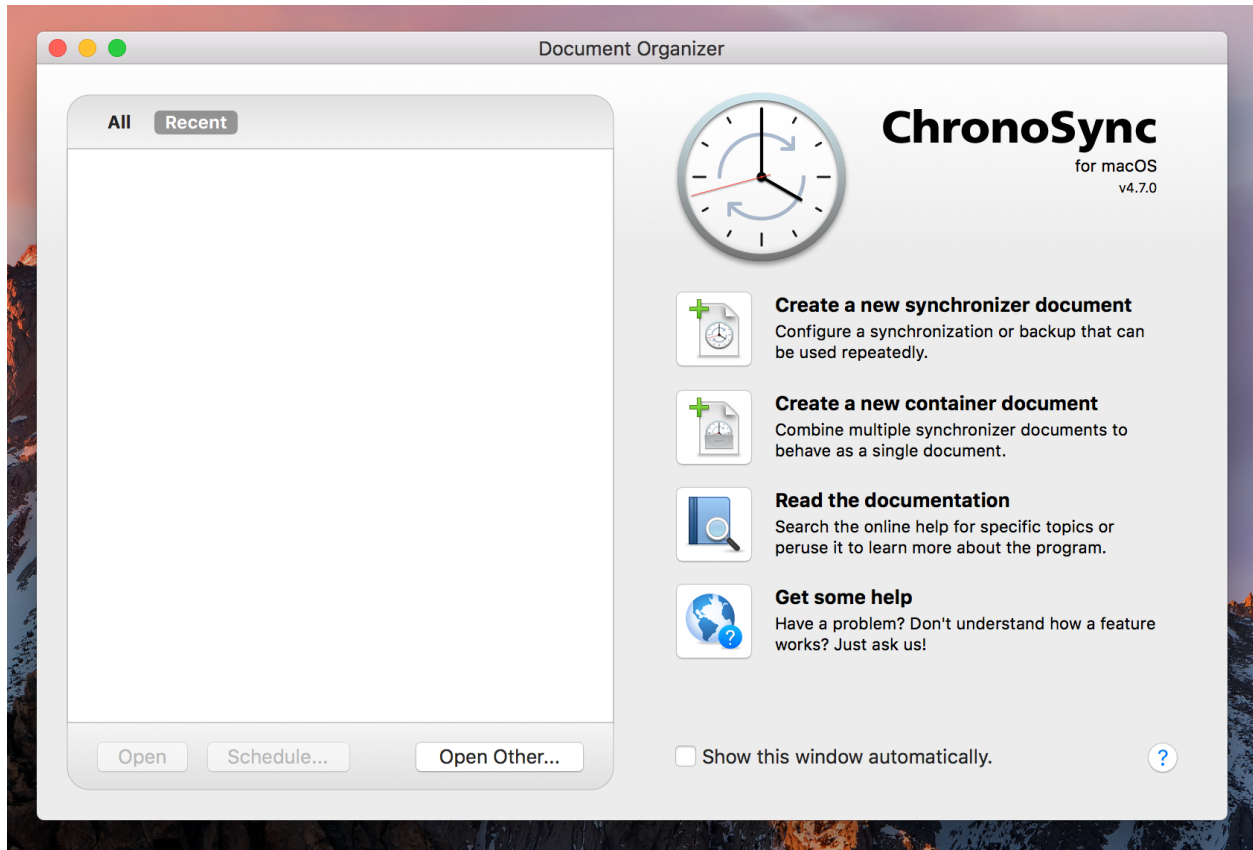# ChronoSync Quick-Start Guide
Creating A Simple Sync/Backup Task

When you launch ChronoSync™ for the very first time, you are greeted with the **Document Organizer** window:

1. Create a Synchronizer Document
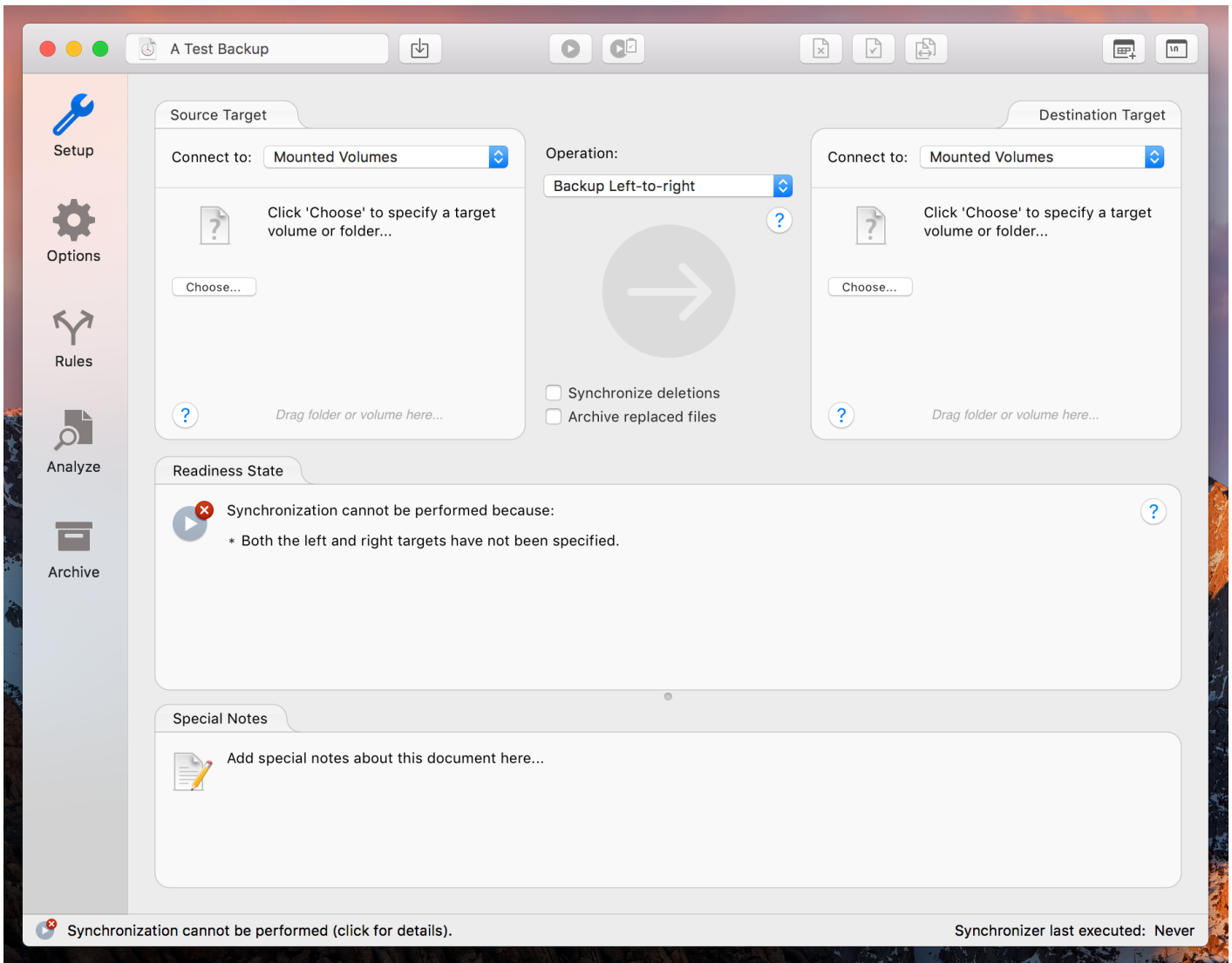
A synchronizer document will contain all your settings that specify what files should be synchronized or backed up and where they should be placed. To do this, click the large button next to **Create a new synchronizer document**.
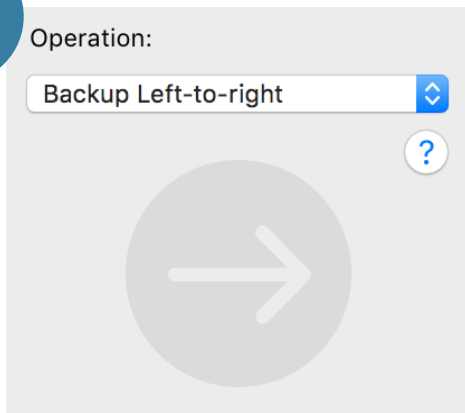
2. Name Your Task

On creation, you will be prompted to name your new synchronizer document. Since the sync document defines your task, give it a meaningful name that describes what you are doing. Since we're just experimenting now, we'll name it "A Test Backup."

New Synchronizer Document

This synchronizer will be saved with the name you enter. Choose something unique and meaningful such as "Backup Home Folder" or "Sync w/Laptop."

A Test Backup

Cancel   OK

2
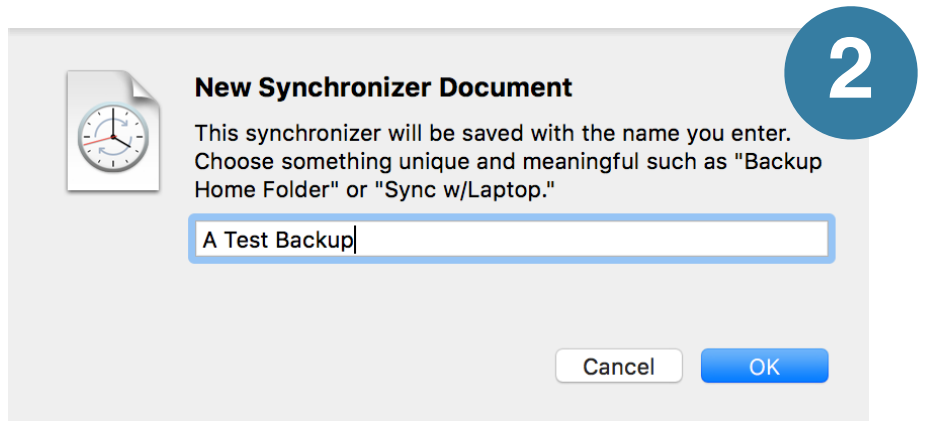
After supplying a name, the **synchronizer document editor** window is displayed:

A Test Backup

Setup
Options
Rules
Analyze
Archive

Source Target

Connect to: Mounted Volumes

Click 'Choose' to specify a target volume or folder...

Choose...

Drag folder or volume here...

Operation:

Backup Left-to-right

Synchronize deletions
Archive replaced files

Destination Target

Connect to: Mounted Volumes

Click 'Choose' to specify a target volume or folder...

Choose...

Drag folder or volume here...

Readiness State

Synchronization cannot be performed because:

* Both the left and right targets have not been specified.

Special Notes

Add special notes about this document here...

Synchronization cannot be performed (click for details).   Synchronizer last executed: Never

3. Choose Your Operation

ChronoSync supports a variety of operations that can be chosen from the pop-up menu at the center of the synchronizer document editor window. The choices can be somewhat daunting but it all boils down to three basic options:

Backup - Modified files & folders on the source side of the operation are copied to the destination. Any older duplicates are replaced. Existing files on the destination that are not duplicates will be left alone.

Mirror - The destination side of the operation will be made identical to the source. This means that duplicate files on the destination will be overwritten and existing files will be deleted.

Synchronize - Modified files & folders on either side of the operation will be copied to their counterpart. The result is a merge of the two sides. If there are duplicate files, the most recently modified files will be used. This operation is chosen when files on both sides are actively being modified such as when synchronizing between a desktop computer and a laptop.

With the exception of **Synchronize Bidirectional**, you will also need to make a direction choice e.g. **left-to-right** or **right-to-left**. This is simply a matter of preference and allows you to visualize the direction that data will flow. For example, if you have an external hard drive located on the right side of your monitor, and it will be your destination, you should choose **left-to-right** as the direction.

For this tutorial, we will leave the operation at the default **Backup Left-to-right** setting.
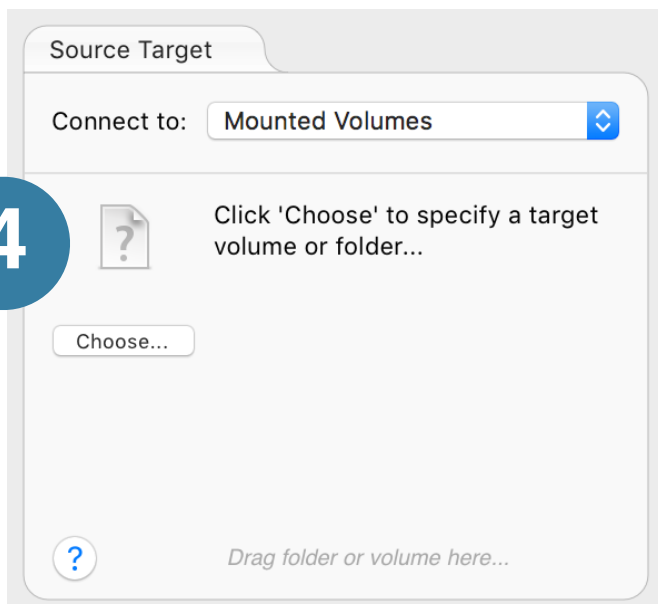
4. Specify Your Source Target

The **source target** is where your original files & folders are stored. It may be a folder or an entire hard drive (but not actual files, themselves). This is where ChronoSync will start scanning for changes and will copy any modified files and folders over to the **destination target**. Don't let the term **target** confuse you - it does not signify a destination - it is merely a location on your hard drive that ChronoSync will pay attention to.

To choose the source target, simply click the **Choose…** button.

After clicking **Choose…**, you are presented with a folder selection window:
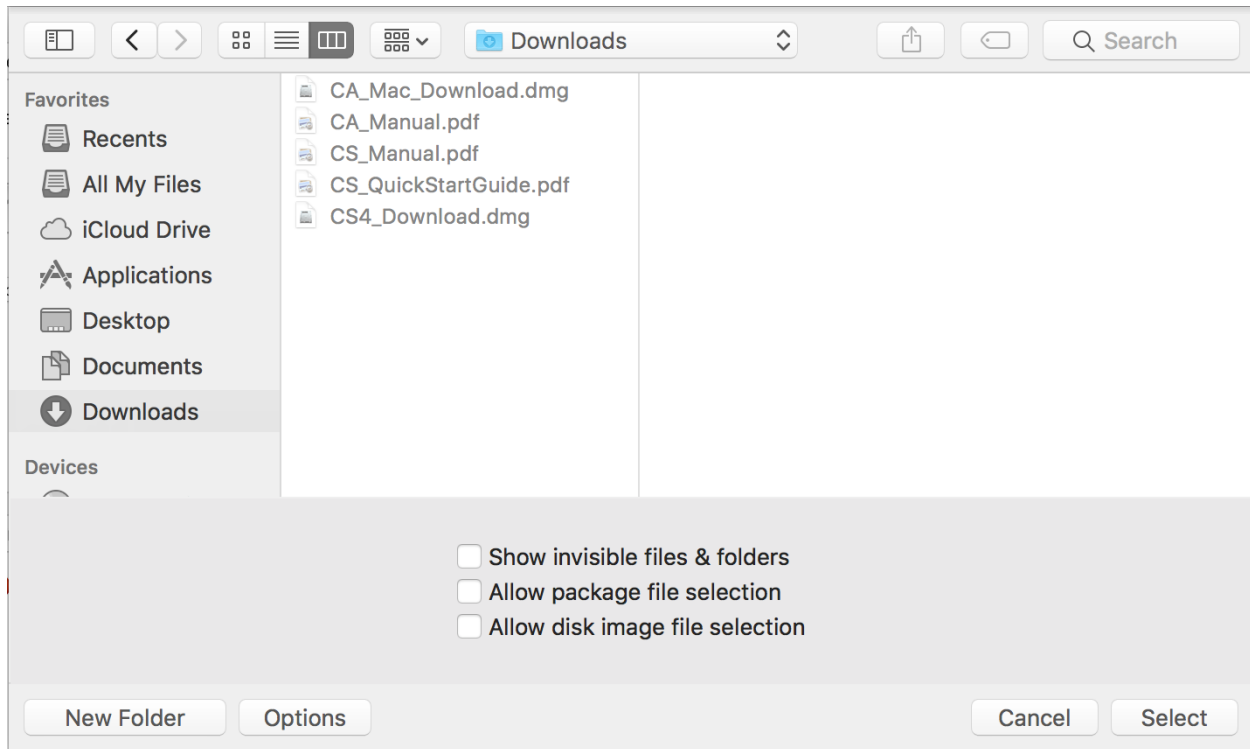

Here you can select the location of your original documents. Hard drives, servers and common folders are listed on the left. On the right, you can navigate the folder hierarchy of the location that is highlighted on the left. You can select a folder or an entire hard drive to be your source. For this tutorial, we are simply choosing our **Downloads** folder.

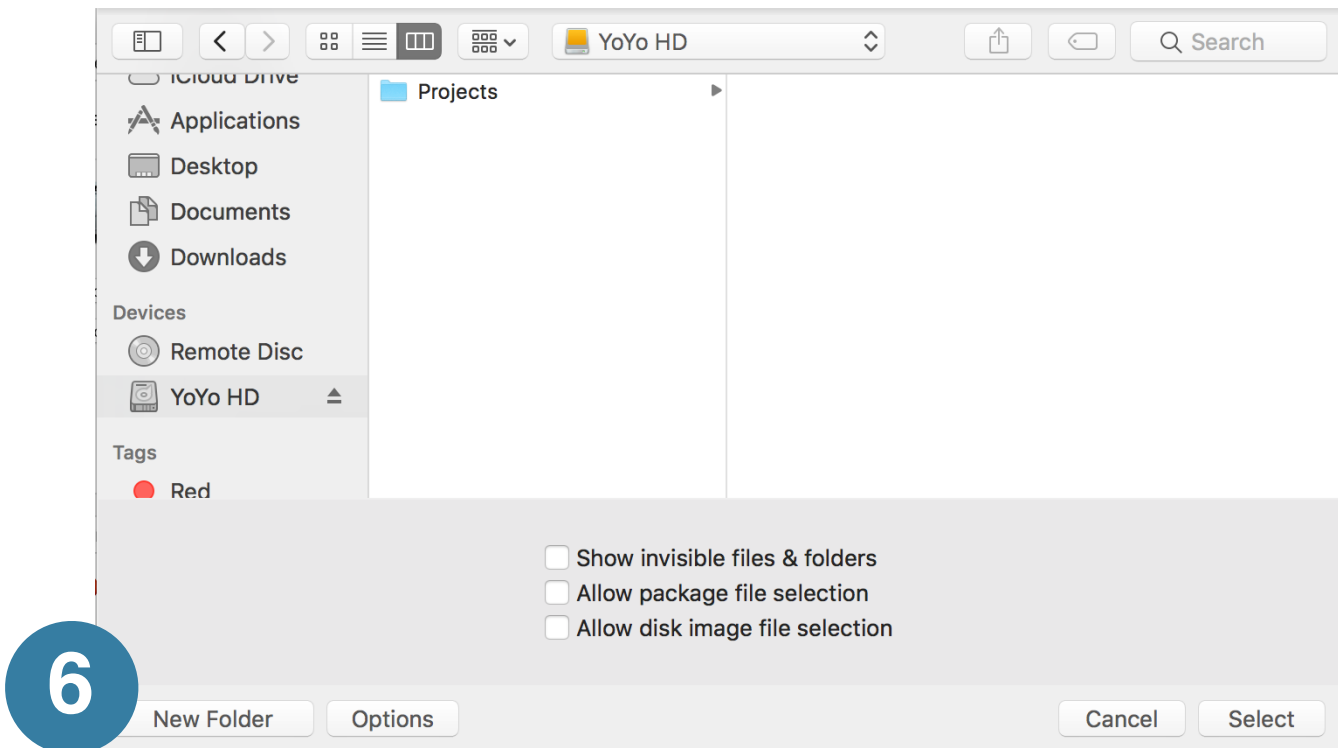After selection, your source target should look like this:
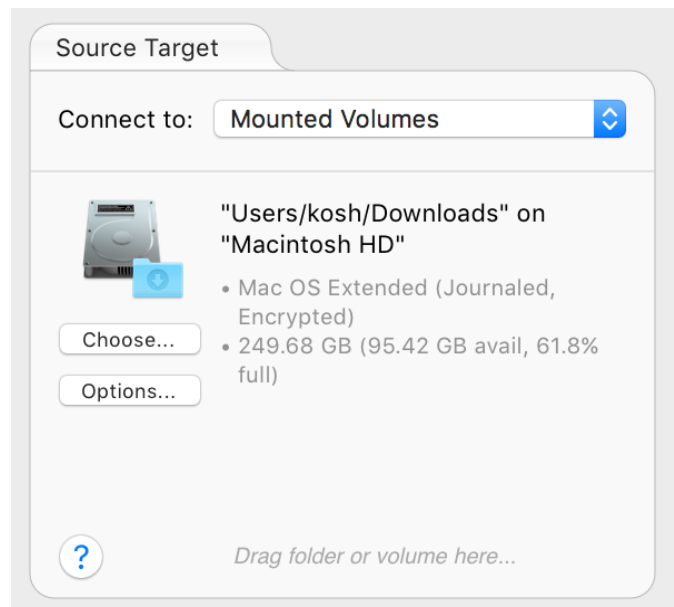
5. Specify Your Destination Target

The **destination target** is where a backup copy of your original files & folders will be placed. Selecting a destination is nearly identical to selecting your source. Begin by clicking the **Choose…** button.
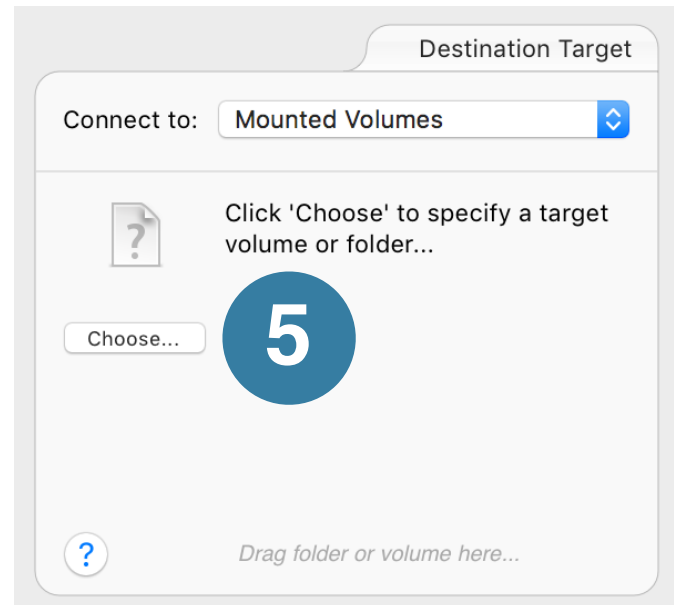

Again, the folder selection window is displayed:

6. Create a Destination Folder

Since this is where your backup copies will be stored, you typically will choose an external hard drive or a remote file server to place them. In this example, we're going to create a folder on an external hard drive by clicking **New Folder**. Creating the folder is a step that is easily overlooked. You generally want to do this to keep your backups organized. The common exception is when you are backing up an entire hard drive, in which case you select another hard drive as your destination.

Here we give our destination folder the name "Backups of Downloads", create it and then select it as our destination target.
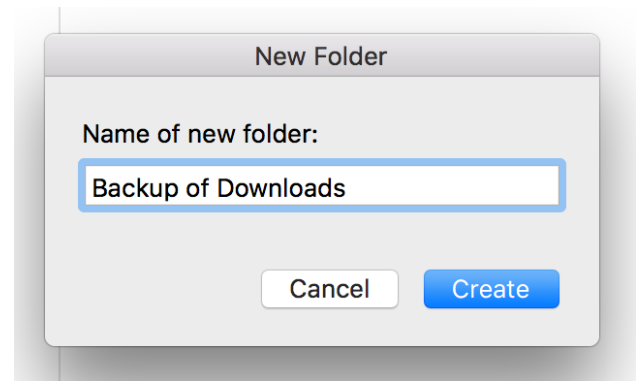

7. Consider Synchronizing Deletions

By default, the **Synchronize Deletions** setting is turned OFF. If you turn this setting ON, ChronoSync will remove any files you delete on your source target from your destination target. This may seem undesirable until you realize that renamed or moved documents will be considered deletions and thus can quickly fill up your destination with duplicate copies!

As a safety net against accidental deletions, ChronoSync defaults to moving deleted files to the **Archive**. This is a special folder that contains deleted or replaced files, just in case you need to restore them in the future.
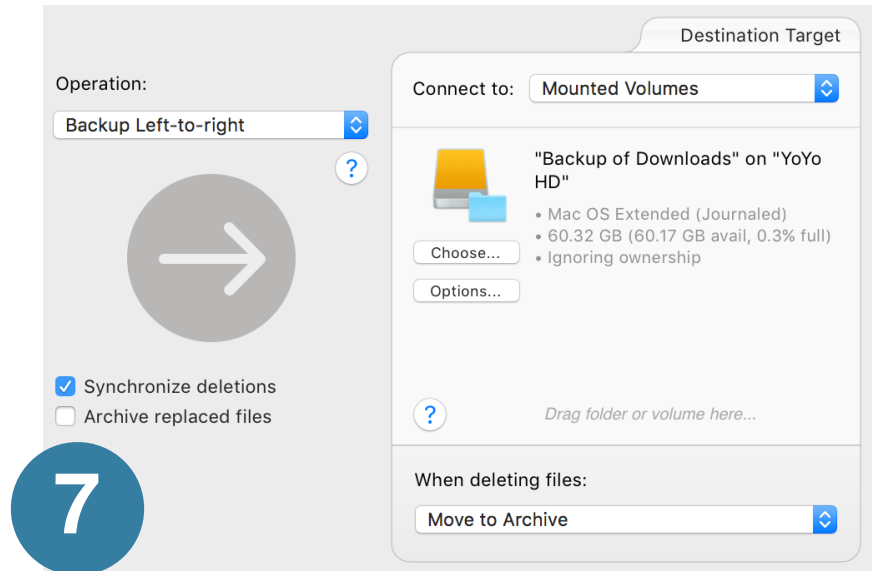
8. Check For Readiness Warnings

After configuring any sync or backup task, you should always check the **Readiness State**:
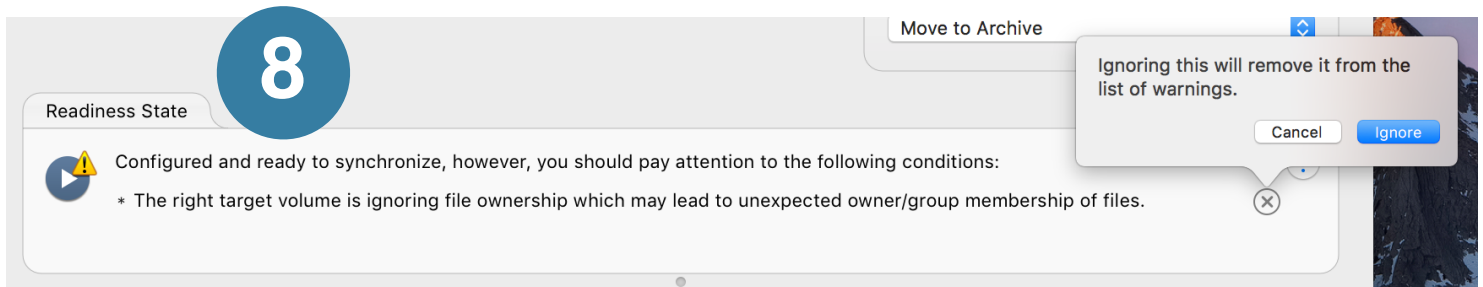

While some readiness warnings are serious and should be addressed immediately, most represent oddities that may or may not be a real problem. In this case, ChronoSync is warning us that file ownership is being ignored on the destination volume, which is a very common condition for external drives. Since we just want a simple backup, we don't care about this. Clicking the '⊗' next to the warning will tell ChronoSync that we want to ignore this warning and not to bother us about it again.

Note: *You <u>don't</u> have to ignore warnings to run your tasks. It's a good practice, however, so that any real problems that occur in the future will stand out!*

9. Run Your Backup

At this point, your backup is configured and ready to go. To run it, simply click the big sync arrow at the center of the window:
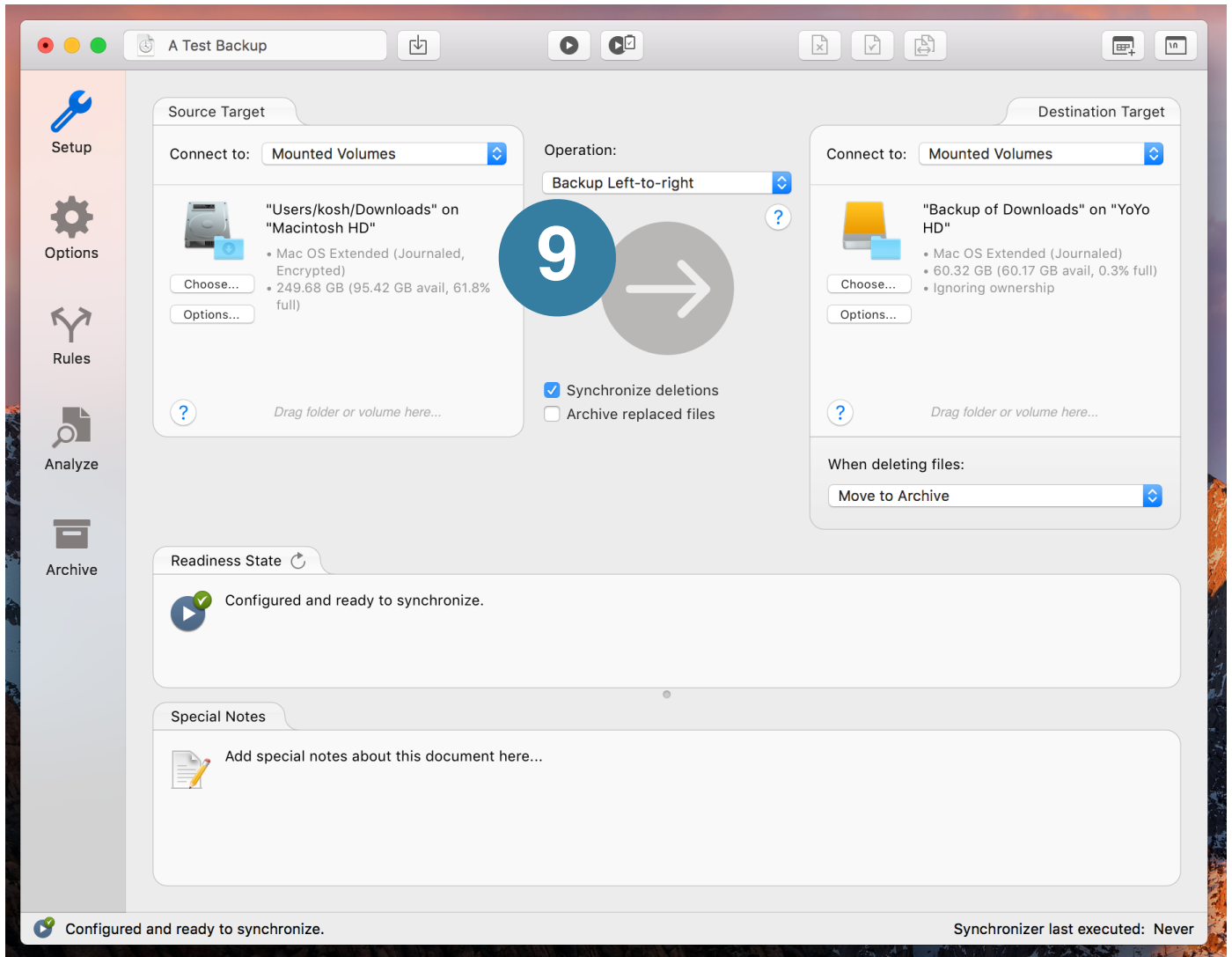
After a brief instant (or maybe longer if you have a lot of downloads), a completion summary is presented:
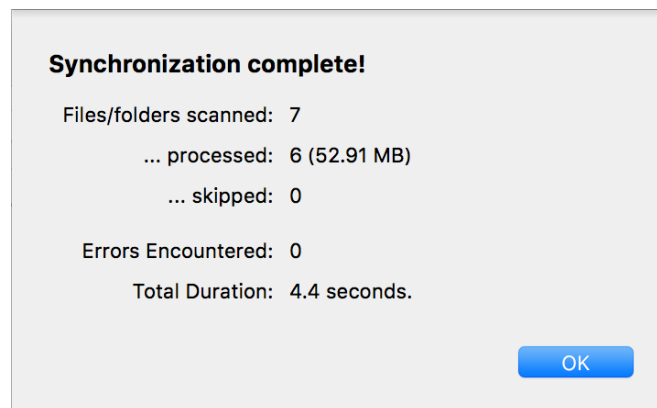

Congratulations! You have just completed your first ChronoSync backup task!

10. Run It Again

Close your sync document editor window by clicking the red close button in the title bar. The Document Organizer should be displayed and the sync document you just created will appear in the list.

You can double-click the sync document and it will open again, allowing you to run it like you did the first time. You can also right-click (or OPTION-click) the sync document in the table and a menu of shortcuts will pop up. Choosing **Open & Synchronize** will open the sync document and automatically run the backup all in one step!
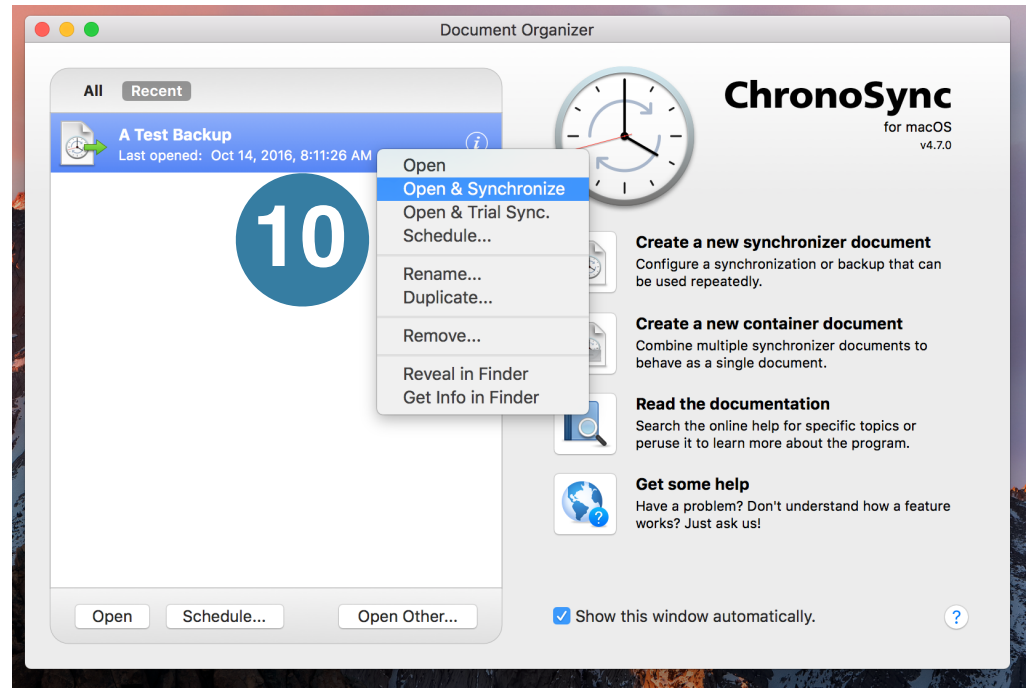

11. Extra Credit - Run it Automatically!

The "Chrono" in the name "ChronoSync" comes from the fact that your synchronizations and backups can be scheduled to run at any time, day or night, at virtually any interval you can think of. The simple backup sync document you just created is no exception!

With the document selected in the Document Organizer window, simply click the **Schedule…** button at the bottom of the list.
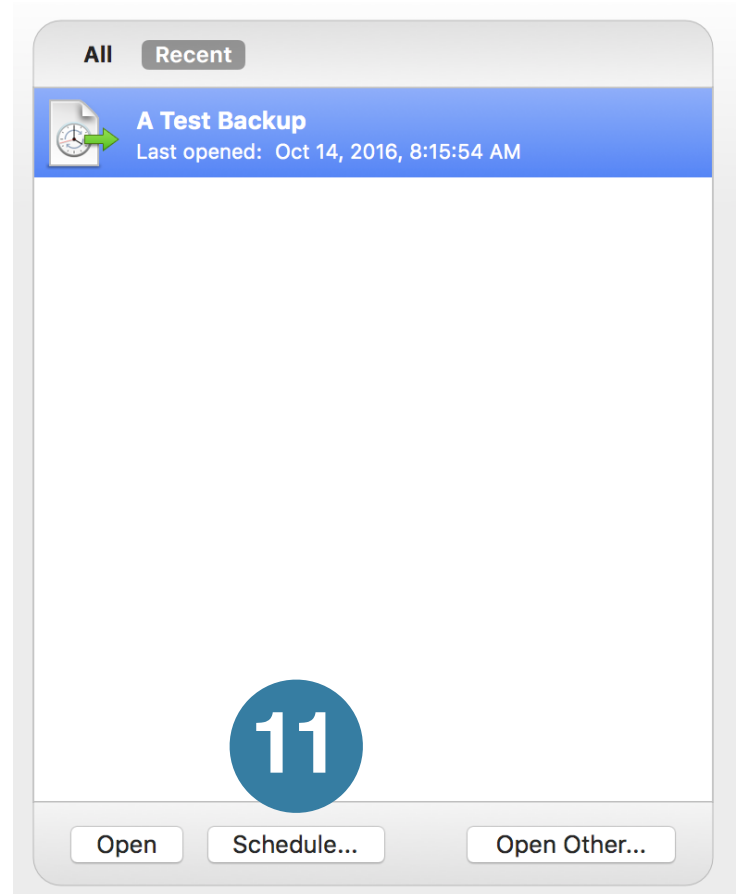
The **Add Scheduled Synchronization** window is opened. Here you can choose from a wide variety of scheduling options. For this tutorial, we are going to schedule this backup to run every night at 12:30 AM.
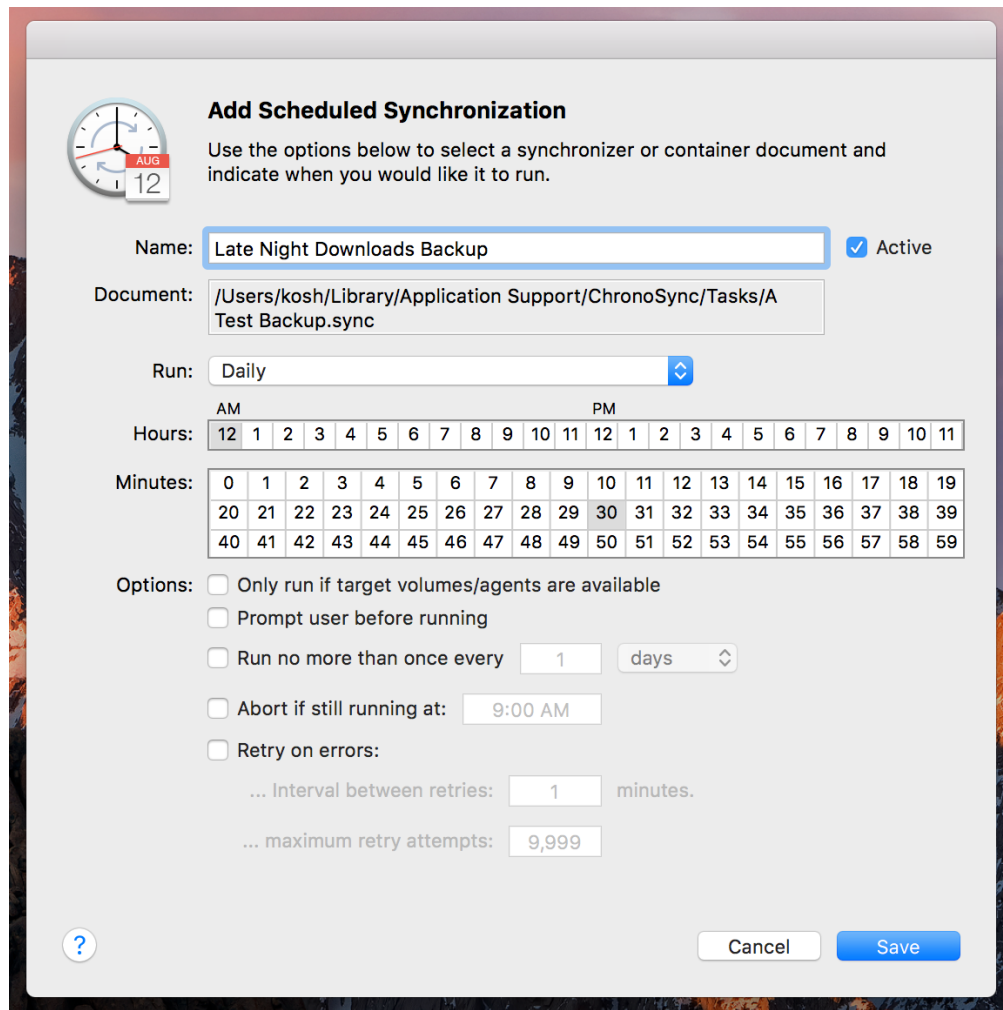

To accomplish this, we've changed the **Run** schedule setting to **Daily**. We then clicked on **12** in the **Hours** group and **30** in the **Minutes** group. If we wanted the backup to run at multiple times throughout the hour and/or multiple hours of the day, we would simply hold down the COMMAND key while clicking on additional minutes or hours. This allows you to select more values without clearing the previous selection.

To activate our scheduled backup, simply click **Save**. Before doing that, however, you might want to give the scheduled item a meaningful name in the **Name** field. Here we're calling it "Late Night Downloads Backup."

12. View Your Scheduled Items

You can view all your scheduled syncs and backups via the Scheduled Documents Manager floating window. At this point, it is probably already visible at the upper right corner of your screen. If not, however, you can make it appear by choosing **Scheduled Documents Manager** from the **Window** menu.
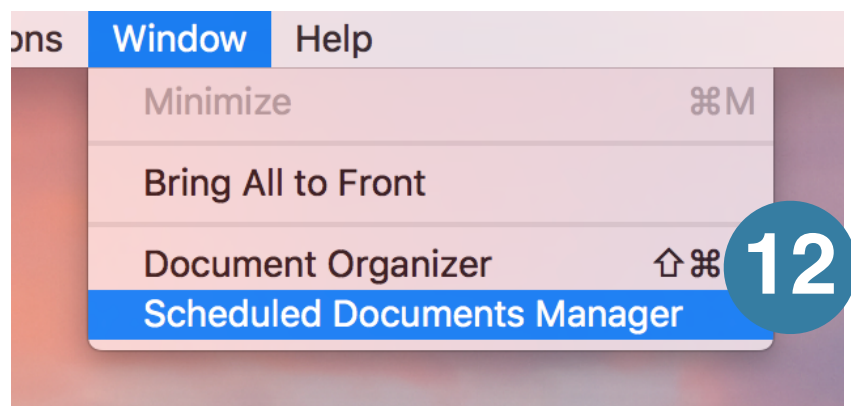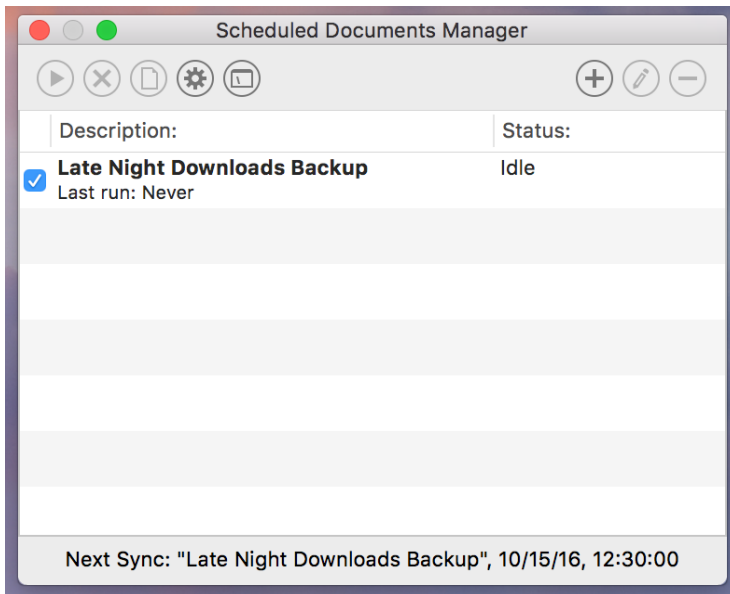
The **Scheduled Documents Manager** window will show all your scheduled items, when they last ran and what item is next in line to be run. ChronoSync can easily handle several dozen scheduled items.

You can have multiple syncs and backups scheduled to run at all times of the day, backing up and synchronizing a wide variety of targets. You can even schedule the same sync document more than once. Thus if we wanted to run our simple backup on the 1st and 15th day of the month at noon - in addition to every night - we could easily accomplish that by creating a new scheduled item.

ChronoSync can also handle event-based syncs. For instance, we could have our simple backup run whenever the external hard drive it targets is connected to the computer. The possibilities are endless!

13. Take it to the Next Level

As you've probably caught glimpses of while working through this tutorial, ChronoSync has a lot more to offer than simple incremental backups. We've just barely scratched the surface! The next step would be to explore the program on your own. Feel free to peek at the other configuration panels in the sync document editor. While you are at it, check out our comprehensive online help. You can access it from the Document Organizer via the **Read the documentation** button. You can also click on any "?" icon you see throughout the user interface and it will open a context-sensitive help page. Last, but not least, visit our **online resources page** where you can find guides, videos, tech-notes and FAQs.