Second Copy Help Index

Technical support is available through CompuServe: 71310,1716

Second Copy Overview

Second Copy is a utility that makes an extra copy of the files in specified directories to another drive for safe keep.   The first time Second Copy is run, it copies the entire specified directories to the specified drives.   After that, it copies only those files that are changed.

Once started, Second Copy stays active and loads itself every time you run Windows, until you explicitly terminate Second Copy with the Exit command.

Second Copy monitors the specified directories at a regular interval and if it finds any files that have been added or changed since the last time Second Copy copied them, it copies them again.

Second Copy can be used to copy files to floppies or LAN drives.   If you use Second Copy to copy files to a floppy drive, make sure that all the files you intend to copy to the floppy will fit on one floppy.

See Special Tips for ideas on how to best configure the files on your system to take advantage of Second Copy.

Organize your files in such a way that all your data files are in separate directories from the programs. This makes it easy to group your data files from program files in an organized way.   Second Copy allows you to specify whether you want all the files in a particular directory to be copied or whether you want only the files of a certain type (file extension) in a directory to be copied.

 Suppose you have the following programs in the following directories:

> Windows - in c:\windows
> Excel - in c:\excel
> Word For Windows - in c:\windows\winword
> Designer - in d:\designer
> Superbase 4 - in d:\sb4

Suggestions 1:
> **Keep all the data files under one major heading (c:\data) and use separate sub directories for different types of files.**
>
> c:\data\win   - for all write documents, calendar etc.
> c:\data\excel - for Excel spreadsheets
> c:\data\docs - for Word For Windows documents
> c:\data\design - for Designer drawings
> c:\data\db - for Superbase databases
>
> you will have to specify only one entry in the Second Copy setup to copy files to the LAN drive h:
>
> > **To h: From c:\data**
> > **(Select "Copy all files in this directory" option)**

Suggestion 2:
> **Keep all the data files under one major heading (c:\data) and use separate sub directories for different projects.**
>
> c:\data\home - for all home data files
> c:\data\finance - for all financial records
> c:\data\work - for all work related files
>
> Again, you will have to specify only one entry in the Second Copy setup to copy files to the LAN drive h:
>
> > **To h: From c:\data**
> > **(Select "Copy all files in this directory" option)**

Suggestion 3:
> **Keep the data files under sub directories under each program directory.**
>
> c:\windows\data - for write documents, calendar etc.
> c:\excel\spread - for Excel spreadsheets
> c:\windows\winword\docs - for letters
> d:\designer\draw - for Designer drawings
> d:\sb4\db - for Superbase databases
>
> You will specify several entries in the Second Copy setup for drives and directories as follows to copy files to various drives:

To h: From c:\windows\data
To h: From c:\excel\spread
To i: From c:\windows\winword\docs
To c: From d:\designer\draw
To h: From d:\sb4\db

(Select "Copy all files in this directory" option)

Suggestion 4:

Keep the data files in the same directories with each program.

c:\excel - for Excel programs & spreadsheets
c:\winword - for Word For Windows program & documents
d:\designer - for Designer program & drawings

Though this scheme is not recommended,   Second Copy can be configured to handle this arrangement.

To h: From c:\excel
(Select "Copy only files with extension XLS")

To i: From c:\winword
(Select "Copy only files with extension DOC")

To c: From d:\designer
(Select "Copy only files with extension DRW")

Menu Selections

File menu
    Copy Now
    Exit

Options menu
    Change Setup
    Advanced Options
    Enter Registration Number

Help menu
    Help
    About Second Copy

Main Dialog Selections

Action buttons

    Copy Now button
    Change Setup button
    Advanced Options button
    Exit button
    Help button

Information boxes

    Status box
    Drive and Directory Setup
    Files Queued For Copying
    Files Recently Copied

Change Setup

This dialog box allows you to change the directory list and the frequency of the copy process.

Step 1

Directory selection

Select the directory that you want to be copied.   Double click on a directory to select it.   Double click on the [..] entry to select the parent directory.   Double click on the [-x-] entry to change the x drive.

You can also press the space bar instead of a mouse double click.

If this directory and its sub directories contain your data files only, select the **"Copy all files in this directory"** option.   If you specify directories that contain program files with this option, Second Copy will still work fine, but you will end up making unnecessary copies of the program files on other drives.

If this directory and its sub directories contain data and program files and you are interested in copying only files for certain type, select the **"Copy only files with extension"** option and specify the file extension.   You can only specify one extension at a time, but you can make multiple such entries with the same directory and different extensions.

You can also specify **wild cards** "**?**" and "*****" in the extension.   These have the same meaning as in MS-DOS.   The "?" character marches with any character in that location and the "*" character matches with any string of characters at that location.

Step 2

Drive to copy files to

Select the drive where you would like Second Copy to copy all the files from the directory you selected in Step 1 above.   It is best to select a drive different from the one where the files reside.

If you plan to copy files from a directory on one drive to the same drive, make sure that you specify a Directory Prefix in the Advanced Options.   If no such prefix is specified, Second Copy will default to a prefix of **BACKUP**.

Second Copy only displays the first twenty drives on your system.

Step 3

List of Selection

This scrollable list box shows the directories you have selected previously and the drives where they will be copied to.   An entry such as   **"To c: from d:\data\letter"** indicates that all the files in the directory \data\letter and all its sub directories will be copied from the "d" drive to the "c" drive.

See description under the Drive and Directory Setup topic for further explanation of the meaning for these entries.

Add to list button

Press this button to add the directory and drive you selected in step 1 and 2 above to the list of selections.

Delete from list button

Highlight an entry in the list of selections and press this button to remove that entry from the list.

Step 4

Frequency

Use the scroll bar to select how often you would like Second Copy to monitor the files on your disk.   The minimum frequency is 1 minute and the maximum frequency is 720 minutes (12 Hours).

Save Setup button

Press this button to save the new setup.

Cancel button

Press this button to cancel the changes.

Help button

Press this button to get help about this dialog box.

Advanced Options

The advanced options allow you to tailor your environment for better performance and flexibility.   Use these options with extreme care.   When in doubt, let Second Copy use the defaults.

Block Size

Files are copied in multiple blocks of characters at a time.   The Block Size specifies the size of each I/O buffer in bytes.   The Cluster Size defines the number of blocks copied at a time before yielding the control back to other applications.

Make the Block Size an even multiple of the packet size of your LAN or disk controller.

Cluster Size

This cluster size has nothing to do with the cluster size on your disk.   The term "cluster" used by Second Copy happens to coincide with the hard disk "clusters" on some disks.

A higher Cluster Size will make the copy process faster.   A lower number will have a minimal effect on the response time of other applications.

Reinstate Defaults

If you have changed the block and cluster size and you want Second Copy to go back to the defaults, press this button.

Directory Prefix

By default, Second Copy will copy the files from one drive to another with exactly identical directory structure.   If the directory structure does not exist on the destination drive, Second Copy will create it.   However, here you can specify the top level directory on the destination drive under which the source directory structure will be created.

Second Copy will accept a prefix consisting of up to 8 letters, numbers or the "dash" character.

See description under the Drive and Directory Setup topic for further explanation of the meaning for these entries.

Include File Types

By default, Second Copy will copy only normal files.   You can select the following types of files to be copied in addition to the normal files.

System

Select this check box to copy system files.

Hidden

Select this check box to copy hidden files.

Read Only

Select this check box to copy read only files.

Save button

Press this button to save the new setup.

Cancel button

Press this button to cancel the changes.

Help button

Press this button to get help about this dialog box.

Enter Registration Number

When you order a registered version of Second Copy, you will be given a registration number.   Choosing this menu option will open a dialog box where, you can enter the registration number and your name.   When Second Copy receives valid number and name, it will automatically reconfigure itself as a registered version and no longer send you "friendly reminders" to register your copy.   See Ordering Information for details.

This menu option is grayed out in a registered version of Second Copy.

Copy Now

This command causes Second Copy to start the copying process immediately instead of counting down to the next cycle.   Use this command if you are planning to exit windows and want to make sure that all recently updated files get copied before you exit.

Exit

The Exit command causes Second Copy to terminate.   If Second Copy is terminated in this manner, it will not start automatically next time you run Windows.   It will have be restarted manually by clicking on the icon.

To make the best use of this program you should not exit it but rather simply minimize it and let it run in the background all the time.

Help

Selection of the Help menu option displays this Help file.

About Second Copy

Selection of this menu option displays information about the version and creators of the Second Copy software.

Help button

Press this button to get help about this dialog box.

OK button

Press this button to return to the main dialog box.

Status Box

This is a status message indicating when the next copying process will start.   This message is updated every minute.

If Second Copy encounters an error during the copy process, for example a "disk full" condition, it will display this error message on the second line of the status box.

Drive and Directory Setup

This is a drop-down list of user specified directories that Second Copy will monitor and the drives where the files from these directories will be copied to.   Only the first entry from the list is normally visible.   You can see all the entries by clicking on the down arrow next to the box.   Clicking on any of the entries or pressing Alt-uparrow will close the drop down list.

Example:

> The following entry will copy all files from the "**c:\data**" directory and all its sub directories to the from the "**c**" drive to the "**d**" drive.

> ### To d: From c:\data

Second Copy will create the appropriate directory structure on the "**d**" drive to match the structure on the "**c**" drive under the "**\data**" directory.

If the there is no Directory Prefix specified in the Advanced Options, the "**\data**" directory will be created under the root directory of drive "**d**" otherwise, the "**\data**" directory will be created as a sub-directory of the prefix directory on drive "**d**".

For instance, if the specified Directory Prefix is "**backup**", then Second Copy will copy files to "**d:\backup\data**" directory.

It should be noted that the entire directory structure under "**c:\data**" will copied to the "**d**" drive. So, if the "**c**" drive contained the following files:

> **c:\data\report1.doc**
> **c:\data\report2.doc**
> **c:\data\project\memo1.txt**
> **c:\data\project\memo2.txt**
> **c:\data\finance\year1.xls**

They will be copied to:

> **d:\backup\data\report1.doc**
> **d:\backup\data\report2.doc**
> **d:\backup\data\project\memo1.txt**
> **d:\backup\data\project\memo2.txt**
> **d:\backup\data\finance\year1.xls**

Files Queued For Copying

This scrollable list box displays the files that Second Copy has determined need to be copied.   Second Copy builds this list periodically at the given interval and then starts to copy the files.   As each file is copied, it is removed from this list and displayed in the Files Recently Copied list.

If a file in this queue is in use by another program then, Second Copy skips over it and tries to copy it in the next cycle.

Files Recently Copied

This scrollable list box displays the files that have been recently copied by second copy.   Second Copy put the time of the day in front of each entry to indicate when this copy was performed.

Second Copy 3.0 Registration Form

Second Copy is a shareware program and you are allowed to use it for evaluation purposes only for a period of 30 days, after which you must obtain a registered version of the product from Centered Systems.

You can order by sending check, cash or money order to

      Centered Systems
      7137 Oak Ridge Road
      Falls Church, VA - 22042-2561

or with MC, Visa, Amex, or Discover from the Public (software) Library by calling 1800-2424-PsL or 713-524-6394 or by FAX to 1-713-524-6398 or by CIS Email to 71355,470. These numbers are for orders only. To insure that you get the latest version, PsL will notify us the day of your order and we will ship the product directly to you.

Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc, must be directed to

      Centered Systems
      7137 Oak Ridge Road
      Falls Church, VA - 22042-2561

You can also mail credit card orders to PsL at P.O.Box 35705, Houston, TX 77235-5705.

To print this form, select **Print Topic** in the **File** menu of this help file.

Second Copy **single user** license:
     Quantity _____ @ $25.00 ea   = _____

Second Copy **25 user** site license:
     Quantity _____ @ $125.00 ea = _____

             Shipping & Handling = $3.00

Virginia residents add 4.5% sales tax = _____

        Total Payment   = _____

Disk Size: 5.25" ____   **3.5"** ____

Date: _____

Name: _____

Address: _____

_____

City, State, Zip: _____

Day phone: _____ **Eve:** _____

How did you hear about Second Copy?

_____

Comments:

_____

_____

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