
.STD	Apache OpenOffice drawing template
.SXD	StarOffice drawing

COMPRESSED FILES

FILE EXTENSION	FILE TYPE NAME
.BDOC	Binary DigiDoc signature file

BACKUP FILES

FILE EXTENSION	FILE TYPE NAME
.QBB	QuickBooks backup file

WEB FILES

FILE EXTENSION	FILE TYPE NAME
.OTH	OpenDocument HTML template