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Sync-It Overview

Sync-It is the ideal program for those of you who use more than one computer and want to transfer the latest files between them. It is also ideal for those who use programs such as Personal Information Managers and need to keep files completely synchronized between two PCs. If you use more than one PC, keeping your latest files updated between them can be a hassle. Connecting cables or a modem is often impossible, inconvenient, impractical and cumbersome.

Sync-It keeps the latest versions of all of your important files on each PC with the push of a button.

It's the perfect program for computer users who frequently switch between portables and desktops and need the latest versions of their important files on both.

Better yet, if you frequently transport files between offices it's the ideal solution. Simply transfer the files to one or more floppies (or any removable media), and update the files on the other PC.

Major Benefits

- Keeps the latest versions of files updated on multiple PCs.

- No cables to attach.

- Easy to install, setup and use.

- Synchronize option updates deleted files between PCs, keeping programs such as databases and personal information managers completely Sync-It.

- Splits large files onto more than one diskette.

- Compresses files during file transfers to minimize the number of diskettes needed.

- Automatic protection against updating files which were changed on both PCs.

- Transfer media can be any removable storage device.

- Does not interfere with backup programs.

- On-line documentation and help facility.

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 [Registration](#) icon. Please refer to the [Registration](#) section of this manual.

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 Sync-It 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 Sync-It, 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 Transfer Media

You can use Sync-It to transfer files to any removable DOS device. This includes floppy diskettes, removable hard disks, Syquest, Bernoulli, floptical or optical drives. Please dedicate the disk(s) exclusively for Sync-It, since all files on the transfer disks are deleted each time a transfer is performed.

This provides the ability to use the same transfer disk over again without first manually deleting the files from them.

Before You Get Started

Terms To Know

Prior to using this software and reading the rest of this manual please become familiar with the following terms.

Transfer PC - The PC which you are transferring files from, onto the transfer media.

Update PC - The PC you are updating files to, from the transfer media.

Transfer Disk(s) - Any removable media such as floppy diskettes, Syquest, Bernoulli, floptical or optical disks which you will be using to transfer and update your files between PCs.

Transfer Configurations - The listing of files and directories you want to transfer. These are stored so that you do not have to enter them each time.

Full Transfer - A transfer of all selected files from your PC to the transfer disk. You can perform a full transfer at any time.

Incremental Transfers - A transfer of all of the files (contained in the transfer configurations) which have been created, changed or added (copied), since the last time you performed a transfer. This is done automatically, unless you specify a full transfer or add a transfer configuration.

Synchronize - When the files and directory tree structure within the transfer configurations on two PCs are identical. This is accomplished by performing a transfer of files from one PC with the synchronize feature enabled and then updating those files onto another PC.

This insures that files deleted from one PC are also deleted from another, keeping the files on both PCs identical. If you are transferring databases such as Personal Information Manager files, this feature will be required. If you are transferring files such as word processing or spreadsheet files, you may only want to perform a synchronize periodically to clean up your files. Use the synchronize option each time if it is imperative that you keep the files between both PCs identical, otherwise you can just use it periodically to clean up your files.

Things To Know

Prior to using Sync-It please review the following:

1. Transfers can only be performed to a removable media such as floppy diskettes, floptical, Bernoulli, Syquest or optical drives.
2. The files you want to transfer and update between two PCs must reside in identical directories and tree structure. When you perform updates, these are recreated if they do not already exist.
3. Dedicate your transfer disk(s). Each time you perform a transfer, Sync-It purges all of the files from the transfer disk prior to transferring files to it. By doing this, you can use the same disk(s) over and over again without having to delete the files yourself or having to use other disks.
4. Install Sync-It on each PC you will be transferring from and updating to.
5. All of the setup information entered in the Transfer dialog box is stored in a file called InSync.SAV. If you make a change to this file on one PC be sure to make the same change to the other.
6. When transferring files, Sync-It splits large files onto multiple disks and optionally compresses them. Therefore always use the Update program to update the files onto another PC. If you use a DOS copy command or another utility, you may only copy a partial file.
7. Sync-It transfers and update hidden and system files and maintains the same attributes files.

Ways To Use

There are two primary ways to use Sync-It.

File Transfers Without Synchronization

Keeps the latest files updated between two or more PCs. Does not delete files, upon update, which have

been deleted from the transfer PC.

If you ever want to synchronize the two PCs, enable the synchronize option the next time you perform a transfer and when you update the other PC, the files will be completely synchronized.

1. Install Sync-It on each PC.
2. Setup identical transfer configurations on each PC.
3. Transfer the files from the first PC (without using the Synchronize option) and update them on the second PC.
4. Transfer the files from the second PC (without the Synchronize option) and update them on the first PC.

Following the initial transfer and update of each PC, all of the files from each PC exist on the other.

From then on, only the files (contained in the transfer configurations) which have been created, changed or added (copied) since the last time a transfer was performed will be transferred and subsequently updated onto the other PC.

File Transfers With Synchronization

To keep files completely synchronized or identical between two PCs. enable the Synchronize option when transferring files.

This is particularly important if you are transferring and updating databases such as personal information managers whereby the files must be completely synchronized for the program to work correctly.

1. Install Sync-It on each PC.
2. Setup identical transfer configurations on each PC.
3. Perform a transfer from the PC which contains the files which you want to synchronize with the synchronize option enabled.
4. Update the files from the transfer disks to the second PC. Sync-It will transfer all of the files from the transfer disk onto the second PC and then delete the files from the second PC which do not reside on the transfer PC. Upon completion of the update, the files on the second PC will be completely synchronized with the first PC.

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

5. To ensure on-going synchronization of your files between PCs, be sure to transfer and subsequently update each PC each time you have used one or the other, using the synchronize option.

Quick Start

This section provides a very brief overview of how to get started using Sync-It. However, we urge you to take a few minutes to review the rest of this manual.

1. **Install Sync-It** - Insert the Sync-It diskette in the disk drive. Invoke File/Run from Windows Program Manager or File Manager. Type A:\INSTALL, where A: is the letter of the drive that contains the Sync-It diskette.
2. **Run the Transfer Program** - Double click on the Transfer Utility.
3. **Setup up Transfer Configurations** - Enter the files or directories which you want to transfer and keep synchronized by clicking on the Add push-button. You can have as many as you need. If there are files within the transfer configurations you want to exclude, click on the File Exclusion push-button and enter file exclusions. Select the other options before performing the transfer.

Whenever you add a transfer configuration, Sync-It will automatically transfer all of the files in the configuration the next time you perform a transfer. Therefore the first time you set up Sync-It all of the files within the transfer configurations will be transferred and subsequently updated to your other PC.

Synchronize option - The Synchronize option is used if you want to keep the files which are a part of your transfer configuration identical between two PCs. This means that any files which are not present or deleted on one PC will be deleted from the other. If you use the Synchronize option, Sync-It will create a file on the transfer disk which contains a list of all of the files and directories in the transfer configurations.

When you perform the update onto the second PC, Sync-It will compare this list of files with the actual files on the PC. File which exist on the PC which do not exist in the file on the transfer disk will be deleted. This keeps the two computers 100% synchronized.

Use this option each time in order to synchronize databases or Personal Information Managers. If you are transferring files such as word processing or spreadsheet files, then it is not required unless you just want to keep the files cleaned up between the two PCs.

If all you want to do is transfer files between two PCs, then do not select the Synchronize feature.

4. **Transfer The Files** - Press Start. Sync-It will prompt you to insert the first disk. Prior to actually transferring files, any files presently on the transfer disk will be deleted. Press the PREVIEW push-button, if you want to determine the approximate number of disks you will need for the transfer. Continue to insert additional disks as requested until the transfer is complete.

5. **Install Sync-It on your other PC** - Use the same procedures as step 1. Set up identical transfer configurations and exclusions.

6. **Update The Second PC** - Double click on the Update program. Select the drive you want to update from and to.

Sync-It will prompt you to insert your transfer disks and will update these files onto the second PC, creating any necessary directories automatically. Continue to insert all of the transfer disks.

If you chose the synchronize option when you performed the transfer, Sync-It will, following the update, perform the synchronization. You will be prompted when Sync-It encounters the first file to delete and you will have the option to verify file by file or perform the synchronization without further involvement.

7. **Transfer Files From The Second PC**- After you work on the second PC and if you now want to transfer the files which you have created, changed or added (copied) since you last updated, perform a transfer as described in step #4 back to the transfer disks again.

8. **Update The First PC** - As described in step #6.

9. **Repeat steps 4-8** - To keep each PC updated or synchronized.



Transfer Utility

Transfer

The Transfer is used each time you want to transfer files from one PC to another using a floppy disk or any other removable media as your transfer media.

In order for Sync-It to know which files to transfer, you will enter the names of the files or directories. These are referred to as Transfer Configurations and 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.

The optional Synchronize feature assures that files deleted from one PC will also be deleted from the other, keeping the files on both PCs completely synchronized.

When you first get started, Sync-It will transfer all of the files contained in the transfer configurations to the transfer disks so that when these files are updated to the other PC, all of the files from the first PC will reside on the second one. Following the initial transfer and update of both PCs, each will have the same files.

If you select the Synchronize option, Sync-It will upon update, delete the files from the second PC which are not in the transfer configurations of the first PC.

Each time you perform a transfer, all of the files which have been created, changed or added in the directories you want to keep synchronized, since the last transfer are copied to the transfer media. If you want to keep two PCs completely synchronized than our optional "Synchronize" feature assures that files deleted from one PC are also deleted from the other.

Optional file compression minimizes the number of disks needed for transferring files and our Split File technology assures that the largest files can be transferred even when using floppy disks.

How To Transfer Files

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



Please refer to the next section for a description of each option.

2. Enter the transfer configurations (Source paths) as described in the Setting Up Transfer Configurations section in

this chapter. Click on the Source push-button to use the [Navigation Utility](#) to assist in making your selection.

3. Enter the destination drive. Sync-It stores your last entry so that if you are transferring files to the same drive you will not need to enter this each time. Click on the destination push-button to use the [Navigation Utility](#) to assist in making your selection.

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

Press **Preview** prior to starting the transfer if you want to find out how many disks you will need, the number of files and total bytes which will be transferred in compressed or non-compressed format.

5. Press the **Start** push-button to begin the transfer. Sync-It will prompt you to insert a disk. Click on OK to proceed.

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

NOTE: Sync-It will perform transfers to removable media only, such as a floppy diskette. Whenever a transfer is performed, Sync-It automatically purges all of the files and directories from the disk you are transferring to.

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

When a disk becomes full, Sync-It will prompt you to insert another disk.

Number each disk on the label starting with the number 1, so that when you update these files to the other PC you can easily identify them and insert them in the correct order. Sync-It also numbers these disks automatically to insure that they are inserted in the correct order when you perform an update.

6. Insert the next diskette. Click on **OK** to proceed. Repeat steps #2-5 until the transfer is complete.

When the transfer is complete, a message box displays 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.

Source

A list box of the pre-defined files or directories you want to transfer. These are referred to as transfer configurations. You can have as many as you may need. These are saved so that you do not have to enter them each time. Click on the Source push-button to use the [Navigation Utility](#) to assist in making your selection.

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.

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.

Destination

The drive where you want to transfer your files. This must be a removable media. Click on the Destination push-button to use the [Navigation Utility](#) to assist in making your selection. The last entered destination drive is retained for future use. Each time a transfer program is performed, Sync-It first deletes all of the files from the transfer disk, so that you can re-use the same disks each time you transfer files between two PCs.

File 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 subdirectories of the source path.

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.

Compression

This option compresses your transfer data onto your transfer media. Your data is compressed file by file at an average of 2:1 ratio. Some files, such as data base files, will be compressed at a higher ratio. This minimizes the number of transfer disks you will need.

Synchronize

The Synchronize option is used if you want to keep the files which are a part of your transfer configuration identical between two PCs. This means that any files deleted from one PC will also be deleted from the other. If you click on the Synchronize option, Sync-It will create a file on your transfer disk which contains a list of all of the files and directories in your transfer configurations.

When you perform an update onto the second PC, Sync-It will compare this list of files with the actual files on the second PC and files which exist on the PC which do not exist in the file on the transfer disk will be deleted. This keeps your two computers 100% synchronized.

Use this option each time in order to synchronize such things as databases or Personal Information Managers. If you are transferring files such as word processing or spreadsheet files, then it is not imperative to use this option, unless you want to keep files which have been deleted from both PCs cleaned up.

If all you want to do is transfer files between two PCs, then do not select the Synchronize feature.

Last Transfer Date/Time

A display of the last date and time you performed a transfer. This is only informational. When a transfer is performed, (except for full transfers) all of the files which have been created, changed or added to the transfer configurations, since you last performed a transfer are copied to the transfer media.

Preview

Prior to performing a transfer you can preview relevant statistics of the transfer you are about to perform. The Preview dialog box informs you of the number of files and total bytes which will be transferred and the number of disks needed for the transfer.

Setting Up Transfer Configurations

Transfer Configurations are a listing of the source paths of the files or directories you want to transfer or synchronize. For example, if you only want data files from a few directories included, you will add a transfer configuration for each one. These are retained so that you do not have to enter them each time you perform a transfer. Remember that Sync-It has the **Include Subdirectory** option.

You can have as many transfer configurations as you need.

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 Navigation Utility to assist in making your selection.

Each time you add a configuration, Sync-It will transfer all of the files in the configuration, the next time a transfer is performed.

To delete a transfer configuration, select (highlight) the configuration 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 [Navigation Utility](#) 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.

Formatting Transfer Disks In The Middle Of A Transfer

If you run out of formatted diskettes during the transfer, do the following:

When you are prompted to insert another diskette, access File Manager or another utility program which has a format feature, format additional diskettes, then switch back to Sync-It and proceed with the transfer.

Reminder: Using the Preview feature will give you the approximate number of disks you will need to accomplish your transfer.

Making A Full Transfer

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

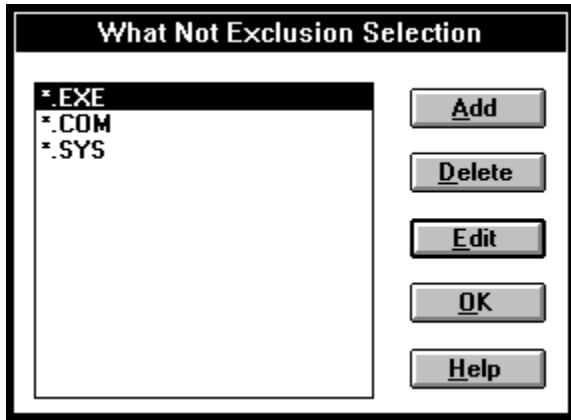
1. If you do not want to perform a transfer of all of the transfer configurations, select the one you want by clicking on it.
2. Click on Option from the menu bar and select Full Transfer.
3. Choose Selected or All Configurations. Repeat steps 1 through 3 if you want to perform a full transfer of another 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 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 from your transfers. 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, updated or deleted if the synchronize option is selected.**

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. Any sub-directories will not be excluded unless you specify them individually.

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 Navigate Utility 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.

Update Utility



The Update Utility is used to update another PC with the files contained on the transfer disks. The Update Utility, restores the files you transferred from the transfer media onto the other PC, making sure only the most recent files are updated. If you chose the Synchronize option when you performed the transfer, Sync-It will delete any files on the hard disk of the PC you are updating which were deleted from the hard disk on the transfer PC.

What Happens During An Update

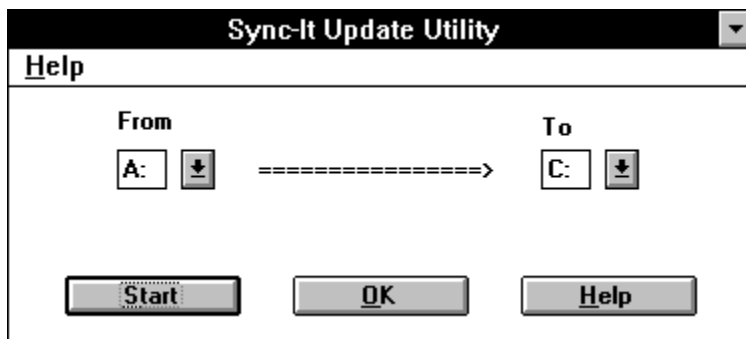
Please remember that the following applies only to files within your transfer configurations.

1. If a file on the transfer disk does not exist on the hard disk, Sync-It will update the file and create any necessary directories if they do not already exist.
2. If the same file exists on both the source and destination drives, Sync-It compares the time and date stamp of both files and will only overwrite the file, if the file on the transfer disk is more current than the one on your hard disk.
3. If the same file exists on both the source and destination drives and the file on your hard disk is more current than the one on the transfer disk, which means you have changed the file on the PC since you last performed a transfer from that PC, then Sync-It will prompt you whether you want to overwrite the file or rename it.
4. If you chose the Synchronize option when you transferred the files, Sync-It will delete any files on the hard disk of the update PC which do not exist (deleted) from the hard disk of the transfer PC.

Please remember that this only applies to files which are a part of the transfer configurations on the PC you transferred files from. The synchronize software accounts for files which were excluded and therefore will not delete these files.

How To Update

1. Double click on the Update icon.



The Update dialog box contains the following fields:

From:

The drive letter you will be updating from. This is the drive which contains your transfer disks.

To:

The drive letter you will be updating to.

2. Select the drives you want to update to and from. To select another drive, click on the arrow and a list of the available drives will display. Click on the one you want.
3. Insert the first disk. Sync-It will verify that you insert the disks in correct order. This is essential since

there may be files which have been split onto multiple disks.

To ensure a complete Update, insert every diskette during the Update process in ascending numeric order starting with transfer disk #1.

4. To start the Update, press the **Start** push-button. The Update status dialog box will display as the Update is in progress.

Respond to the prompts as they appear.

5. Once all of the files are updated from a disk, a message box is presented which allows you continue with the next disk.

6. Continue to insert disks until the Update is complete and you have updated all of the files on the transfer disks.

7. Following the update, Sync-It will synchronize the files on the PC if you enabled the synchronize option when the transfer was performed. This assures that files are completely synchronized and identical on both PCs.

When Sync-It encounters the first file which exists on the update PC which was deleted from the transfer PC 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 on the transfer PC.

How To Register Your Software



Registration

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.

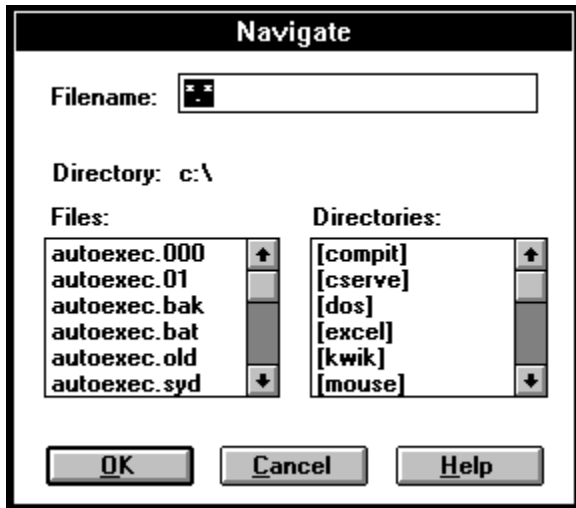
The Registration Icon, activates the Windows Notepad program and displays a file called REGCARD.TXT. This file contains all of the information necessary to register your software. Either print the file and fill it in by hand or type the information onto the screen and print the file. Then simply mail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