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## Introduction to DoubleZIP

### What DoubleZIP can do for you!

Removable disk drives provide you with direct-access backup capability and a method of easily transferring large files (or a large number of files) between computers. You can use DoubleZIP to do the backup, update and transfer of your files to your Removable disks. DoubleZIP, provides you with a quick way to keep your removable disks synchronized with your hard disks on your PC. Thats not all. DoubleZIP also can save you money by increasing (doubling in some cases) the amount of data that you can store on each removable disk! [Click here for a list of its major features.](#)

### Corporate Background

Kiss Software Corporation is a world-wide publisher of a variety of software products, including utilities and diagnostic software. Kiss Software is proud of its motto, ***Powerful Software Made Simple.***

Kiss Software's association with LinkPro, Inc., brings to the user DoubleZIP LinkPro is an innovative leader in distributed data management products with special renown for its automatic file synchronization technology.

Both Kiss Software and LinkPro maintain their corporate headquarters in Newport Beach, California.

### Customer License Agreement

The complete Customer License Agreement is printed at the beginning of the User Guide. As a reminder we want to point out: if you install DoubleZIP on another users PC, you must delete it after the transfer operation is complete, or purchase additional licenses of DoubleZIP for each user.

## List of Major Features

- You can transfer your Files between PCs.  
Take your data with you to the office, field or mountain cabin.
- You can Update (Match) Files between your PC and your removable disk.  
It is easy to keep your PC and removable disk files up-to-date.
- You can back-up your data to your removable disk.  
Selectively back-up your documents, data and digital images easily.
- You can nearly double (on average) the data stored on each of your Removable Zip disks. Storing more data per disk can save you money.

## Before you start DoubleZIP

### System Requirements

[For the Windows 3.1 & 3.11 version you need:](#)

[For Windows 95 & NT version \(version 3.51 or higher\) you need:](#)

### Installed Program Contents

Once you install DoubleZIP, you will see five icons in the DoubleZIP program group.

[DoubleZIP](#)

[Compress/UnCompress program.](#)

[Readme](#)

[On-line Registration](#)

### Setting your PCs Time and Date

Since DoubleZIP is a file synchronization program, **the accuracy of the system clock is very important.** DoubleZIP will be verifying and comparing the time and date of your files as set by your internal computer system clock. **Make sure your system clocks on all of the PCs that you are using are set accurately and to the same time and date.**

### Synchronizing files with Windows 95 Long File Names

If you are synchronizing files with long file names, then you must use DoubleZIP for Windows95. However, if all files being synchronized have the DOS standard 8.3 file format, then they can be synchronized using either DoubleZIP for Windows 3.1 or DoubleZIP for Windows95.

This also means that files with long file names that have been compressed and stored on a removable disk using DoubleZIP for Windows95 can not be synchronized by DoubleZIP for Windows 3.1. You must use DoubleZIP for Windows95 to synchronize these files.

It is recommended that you use DOS's standard 8.3 file format on all of your PCs so long as you are using a mix of PCs running Windows 3.1 and Windows95. This is because the long file name information is not recognized by standard 8.3 file systems, and during normal file operations the long file names may be destroyed. When all of your PCs are running Windows95 or NT, then long file names can be used.

## **Windows 3.1 System Requirements**

- 80386 or greater IBM compatible computer with at least 4MB of RAM and 2 MB available hard disk space.
- DOS 5.0 or higher with Windows 3.1 or 3.11 running in enhanced mode.
- One 3 1/2 inch, 1.44 MB floppy disk drive, VGA monitor or better.

## **Windows 95/NT System Requirements**

- 80486 or greater IBM compatible computer with at least 8MB of RAM (16MB for NT 3.51 & 4.0) and 2 MB available hard disk space.
- Windows 95, NT 3.51 or NT 4.0
- One 3 1/2 inch, 1.44 MB floppy disk drive, VGA monitor or better.

## **DoubleZIP Icon**

Clicking on this icon will start the DoubleZIP program.

## **Compress/UnCompress Program**

Clicking on this icon will start the Compress/UnCompress program. This program allows you to compress or uncompress your disk files.

## **ReadMe Icon**

Clicking on this icon will present you with the Readme text. This file contains release notes for this version of DoubleZIP, along with descriptions of the late additions or changes to the product. You should read this file before using this version of the DoubleZIP program.

## **On-Line Registration**

Clicking on this icon will allow you to quickly register your product on-line. This qualifies you for standard technical support.

## **Upgrade**

Click here to receive upgrade information.

## Quick Start

DoubleZIP is easy to get up and running quickly. This section provides a series of quick steps for installation and use. Just follow these easy steps.

Since DoubleZIP does replace and delete data in the synchronization process it is important that you try synchronizing with non-critical files at first.

### 1 Install

Insert the first program disk into your floppy drive and perform the steps as described in Chapter 2 of your User Guide.

When the installation is completed, the DoubleZIP icon will appear in a selected program group window. To open DoubleZIP, double click on the DoubleZIP icon.

### 2 Set system time and date.

Synchronization uses the time and dates derived from the system clock. Make sure that all system clocks are accurate and set to the same date and time. Use the PC procedures for setting the clock using the Windows Control Panel.

### 3 Load Removable Disk

If you have not already done so, load the removable disk in its drive. Make sure all files to be synchronized are closed before proceeding.

### 4 Start up DoubleZIP and Select the Disk drives

Start DoubleZIP and select the disk drives that contain the files you want to synchronize.

- A. DoubleZIP will display all available drives, including removable drives that are connected.
- B. Click on the down arrow in the [Drive Selection](#) Box, select the drive and click **OK**.

Click here [If you are Synchronizing your files](#)

Click here [If you are Backing-up your files](#)

## Using DoubleZIP to Synchronize Files

DoubleZIP is designed to get you up and running quickly. You simply place the Removable disk in its drive and run DoubleZIP by clicking on its Icon. The Drive Selection screen appears showing you which disk drives are going to be synchronized. DoubleZIP then goes to the Directory Selection Screen where you can select two Directories to be synchronized. You can now setup the directory settings. The program next automatically analyzes the selected directories and displays the synchronization that will take place in an Analyze screen. With the click of the **Sync** button, your Removable disk and your hard disk will be synchronized.

For detailed descriptions of the steps that DoubleZIP takes you through, select from the topics below.

[Drive Selection](#)

[Directory Selection](#)

[Setup Directory Settings](#)

[See the differences before syncing](#)

[Compressing your files to save space](#)

[Progress during sync](#)

[Sync Complete](#)

[Setting Up and Saving AutoSyncs](#)

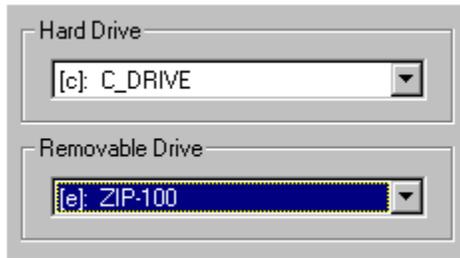
[Selecting and Running AutoSyncs](#)

## Drive Selection

When you click on the **DoubleZIP** icon the Drive Selection screen will appear.

DoubleZIP will attempt to display the same drive selections made the last time you used DoubleZIP. If this is not possible DoubleZIP will display the first available drive in both Drive Selection Boxes. If the drives displayed in the Drive Selection Box are not the drives you want to access for synchronization, select the desired drives.

DoubleZIP will display all available drives. To display the available drives click on the **down arrow** in the Drive Selection Box. Click on the drive you wish to select for synchronization in each Drive Selection Box.

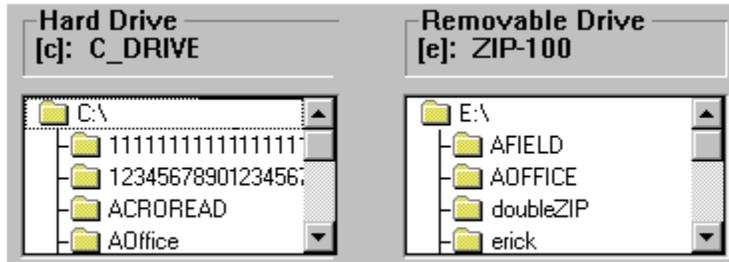


Click **OK** when you have made your selection. This will bring up the [Directory Selection](#) screen.

If AutoSync files are present on the hard disk, the **AutoSync** button is active. If you click this button, you can [select the desired AutoSync from a list.](#)

## Directory Selection

You can now select two directories (one in each directory window) before synchronizing. All files to be synchronized should be closed before proceeding. To select each pair of directories for synchronization, simply click on the **directory folder** icon you desire for the hard disk drive and removable disk drive.



When you have selected a directory on each drive to match, click **Next**. The [Setup](#) screen will now appear.

## Setup Directory Settings

You can also control the synchronization by changing the **center** button settings in this screen. You can use the **center** buttons to change the directions for synchronization or to ignore a specific directory.

The **center** buttons are displayed between the directory windows. After highlighting the directories, clicking on the center buttons allow you to change from the default settings. The choices that you have for changing the default settings are as follows:



[Ignore](#)



[Two Way Sync](#)



[Sync Right](#)



[Sync Left](#)

### Right Mouse Button

NOTE: in the Setup and Analysis screens you can reduce the amount of mouse clicking needed to set the center buttons. To do this, move the mouse so the cursor is over the center button you want to change and press the Right Mouse Button. A menu of available choices (Left, Right, etc.) will popup (down) allowing an easy choice.

The Compress File Check Box lets you choose to [compress your files](#) and save space on your Removable disk:

- Check the box if you want your files compressed before being copied to the Removable disk
- No Check in the box means that your files are copied uncompressed.

Click the **Next** Button and you enter the [Analyze](#) screen.

## Ignore Button

This button selection will ignore the directory and the files it contains when synchronizing. Nothing will be transferred or copied.

NOTICE also that in the Analysis screen when you select a directory, the center buttons of all subdirectories will change to an **X** (ignore). This does not change anything. It is merely an indication that the button with an **X** is active, and if you click on it, its setting will then control all files within the directory.

## **Bi-Directional Arrow**

This arrow setting designates that the older version of the directory and files will be replaced with the most current version regardless of which drive it is on.

## Sync Right

This arrow designates a one way synchronization from left to right. DoubleZIP will synchronize or analyze only the files in the left directory window that have a more current date than their counterpart in the right window. Nothing will be synchronized from the right to the left. Only the contents of the directories in the left directory window that have a more current date will be selected for analysis or synchronization.

## Sync Left

This arrow designates a one way synchronization from right to left. DoubleZIP will synchronize or analyze only the files in the right directory window that have a more current date than their counterpart in the left window. Nothing will be synchronized from the left to the right. Only the contents of the directories in the right directory window that have a more current date will be selected for analysis or synchronization.

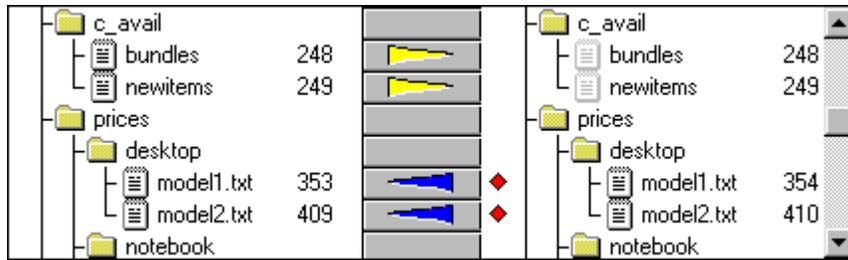
## **Delete Button**

The Delete button selection will remove the selected file from both drives. Be careful using this function because the file or directory will be non-recoverable.

## See the differences before syncing

The Analyze screen (shown below) allows you to preview what files will be copied, and the space available, before you sync. You enter this screen when you click the **Next** Button on the Setup Screen or you are in the Drive Selection screen and DoubleZIP detects that a valid automatic synchronization can be performed.

DoubleZIP will display only the files and directories that are out of sync. This means that only files and directories that are either unmatched or have conflicting date and time will be displayed. You can control the sync, file by file, using the [Center Buttons](#).



DoubleZIP will help you understand what will be sync'd by displaying:

### ◆ Most Recent File Version Indicator

The diamond indicator only appears when the file is on both drives and has a non-identical date and time. The diamond indicator appears in the directory window on the side of the file that is the most current version (has the most recent date and time) of the two. This is the version that will replace the older version of the file on the other side during synchronization.

### ☐ Missing Directories or Files

Directories or files that appear on one drive but not on the other will also be displayed. The one that is on the drive will be solid (yellow on color monitors) on the drive they are on and will be ghosted (gray) on the drive they are not on.

### ▶ File Conflict Indicator

The triangle indicator appears in both directory windows next to the conflicting files to alert you to a file conflict condition (both files have been changed).

Click **Sync** to synchronize the files in the directories that you selected. When the synchronization is completed, the [Sync Complete](#) screen will appear.

## Center Buttons - Analyze

DoubleZIP initially displays the default settings. Clicking a Center button changes the action of the next Sync on the file or directory associated with that button. Clicking on a parent directory's button changes the settings for all child directories and/or files within the. Selections available are:



[Ignore](#)



[Two Way Sync](#)



[Sync Right](#)



[Sync Left](#)



[Delete](#)

The **Move** button appears if there is a [file conflict](#). This setting will move each version to a [Conflict Directory](#) on the opposite drive.

The **Rename** button is used to [resolve a conflict](#). It allows you to rename a file that is in conflict.

When no selection is needed the program blanks the button.

## Compressing your files to save space

**You can store more data on a removable disk by compressing your files.**

If you want to store more data on your Removable disk, then compressing your files is the answer. With compression, you can store up to two or more times the data on your Removable disk. This increased storage factor will vary depending on the number and types of files being compressed and stored. You can also store compressed files on your fixed disk.

**Compressing your data takes more time, but if you must store more, it is worth it.**

It will take DoubleZIP more time to analyze and synchronize your data in compressed form. This is because DoubleZIP needs additional time to compress and manage your files as they are synchronized to and from your disks. The first time that you analyze and synchronize two directories, the process will work slower. The next time you analyze and synchronize the same directories, the process will complete in less time.

### Compressing your files using DoubleZIP.

You need to tell DoubleZIP to compress your files. You do this in the [Setup](#) and [Save Setup](#) screens. The [Compress File Check Box](#) lets you choose to compress your files and save space on disks that you choose to store compressed files on.

### How do I get DoubleZIP to do this compression for me?

If this is a manual sync:

When you check the Compress File Check Box, in the Setup screen, and click on the **Next** button, DoubleZIP does the following:

1. A Compress Options dialog box appears. You can choose to Compress to the Left Drive, to the Right Drive, or to Both Drives. You can click **OK** or **Cancel**.
2. DoubleZIP then compares the files in your selected directories on your left disk to those on your right disk. You are shown the results in the Analyze screen.
3. Next when you click on the **Sync** button, DoubleZIP synchronizes your files and stores these files on your drives. When the compression option is turned on, DoubleZIP copies the files in compressed form to the drives that were selected in the Compress Options dialog box.

If this is an automatic sync:

1. First DoubleZIP searches your hard disk for an AutoSync file. If it finds an AutoSync file, DoubleZIP determines if the Compress File Check Box was checked. If it was checked, then DoubleZIP determines the selections that were made in the Compress Options dialog box. These selections could be Compress to the Left Drive, to the Right Drive, or to Both Drives. DoubleZIP displays the AutoSync screen.
2. You choose the desired AutoSync and click **Run**. DoubleZIP then compares the files on your left disk to those on your right disk as specified in your stored directory selection. You are shown the results in the Analyze screen.
3. Next when you click on the **Sync** button, DoubleZIP synchronizes your files and stores these files on your drives. When the compression option is turned on, DoubleZIP copies the files in compressed form to the drives that were selected in the Compress Options dialog box.

### What do the compressed files look like on a disk?

When you view your disk from Windows File Manager or Explorer, you will see that the selected directories containing your compressed files have a unique extension. This three character extension ( i. e. .^xx ) has been assigned by DoubleZIP so the program can quickly identify which files are compressed

DoubleZIP files. **WARNING:** Do not rename a file that has been compressed by DoubleZIP or by the Compress/UnCompress utility.

### **How can I UnCompress the files on a disk?**

If you remove the check from the Compress File Check Box, DoubleZIP will UnCompress the files automatically when you synchronize and store the files in UnCompressed (normal) form on your disks. When the compression option is turned off, DoubleZIP will not compress any files being copied. If files were compressed by a previous synchronization (with the compression turned on) and they are updated during a later synchronization that has the compression turned off, they will be automatically uncompressed.

Also a separate utility is provided with your DoubleZIP software that can be used to Compress or UnCompress files. To launch this utility, go to the Double ZIP program group and double click on the **Compress/UnCompress** icon.

### **Synchronizing files with Windows 95 Long File Names**

If you are synchronizing files with long file names, then you must use DoubleZIP for Windows95. However, if all files being synchronized have the DOS standard 8.3 file format, then they can be synchronized using either DoubleZIP for Windows 3.1 or DoubleZIP for Windows95.

This also means that files with long file names that have been compressed and stored on a disk using DoubleZIP for Windows95 can not be synchronized by DoubleZIP for Windows 3.1. You must use DoubleZIP for Windows95 to synchronize these files.

It is recommended that you use DOS's standard 8.3 file format on all of your PCs so long as you are using a mix of PCs running Windows 3.1 and Windows95. This is because the long file name information is not recognized by standard 8.3 file systems, and during normal file operations the long file names may be destroyed. When all of your PCs are running Windows95 or NT, then long file names can be used.

### **Other things to remember when using the Compress File option**

You can choose to have DoubleZIP compress your files when they are stored on your disks. When you do this please keep the following facts in mind.

1. You will get the best performance from DoubleZIP if the files on your Removable disk are either all compressed or all uncompressed.
2. Different types of files will be compressed by different factors. On average we say that DoubleZIP will double the amount of data that you can store on a disk. However, this could be more or less depending on the mix and size of the file types being compressed.
3. If a disk contains compressed files and you choose to uncompress them, there must be sufficient space available to hold the resulting uncompressed files. As a rule of thumb, there should be at least three times the amount of space available on the disk as was required to hold the files in compressed form.
4. A Compress/UnCompress utility comes with DoubleZIP. You can copy this utility to your Removable disk, and take it with you, in case you want to uncompress your files on a PC that does not have a copy of DoubleZIP.
5. You can also use PKunzip to uncompress your files, but you can not use PKzip to compress these files.

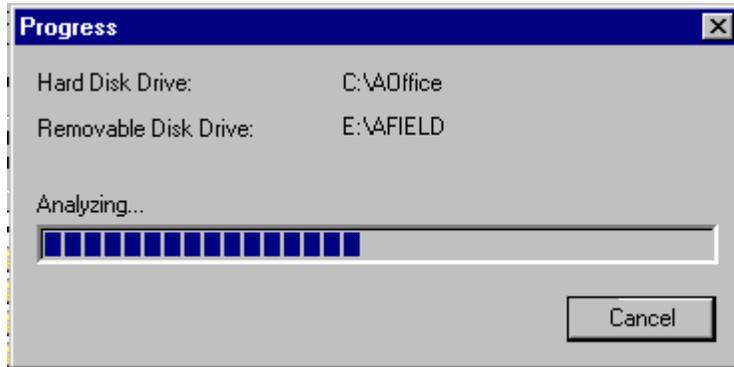
6. In a small percentage of synchronizations, a particular file may not be compressed. This is due to the fact that another file in the same directory uses the same compressed file name.

## **Compress File Check Box**

- Check the box if you want your files compressed before being copied to the REMOVABLE disk
- No Check in the box means that your files are copied uncompressed.

## Progress during sync

DoubleZIP shows you the progress of your synchronization in the screen below:



Click on the **Cancel** Button if you want to cancel the synchronization. This brings up the [Drive Selection](#) screen and you can begin the process again. When the synchronization is completed, the [Sync Complete](#) screen will appear.

## Sync Complete

When your sync is complete, the Sync Complete screen will appear. It displays a Sync Complete message.

The buttons on the screen will allow you to:

[New Sync](#)

[View Report](#)

[Save Sync](#)

[Exit](#)

## **Upgrade Button**

Gives you information on how to upgrade to a more powerful version of this software program

## Sync New Button

Lets you set up and do another synchronization, backup or restore.

## **View Report Button**

Brings up the Activity Log where you can see the detailed results of your analysis, synchronization, backup and restore.

## **Exit**

If you are finished, click [here](#).

## **Save Sync Disabled**

This button is disabled since your backup script was automatically saved.

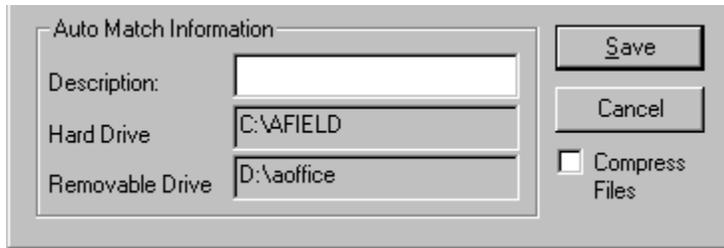
## Save Sync

Allows you to save the sync and perform it automatically next time.

Brings up the Save Setup screen (refer to [Setting Up and Saving AutoSyncs](#) )

## Setting Up and Saving AutoSyncs

DoubleZIP allows you to setup and save automatic syncs. You can do this by clicking on the **Save Sync** button in the [Sync Complete](#) screen. This brings up a Save Setup screen.

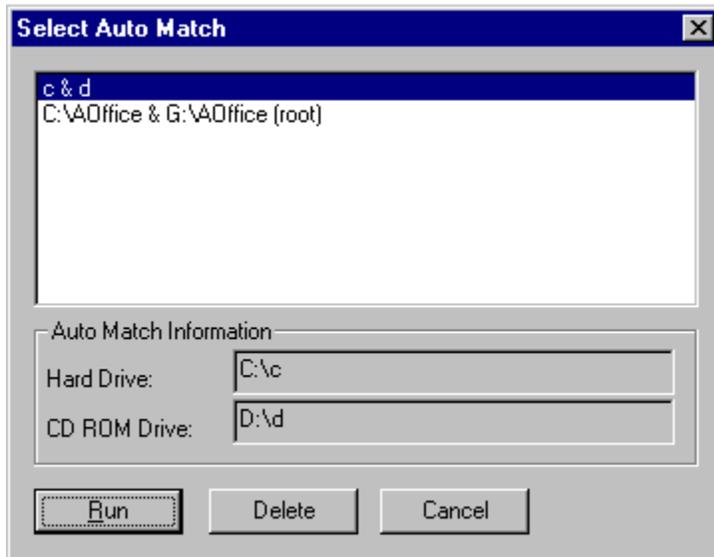


The screenshot shows a dialog box titled "Auto Match Information". It contains three text input fields: "Description:" (empty), "Hard Drive" (containing "C:\AFIELD"), and "Removable Drive" (containing "D:\aoffice"). To the right of these fields are three buttons: "Save", "Cancel", and a checkbox labeled "Compress Files" which is currently unchecked.

The upper portion of this screen (not shown) allows you to verify the selected directories and to change their settings. The lower portion, shown above, allows you to enter an AutoSync Description. If you are syncing to a Removable disk, you will be asked to enter a unique name for the computer that you are using. These AutoSync files are then stored when you click the **Save** button. Saved AutoSyncs can then be [selected and run](#) without having to set them up again.

## Selecting and Running AutoSyncs

DoubleZIP can save you time by performing automatic syncs. Each time that the [Drive Selection](#) screen appears, DoubleZIP will detect the presence of a of one or more AutoSync files on your hard disk. If AutoSync files are present on the hard disk, the **AutoSync** button is active. If you click this button, you can select the desired AutoSync from a list.



Once selected, you click the **Run** button and the Analyze screen appears showing the synchronization that will take place. These AutoSync files are setup from the [Save Setup](#) screen.

## On-Line Help

DoubleZIP's on-line help is your main reference for operation of the program. The help file for DoubleZIP is a standard Windows help file. You can open the help by clicking on the **Help** button or by pressing the **F1** key.

On-line help will display its contents so you may select the topic of interest. You can also search for that topic by entering key words. You can quickly find topics by using this feature.

### How to use on-line help

On-line help will display its contents so you may select the topic of interest. You can also search for that topic by entering key words. Once a topic appears in the help screen, you will notice that there are Jumps and Pop-ups.

A jump is shown in green with solid underline. Clicking on this **Jump** will take you to another topic related to the one you are viewing.

Pop-Ups are shown in green with a dotted underline. Clicking on a **Pop-up** will bring up a text box with related information or definitions on top of the help topic related to the one that you are viewing.

### Search Help on...

On-line Help lets you search for a topic using a keyword search under the Search for Help on.... command in the Help menu. You can quickly find topics by using this feature.

### The About Screen

In the Help menu select "About DoubleZIP". Information about DoubleZIP is displayed including: program version, Copyright details, and licensee identification.

### Readme File

Your DoubleZIP program group includes a Readme.txt file. This file contains information about this version of DoubleZIP, along with descriptions of last-minute additions or changes to the product. You should read this file before using this version of DoubleZIP.

## Technical Support

### Online Information

The latest information about updates and enhancements to DoubleZIP, along with news about other products and special offers can be found by accessing the Kiss web page at <http://www.kissco.com>.

### Automatic Updates

To make sure you have the latest version, be sure to use the automatic update feature. As soon as we add a feature or fix a bug, it will appear here for you to automatically download. See the Automatic Update section of the Using DoubleZIP chapter for more information.

### Technical Support

Free technical support is provided to all users for the first sixty (60) days following installation by calling 1-503-598-8710 from 6am to 6pm Pacific Time, Monday through Friday, except major holidays. Technical support is also available by accessing the Kiss web site or emailing a question to [support@kissco.com](mailto:support@kissco.com).

Following the first 60 days, technical support is available for a small fee.

When contacting technical support, you need to identify your product by the serial number that was included with the software when it was purchased. To save time, please locate your serial number before contacting technical support.

## Menu Functions

DoubleZIP is controlled through pull-down menus in the menu bar - as well as the Tool Bar and Command Buttons discussed elsewhere. Menu choices are:

### **File Menu**

[Create Directory](#)  
[Refresh](#)  
[Exit](#)

### **Tree Menu**

[Expand One Level](#)  
[Expand Branch](#)  
[Collapse Branch](#)  
[Indicate Expandable Branches](#)

### **View Menu**

[Show Date](#)  
[Show Date and Time](#)  
[Show Size](#)  
[Sort by Name](#)  
[Sort by Date](#)  
[Activity Log](#)  
[Match History](#)

### **Options Menu**

[Confirmations](#)  
[Filter Options](#)  
[Set Conflict Dir name](#)  
[Save Settings](#)

### **Help Menu**

[Check for Software Updates](#)  
[Rollback Software Updates](#)  
[Kiss Technical Support](#)  
[Kiss Web Page](#)

## Create Directory

Enabled only in the Directory Selection screen, this function allows you to create a new directory (as a child to the one selected in the Directory) while in DoubleZIP. When this is chosen, with a directory selected in a Directory Window, the dialog box will appear.

The checked radio button indicates which directory is selected. Enter the name for the new directory in the space provided and click on **OK**.

## **Refresh**

Causes DoubleZIP to reread the selected drives and display the results.

When changes are made to the file system with other applications, DoubleZIP does not reflect the changes until you refresh the drive by re-selecting the drive in the drive list box - or select Refresh from the File menu item.

When changes are made to files while DoubleZIP is running, we recommend you use Refresh to update the contents of both directory trees.

## **Expand One Level**

Expands the selected directory by one level in the tree display .

## **Expand Branch**

Expands the entire branch under the selected directory in the tree display.

## **Collapse Branch**

Collapses the entire branch under the selected directory in the tree display.

## Indicate Expandable Branches

Toggles **On** and **Off** indicators showing whether a directory can/cannot be further expanded.

## **Show Date**

Enabled only on the Analyze screen. Shows date file was last modified. This date appears in the Directory Window next to the file folder.

NOTE: Only one option - Show Date, Show Date and Time, Show Size - operates at a time.

## **Show Date and Time**

Enabled only on the Analyze screen. Shows date and time file was last modified. Date and time appear in the Directory Window next to the file folder.

NOTE: Only one option - Show Date, Show Date and Time, Show Size - operates at a time.

## **Show Size**

Enabled only on the Analyze screen. Shows size of file in bytes.

NOTE: Only one option - Show Date, Show Date and Time, Show Size - operates at a time.

## **Sort By Name**

Enabled only on the Analyze screen. This option sorts and displays the files in the Directory Windows alphabetically.

## **Sort By Date**

Enabled only on the Analyze screen. This option sorts and displays the files in the Directory Windows by date.

Directories are shown alphabetically

## Confirmations

Please realize that, by the nature of the synchronization process, files will be replaced with more current versions. The older version of files will not be recoverable except from back-up media which you are responsible for making.

### Enabling and Disabling Confirmations

You can enable or disable (show or hide) Confirmation messages by selecting **Confirmations** under the **Options** menu on the menu bar.

The Confirmation messages can be independently enabled or disabled by clicking on the box next to each. An X enables the message; a blank box disables it. We suggest leaving them activated, at least at first, as a precaution.

### Replace or Delete

DoubleZIP will warn you before it synchronizes a file if the action will replace or delete data. You will be asked to **OK** this. The message - shown on Page 14 - appears:

To confirm that you want to proceed, click on **OK**. To abort the synchronization process and return to the previous screen, click **Cancel**.

A second message will appear before DoubleZIP replaces or deletes a file. This warning will provide information on what files will be replaced or deleted.

To continue, click on **Yes** for the individual file or Yes to all for everything.

To abort the process, click **No**.

To abort the process identified and return to the previous screen click **Stop**.

## **Set Conflict Dir Name**

You can name the Conflict File Directory by accessing Options on the menu bar.

Type in the name you want for the Conflict Directory (it's preset to "conflict") and click **OK**.

## Filter Options

Allows you to show or hide files with specific file extensions, or to show only files found on both drives with different dates. When you select Filters the dialog box appears.

To show or hide files with a specific file extension, type the three character extension in the name box and click in the appropriate box (**Show** or **Hide**).

To Analyze or Sync only files found on both drives, and prevent showing or syncing missing files, click in the lower box placing an X there.

When finished, click **OK**.

## Save Settings

Allows you to save the currently selected options and dialog message settings. These are:

Confirmations

These options will be saved, remaining in effect when the program is next run.

## **Activity Log**

Selecting Activity Log displays it. The Activity Log provides the status and sequence of all analyses and syncs performed. This log will indicate files sync'd, warning messages, conflicts and errors that took place during synchronization.

## Sync History

The Sync History Log shows the directory-pairs of previous synchronizations. The history list is in chronological order, the most recent sync at the bottom.

The buttons at the bottom of the Sync History window give you these choices:

**Cancel** and return to the previous screen,

**Done** activates changes made and returns to the previous screen;

**Delete** allows you to delete lines from the History Log.

(NOTE: DoubleZIP uses this Log to check for file conflicts. If you delete a Sync History line item, DoubleZIP won't report a time conflict, if it exists, the next time you sync those line items.)

## **Check for Software Updates**

From time to time Kiss Software will make minor revisions and enhancements to DoubleZIP. To check if there is a newer version, simply click on the "Check for Software Updates" command in the Help menu. Your program will be automatically updated ( or you will be told that no updates exist at this time ).

## **Rollback Software Updates**

After performing a Software update using the "Check for Software Updates" menu item, you may go back to the previous version of DoubleZIP by using the "Rollback Software Updates" command in the Help menu. This feature is provided to effect a recovery to your previously operating DoubleZIP program.

## **Kiss Technical Support**

If you can connect to the Internet, you can automatically dial, activate your Web Browser and view Kiss Software's Tech Support page on their Web Site by clicking on this Help menu item.

## **Kiss Web Page**

If you can connect to the Internet, you can automatically dial, activate your Web Browser and view Kiss Software's Web Site by clicking on the Help Menu and then on the Kiss Web Page item.

## If you are Synchronizing your files

### QuickStart continued:

#### 5 Select the directories

- A. [Select the two directories](#) containing the files you wish to synchronize, one in each directory window.
- B. To select a directory, click on the directory folder and highlight it. When two are selected, Click **Next**.

#### 6 Setup the directories

- A. You can [select subdirectories and the direction](#) of synchronization here.
- B. For simple updates just click **Next**.

#### 7 Perform an Analysis

- A. The [Analysis screen](#) displays all the files that are out of synchronization in the directories you selected. It shows you the files to be copied and the direction of the copy, provides you with information on your files and allows you to control the synchronization process.
- B. Click on **Sync** [to proceed with the synchronization](#). To change your selections click **Back**.

#### 8 Synchronize your files

- A. DoubleZIP will perform a synchronization, putting the most current version of the files on both disks. Missing files will be copied over, making the selected directories a mirror image of each other.
- B. A [Synchronization Completed](#) dialog box will appear after the sync has completed. Click on **Sync More** to perform another synchronization.
- C. Click **Exit** to quit.
- D. Click **Sync automatically next time** to setup a automatic synchronization (Refer to Syncing Automatically).

## If you are Backing-up your files

### QuickStart continued:

#### 5 Create Backup

- A. Click **Create New** in the Select Backup screen.

#### 6 Enter Description

- A. Enter the text description of this backup on the Create New Backup dialog and click **OK**.

#### 7 Select the directories

- A. Select the directories on your hard disk containing the files you wish to backup.
- B. To select a directory, click on the **directory folder** icon you desire to backup. The directory will then be highlighted.
- C. Make sure all files to be backed-up are closed before proceeding. Then click **Next**.

#### 8 Setup the directories

- A. You can select subdirectories here. Refer to on-line help.
- B. For simple updates just click **Next**.

#### 9. Backup or Restore your files

- A. DoubleZIP will copy the directories and files on your hard disk to your removable disk. All existing files will be overwritten, creating a mirror image of the hard disk directory on your removable disk.
- B. When the backup is completed, click on **New Sync** to do another sync, backup or restore. Click **Exit** to quit.

## Troubleshooting

Thank you for using DoubleZIP. If you have troubles or problems, check the online FAQs (Frequently Asked Questions) at [http://www.kissco.com/faqs/dz\\_faq.htm](http://www.kissco.com/faqs/dz_faq.htm) or email to tech support at [support@kissco.com](mailto:support@kissco.com). However, before you do that, check out the following common problems, with their explanations and solutions.

### Check Your Results

DoubleZIP provides two ways to easily check the results of a Sync or Backup/Restore operation. First, you can analyze the selected directories performing a manual sync. The Analyze screen will show you the differences between the two selections. Second, you can view the results of the operation in the Activity log. To view this log, click on Activity Log in the View menu.

### Common Reason for Errors

Disks that are either not available, not loaded or out-of-space are a common cause of errors. To check for the out-of-space condition, use the Analyze screen to display Space Available on each disk.

### Selecting Directories for Synchronization

Remember when you click on a directory to highlight it, this selects it and all subdirectories and files within it. This tells DoubleZIP that when you click on the center button associated with that directory you want the center button's setting to apply to all the subdirectories and files within the selected directory. If the directory is not highlighted, then any activity control button changes you make apply only to the files within it.

### Working with Compressed Files

DoubleZIP can automatically compress the data that it stores on your Removable Zip disk. When you view your Removable Zip disk from Windows File Manager or Explorer, you will see the selected directories containing your files with an .^xx extension. If for some reason, you need to work with that file, you can uncompress it using either the DoubleZIP Compress/Uncompress utility or a PKZIP compatible compression utility. You should again compress the file immediately upon completing your task so that it will properly be included in Sync and Backup-Restore operations performed by DoubleZIP.

### Syncing Long File Names

If you are synchronizing files with long file names, then you must use DoubleZIP for Windows 95. However, if all files being synchronized have the DOS standard 8.3 file format, then they can be synchronized using either DoubleZIP for Windows 3.1 or DoubleZIP for Windows 95. This also means that files with long file names that have been compressed and stored on a removable disk using DoubleZIP for Windows 95 can not be synchronized by DoubleZIP for Windows 3.1. You must use DoubleZIP for Windows 95 to synchronize these files.

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## Using DoubleZIP to Backup or Restore Files

DoubleZIP is designed to guide you through a simple process of easily backing-up your files to one or more removable disks. You simply load the required removable Zip disk in its drive and run DoubleZIP. With the click of a button, DoubleZIP helps you to: (1) Create a New Backup Disk Set, (2) Restore from an existing Backup Disk Set, or (3) Re-do Backups automatically. DoubleZIP lets you choose to backup your files in either compressed or un-compressed form. If the backup or restore requires more than one removable disk, the program will prompt you to load the next disk until the process completed. The resulting disks are called a Backup Disk Set. DoubleZIP then saves the definition of this backup so you can run it automatically next time. Remember to clearly label and store your Backup Disk Sets in a safe place.

For detailed descriptions of the steps that DoubleZIP takes you through, select from the topics below.

[Drive Selection for Backup](#)

[Select Backup](#)

[Create New Backup](#)

[Directory Selection](#)

[Setup Directory Settings](#)

[Backup/Restore Complete](#)

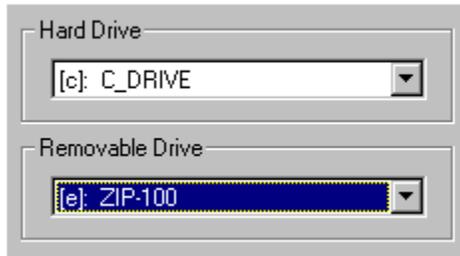
[Selecting and Running an AutoBackup/Restore](#)

[Handling File Compression with Backup/Restore](#)

[Creating and Using Backup Disk Sets](#)

## Drive Selection for Backup

When you start **DoubleZIP**, the Drive Selection screen will appear. This screen allows you to select which disk drives are going to be backed-up or restored. You now select a removable drive, in the lower drive list box, and load it with the required removable disk. When this has been done, you click the **Multi Disk** button, DoubleZIP then displays the Select Backup screen (following page) where you can either Create a New Backup or Restore from or Re-do Backups automatically.



To display the available drives, click on the **down arrow** in the Drive Selection Box. Click on the drive you wish to select for Backup or Restore in each Drive Selection Box.

## Select Backup

The Select Backup screen appears when the **Multi** button in the Drive Selection screen is clicked. This screen allows you to: (1) Create a New Backup Disk Set, (2) Restore from an existing Backup Disk Set, or (3) Re-do Backups automatically.

[Backup](#)

[Restore](#)

[Create New](#)

[Delete](#)

[Refresh List](#)

[Cancel](#)

## Create New Backup

When you click Create New in the Select Backup screen the Create New Backup dialog appears. Enter a description of the backup and click **OK**.

## Directory Selection for Backup

You can now select the directory on your hard disk that you want to backup to your removable disk. WARNING: All files to be backed-up should be closed before proceeding. To select the directory to backup, simply click on the **directory folder** icon.



The Compress File Check Box can either be checked or not checked, since all files backed-up to the removable disk can be stored in either compressed or un-compressed form.

## Setup Directory Settings for Backup

This screen allows you to further control the backup by changing the **center** button settings in this screen. You can use the **center** buttons to ignore specific sub-directories. With the click of the **Next** button, your selection will be backed-up to your removable disk. If the backup requires more than one removable disk, the program will prompt you to load the next disk until the backup is complete. When complete, the definition of this backup will be saved to run automatically next time.

The **center** buttons are displayed between the directory windows. Clicking on the center buttons allows you to change the settings. The selections that you have for changing the settings are as follows:



This button selection will ignore the directory and the files it contains when backing-up or restoring. Nothing will be transferred or copied.



This arrow designates a backup from your hard disk to your removable disk.

The Compress File Check Box can either be checked or not checked, since all files backed-up to the removable disk can be stored in either compressed or un-compressed form.

## Backup/Restore Complete

When your sync is complete, the Sync Complete screen will appear. It displays a Backup Complete message. Now you can do another backup, restore, manual sync, or exit the program.

The buttons on the screen will allow you to:

[New Sync](#)

[View Report](#)

[Exit](#)

## Selecting and Running an AutoBackup/Restore

DoubleZIP can save you time by performing automatic backups and restores. Each time that the **Multi Disk** button is clicked in the Drive Selection screen, DoubleZIP will detect the presence of one or more AutoBackup files. If AutoBackup files are present, they will be listed in the Select Auto Backup screen. You can select the desired AutoBackup from a list. Once selected, you click the **Backup** or **Restore** button and backup or restore will take place. These AutoBackup files were saved automatically by DoubleZIP when you created a New Backup. If no AutoBackups appear on the list you can create one by first clicking the **Create New** button.

[Backup Description](#)

[Backup Button](#)

[Restore Button](#)

[Create New Button](#)

[Delete Button](#)

[Refresh List Button](#)

[Cancel Button](#)

## Handling File Compression with Backup and Restore

### **Backing-up compressed and compressed Files**

When you Backup files, they will be stored on your Backup Disk Set in compressed or uncompressed form according to the Compress/Uncompress option setting.

### **Restoring compressed and uncompressed Files**

When you restore files from your Backup Disk Set, they will be restored to their original compressed or uncompressed form which existed on your fixed disk at the time of the backup. This is the case except when backing-up compressed files on your fixed disk and the compression option is checked on. In this case, the files will be restored as uncompressed files on your fixed disk.

## Creating and Using Backup Disk Sets

### Creating New Backup Disk Sets

When you create a New Backup Disk Set it is good practice to label each disk in the set with:

- o The AutoBackup description
- o The sequence number of each disk in the Backup Disk Set ( i.e. disk # 1, 2, 3 etc. in the set )
- o The Backup Disk Set number ( if you keep more than one Backup Disk Set for particular AutoBackup).
- o The Last Disk Identifier ( i.e. disk 3 of 3 )

### Backing up over Backup Disk Sets

Before you can backup over an existing Backup Disk Set, the previous backup data must be deleted.

### Restoring from Backup Disk Sets

Before you begin the restore of an existing Backup Disk Set, insert the last disk into the removable drive. It is good practice (but not required) to insert the remaining disks in sequence according to their number.

### Organizing Backup Disk Sets

It is considered good practice to maintain at least two Backup Disk Sets of important data. These Backup Disk Sets can be labeled A, B, etc. for example.

### Reusing Backup Disk Sets

If you want to use a disk that was a member of a Backup Disk Set that is no longer needed, use the Windows Explorer to delete the data on the disk before using it for other purposes.

## Backup Button

To Re-do Backups automatically, select an AutoBackup description from the list and click the **Backup** button. If the disk not loaded in the removable drive you will be prompted to load it. DoubleZIP will then display the Setup Directories screen showing the directory settings for this backup.

## Restore Button

To Restore from an existing Backup Disk Set, select an AutoBackup description from the list and click the **Restore** button. If the last disk in the Backup Disk Set is not loaded in the removable drive you will be prompted to load it. DoubleZIP will then display the Setup Directories screen showing the directory settings for this restore.

## Create New Button

If this is a new backup, click the **Create New** button. DoubleZIP will then display the Create New Backup and Directory Selection screens where you name your backup and select specific directories Pairs on the hard disk to be backed-up to the removable disk.

## Delete Backup Button

To delete a stored auto-backup script, click the **Delete** button. Note that only the stored backup script will be deleted from your fixed and removable disks. The next time you try to backup to the disks in this set DoubleZIP will ask you if you want to delete the backup data that is on the disk.

## Refresh List

Click the **Refresh** button to insure that the displayed list of backups is up-to-date.

## Cancel Backup/Restore

Click the **Cancel** to return to the Drive Selection screen.

## Description

The AutoBackup description of the stored auto-backup(s) is displayed in the Select Backup screen's text box.

