

Rapid Guide to Synchronize Backup

- 1) SUMMARY
- 2) GENERAL OPTIONS
- 3) SYNCHRONIZATION
- 4) BACKUP

1) - SUMMARY

Synchronize Backup is software designed to safeguard data and integrates two separate solutions to reach this aim:

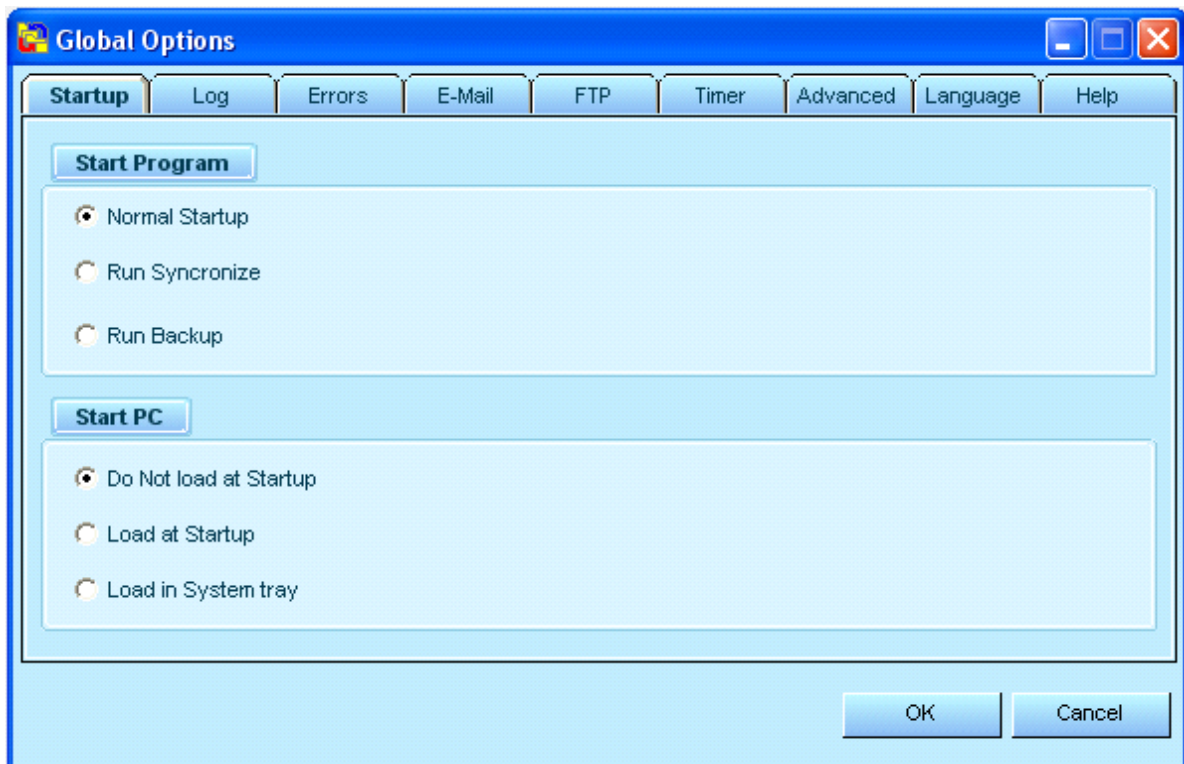
- 1) Synchronize
- 2) Backup

Synchronize is used for synchronization (a process finalized to render n paths identical) and Backup to perform real and proper backup copies. Although the program has been designed using an immediate and simple interface, the following indications can help to understand in a more detailed way the various functions of Synchronize Backup.

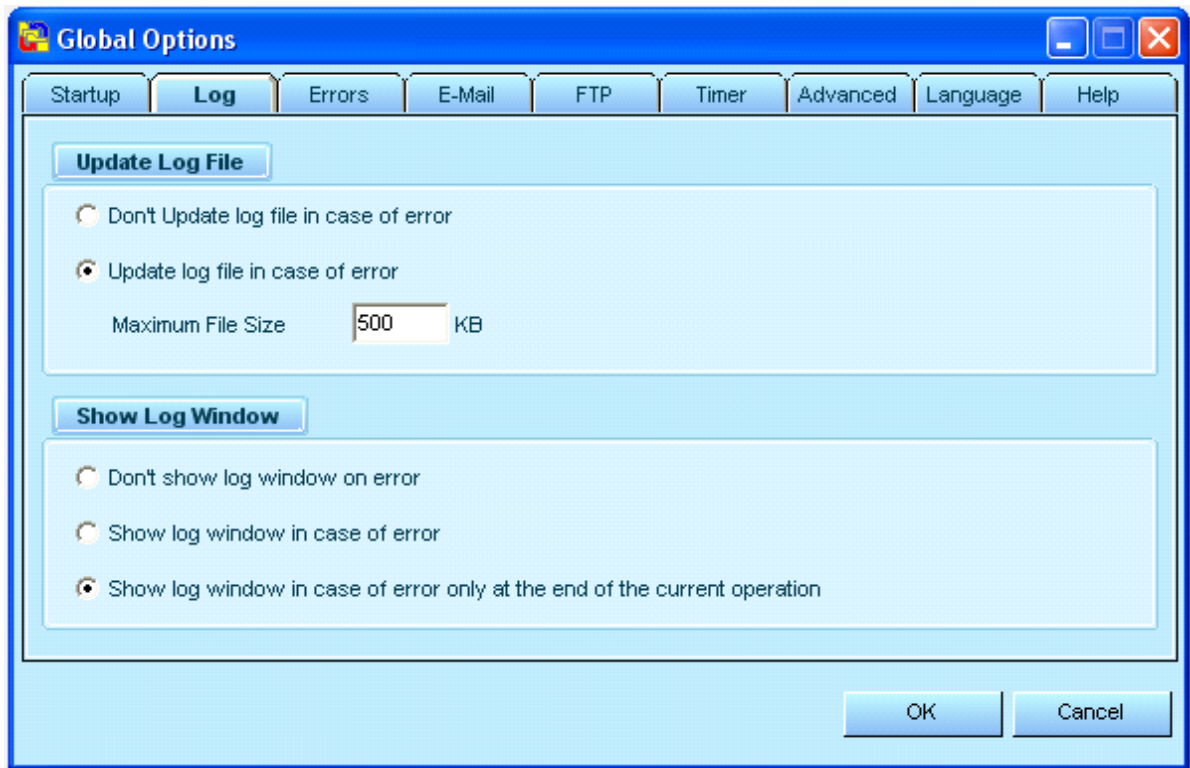
2) – GENERAL OPTIONS

Through this window the principle program settings can be accessed. This window can be accessed at any point in the program using the 'Configuration' option.

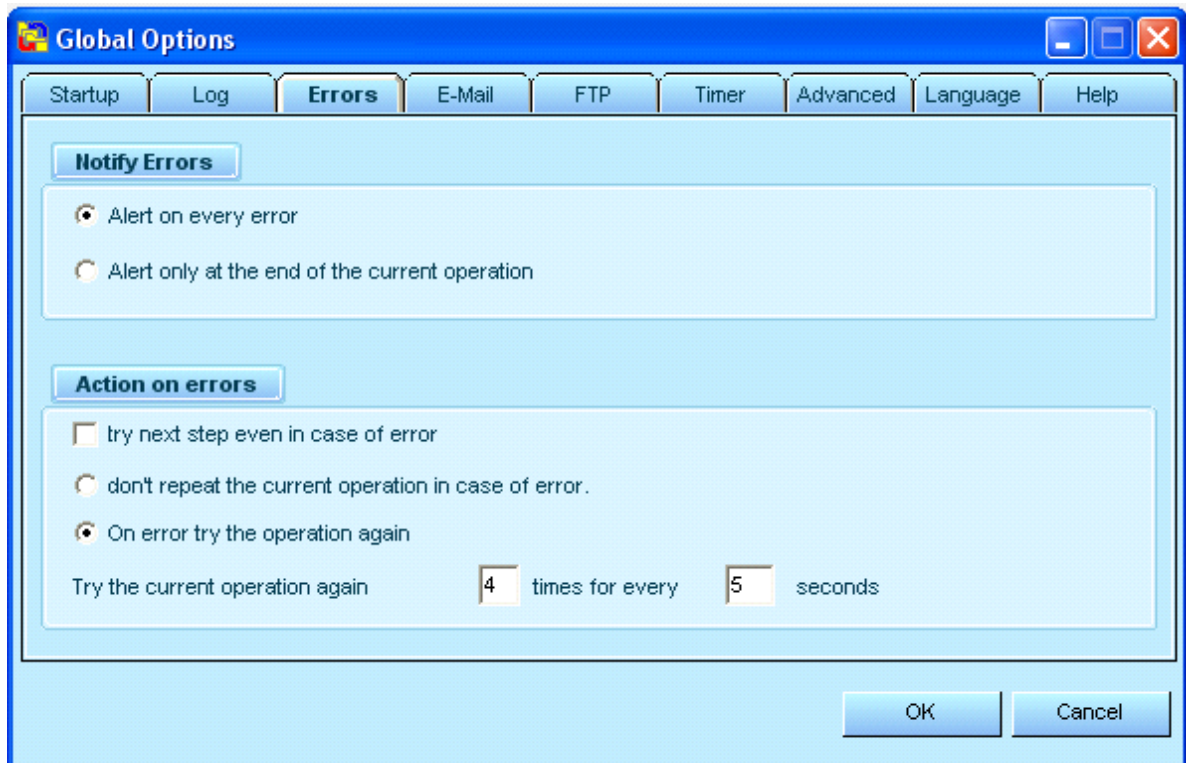
In the 'Start' menu, it is possible to set the program execution mode.



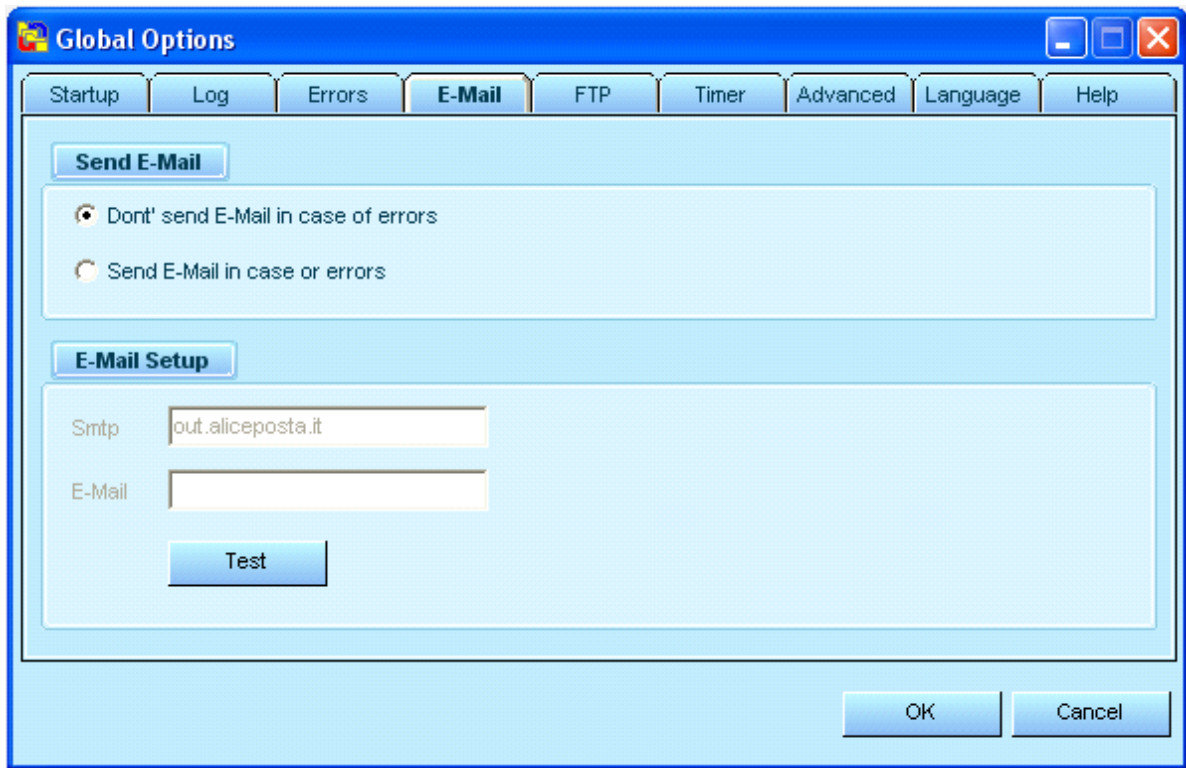
In the 'Log' menu, the options regarding reporting for each operation carried out are set. It is advisable to always enable the 'Update log file in case of errors' option. If the program creates too many Log files, it is possible to set this value to more than 100 KB.



In the 'Errors' menu it is possible to change some parameters that can be useful for more flexibility when errors occur. For some types of error, the program is configured to repeat the last operation, if the operation did not terminate correctly. In most cases, the default settings guarantee the best operating conditions and for this reason it is advisable to maintain these settings.



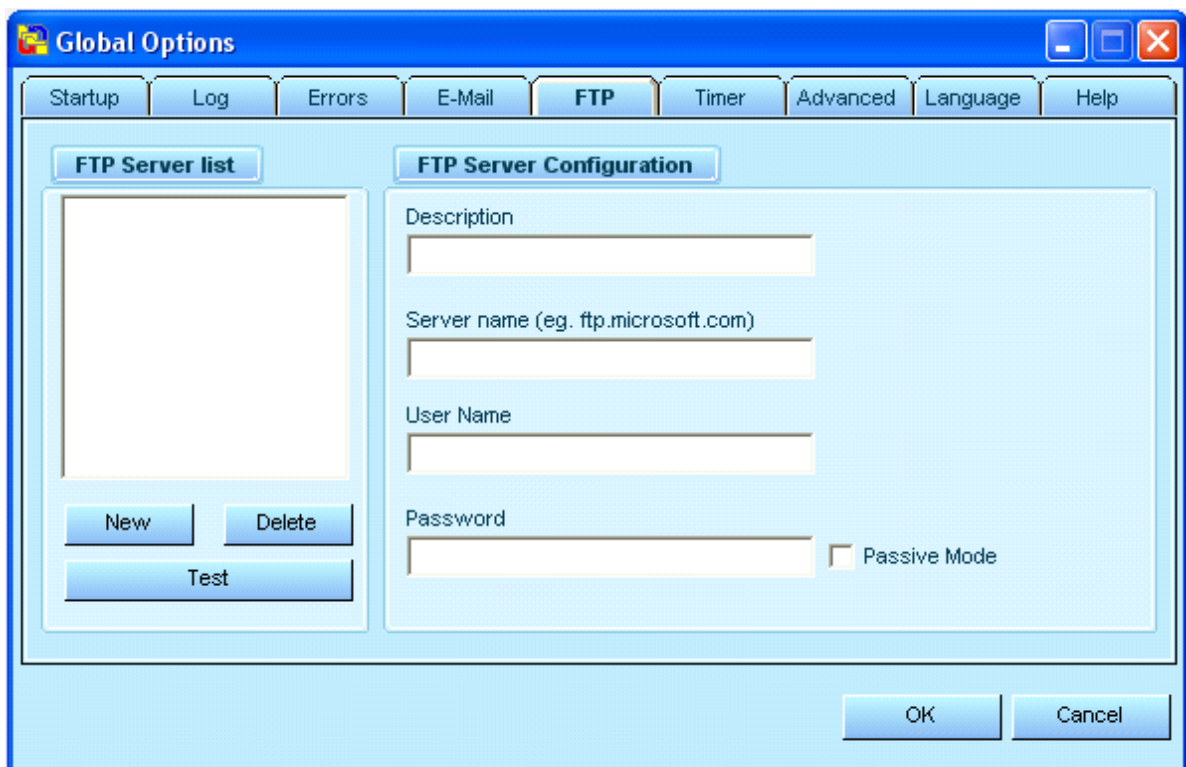
Selecting the 'Send E-Mail in case of errors' option, it is possible to insert an e-mail address that the program uses as a destination to notify any errors detected.



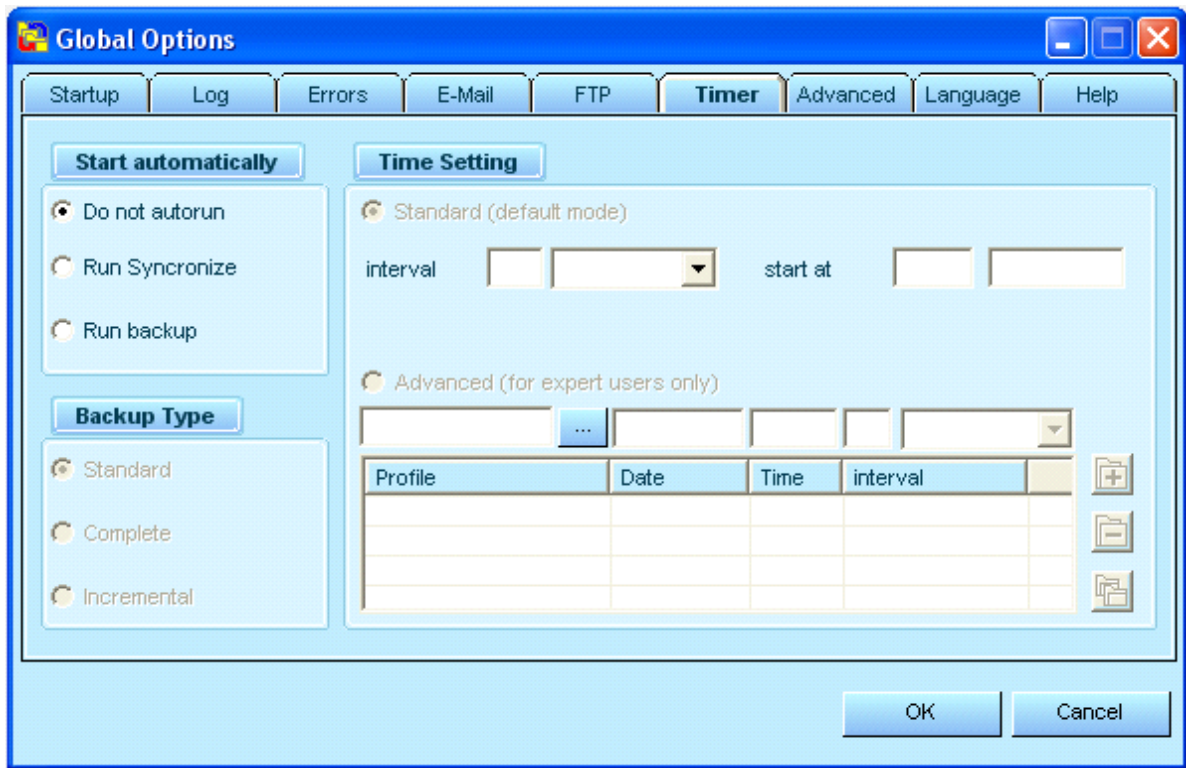
Through this configuration panel, it is possible to insert several FTP servers to be used during backup or synchronization operations. An FTP server is a computer normally situated outside you own local area network. If you have an Internet site, it is possible to use part of the residual space as an additional resource to save data. For further information send an e-mail to: info@pro-software.it .

NB.

For the moment, Synchronize Backup supports only one server FTP for backup or synchronization operations.

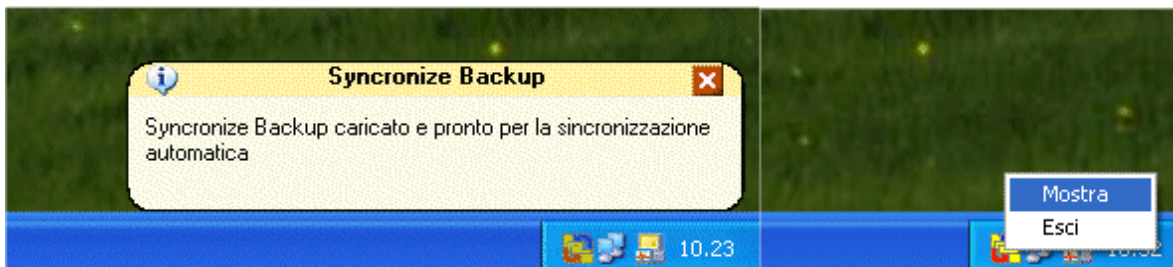


If the backup or synchronization operations are to be programmed, select 'Run Synchronize' or 'Run Backup' . Then set the hour and the time interval desired. To make modifications effective, close and restart the program.



NB.

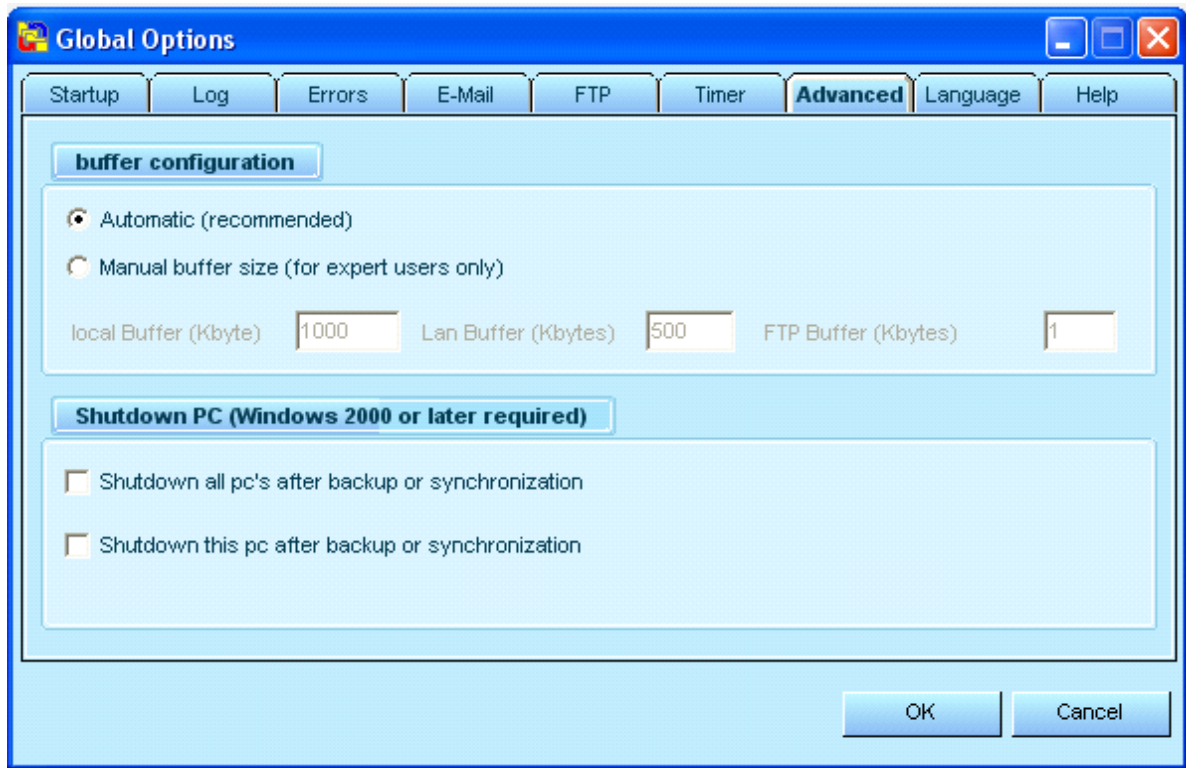
If programmed operations are selected, the program will not be visible, but an icon will be shown on the application bar to signal that it is loaded. To make the programme visible again, press the left button on the mouse when positioned over the icon and select 'Show' as in the figure:



If you own a very advanced PC or connections are very fast, changing the settings on the following figure allows the user to increase performance during backup or synchronization operations. Expert users should carry out these modifications.

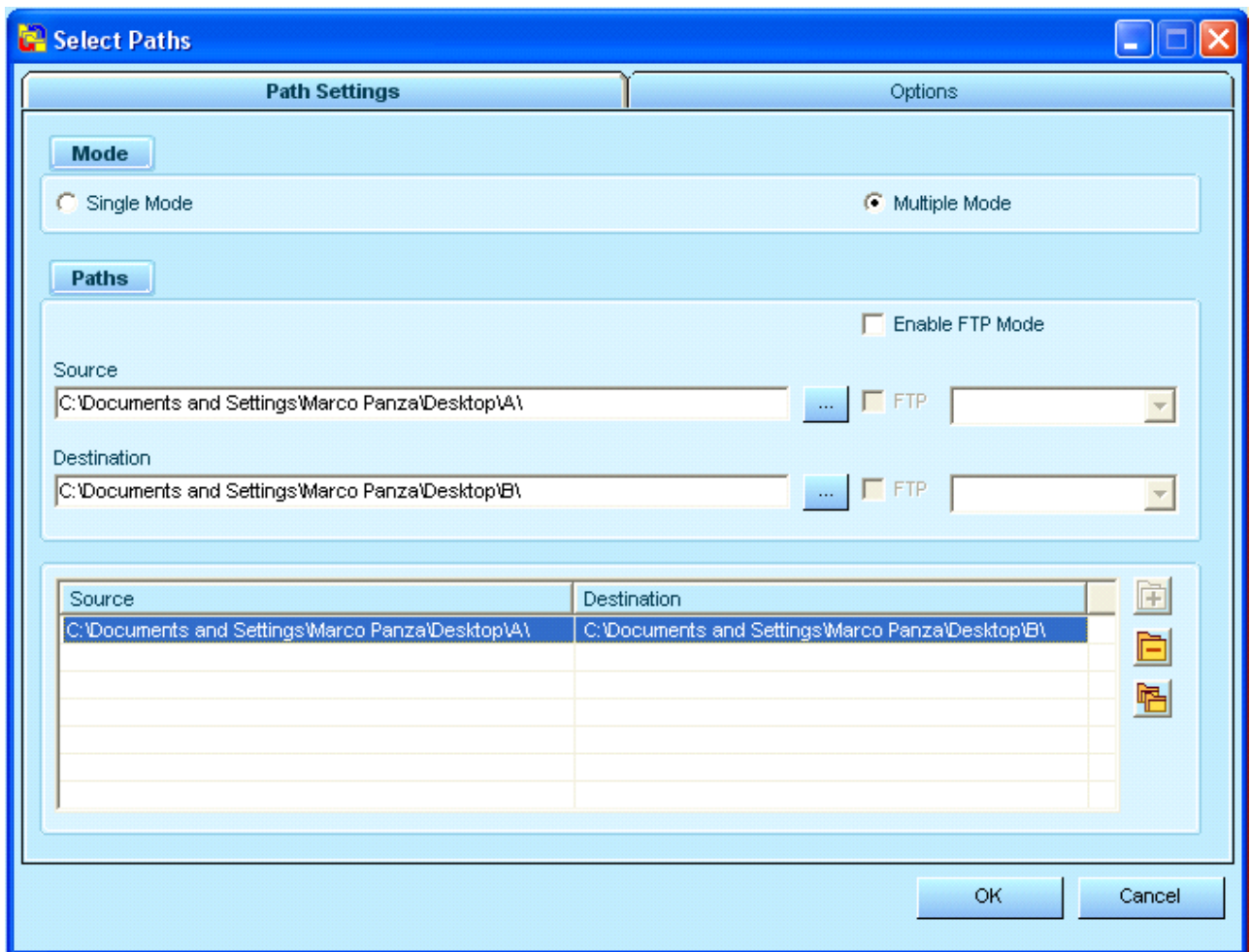
NB.

Automatic PC shutdown only functions on a PC with 'administrator' user name authority and in some cases may not function due to a lack of authorization by the PC being used.



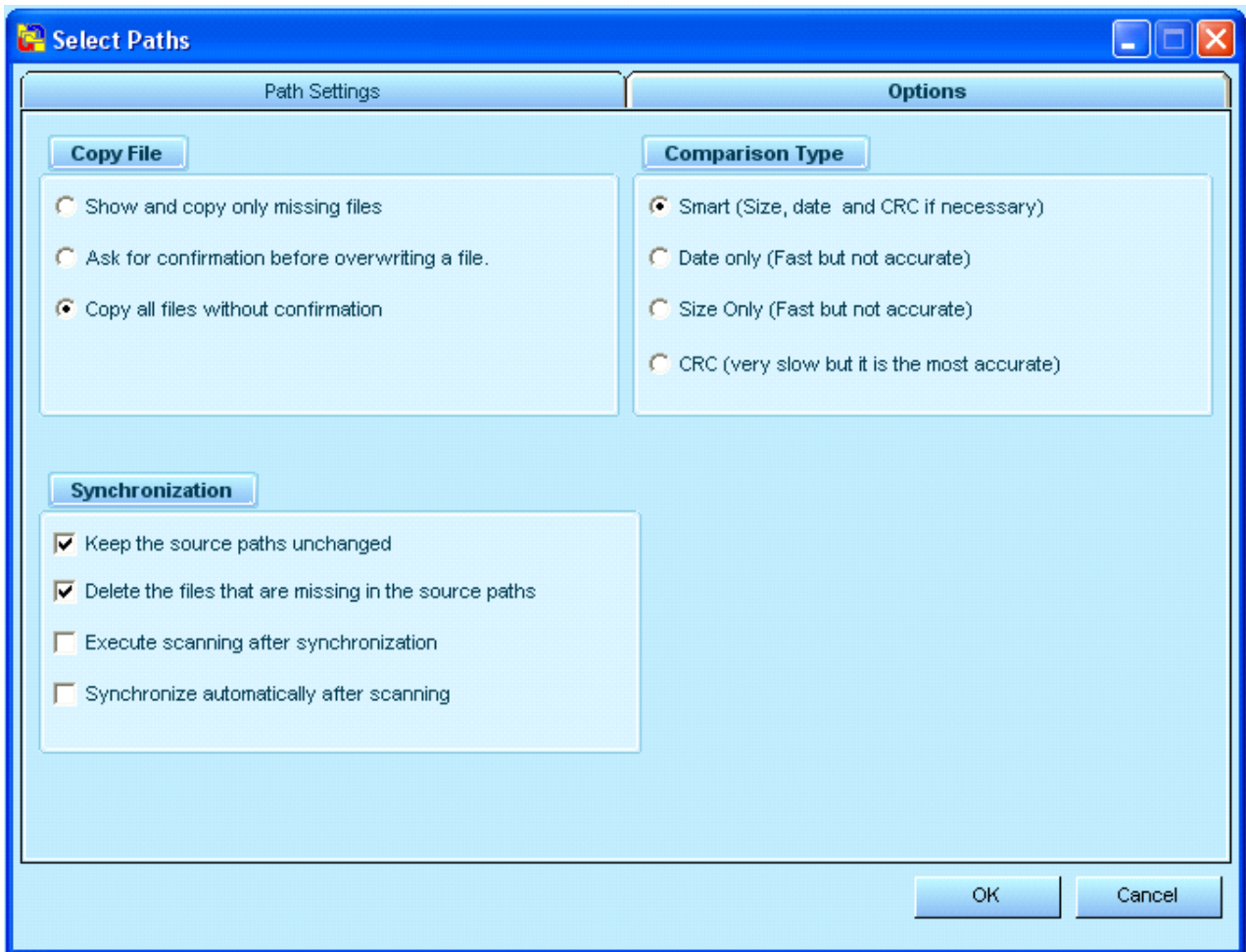
3) – SYNCHRONIZATION

Before performing a synchronization operation, it is necessary to set the desired paths using the 'Source' and 'Destination' boxes. Using the 'Enable FTP mode' option, it is possible to select a path to a FTP server, if the user possesses the necessary parameters to configure the path. 'Single Mode' permits the user to synchronize n paths between themselves. If for example, the user wants to maintain several copies of the same data on various paths (an external hard disk, a CD writer, a FTP server, etc.) this mode can be useful. Multiple Mode (the preferred mode) is used to synchronize several paths, but not between themselves, maintaining a single copy. In this case there will always be a source drive and a destination drive. This is normally the most frequent mode used.



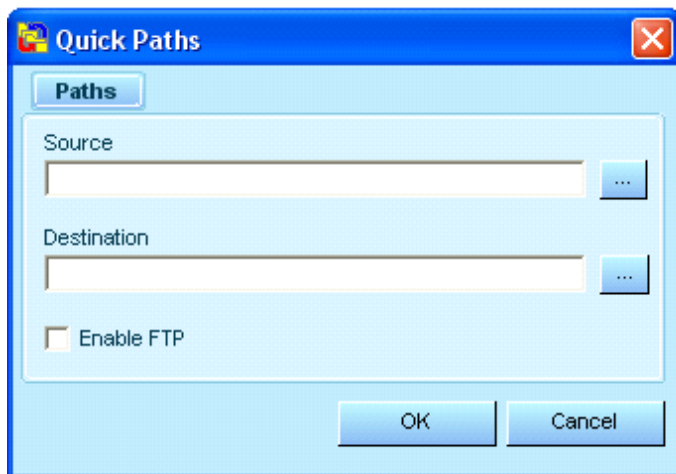
Through the menu represented by the figure below, the main options regarding synchronization can be accessed. It is possible to choose from 4 types of comparison, however it is advisable to maintain the ‘Smart’ comparison. Particular attention can be made to the ‘Synchronization’ section:

1. Maintain unchanged source paths
Enabling this option, the programme does not make changes to the source paths.
2. Cancel files not present in the source paths
This setting is to be used with caution as it can cause an undesired loss of data.
3. Perform scan after synchronization
This option can be useful to check that the synchronization process has terminated correctly.
4. Automatically synchronize after scan
This option allows direct synchronization of the specified paths and does not show any messages. Use this setting with caution.

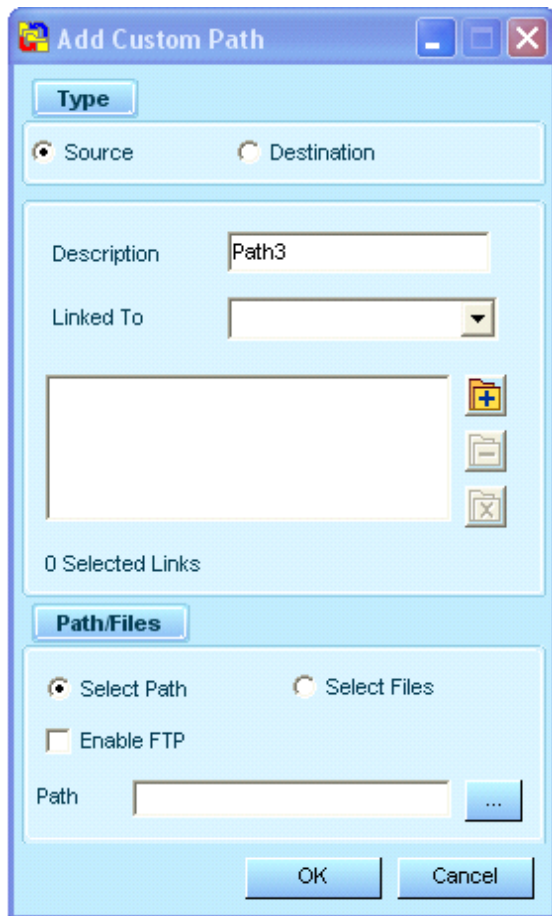


4) – BACKUP

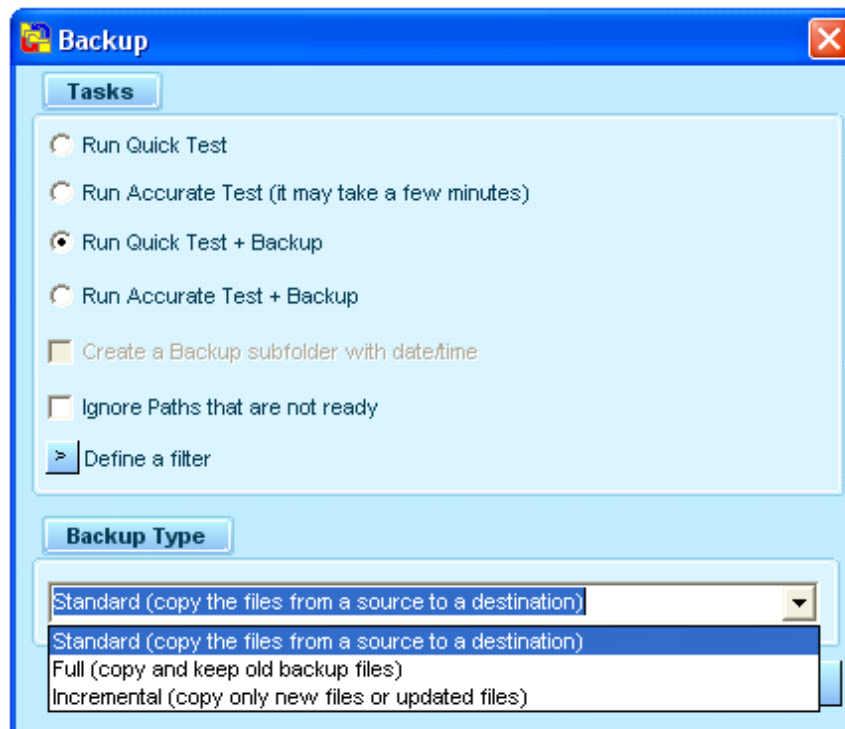
The management of backup operations is performed using simple wizard windows like the one shown in the figure:



For customized management of the paths, select from the 'Operations' menu the 'Add Customized Path' option and a window like the figure below will appear:



Using this window it is possible to set more options with respect to the rapid path insertion window. For example, it is possible to select single files instead of a path using the 'Select File' option. The following figure shows the window used to start the backup operation:



Selecting the first option (Run Quick test) the programme does not copy any files, it just simply performs a simulation looking for any possible problems that may occur during the copy operation. The next option (Run Accurate test), as the previous option, does not copy any files, however it performs a more rigorous test and for this reason requires a lot more time. If many Gbytes of data and above all large files are to be copied, it is advisable to select the option to avoid waiting several minutes. The next 2 options actually copy the

data to be transferred after having performed the test. The option 'Create Backup sub-folders with date and time - Crea sottocartella Backup con data e ora' can be selected only if a complete or incremental backup type is chosen. This setting allows the files to be copied into a sub-folder labelled with the name Backup + operation date, so that the destination path is maintained in a better order. The next option is used to by-pass paths that are not accessible, for example a PC turned off or a removable hard disk that is not present.