

EasySync Tutorial

EasySync provides the easiest file reconciliation method possible to keep files on your Macintosh and other disks up to date. EasySync can be used to speed file back-up or help you transfer files between your desktop Macs.

No application is required. All you do is drag and drop items and you are automatically prompted to merge or synchronize files.

EasySync works when you have two identically named items (files, folders, etc.) in two different locations. Drag an item from one disk into the another disk containing the identically named item. Then EasySync will update the items.

Merge vs. Sync

EasySync supports two different types of file reconciliation: merging and synchronizing.

Merging files means copying newer versions from the item you are dragging. Synchronization is a two-way merge; newer versions are also copied back to the item that you are dragging. In both cases, any files that are new are automatically copied and any files that have not changed are not copied.

Instructions

1.

Connect your desktop Mac to another desktop Mac or shared disk. (For more information on connecting to a shared disk, refer to the User's Guide that came with your Mac.) Instead of connecting to another Mac, you may use a floppy or hard disk.

2.

Copy a folder which contains a few files from your desktop Mac by dragging the folder from your desktop Mac to the shared disk. Name both folders "Example."

3.

Open a file in the Example folder on your desktop Mac . Modify the file, save your changes and quit the application.

4.

Close the Example folder's window by clicking on the close box.

5.

Drag the Example folder to the shared Mac's icon which contains the duplicate Example folder. The EasySync alert box appears.

EasySync adds the merge and sync buttons to the Finder alert which normally appears when you drag an item into another folder that contains an item with the same name.

Click the Merge button or press the M key to merge (replace older files with newer versions in the direction that you dragged). Clicking the Sync button or pressing the S key would synchronize (replace older files with newer versions in both directions).

As with the normal Finder alert, clicking OK replaces the similarly named files in the direction you dragged. With Replace, files in the folder to which you are dragging will be lost if they do not exist in the folder you are dragging.

NOTE: If you are trying to update items on the same disk, you must hold down the Option key and drag the item. Otherwise, the contents of the two folders will be combined into one folder. As the merge or synchronization progresses, watch the items that are being copied. Note that only items that have changed appear in this window so that the process is extremely fast. In the example above, only one file is copied. If EasySync were not running, or if you clicked OK in the EasySync alert box, all files would be copied regardless of whether a newer version existed or not.

EasySync recognizes when you make changes to both copies of a file. When this conflict occurs, an alert box appears.

lick Yes to keep the newer version of the file. Click Cancel if you want the entire operation to

stop (no copying occurs). Click Skip if you do not want the two files to be reconciled but want the rest of the operation to continue. Click Older if you want to keep the older version of the file.

The alert box also appears if previous copies of items have never been synchronized or merged with EasySync.

NOTE: If you hold down the Option key and click Older, Skip or Yes, the same selection will be made automatically if any other conflict arises during the operation. This feature is useful, for example, if you want always keep the new file.

On-line Help From the EasySync MENU

To access on-line help for EasySync, choose About EasySync from the EasySync menu that appears to the right of the Special menu. Select topics from the pop-up menu in the Help dialog. The EasySync menu only appears in the Finder because EasySync only works in the Finder.

ynclets

Using EasySync's synclets, you can save pre-defined lists of files to be synchronized or merged. A synclet is basically a recording of a "drag and drop" synchronization. The default for synclets is to synchronize files, whereas in the Finder, you make the choice to merge or synchronize.

When you used the "drag and drop" function of EasySync, you dragged the Example folder from your desktop Mac to the shared disk. This next tutorial shows how to create a synclet to automatically perform that same action.

Creating A Synclet

Use the two folders you created earlier in the "drag and drop" EasySync for the Synclets tutorial. You should complete the "drag and drop" tutorial so that you see what happens when synchronizing manually.

1.

Select the Example folder on the shared disk. This is what you want synchronized.

2.

Choose New Synclet from the EasySync menu that appears to the right of the Special menu. Type in a name for the synclet and press Return.

NOTE: If you save the synclet into the default directory (the Synclets folder in the System

Folder), a menu item for the synclet is automatically added to the EasySync menu. You can then run the synclet by selecting it from the EasySync menu.

3.

The synclet window opens. This window represents the folder that contains the item selected in Step 1. This folder's name is displayed in the window's header just under the title bar (it should be the name of the shared disk). The date and time the synclet was last run are displayed in the upper right corner of the window.

NOTE: There is no representation in the synclet window of the item selected in Step 1. Only the folder that contains it is noted.

4.

Drag the Example folder from your desktop Mac into the synclet window. When you do this, you are essentially recording the action you would use to manually drag synchronize in the Finder. (In the earlier example, we dragged the Example folder from the desktop Mac onto the shared disk.)

When the Example folder is added to the synclet, a new icon appears in the window. There are different icons for items from files, folders, shared disks, hard disks, and floppy disks.

The arrows pointing to and from the folder displayed in the window's header indicate synchronization (the default). If you specify to only merge items, the icon has a single arrow pointing to window header. (For more on changing an item to only merge, see the section on synclet options below.)

USING EASYSYNC FOR BACK-UPS

If you manually back-up to floppy disks or other volumes, EasySync can speed up this process. Simply drag a folder of files you want backed-up and drop it onto a back-up disk that contains a folder of the same name. Because EasySync does not copy files that have not changed, your manual back-ups can be accelerated.

Creating A Synclet for Back-ups

Synclets can be created to perform a back-up routine as well.

1.

Create the back up folder on a floppy disk, hard disk or shared volume as in the Synclets tutorial.

2.

Select the folder on the back-up disk and choose New Synclet from the Synclets menu. The synclet window opens as in the above tutorial.

3.

Finally, select the folder which you want backed up and drag into into the synclet window.

4.

If you back up to floppies, you will be prompted to insert the appropriate disks when you run the synclet.

Running the Synclet

Choose a synclet from the EasySync menu or double-click a synclet to run the synclet. If a source item or the destination folder is on a floppy disk or on a password-protected shared disk, an alert prompts you for the floppy disk or for a password.

Changing Files and Folders to be Synchronized

To modify a synclet, you must first open it by holding down the Option key and select it from the EasySync menu.. To add a new source item to the synclet, drag its icon into the synclet's window. To remove an item, drag its icon into the Trash.

NOTE: To open a synclet, you may also hold down the Option key and double-click on the synclet.

If you need to change the location of a source item, double-click on the item's icon. A window displays information window on the item opens. Click the Choose button. Use the resulting directory dialog to select the new file. When the new file is highlighted, click the Select button above the directory pop-up menu.

If you need to change the location of the destination folder, double-click the synclet window's header. Use the resulting directory dialog to select a new folder.

Adding and Removing Synclets to the EasySync MENU

To manually add a synclet to the EasySync menu, drag its icon into the Synclets folder, which is inside the System Folder. If you ever want to remove a synclet from the EasySync menu, drag the synclet's icon out of the Synclets folder.

If you create a folder inside the Synclets folder, you can select any synclets in the folder from its submenu in the EasySync menu. This is useful in organizing your synclets.

SYNCLET OPTIONS

Merging Using Synclets

To change an item to be merged rather than synchronized, double-click the synclet item's icon and click the check box labeled "Synchronize" so it is unchecked.

Note that the synclet item icon changes to an icon with a one-way arrow to indicate merging. Click the close box to close the information window.

Automatic Conflict Resolution Using Synclets

To specify that the newer version of a file is always copied, double-click the synclet item's icon and click the check box labeled "Always copy newer" so it is checked. If you select this option, you will not be prompted by an alert box when both files have changed; the newer version will be automatically copied.

Only Copy Existing Files

To specify that only files with existing matches are updated, double-click the synclet item's icon and click the check box labeled "Only copy existing files." This ensures only files that already exist are updated and helps prevent propagating files.

SYNCLET TIPS

Synclets on Start-up

You may place an alias of a synclet in the Startup Items folder in the System Folder so the synchronization happens automatically when you start your Mac.

Network Transfers

You can create synclets to update files over a network or over AppleTalk Remote Access. Synclets will save transmission time since only updated files get transferred.

Removing EasySync

If you do not wish to use EasySync, drag the EasySync extension out of the Extensions folder in the System Folder. Restart your Macintosh.