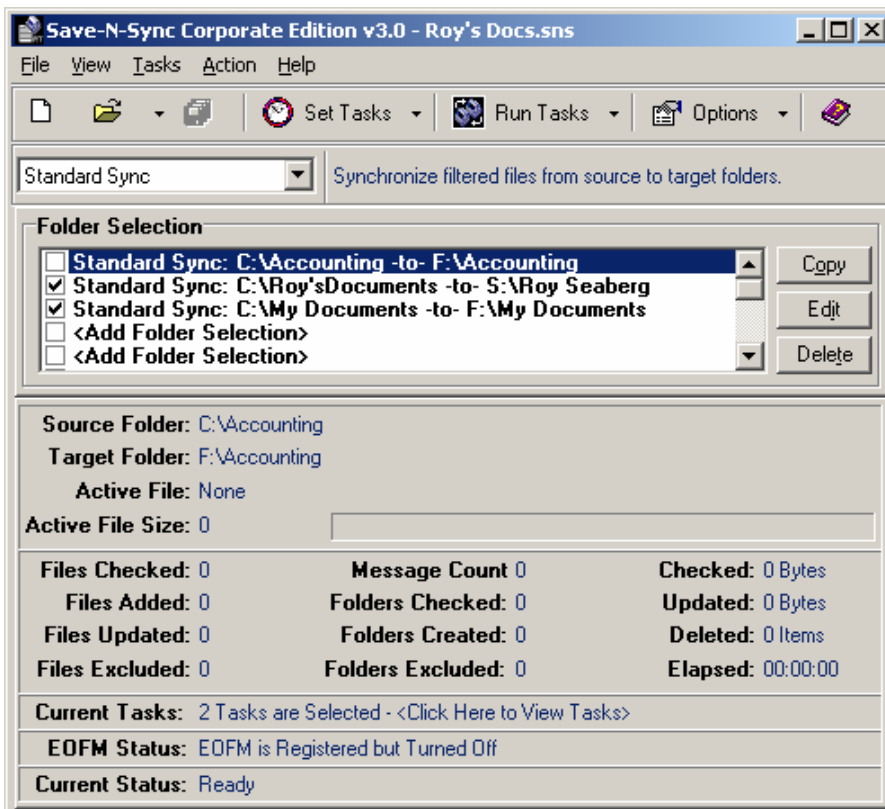


This document discusses using Save-N-Sync File Backup Software for File Backup (and File Synchronization) between Desktops/Laptops/Workstation and Attached Hard drives, and the possibility of synchronizing files between three devices (i.e. desktop –to- attached hard drive –to- laptop).

**Summary:**

- Files can be Backed Up and Synchronized from the Source Machine A to the Target storage device B.
- Upon connection of the storage device B to the Source PC C, using Save-N-Sync’s “Bi-directional” synchronization feature, files on the storage device B can be added or synchronized to C.
- This process works in reverse to bring files on C back to A.



*Please note: A licensed copy of Save-N-Sync Standard or Corporate needs to be installed on A and C.*

## Important concepts and definitions:

**Source** – Primary location where the files reside (i.e. a folder on the desktop, laptop or workstation).

**Target** – Location where you want to backup files to (i.e. folder on the attached hard drive).

**Filter** – A filter is a Source/Target Combination, for example: **C:\My Documents > > > F:\My Documents**. Save-N-Sync Standard allows for one filter and Save-N-Sync Corporate allows fifteen filters.

**File Backup** – Selecting Source Files (i.e. the C:\My Documents Folder) and backing up these files to a live media such as an Attached Hard Drive or another PC, Laptop, Server, etc.

**File Synchronization (a.k.a. File Sync)** – After the initial file backup (complete copy from Source to Target), file synchronization is in the process of comparing Source Files with Target Files and updating/adding any files on the Target that are older than the matching Source Files.

**Bi-Directional Synchronization** – Synchronize files from the Source to the Target and copy any newer Target Files back to the Source. This is a useful feature for updating files between two PC's using an Attached Hard Drive.

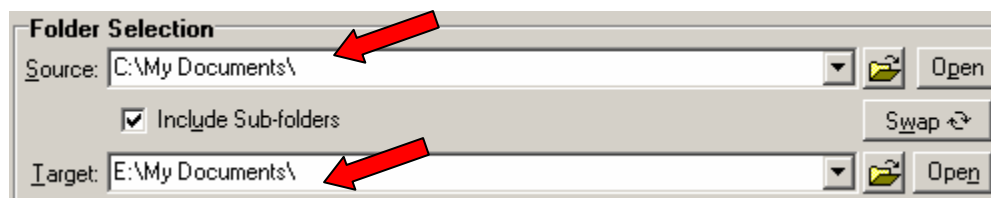
**File Replication** - Synchronizing files from the Source to the Target and deleting any Target files that don't have a matching Source File. This is particularly useful for ensuring that files deleted from the Source are also cleaned off the Target. If these files are not deleted from the Target they will continue to take up drive space, and if "Bi-directional" synchronization is run, these deleted files residing on the Target will be brought back to the Source.

**Product Levels** - Save-N-Sync File Backup, File Replication and File Synchronization software comes in 4 levels - **Standard, Desktop, Workstation, & Corporate**. For a complete description of the product features please see our product description page [www.peersoftware.com/savensync.html](http://www.peersoftware.com/savensync.html).

## How To:

**Step 1** Connect the Source A to the attached storage device B. This is usually done with a USB or Firewire cable provided with the attached drive. Upon connection Windows (Windows 98 or later) should automatically detect the added device. If not please consult the documentation provided with the attached drive or your Windows documentation.

**Step 2** From the Folder Selection dialog box select a Source / Target Combination. For example;



Where "C:\My

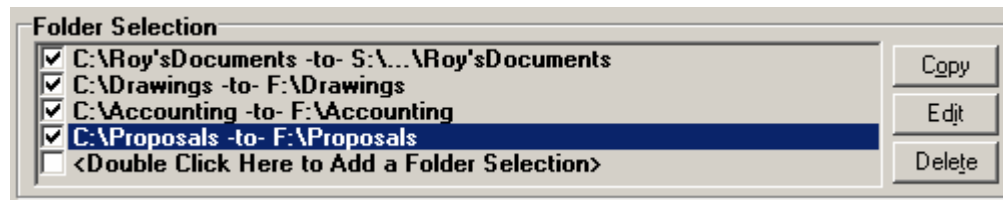
Documents\" is the Source A Folder and "E:\My Documents\" is the B Target Folder.

Note: The example above shows the Folder Selection screen for Save-N-Sync Standard. Save-N-Sync Standard allows 1 Source/Target Selection.

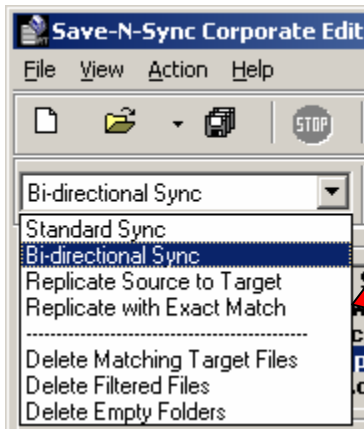
The screen below shows the Folder Selection screen for Save-N-Sync Corporate.

Save-N-Sync Corporate allows 15 Source/Target selections.

Step3

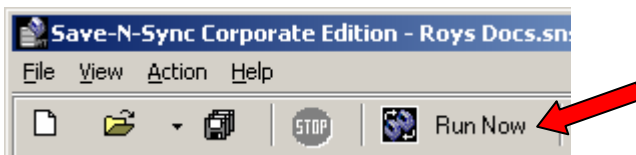


From the drop down menu choose "Bi-directional Sync"



This will provide file backup and file synchronization from the Source A to the Target B, and bring any newer files on B back to A.

Step 4 Click "Run Now" to start the file Backup / File Synchronization process.



Step 5 The same procedure is used in reverse to Copy/Synchronize files from C to B to A.

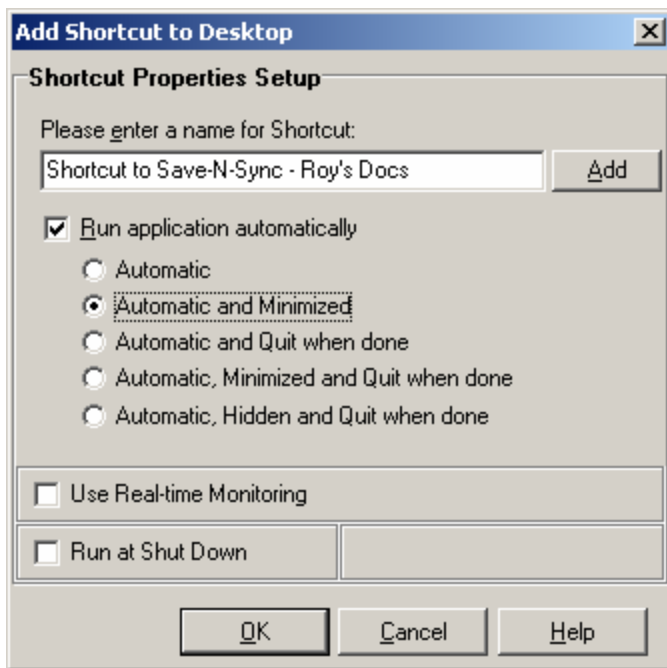
**Please note:** Save-N-Sync is designed to run in the background so you can continue to work even during File Backup and File Synchronization.

### Additional features:

**Save-N-Sync offers Several Operating Modes:**

- *Runs on demand* (available on Save-N-Sync Standard and Corporate).
- *Runs at startup* (available on Save-N-Sync Standard and Corporate).
- *Runs at shut down* (available on Save-N-Sync Standard and Corporate).
- *Runs from a desktop short cut* (available on Save-N-Sync Standard and Corporate).
- *Runs on a timed basis* (available on Save-N-Sync Corporate).
- *Real-Time Monitoring*, as a file change is detected on the Source a copy is immediately Backed Up / Synchronized on the Target. (Available on Save-N-Sync Corporate)

### How to Set up Shortcuts

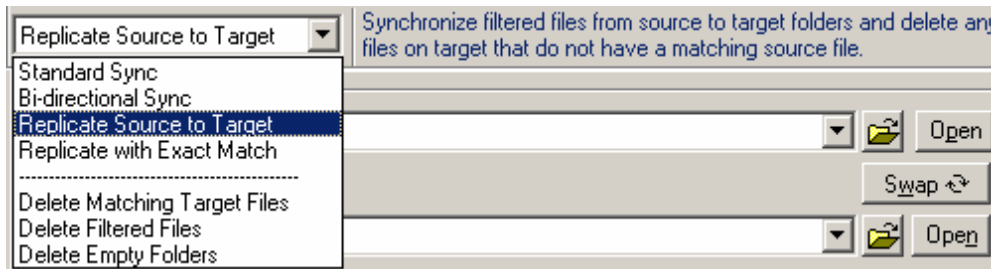


To set up *shortcuts* or *run at startup* click on "File", "Shortcuts" then "Add to Desktop" or "Add to Startup Folder". Fill in the information requested.

\* You can create an unlimited number of desktop shortcuts.



### **Additional Synchronization / Replication Options:**



Save-N-Sync Desktop, Workstation and Corporate offer Multiple Synchronization Options.

- *Standard Synchronization* - Synchronize files from Source Folder to Target Folders. (available on Save-N-Sync Standard and Corporate)

- *Bi-directional Synchronization* - Synchronize files from Source Folder to the Target Folder and copy any newer Target Files back to Source Folders (as described above). (available on Save-N-Sync Standard and Corporate)
- *Replicate Source to Target* - Synchronize files from Source Folder to Target Folders and delete any files on Target that do not have a matching Source File. For example; if you start with 100 file in the Source Folder, you delete 10 files on the Source that are no longer needed, you choose to run with "Replicate Source to Target", this will delete the 10 files off the Target. This is a great tool for cleaning up un-wanted files. However, be careful, these files are permanently deleted. (available on Save-N-Sync Standard and Corporate)

If you would like to delete these file off C (files that have already been deleted from A and B);

- Connect the attached hard drive B to C.
  - Select the Source Folder on the B drive (normally you select the Source as the Folder on the C machine).
  - Select "Replicate Source to Target", click "Run", this will delete any file on the Target (C) that don't have a matching file on the Source (B).
- For a complete description of Save-N-Sync's File Synchronization and File Replication features please see our help section.

### Reporting:

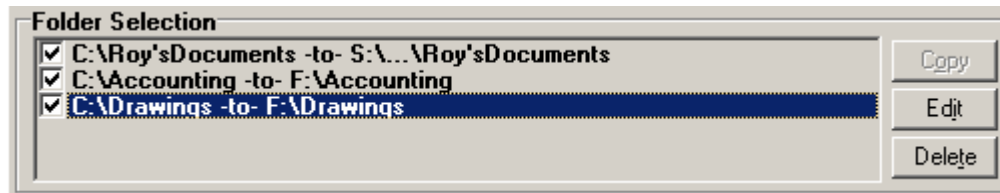
Save-N-Sync offers on screen reporting as shown below or extensive log reporting in a note pad form. To access the log file click "View", "Log File" and "View".

<b>Files Checked:</b> 518	<b>Message Count</b> 0	<b>Checked:</b> 563.59 MB
<b>Files Added:</b> 35	<b>Folders Checked:</b> 26	<b>Updated:</b> 54.09 MB
<b>Files Updated:</b> 11	<b>Folders Created:</b> 0	<b>Deleted:</b> 0 Items
<b>Files Excluded:</b> 0	<b>Folders Excluded:</b> 0	<b>Elapsed:</b> 00:00:00

### Saving Multiple File Backup / Synchronization Jobs in a List:

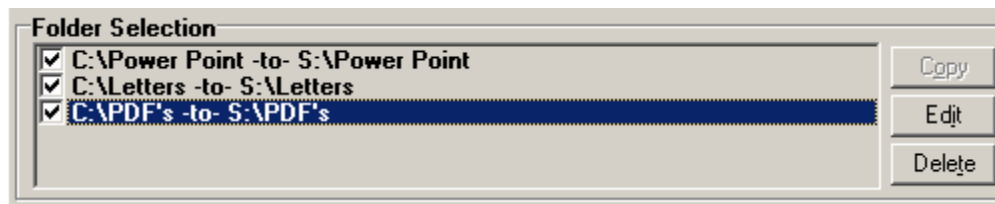
Save-N-Sync Corporate offers the ability to save multiple Backup / Synchronization Filters in a list. Theses Filters can be quickly opened for quick execution.

**Step 1** Select your Source/Target Combinations.



Click "File", "Save As", as the "Save As" dialog box opens, give the Filter a name (i.e. Sync Filter 1) click save.

**Step 2** Select new Source/Target Combinations.



Click "File", "Save As", as the "Save As" dialog box opens, give the Filter a name (i.e. Sync Filter 2) click save. (You can save an unlimited number of Filters).

**Step 3** To open a previously saved synchronization Filter, click "File", "Open" and select the Filter.

### **Copying at the File Level:**

Save-N-Sync copies at the file level. Save-N-Sync compares the File Date & Time Stamp and Byte Count and copies the newer file over the old. If the Date & Time Stamp and Byte Count match, Save-N-Sync does nothing. Save-N-Sync does not copy at the byte level. For example, if you change one character in a Word document, Save-N-Sync copies the whole file over from the Source to the Target. If you change one entry / record in a data base file (i.e. ACT, Quicken, Outlook, etc.), Save-N-Sync copies the entire file.

### **Copying Open and Locked (in use) FILES:**

By itself, Save-N-Sync copies open and non-locked files like MS Word, Excel, picture files, drawing files etc. With the addition of the Embedded Open File Manager (EOFM) option, Save-N-Sync can copy opened and locked files like data base files, Outlook, .pst files, etc.

### **What the EOFM option can do for you:**

- Open locked Source Files for complete backup to selected Target Folders.
- Allow files used by MS Outlook (.pst) to be backed up while Outlook is in use.
- Allow QuickBooks, or Quicken files to be backed up in the background without the user intervening.
- Allow any active database files to be backed up automatically without disrupting normal operations.

### **What EOFM will NOT do for you?**

- EOFM cannot overwrite Target Files that are opened or in use.
- EOFM will not merge changes from one database to another.
- EOFM will not merge record changes between different MS Outlook sessions.
- EOFM cannot run in Real-Time mode in the Corporate Version of Save-N-Sync. However, changes requiring EOFM for access will be queued to run on a two-hour interval when Save-N-Sync is in Real-Time Mode.

Thank you for considering Save-N-Sync from Peer Software. If you have any additional questions please:

Check the help section of the program.

Check our online documentation at [www.peersoftware.com](http://www.peersoftware.com).

Send an email to [support@peersoftware.com](mailto:support@peersoftware.com).

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