



SYNCHRONISING EXERCISE

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SYNCTOY 2.0

- SyncToy synchronizes the files in folders of your choosing by copying, renaming and deleting files
- choose the appropriate action when you create a folder pair
- the action determines how SyncToy handles file conflicts such as:
 - files that have been renamed in both folders,
 - files deleted from one folder and renamed in the other
 - files renamed in one folder and modified in the other

EXAMPLE FOLDERS

In these 2 folders:

- file 'DMP_SEIRA' has been renamed
- document 'NewsletterNov2009' has been renamed and the content updated
- image 'reludss' has changed format
- content of spreadsheet 'Shortlisting20100906' has been updated

The image displays two screenshots of Windows Explorer windows, illustrating file changes between two folders: TestA and TestB.

TestA Window: Shows the folder 'TestA' at 'C:\Documents and Settings\veerle\Desktop\TestA'. The file list includes:

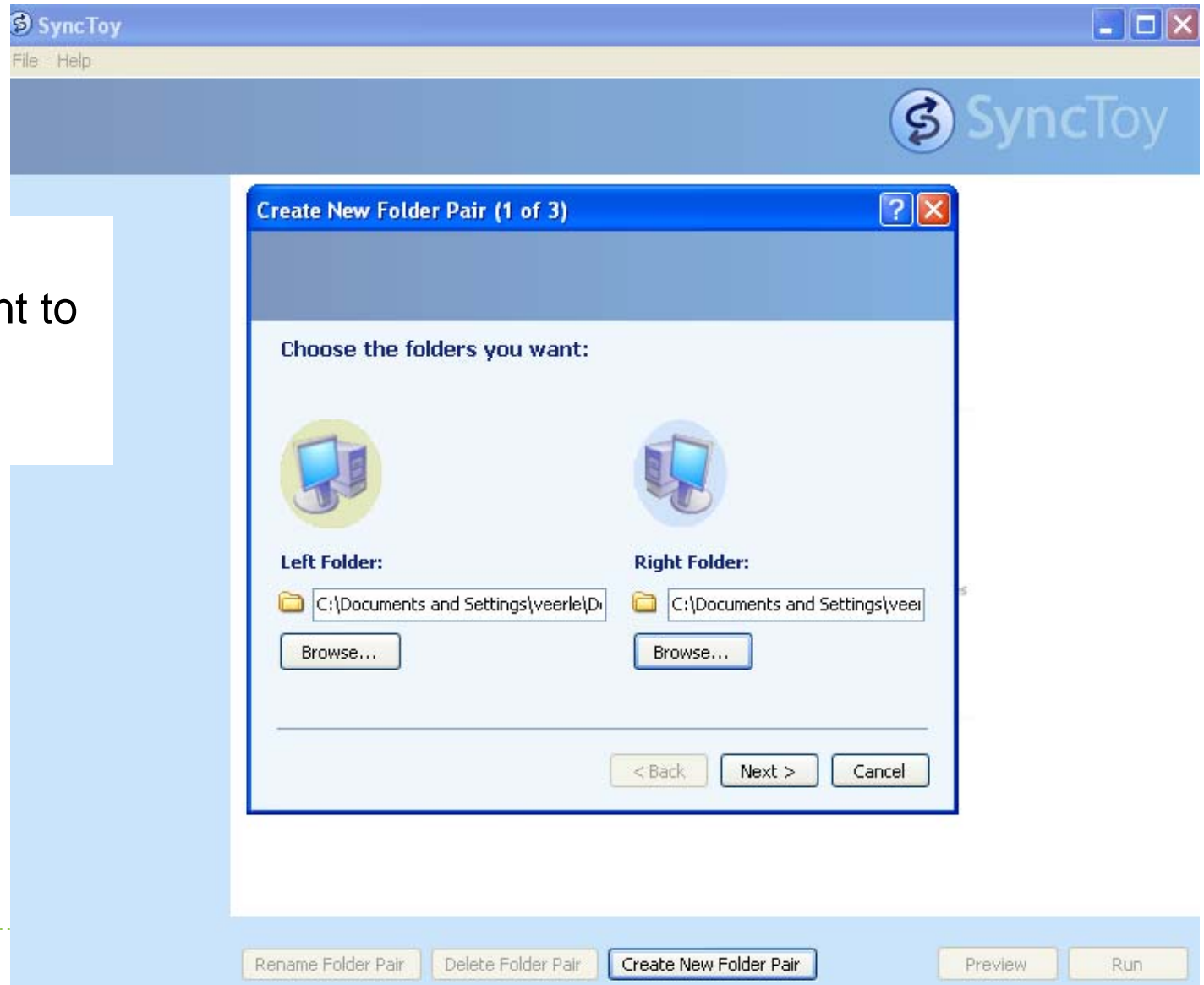
Name	Size	Type	Date Modified
BelbinQuestionnaire	121 KB	Microsoft Word Doc...	11/14/2008 14:58
DMP_SEIRA	147 KB	Adobe Acrobat Doc...	10/6/2010 12:48
England_gor_lowres_2.shp	968 KB	SHP File	5/6/2005 14:44
England_gor_lowres_2.shp	2 KB	XML Document	12/4/2007 10:08
NewsletterNov2009	115 KB	Microsoft Word Doc...	11/12/2009 14:22
reludss	1,366 KB	TIF Image	10/31/2008 15:58
Shortlisting20100906	28 KB	Microsoft Excel Wor...	9/22/2010 11:00

TestB Window: Shows the folder 'TestB' at 'C:\Documents and Settings\veerle\Desktop\TestB'. The file list includes:

Name	Size	Type	Date Modified
BelbinQuestionnaire	121 KB	Microsoft Word Doc...	11/14/2008 14:58
England_gor_lowres_2.shp	968 KB	SHP File	5/6/2005 14:44
England_gor_lowres_2.shp	2 KB	XML Document	12/4/2007 10:08
NewsletterNov2009_v2	112 KB	Microsoft Word Doc...	11/28/2012 11:13
reludss	414 KB	JPEG Image	11/28/2012 11:13
SEIRA_DMP	147 KB	Adobe Acrobat Doc...	10/6/2010 12:48
Shortlisting20100906	28 KB	Microsoft Excel Wor...	11/28/2012 11:15

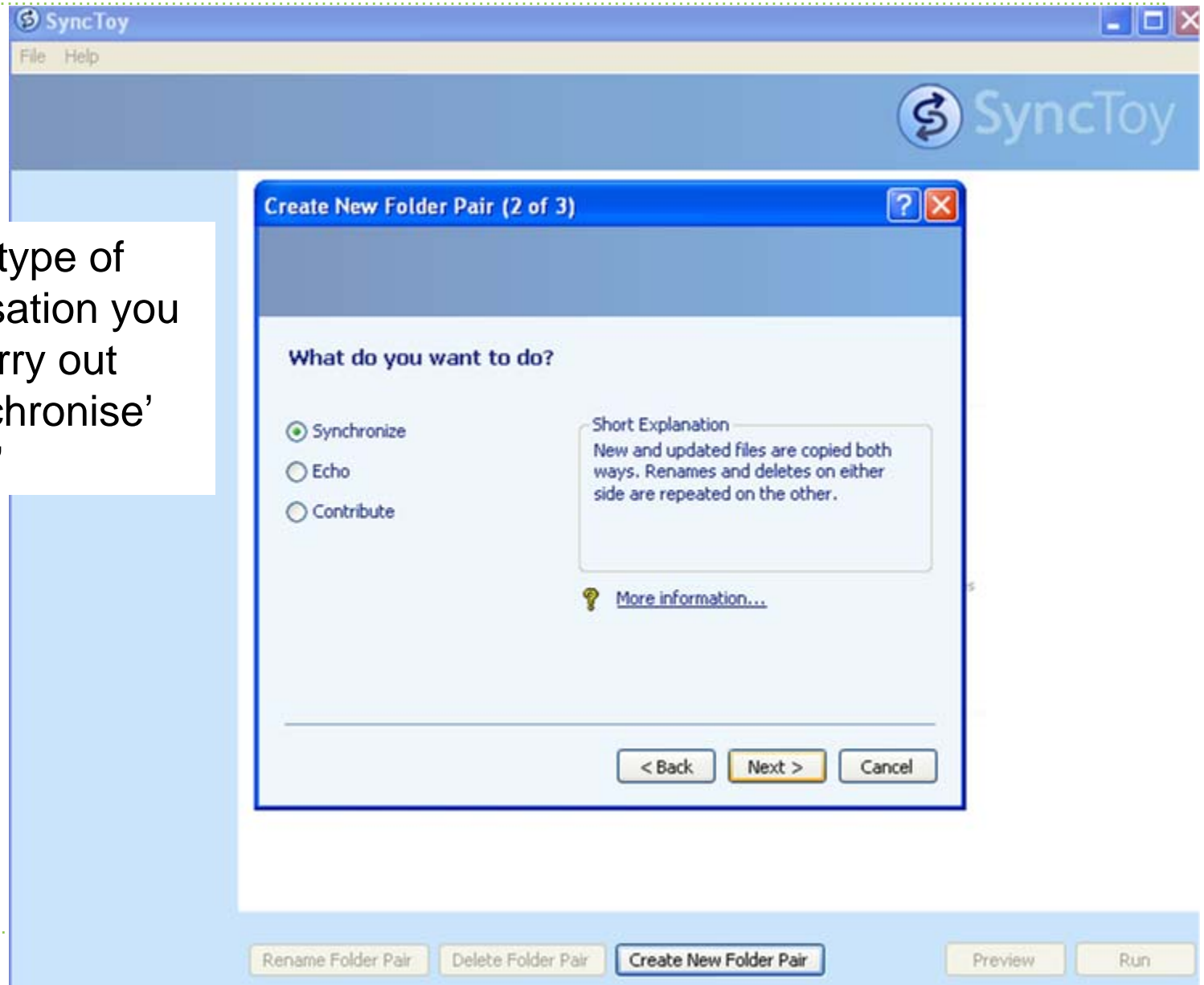
SELECT FOLDERS TO SYNCHRONISE

- select the two folders you want to synchronise
- click 'Next'



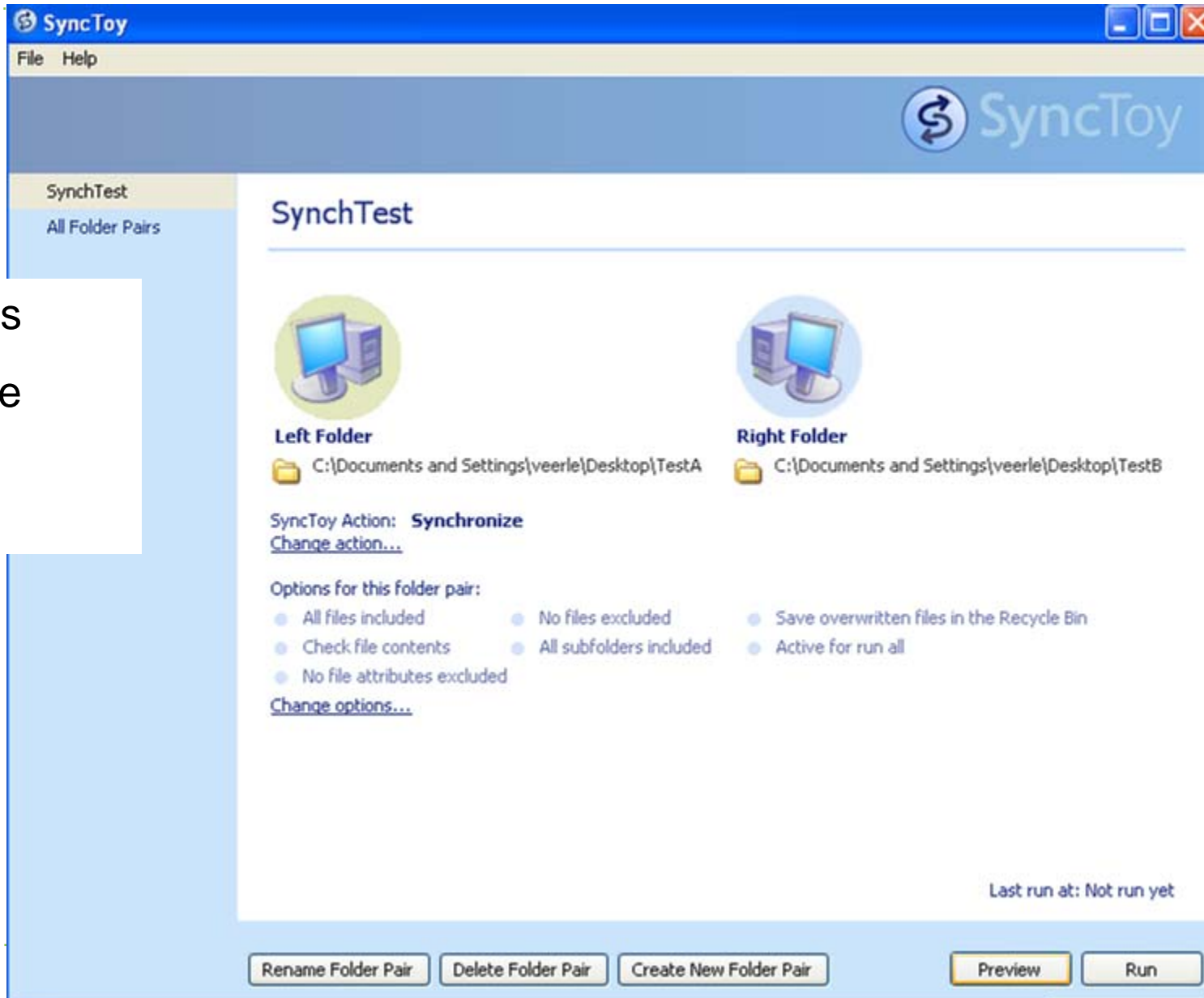
SELECT SYNCHRONISATION TYPE

- select the type of synchronisation you want to carry out
- here 'Synchronise'
- click 'Next'



SELECT OPTIONS

- select options
e.g. check file contents
- click 'Run'



PREVIEW

Preview: mysync

Go To: All Operations

SyncToy

Active	Operation	Source File	Source Path	Last Modified	Target File	Target Path	Last Modified
<input checked="" type="checkbox"/>	Overwrite	Shortlisting20100906.xls	C:\Documents and Setting...	11/28/2012 11:15:07 ...	Shortlisting20100906.xls	C:\Documents and Setting...	9/22/2010 12:00:45 PM
<input checked="" type="checkbox"/>	New	NewsletterNov2009.doc	C:\Documents and Setting...	11/12/2009 2:22:17 PM	NewsletterNov2009.doc	C:\Documents and Setting...	
<input checked="" type="checkbox"/>	New	DMP_SEIRA.pdf	C:\Documents and Setting...	10/6/2010 1:48:44 PM	DMP_SEIRA.pdf	C:\Documents and Setting...	
<input checked="" type="checkbox"/>	New	reludss.TIF	C:\Documents and Setting...	10/31/2008 3:58:28 PM	reludss.TIF	C:\Documents and Setting...	
<input checked="" type="checkbox"/>	New	SEIRA_DMP.pdf	C:\Documents and Setting...	10/6/2010 1:48:44 PM	SEIRA_DMP.pdf	C:\Documents and Setting...	
<input checked="" type="checkbox"/>	New	NewsletterNov2009_v2.doc	C:\Documents and Setting...	11/28/2012 11:13:46 ...	NewsletterNov2009_v2.doc	C:\Documents and Setting...	
<input checked="" type="checkbox"/>	New	reludss.JPG	C:\Documents and Setting...	11/28/2012 11:13:54 ...	reludss.JPG	C:\Documents and Setting...	

Preview Results:

Operations	Count
Delete Folder	0
Delete	0
Overwrite	1
Rename	0
New	6
Create Folder	0
All Operations	7

Found 7 files that did not require action.

Total bytes to copy: 2,383,623

Avoided copying 2,259,570 bytes in 7 files.

Left Folder
C:\Documents and Se...\TestA

Right Folder
C:\Documents and Settings\veerle\Desktop\...\TestB

Run Stop Close

RUN SYNCHRONISATION

Results: SynchTest

SyncToy

The SyncToy run completed successfully.

Run Results:

Operations	Successful	Failed	Total
Delete Folder	0	0	0
Delete	0	0	0
Overwrite	1	0	1
Rename	0	0	0
New	6	0	6
Create Folder	0	0	0
<hr/>			
All Operations	7	0	7

Found 9 files that did not require action.

Left Folder
C:\Documents and Se...TestA

Right Folder
C:\Documents and Settings\veerle\Desktop\TestB

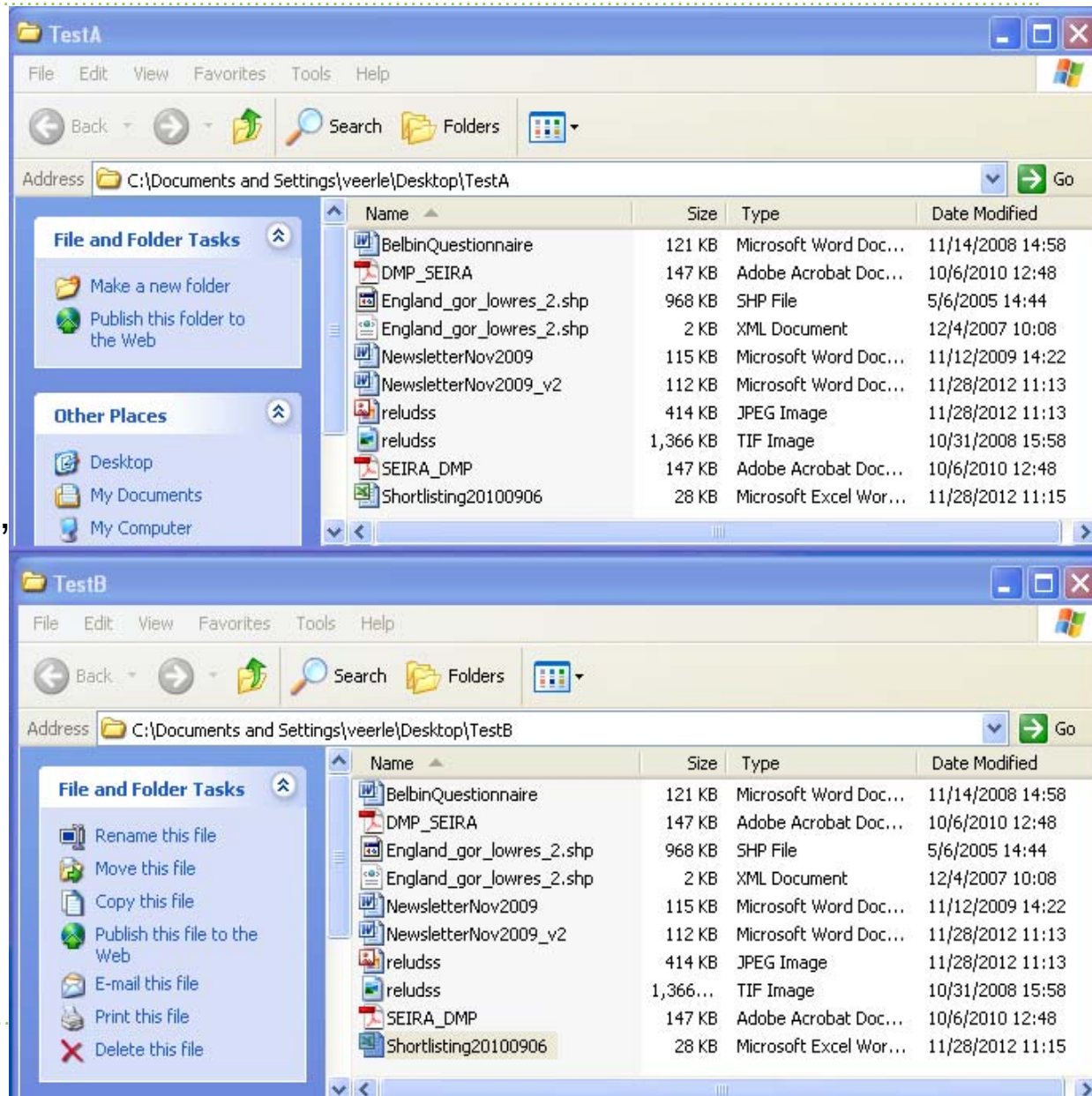
Completed

Close

SYNCHRONISED FOLDERS

Synchronised folders:

- renamed and reformatted files occur with both names/formats in each folders
e.g. DMP_SEIRA, reludss, NewsletterNov2009
- most recent version of updated files in each folders
e.g. Shortlisting20100906





CONTACT

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