

## Using Microsoft SyncToy to backup your files

### Step 1.

When you launch SyncToy for the first time, you will see the following main screen. The first thing you need to do is click on the **Create New Folder Pair** button.



### Step 3.

Scroll through this list and find the hard drive you wish to back up and expand the drive to display all folders. Choose to the folder, one folder at a time, you wish to backup. Make your selection and click **OK**.



### Step 2.

The Left Folder is the source (the files you want to back up) and the Right Folder is the target (the place to where you want to backup your files). Click on the **Browse...** button and move on to step 3.



### Step 4.

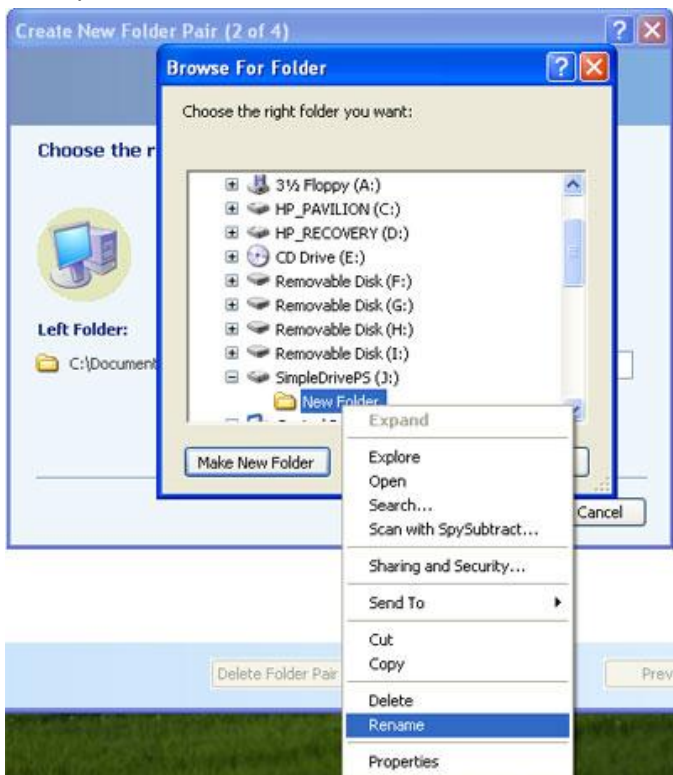
Once you have selected the folder to backup in step 3, you'll need to choose the Right Folder backup location. Click on the **Browse...** button and move on to step 5.



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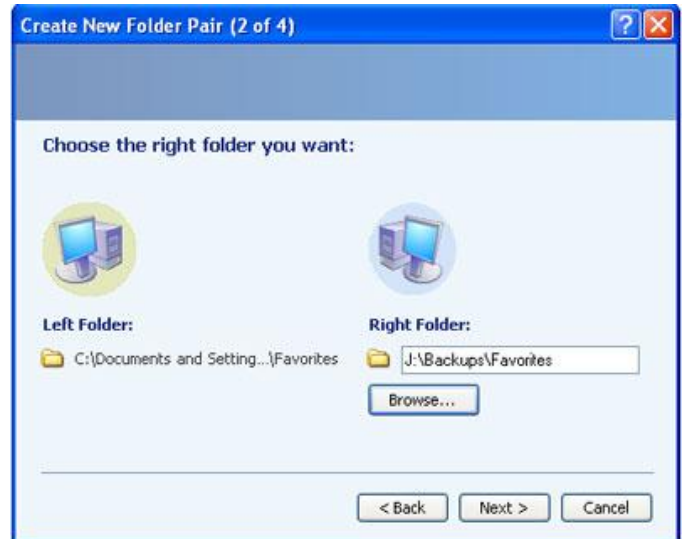
### Step 5.

Scroll through this list and choose the P drive to store your back up. You may want to create folders on the P drive manually in order to keep your backups organized. If not, SyncToy will (re)create the structure for you. For example, let's say you have several folders under My Document but you only want a select few or you have two working folders that contain similar information. Your plan is to backup only those folders. You would make two folders on the P drive and name them accordingly. So instead of selecting the entire My Documents folder, you would select only those you need from Step 3. Note, in doing this you also need to create two folder pairs in SyncToy, one for each folder. Make your selections and then click on the **OK** button.



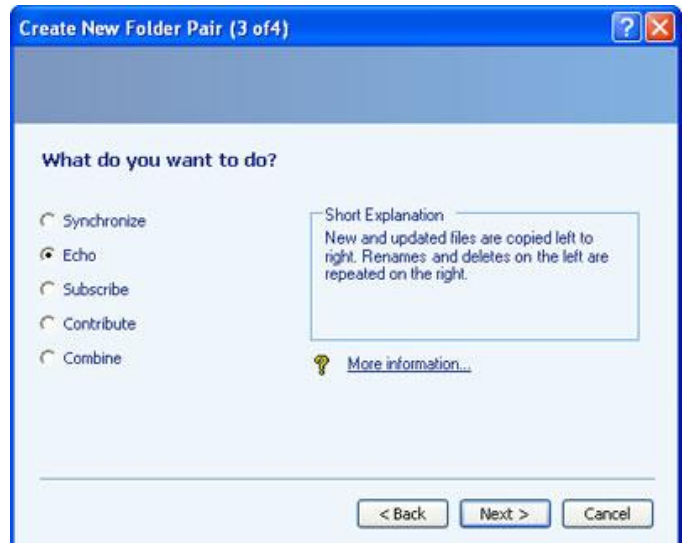
### Step 6.

After selecting your Left and Right folders, your screen should look similar to this. Press the **Next** button to continue.



### Step 7.

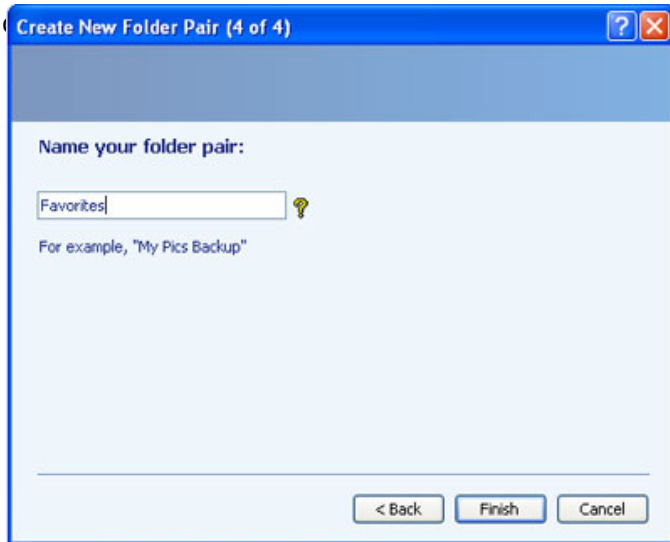
On this screen you will select the **Echo** option. The Echo option will backup new and updated files from the Left folder to the Right folder. Also, renames and deletes on the Left folder are repeated on the Right folder. Click on the **Next** button to continue to step 8.



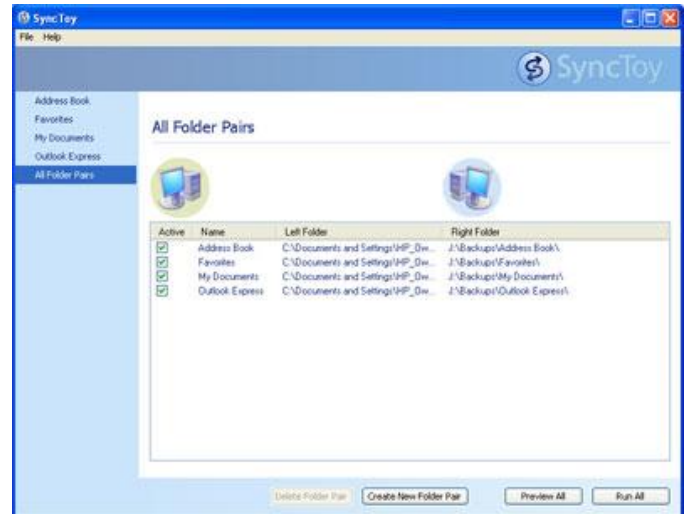
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### Step 8.

Give your folder pair a name. If you are backing up your Documents, you might name this folder pair Documents Backup. Click on the **Finish** button to



If you create multiple Folder Pairs, you will see a screen similar to the one below. Notice that you can select All Folder Pairs from the left side and then click on the Run All button to backup all Folder Pairs at once.



Before clicking on the Run button, make sure that all programs are closed. If you have Outlook open, PST files that are in use might not be accessible for the backup. Click the Run button to begin the backup. While the backup is taking place, it is best to not use your computer.

### Step 9.

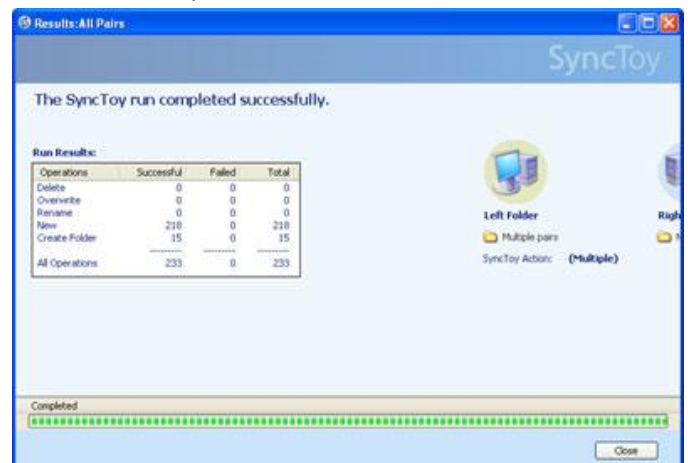
Your screen should similar to the image below. Notice that the folder pair you just created is listed on the left side.



From this screen you can Delete a Folder Pair, Create a New Folder Pair, Preview what would happen if you were to Run the backup, or you can Run the backup by clicking on the **Run** button.

### Step 10.

After the backup completes, you will see a summary screen similar to the one below. This screen will show you how many files were backed up and if any files failed to back up for whatever reason.



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### ADVANCED - Taking it one step further.

Steps 1-10 explained how to setup a Folder Pair and start the backup process. Once you have these folder pairs established, you can start the backup process anytime you wish by launching the SyncToy application and clicking on the Run button. If you want to create an automatic backup schedule, you can use the Windows Task Scheduler to setup a daily, weekly, or monthly backup. You can also set the backup to run after logging in to Windows, or you can set it to run at a certain time of the day. There are plenty of other options available in the Windows Task Scheduler to meet your backup schedule needs. The steps below describe how to schedule a daily backup.

### Using the Windows 7 Task Scheduler to schedule SyncToy to Run Daily

- 1) Click on Start, All Programs, Accessories, System Tools, Task Scheduler
- 2) On the right side of the Task Scheduler window, click on Create Basic Task...
- 3) Give a name to this task, and a description (optional), and click Next.
- 4) Set the Trigger to Daily to make the backup occur every day, and click Next.
- 5) Set the Start Date and Time, but make sure it's a time when the computer is powered on and not in use; (like during lunch). Set it to Recur every 1 day for the backup to happen daily, and click Next.
- 6) Set the Action to Start a program, and click Next.
- 7) Browse for the SyncToy application. For both 32-bit and 64-bit, the location of SyncToy should be the same. The following folder path describes where to find the SyncToy application.

"C:\Program Files\Microsoft\SyncToy\SyncToy.exe"

- 8) In the Add Arguments (optional) box, type in: **-R**
- 9) Click Next to view a summary of your scheduled task, and make sure the following is listed in the Action box.

Start a program; "C:\Program Files\Microsoft\SyncToy\SyncToy.exe" -R

- 10) Click Finish.

You can click on the Task Scheduler Library to see your newly created task. If it doesn't show up in the center section, try clicking on the Refresh option in the right section.

If you right click on your scheduled task and select properties, you'll find that there are many more options to tweak for your particular setup. While this user guide doesn't get into all these details, it's important to note that these options exist.