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Before You Get Started

Product Registration

Take a few moments to register your software. You qualify for free technical support by registering your software.   You may register your software, automatically, from the <u>Registration</u> icon.

Contacting SitBack Technologies, Inc.

To contact SitBack Technologies, Inc. for technical support or sales, please call or fax.   Telephone Number: (913)-894-0808.   FAX Number: (913)-894-0250

Readme File

The Reflect diskette may contain a file named Readme which will provide you with the latest information too recent to put in this manual.   It is in ASCII format, therefore it can be accessed or printed from a Word Processing program.

System Requirements

To use Reflect, you require: MS-DOS 3.0 or later, or equivalent, Microsoft Windows version 3.0 or later and an 8088, 8086, 80286, 80386, 80486 computer.

Supported Devices

You can use Reflect to transfer and synchronize files between any physically attached local or networked DOS devices. This includes floppy diskettes, another hard disk, a partitioned hard disk, network file server,   removable hard disks, Syquest, Bernoulli, floptical or optical drives.

Getting Started

Please review this section prior to using Reflect.

Reflect Overview

Reflect is a file transfer and synchronization program which allows you to keep the latest versions of files updated and optionally synchronized between two attached storage devices.   By synchronized we mean, keeping the files within selected directories or an entire drive identical by not only updating newly created and changed files but by deleting files from one storage device which have also been deleted from another.

You can be as selective as you want in defining which files and directories you want to transfer and/or synchronize.

Ways To Use

There are several ways to use Reflect.

Any two local or networked hard or removable disks - (workstation to server, server to server or two hard disks on a PC)

If you have two hard disks you can use Reflect to keep the files from one or both devices updated and synchronized with the other.   This is ideal for backup purposes.

Portable Hard Disk

If you have a portable hard disk you can use Reflect to transfer and synchronize files between a hard disk and the portable.

Notebook/Laptop With Docking Station

Reflect is the ideal tool to keep your latest files updated and synchronized between the hard disk on your notebook and the hard disk on the docking station or vice versa.

Notebook/Laptop With Removable Cartridge or Hard Disk

A growing number of notebooks now have some type of removable storage device as the primary media.   If another PC has a drive bay available for this device as well, you can use Reflect to keep the files from this device updated and synchronized onto the hard disk of another PC or vice versa.

Shared network directories

If you frequently exchange or share data on a network, Reflect can be used to transfer and/or synchronize data on a server with your local hard disk or vice versa.   For example if a number of users are working on a group of files for a project and these files reside in a directory on a server, each user who has a need to review or manipulate these files can use Reflect to update the latest files from the directory to their local hard disk.   Similarly if files are subsequently created or changed by a user, they can then be updated to the server directory.

Major Benefits

Keeps the latest versions of files transferred between two storage devices.
Optional synchronize feature keeps files deleted from one device, deleted from the second device, keeping such
   things as databases and personal information managers completely synchronized.
Works with all leading LANs.
Automatic protection against updating files which were changed on both storage devices.
Does not interfere with backup programs.
On-line documentation and help facility.

Terms To Know

Please become familiar with the following terms.

Transfer Configurations

In order for Reflect to know which files or directories you want to transfer or synchronize you will enter these in the Reflect program.   These are stored so that you do not have to enter them each time.

Full Transfer

A transfer of all selected files from one disk to another.   You can perform a full transfer at any time.

Incremental Transfers

A transfer of all of the files you have created, changed or added (copied) within the transfer configurations, since the last time a transfer was performed   This is done automatically, unless you specify a full transfer or add a transfer configuration.

Synchronize

When this option in enabled,   the files and directory tree structure within the transfer configurations on the destination drive are made identical to those on the source drive.   Use the synchronize option every time if it is imperative that you keep the files between both devices identical, otherwise you can just use it periodically.

This insures that files which have been deleted from the source drive are also deleted from the destination drive, keeping the files and directory tree structure on both devices identical.   If you are transferring databases such as Personal Information Manager files, this feature may be essential in order to keep the integrity of the files and to ensure correct operation of the program.   If you are transferring files such as word processing or spreadsheet files, you may only want to perform a synchronize periodically for house cleaning purposes.

Things To Know

Prior to using Reflect please review the following:

1.   Transfers can only be performed between two physically attached or network drives.

2.   The files you want to transfer and synchronize must reside in identical directories and tree structure.   When you perform transfers, these are recreated if they do not already exist.

3.   All of the setup information you enter in the Reflect dialog box is stored in a file called Reflect.SAV.

4.   A database called Reflect.db is built and stored in the Reflect directory each time you perform a transfer.   This file is essential for the correct operation of Reflect when transferring and synchronizing files.   Please do not alter or delete this file.

5.   If you want to keep the files on two storage devices updated to each other for example if files are being created and changed on both devices and you want to keep these files updated on both devices, alternate transferring between each device.

6.   Use the optional synchronize option with care.   Please note that when Reflect performs a synchronization, any files which may currently exist on the destination drive (within the transfer configurations only) and which do not exist in the same directories on the source drive will be deleted.

Reflect Utility

The Reflect Utility keeps your most recently created and changed files updated between any two physically attached storage devices.   The optional synchronize feature allows you to keep the files between the two storage devise identical or mirrored.

In order for Reflect to know which files to transfer, you will enter the names of the files or directories. These are referred to as Transfer Configurations.   These are stored so you only have to enter them once.   You can be as selective as you want in determining which files or directories you want to transfer and keep synchronized. You can also exclude files, files with common file name extensions or entire directories.

When you first get started, Reflect will transfer all of the files in your transfer configurations from the source drive to the destination drive and recreate the exact directory tree structure.

When subsequent transfers are performed only the files which have been created, changed or added   since the last time you performed a transfer are copied to the destination drive.   If you want to keep two PCs completely synchronized then our optional "Synchronize" feature assures that files which have been deleted or do not exist on the source drive are also deleted from the destination drive.

Be particularly careful the first time you synchronize.   When Reflect performs a synchronization, any files which may currently exist on the destination drive (within the transfer configurations only) and which do not exist in the same directories on the source drive are deleted.

What Happens During A Transfer

Please remember that the following only applies to files within the transfer configurations.

1.   If a file on the source disk is created, changed or added (copied into a transfer configuration) or a full transfer is selected, the file(s) will be copied to the destination drive and create any necessary directories if they do not already exist.

2.   If the same file exists on both the source and destination drives, Reflect compares the time and date stamp of both files and will only overwrite the file if the file on the source drive is more current than the one on the destination drive.

3.   If the same file exists on both the source and destination drives and the file on the destination drive is more current, which means the file may have been changed since the last time a transfer, then Reflect will prompt you as to whether you want to overwrite the file or rename it.

4.   If you chose the Synchronize option, Reflect will delete any files within the transfer configurations on the destination drive which do not exist on   the source drive.

Be particularly careful the first time you synchronize.   When Reflect performs a synchronization, any files which may currently exist on the destination drive (within the transfer configurations only) and which do not exist in the same directories on the source drive will be deleted.

How To Transfer Files

1.   Access the Transfer Program by double clicking on the Reflect Icon.

2.   **Source Drive:**   Enter the letter of the drive to transfer files from. Click on the down arrow to assist you in making your selection.   Reflect stores your last entry so that if you always transfer files from the same drive you will not need to enter this each time

3.   **Destination Drive:**   Enter the letter of the drive to transfer files to. Click on the down arrow to assist you in making your selection.   Reflect stores your last entry so that if you always transfer files to the same drive you will not need to enter this each time.

4.   **File/Directories:**   In order for Reflect to know which files to transfer, you will enter the names of the files or directories. These are referred to as Transfer Configurations.   These are stored so you only have to enter them once. You can be as selective as you want in determining which files or directories you want to transfer and keep synchronized.

     You can transfer individual files, directories or an entire drive.

Global (*) and wild cards (?) may be used to specify files with common file names or extensions.   Full path statements may also be used to specify files or types of files within a directory.

The transfer configurations are contained in a list box.   Seven transfer configurations will be in view at one time.   If you have more than seven, click on the scroll button to scroll through the remaining list of transfer configurations.

To add a transfer configuration, click on the Add push-button, enter the source path and click on OK to save the configuration.   Click on the Source push-button to use the <u>Navigation Utility</u>   to assist in making your selection.

Each time you add a configuration, Reflect will transfer all of the files within it, the next time a transfer is performed.

To delete a transfer configuration, select the configuration(s) by clicking on it and click on the Delete push-button.

To change a transfer configuration, select the configuration, click on the Edit push-button and change the configuration.   Use the <u>Navigation Utility</u>   to assist in making your selection.

To display the remaining transfer configurations, click on the pull down push-button to scroll through the transfer configurations.

5.   Enable or disable the other options.   Please refer to the next section (Transfer Options) for an explanation of each option.   These are also retained so that you do not have to enter them each time.

Press   **Preview** prior to starting the transfer if you want to find out how many files will be transferred.

6.   Press the **Start** push-button to begin the Reflect.

Whenever you add a new transfer configuration, Reflect will transfer all of the files within it the next time you perform a transfer.   Therefore if you just setup transfer configurations, Reflect will transfer all of the files in each new transfer configuration.   Subsequent transfers will only transfer files which have been created, changed or added (copied into) within your transfer configurations since the last time you performed a transfer.

If you enabled the synchronize options, following the transfer, Reflect will delete the files from the destination drive which do not exist or have been deleted from the source drive. This assures that files within the transfer configurations are identical on both drives.

Be particularly careful the first time you synchronize.   When Reflect performs a synchronization, any files which may currently exist on the destination drive (within the transfer configurations only) and which do not exist in the same directories on the source drive will be deleted.

When Reflect encounters the first file which exists on the destination drive which was deleted or no longer exists on the source drive a message will display.   You are given the option to verify each file, proceed to delete all of the files without further verification or to cancel the synchronization.   Please remember this only applies to the files within the transfer configurations.

A dialog box appears which displays each file being transferred and the total bytes and number of files being transferred.

When the transfer is complete, you are displayed a message box which provides information regarding the completed transfer.   Press OK to return to the transfer Window.

Transfer Options and Settings

Below is a description of each of the settings.   Please review these prior to setting up transfer configurations.

Define Exclusion

This push-button allows you to setup file exclusions.   File exclusions allow you to exclude certain types of files or entire directories which are a part of your transfer configurations so that only your important files are transferred.   Please refer to the Excluding Files section of this manual for instructions on how to set up file exclusions.

Include Subdirectories

This option, when enabled, also transfers files within the sub directories of the transfer configurations.

Do Exclusions

Enable to exclude the files specified in the Define Exclusion push-button.   Disable to include the files specified in the Define Exclusion push-button.   Please refer to the Excluding Files section of this manual for instructions on how to set up file exclusions.

Synchronize

The synchronize option is used if you want to keep the files which are contained in the transfer configurations identical between two drives.   This means that any files which do not exist or have been deleted from the source drive will also be deleted from the destination drive.

Be particularly careful the first time you synchronize.   When Reflect performs a synchronization, any files which may currently exist on the destination drive (within the transfer configurations only) and which do not exist in the same directories on the source drive will be deleted.

Reflect will compare the files within the transfer configurations on the source drive to the ones on the destination drive and delete the files from the destination drive which have been deleted from the source.   This keeps the two drives 100% synchronized.

If you are transferring databases such as Personal Information Manager files, this feature may be essential in order to keep the integrity of the files and to ensure correct operation of the program.   If you are transferring files such as word processing or spreadsheet files, you may only want to perform a synchronize periodically for house cleaning purposes.

If all you want to do is transfer the latest files from one drive to another, then do not select the synchronize feature.

Last Transfer Time

A display of the last date and time you performed an transfer.   This is only informational.

Preview

The Preview dialog box informs you of the number of files and total bytes which will be transferred.

Making A Full Transfer

You can at any time, transfer all of the files within a selected configuration or you can transfer all of the files in all of the configurations.   To do so, perform the following;

1.   If you want to perform a transfer of all files in an individual configuration, select the one you want by clicking on it and proceed to step #2.   If you want to perform a transfer of all of the files within all of your configurations, do not select one but proceed to step #2.

2.   Click on Option from the menu bar and select Full Transfer.

3.   Choose Selected or All Configurations.   Repeat steps 1 through 3 if you want to perform a full transfer of another configuration.

The next time you perform a transfer, all of the files in the transfer configurations you selected will be transferred.

After making a full transfer, only the files which are subsequently created, changed or added (copied into a transfer configuration) within the transfer configurations will be transferred the next time a transfer is performed.

Excluding Files

This section discusses how to exclude selected files or directories.   These are referred to as file exclusions.

File exclusions are only applicable to files within your transfer configurations. **Files and directories which are not a part of your transfer configurations are by default excluded and therefore not transferred or synchronized.**

You can choose to exclude:

    Individual files
    Files with common file name extensions
    Entire directories

Global (*) and wild cards (?) may be used to exclude files with common file names or extensions. **Full path statements must be used to exclude specific files or types of files within a directory or sub directory.**

When you exclude a directory, only the file(s) or types of files within the specified directory are excluded.   <u>Any sub-directories will not be excluded unless you specify them individually.</u>

How To Set Up File Exclusions

Click on the Define Exclusions push-button in the Transfer dialog box.

1.   **To add a file exclusion**, click on the **Add** push-button and enter the exclusion. Proceed to step #2.

To edit a file exclusion, select the exclusion you want to edit and click on the **Edit** push-button.   Proceed to step #2.

To delete a file exclusion, select the exclusion you want to delete from the list box and press the **Delete** push-button.

2.   Enter your exclusion.   Press the Exclude push-button to access the <u>Navigate Utility</u>   to assist in your selection.

3.   Choose **OK** to record the file exclusion, press **Cancel** to return the exclusion to its original setting and close the dialog box.

4.   Proceed to Step #1, to add, edit or delete another file exclusion.   Otherwise press OK to exit the dialog box and return to the transfer dialog box.

How To Register Your Software

The Register icon provides a simple and automatic way to register your software.   We strongly urge you to register your software.   Upon registering your software you qualify for unlimited technical support and product upgrade notifications.

The Registration Icon, activates the Windows Notepad program and displays a file called REGCARD.TXT.   This file contains all of the information necessary to register your software.   Either print the file and fill it in by hand or type the information onto the screen and print the file.   Then simply mail or fax it to SitBack Technologies, Inc.

Navigation Utility

The Navigation Utility eliminates the need for you to remember or to even know how to enter DOS path statements. It is available in Reflect and file exclusion dialog box.   Use the Navigation Utility to select drives, directories or files to be entered into text fields.

1.   Click the cursor into the field where you need to enter a path statement and click on the push-button next to the text field.

The Navigate list box is displayed:

The Filename: and **Directory**: fields display the current selection. **The Files**: list box lists all of the files, if any are present in the current directory.   **The Directories:** list box lists all available drive letters and directories.

To move to another drive, double-click on the drive letter.

To move to another directory, double-click on the directory name.

To move to a previous directory level, double-click on the [..] symbol.

To select a file, click on the file name.

2.   Click **OK** when the selection is complete to insert the selected path into the text field of the previous dialog box.   Click **Cancel** to return to the previous dialog box without making a selection.