

# Backing Up Data a simple approach





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# SyncToy™

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SyncToy™ is a data Synchronisation tool used to backup data from one location to another.

This program is one of the most effective tools and it's free.

## Things to know

Backing Up Data is one of the most important functions when it comes to protecting yourself from losing important files (documents, videos, music, Photos or anything else that is important to you).

There are three methods in which the program uses and you need to understand which one of these is going to benefit you the most. In some cases, you may even choose a different method for different locations.

You can also use the Windows Task Scheduler to automatically run your Backup at a specific date/time, providing the device you are backing up to is connected/available.

You need to have a clear idea on what you want to Backup and where you want to put it, so considerable thought should be given to this, as it is the foundation on which you will use for the program.

In this case we are going to Backup everything associated to the USERS of your Laptop/PC. This means, anyone who is using the machine with different logins will also be included – that includes everyone's data files.

## Installing SyncToy

- Locate the file you downloaded, either "SyncToySetupPackage\_v21\_x86.exe" or "SyncToySetupPackage\_v21\_x64.exe", depending on which is applicable to your Operating System, double click on it.
- Click **Run** If Open File dialog box appears. Leave destination folder as is and click Install
- Confirm the License Agreement.
- Go through the SyncToy installation process, accepting any defaults that are displayed until the installation is completed.

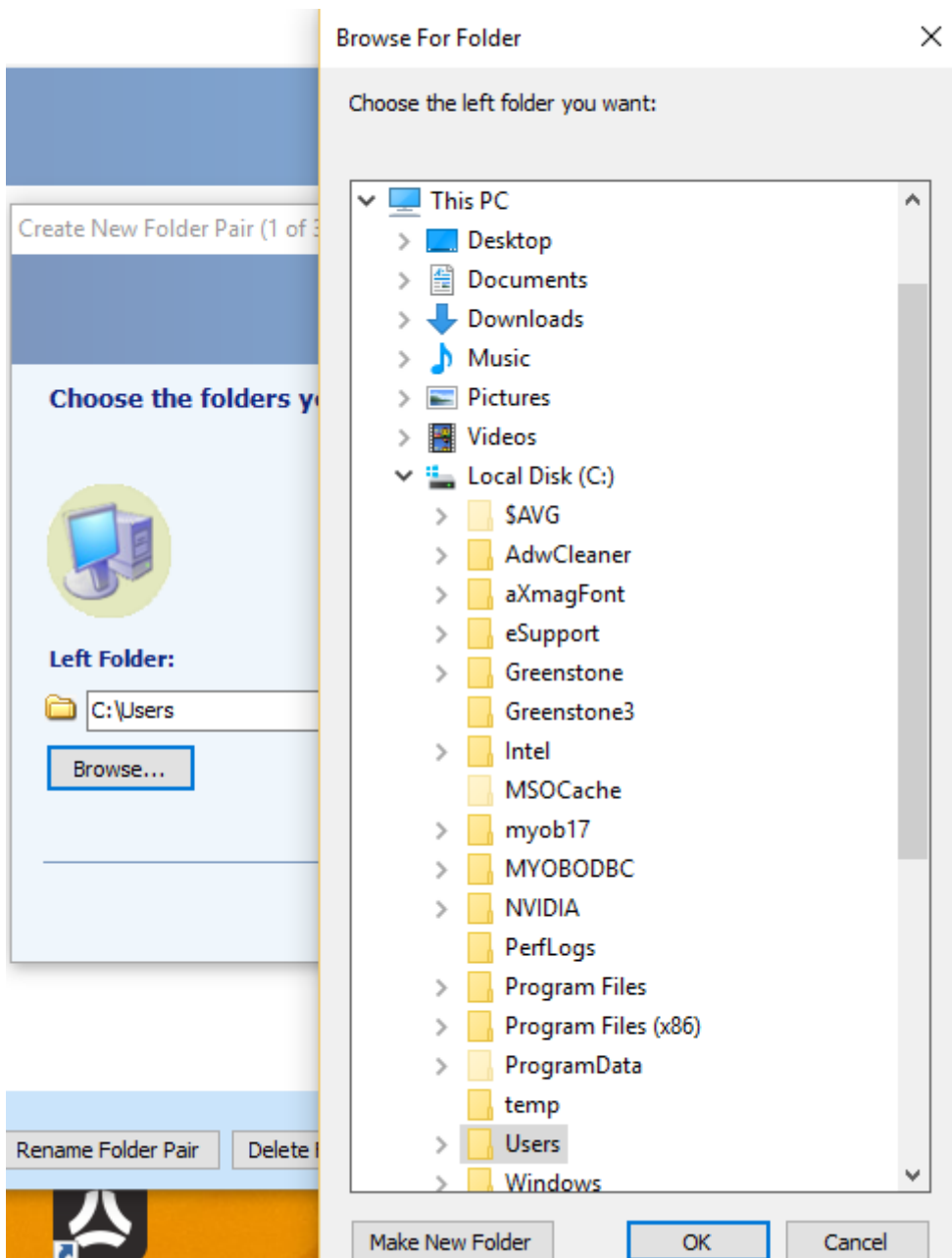
## Setting Up a New Folder Pair

Double-Click the SyncToy icon on your Desktop.



Select [**Create New Folder Pair**].

You can ultimately create a number of folder pairs to carry out your objective and they may be setup up using different methods of doing so if desired (make sure you understand the three methods available).



Here – you have to tell the program where to get the data from and where to copy it to.

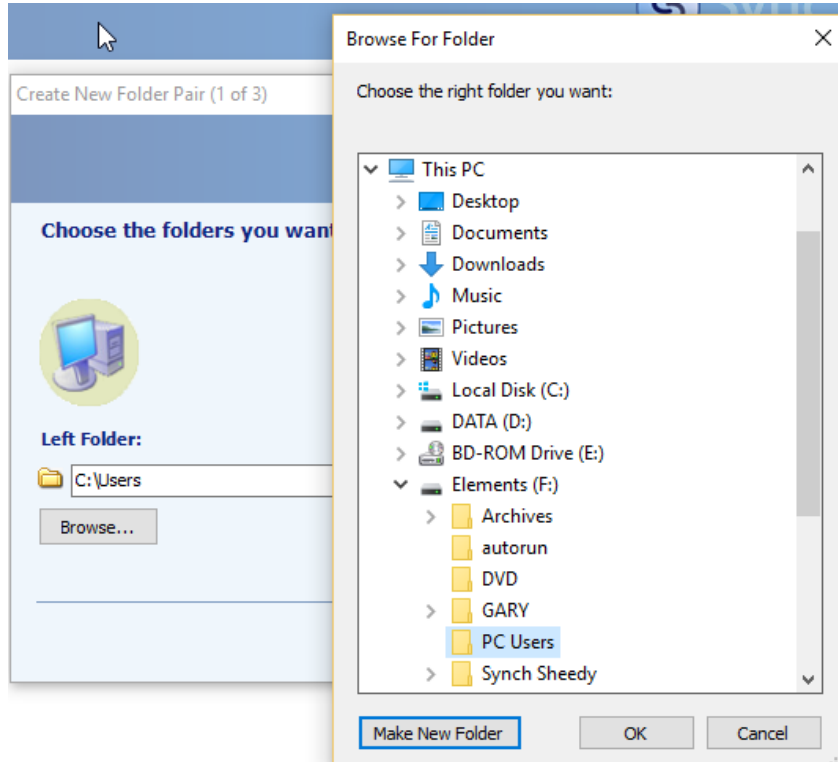
Use the appropriate [**Browse**] button to set each location.

**Left Folder** is where from. We are going to backup all Users data on the machine.

- Select “This PC”
- Select “Local Disk (C):”
- Select “Users”
- Select **Ok**.

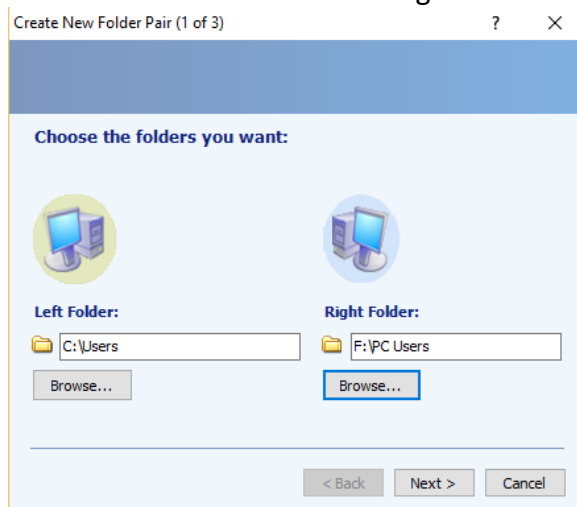
**Right Folder** is where to.

Remember, if the **Right Folder (where you are backing up to)** is a portable USB Drive, then it must be plugged in to be selected.



- Select the Portable USB Drive you have plugged in – in my case it is “Elements (F:)”
- Select [**Make New Folder**] – this is the folder you want to store everything into.
  - When the box appears with “New Folder” in it, replace it with the name you want – in my case I am calling it “PC Users” – then press the [**Enter**] key on the keyboard, this will show the folder highlighted in blue.
- Select **Ok**.

You should now have something like ...

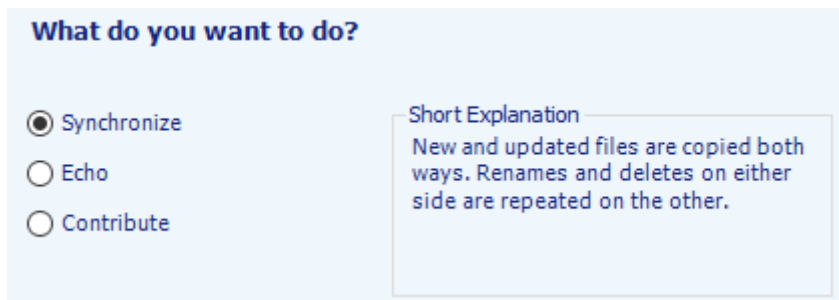


Select [**Next**].

This next part is really important as you have to decide the method that is going to be used to backup the data.

**Let's examine the options available:**

- **Synchronize** – no matter which side has changed, the changes will be reflected/enforced on the other side.



**What do you want to do?**

Synchronize

Echo

Contribute

Short Explanation  
New and updated files are copied both ways. Renames and deletes on either side are repeated on the other.

- **Echo** – any changes made on the left are enforced on the right, but not back the other way.



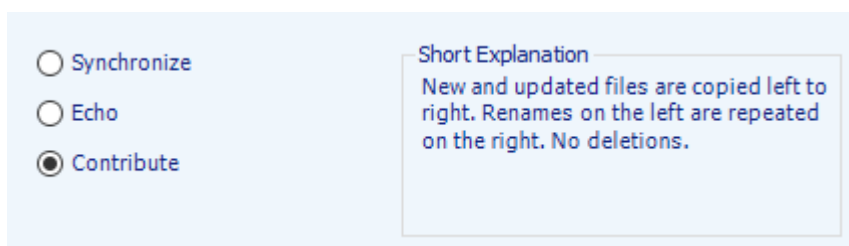
Synchronize

Echo

Contribute

Short Explanation  
New and updated files are copied left to right. Renames and deletes on the left are repeated on the right.

- **Contribute** – new, updates and renamed files are copied to backup, but anything deleted on left will not be deleted in backup.



Synchronize

Echo

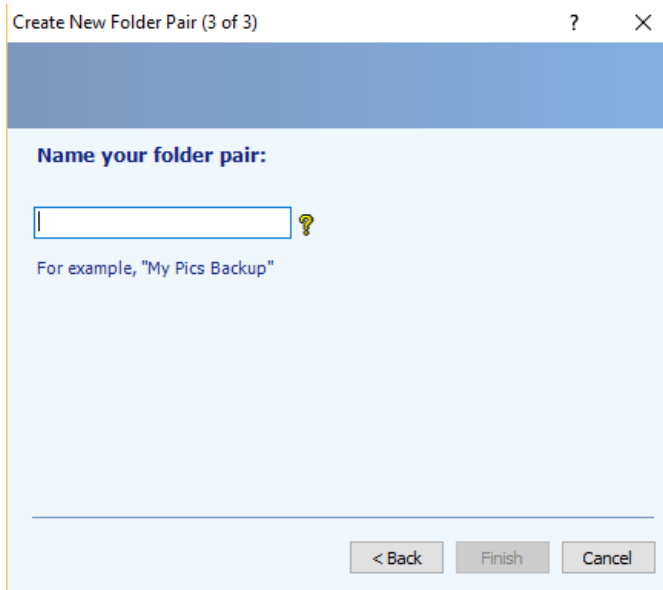
Contribute

Short Explanation  
New and updated files are copied left to right. Renames on the left are repeated on the right. No deletions.

We will use the **ECHO** method as it best suits our purposes, to ensure the backup replicates what we have on the left.

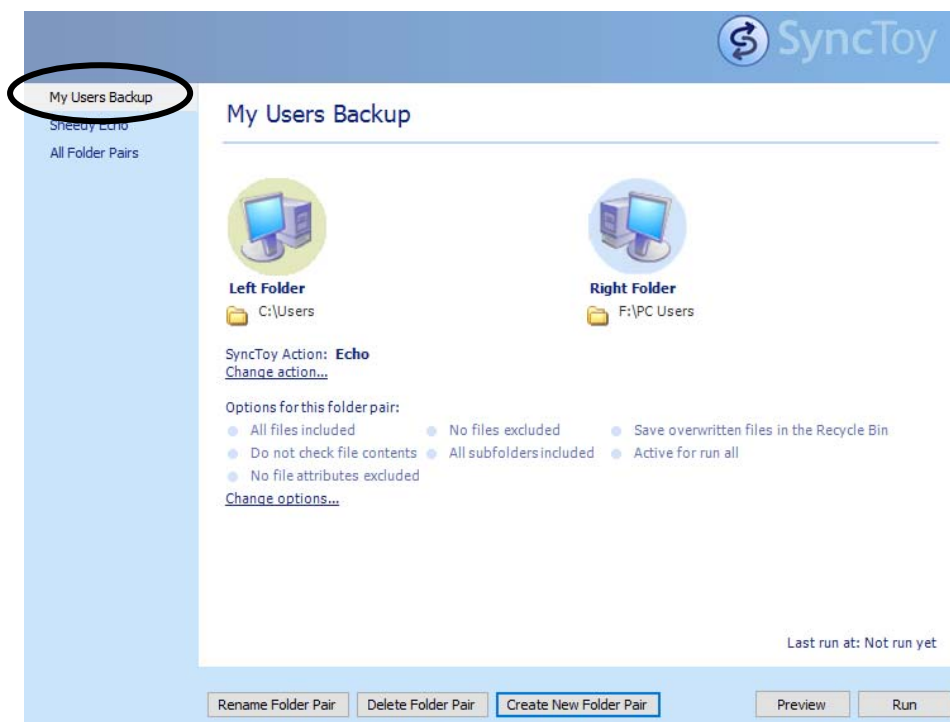
Select [**Next**].





Type in the name of this particular folder pair “My Users Backup”.

Select **[Finish]**.



The final screen should look like, not the name of your backup (circled).

You can now close the program.

## Running your Backup

You can run your back whenever you want to. The first time you run it be prepared for it to take a while, each time after that should be a lot shorter as only changed items are dealt with. Also ensure all other programs are closed before you operate SyncToy, otherwise anything open may not be copied.

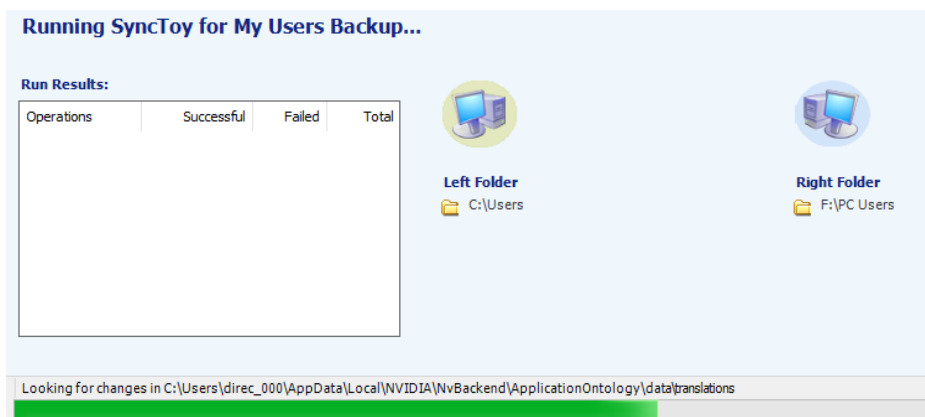
Double-Click on the **SyncToy** icon on Desktop.



You should see the folder pair “My Users Backup” in the pane on left. If it is not highlighted, select it to highlight it.

Make sure the Device you are backing up to is plugged in.

Select **[Run]**.



The window will display, similar to that above.

You will notice the green progress bar scroll across the windows, this will happen twice, once as it compares what needs to be copied and the second time as it copies the actual files concerned.

You will also notice the statistics update in the white pane as it progresses.

If you see any **RED** labelled stats or **See Error** notice, this can be ignored as there may have been some system files which cannot be copied.

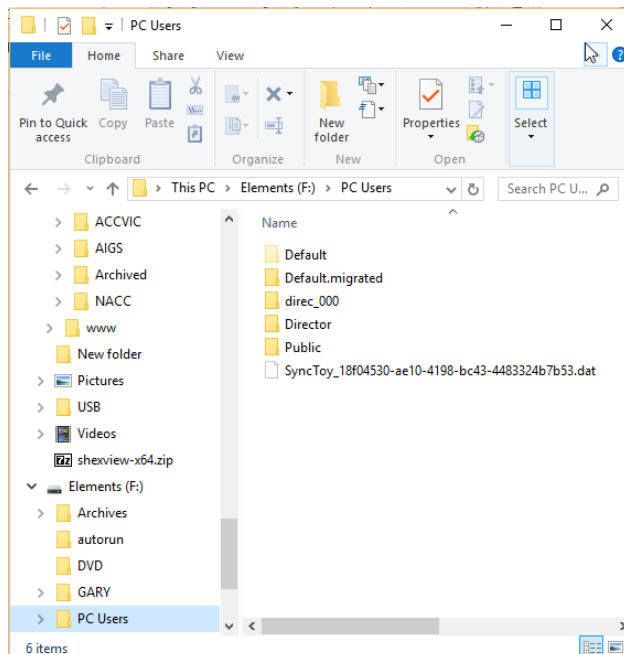
Once the process has completed, a **[Close]** button will be displayed in bottom-right corner of window.

You can now close the program.

## Checking Results

You can check your results by using Windows File Explorer to view what has been copied to the backup.

Something like ...



Note the file labelled  
“SyncToy\_.....dat”.

This file is important and should not be deleted under any circumstances as it is used by SyncToy in tracking the changes that are made.

## What if I Lose My Original Data?

If the unthinkable has happened and you lose all of your original data, all you have to do is use Windows File Explorer to copy everything from the “PC User” folder on portable USB Drive back to the original location.

If you have only lost a small piece of data e.g. one file, then you will have to find it on your backup and then copy it back, before you do a new back.

