



How to Use the Microsoft SyncToy Instruction Sheet

1. If you opted during the SyncToy installation to place a short-cut on your desktop, double-click it now to launch the program. If not, navigate to the program using your START menu.

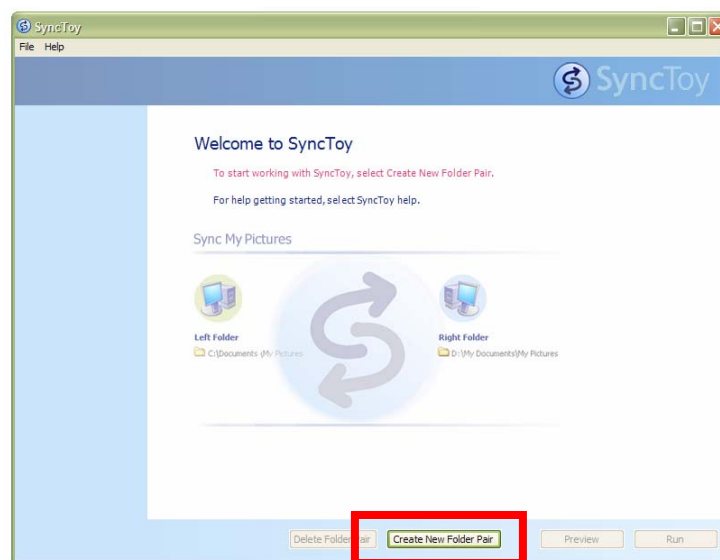
If you do not have SyncToy installed yet, open a web browser and go to the following URL:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=E0FC1154-C975-4814-9649-CCE41AF06EB7>

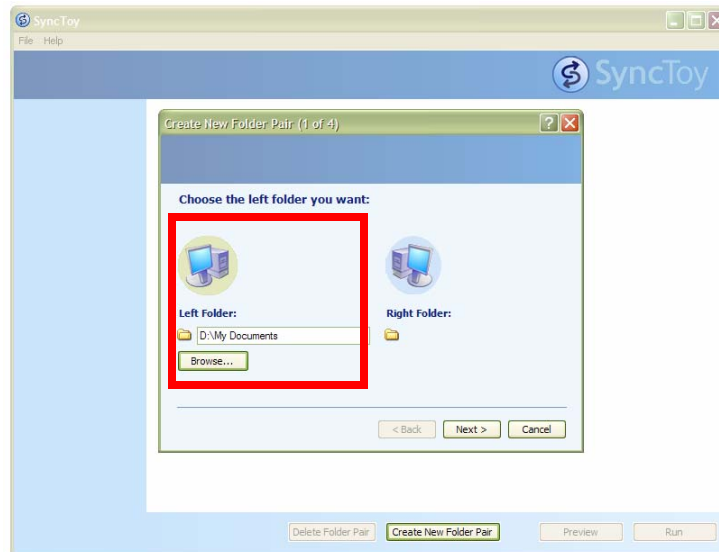
2. Once SyncToy is open, you can set-up a back-up routine that fits your schedule and work habits. If this is your first use, you will need to establish a new folder pair.

A folder pair is the SOURCE folder (probably the hard drive on your computer) and the DESTINATION folder (where the back-up will be stored).

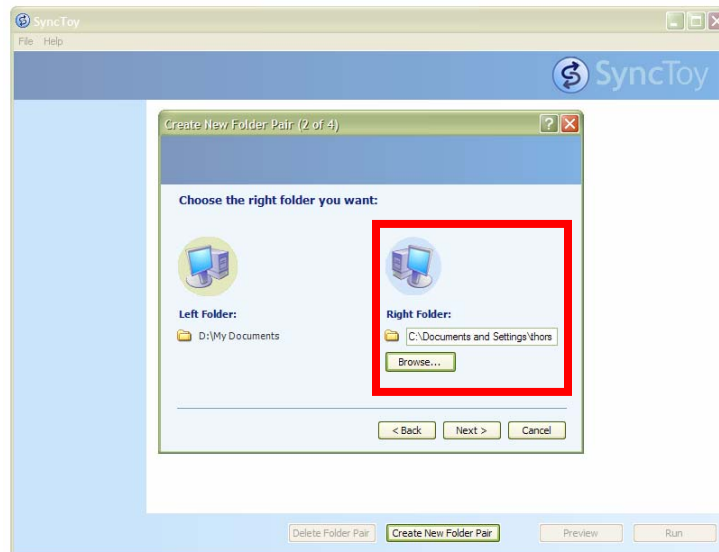
Press the button marked "Create New Folder Pair" at the bottom of the screen.



3. A wizard will open and ask you to set-up the pairing. The first folder it will ask you for is called the LEFT folder. This is your *source* folder. Using the "Browse" button, navigate to the folder where all of your files are kept (usually your my Documents folder). Click NEXT to continue.



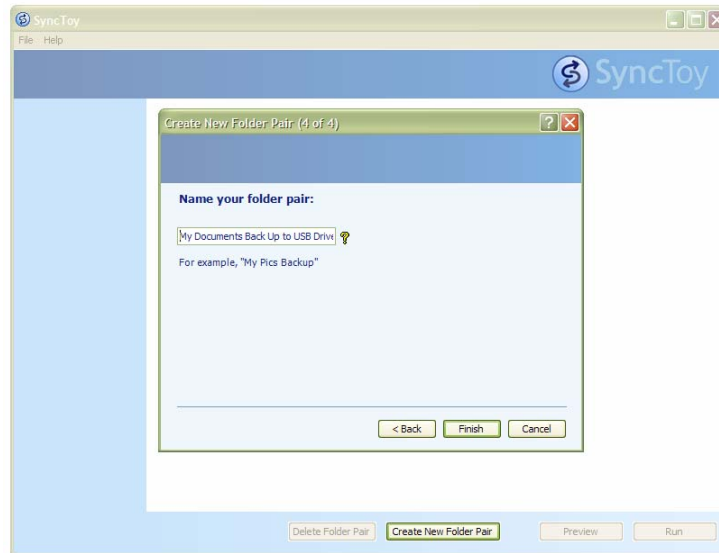
4. Now select the destination folder for your back-up. This can be an external hard drive, another hard drive built into your current computer, or a USB flash drive. Use the “Browse” button to locate this folder. Click NEXT to continue.



5. The wizard will now prompt you for the type of synchronization you want to do. You have five options:
 - a. Synchronize
 - b. Echo
 - c. Subscribe
 - d. Contribute
 - e. Combine

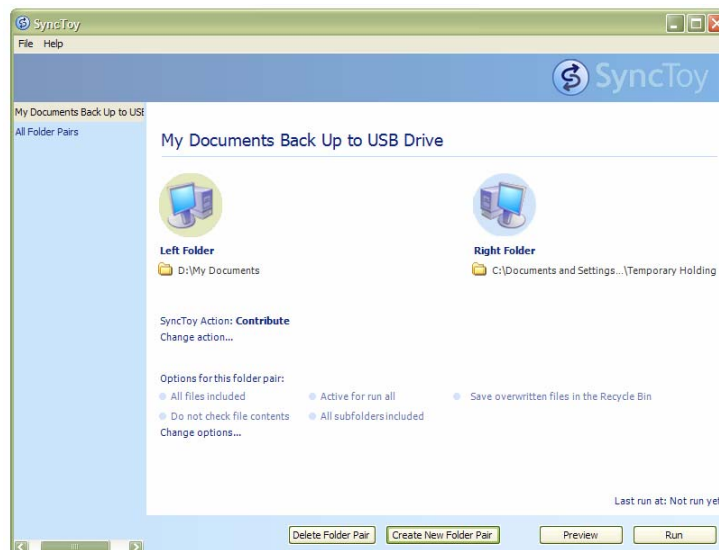
The wizard provides a brief description of each of these options for you to read and select from. We recommend the option *Contribute*, which copies your files from your computer to your back-up location, but doesn't delete older versions of the files OR files you have deleted off of your computer.

6. Finally, the wizard will ask you to name the pair. Use something easy to remember, like "Back Up of My Documents to USB Drive."



7. Once the pair is named, and you click the FINISH button, SyncToy will return you to main window, but this time it will take you straight to your newly named pair. From here, you can actually run your back-up.

Before doing so, make sure that any external drive is connected and accessible to Windows or the back-up will fail. You can check to see if the drive is available by looking for it in the list of drives under My Computer.



8. At the bottom of the main window are two options in the lower right-hand corner: Preview and Run. Preview will allow you to see what is being done before the back-up occurs; we recommend you use this option to verify that SyncToy is going to do what you want it to do before running it for real. Run will actually execute the back-up routine for real.
9. Once you have run the routine, store the USB drive with your back-up on it in a safe place. Exit from SyncToy and you are done!