

laplink® Switch & Sync™

User Guide

Laplink Software, Inc.

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Contents

Introduction and Installation

Glossary	1
System Requirements (PC)	1
System Requirements (Mac)	1
Installing Switch & Sync (PC)	2
Installing Switch & Sync (Mac)	3
Registration and Activation	3
Setting Up This Computer - Authentication	4

Migrating - PC to Mac

Switch or Sync	4
Migration Wizard	5
E-mail Format Conversion (Mac)	8

Overview of Main Window 9

Transferring and Synchronizing

Connection Management	10
Transferring Files	13
Synchronizing Folders	14
Creating a New Sync Job	15
Sync Job Options	19
Editing a Sync Job	20
Previewing a Sync Job	22
Running a Sync Job	23
Scheduling Sync Jobs	24
Sync Job Log Files	25

Synchronization Settings

Incoming Connection Settings	26
Default Sync Job Settings	27

Support 28

With Laplink Switch & Sync, you can perform a migration to move files and folders from a PC to a Mac and also synchronize PC to Mac, Mac to Mac, or PC to PC. Transfer and synchronize your computers across a network, Laplink USB cable, or Laplink Ethernet cable.

Glossary

Host computer The computer **to** which you will connect in a Switch & Sync session.
When in a **File Transfer** window, the Host is the **Remote** computer or is called by its network name. When in a **Synchronization** window, the Host is Folder **B**.

Note: In a migration, when connecting to a Mac from a Windows PC, the Mac is always the Host.

Guest computer The computer **from** which you will connect to the Host computer in a Switch & Sync session.
When in a **File Transfer** window, the Guest is the **Local** PC. When in a **Synchronization** window, the Guest is Folder **A**.

Note: In a migration, when connecting to a Mac from a Windows PC, the PC is always the Guest.

Synchronization The procedure that copies the most recently changed version of a file from one folder to another.
The outcome of synchronization will depend on the direction of the transfer and the conflict resolution rules that you specify.

Conflict A condition which occurs when you attempt to synchronize in the direction of a file that has changed since the last synchronization.
Switch & Sync will handle conflicts according to the rules that you specify in the synchronization job settings (e.g., overwrite, keep, or copy the file).

Example: An initial synchronization of files from Folder A to Folder B is completed. A file that is part of the sync job is changed in Folder B. When the sync job is run again, this will create a conflict.

System Requirements (PC)

- Windows 7/Server 2008/Vista/Server 2003/Windows XP.
- RAM: Same as minimum required by operating system.
- Available hard disk space: 10 MB.
- Migrating PC e-mails to Mac: Outlook 2000 and later/Outlook Express 6 and later/Windows Mail.
- Migrating PC contacts/calendar items to Mac: Outlook 2000 and later.

IMPORTANT: When you purchase Switch & Sync, you are purchasing a license that limits you to installing the software on up to three (3) computers used by you. A valid license must be purchased for each person who will use the software. You cannot use your serial number to install Switch & Sync on a fourth (additional) computer. For complete details, refer to the End User License Agreement (EULA).

To purchase additional licenses, please visit <http://www.laplink.com> or contact our sales department at (800) LAPLINK (527-5465) or (425) 952-6001.

System Requirements (Mac)

- Mac OS X v10.5 Leopard and v10.6 Snow Leopard.
- CPU: Intel® processor.
- RAM: 512 MB.
- Available hard disk space: 6 MB.

Installing Switch & Sync (PC)

IMPORTANT: You must install Switch & Sync on each computer on which you will use the application. For details on the maximum number of installations allowed, refer to the End User License Agreement.

IMPORTANT: Before installing or running Switch & Sync, exit all other applications running on your PC.

Screen savers, hibernation protocols, and power-saving options should be turned OFF (i.e. All power management options in the Control Panel should be set to "Never" so they are completely disabled). The computer needs to remain on and completely "awake" during a transfer or synchronization and must not go into screensaver or sleep/hibernation mode.

To install Switch & Sync from a downloaded file, follow these steps on your computer:

1. Double-click the **switchandsync_en.exe** file in the folder where the file was saved, and skip to **Finish Installation**.

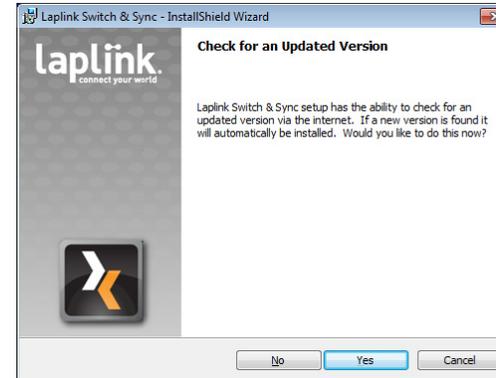
To install Switch & Sync from a CD, follow these steps on your computer:

1. Insert the CD into the CD-ROM drive.
2. If the autorun feature is enabled, the installation begins automatically. Go to **Finish Installation**.

If autorun is disabled, use Windows Explorer or some other file management program to display the contents of the CD. Browse to the **switchandsync_en.exe** file to begin the installation. If you cannot find this file on the CD, click **Start**, then **Search**, and type **switchandsync_en.exe**, making sure that the search is centered on your CD-ROM drive.

Finish Installation

1. Check for an Updated Version



Click **Yes** to check for an update.

Note: If an update is available, you will be presented with a Web page. Please follow all instructions presented to download and install the update for Switch & Sync.

Please make sure to download and install updates on BOTH the PC and the Mac.

2. Welcome to the InstallShield Wizard for Switch & Sync

Click **Next** to proceed with installation.

3. License Agreement

Review the license agreement, select "I accept the terms in the license agreement", and click **Next** to continue.

4. Destination Folder

By default, the program will install to:

C:\Program Files\Laplink\SwitchAndSync

Alternatively, click **Change** and select or create a new destination folder. When finished, click **Next**.

5. Ready to Install the Program

Click **Install** to begin the installation. Wait for the InstallShield Wizard to complete the process.

6. InstallShield Wizard Completed

To start Switch & Sync immediately after installation, select "Launch Switch & Sync" and click **Finish** to close the InstallShield Wizard. You can launch the application at any time by clicking **Start**, selecting **All Programs** (or **Programs**, depending on your settings), **Laplink Switch & Sync**, and **Switch & Sync**.

Note: Before starting Switch & Sync, exit all other applications running on your PC.

Installing Switch & Sync (Mac)

IMPORTANT: Before installing or running Switch & Sync, quit all other applications running on your Mac.

Screen savers, hibernation protocols, and power-saving options should be turned OFF. The Mac needs to remain on and completely "awake" during a transfer or synchronization and must not go into screensaver or sleep/hibernation mode.

1. **Downloaded File:** Double-click the **SwitchAndSyncMacEn.dmg** disk image to access the installer package. Then, double-click the **SwitchAndSyncMac.pkg** installer package to start the installation process, and continue to step 2.

CD: Insert the Switch & Sync CD into the CD-ROM drive, and double-click the Switch & Sync CD icon on the desktop.

Once the CD opens, double-click the **SwitchAndSyncMacEn.dmg** disk image to access the installer package (the disk image is located in the root directory of the CD). Then, double-click the **SwitchAndSyncMac.pkg** installer package to start the installation process, and continue to step 2.

2. Click **Continue** and follow the on-screen prompts. Then click **Install** to complete the installation.
3. After installation is complete, navigate to your **Applications** folder and double-click **SwitchAndSync** to start the application.

Registration and Activation

1. Register Switch & Sync

When you start Switch & Sync for the first time, you will be prompted to register the product. In **Laplink Registration**, type in the requested information and then click **OK**.

IMPORTANT: First Name, Last Name, Company, and E-mail Address are required fields.

2. Activation - Serial Number Entry

In the **Serial Number** dialog box, type your Switch & Sync serial number and click **OK**.

The location of your serial number depends on how you purchased Switch & Sync:

- **Download:** When you purchased the product, you should have received a confirmation e-mail containing your serial number. If you no longer have the e-mail message, visit the "My Downloads" page of your Laplink Support Account at:
<http://www.laplink.com/mysupport/myStore.asp>
Once there, enter the e-mail address you supplied when you purchased the product. If you have forgotten your password, please enter your e-mail address and click the **Forgot Your Password** link.
- **CD:** Serial label located on the CD sleeve or on inside of plastic case.

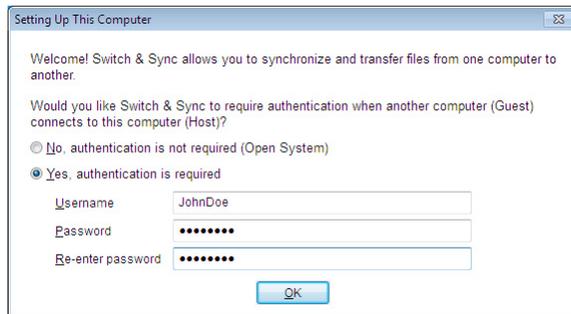
To complete serial number verification automatically for either type of purchase, you will have to be connected to the Internet on your PC. If you are connected to the Internet but are unable to validate the serial number, first disable all security software, such as virus scanning, spyware scanning, and firewalls, and try again.

If an Internet connection is not available to you, or if registration fails, please call our Customer Service team at (425) 952-6001.

Note: There is now a Mac registration. If you are upgrading from an existing version of Switch & Sync, you must enter your serial number on the Mac when prompted.

Setting up This Computer - Authentication

When you first start Switch & Sync, the application will prompt you to set up a username and password for Guest computers connecting into your Host computer.



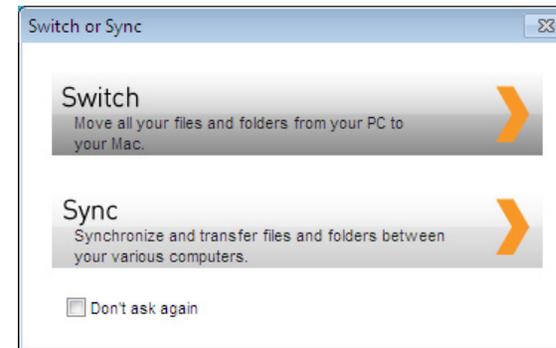
- Authentication:** If you want Switch & Sync to require authentication, leave default “Yes, authentication is required” selected and create a unique username and password. Click **OK** when complete.

Note: Both a username and password must be entered to continue with the default selection.

Each computer on which you are installing Switch & Sync should have a unique username and password, which can be different from the computer’s log in credentials.
- No authentication (Open System):** If you want to allow all Guest computers to connect to this Host computer without authentication, select “No, authentication is not required (Open System)” and click **OK**.

Switch or Sync (PC to Mac)

When you start Laplink Switch & Sync on the PC, you will see a beginning dialog window that gives you the option to **Switch** or **Sync**:



- Switch** (migrate your files from your PC to your Mac): If you click this option, Laplink Switch & Sync will open up the Migration wizard to assist you with setting up the initial migration (copy) of files from your PC to your Mac. See the **Migration Wizard (PC to Mac)** section on page 5.
- Sync** (synchronize and transfer files): If you click this option, Switch & Sync’s Main window will open. To synchronize or transfer your files, start by creating a new connection (see the **Connection Management** section on page 10).

For an overview of the features and settings available from the Main window, see page 9.

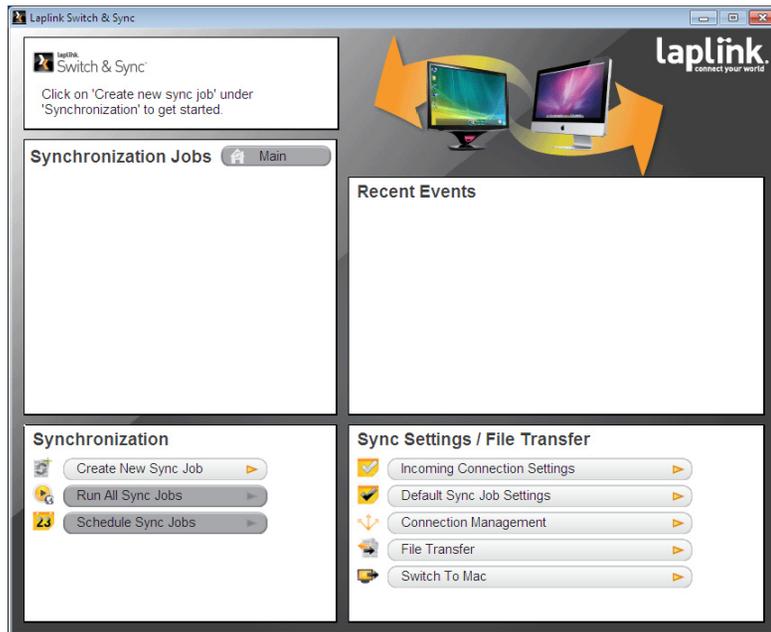
Migration Wizard (PC to Mac)

The Migration Wizard is a tool to assist you with the initial migration (copy) of files from your PC to your Mac.

To start the Migration Wizard, choose **Switch** from the **Switch or Sync** dialog window when you first start Switch & Sync on the PC.

You can also start the Migration Wizard by clicking **Switch To Mac** in the Main window on the PC.

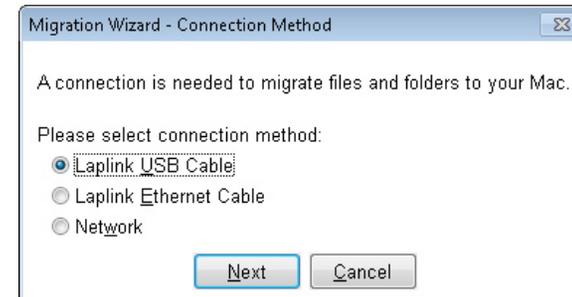
Note: If you don't see the 'Switch To Mac' button listed, click 'Main' to return to the Main window. See page 9 for more information.



- Before going through the Wizard, make sure that Switch & Sync is running on the Mac.
- **Laplink USB Cable:** If you wish to use a Laplink USB cable to make a connection, plug it into the USB port on both computers now.
- **Laplink Ethernet Cable:** If you wish to use a Laplink Ethernet cable, plug it into

the Ethernet port on both computers now. To access the Ethernet port, you may need to unplug your Internet cable.

1. Migration Wizard - Choose Connection Type



Select the connection method that you wish to use.

- To connect over a Network or Laplink Ethernet cable, select **Network** or **Laplink Ethernet Cable** and go to step 2.
- To connect over a Laplink USB cable, select **Laplink USB Cable** and go to step 3.

2. Migration Wizard - Choose Host (Mac)

Select the Mac to which you want to connect from the list and click **Next**.

If the Mac is not listed, click **Refresh List**. If the Mac still is not listed, select **Specify a Switch & Sync Mac** and type the IP address of the Mac into the field provided.

Note: If you do not know the IP address of the Mac, go to the Apple menu and click 'System Preferences'. Then in 'System Preferences', go to the 'View' menu and click 'Network'. In the Network window, click a Network port. If you are connected to that Network, you will see your IP address under 'Status'.

3. Migration Wizard - Host Authentication

- If Switch & Sync on the Mac has been set up to require a username and password to accept a connection, leave the default **Authentication** selected and type in the username and password.
- Otherwise, select **Open System** if the Mac does not require a username and password.

Then, click **Test Connection**. When the connection is successfully established, click **Next**.

Note: If the connection fails, go to Switch & Sync on your Mac and then 'Incoming connection settings'. Make sure the 'Start Host' button has been clicked ('Start Host' should be grayed out).

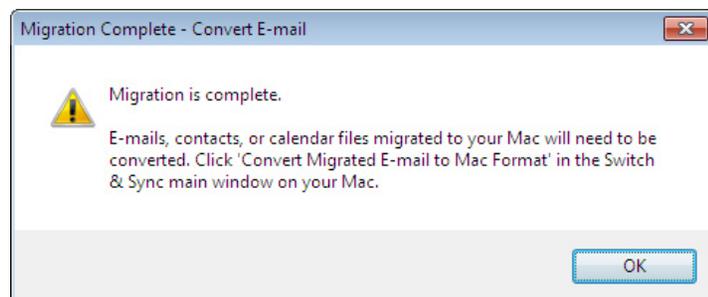
4. Migration Wizard - Select Files / Folders



By default, all files/folders in the list are selected to move to your Mac. Click on items in the list to deselect if desired. **My Emails** also includes contacts and calendar items.

Click **Run** to begin migration (copy).

5. Migration Complete - Convert E-mail



Click **OK** at the end of migration.

You will then see instructions about e-mails, contacts, and calendar files that have been migrated to your Mac. These files must first be converted to a Mac format before they can be imported into your Mac's e-mail application. Click **Convert Migrated E-mail To Mac Format** in the Switch & Sync Main window on your Mac.

For more information, see **E-mail Format Conversion** (next).

Location of files on Mac: Your PC's files have been copied to a new "Windows PC" subfolder under the similar Mac folder. You may move these files to different folders on your Mac as desired. Use the Mac Finder to access your folders.

Note: All files will be organized by user and located under **/Users/<user name>/**.

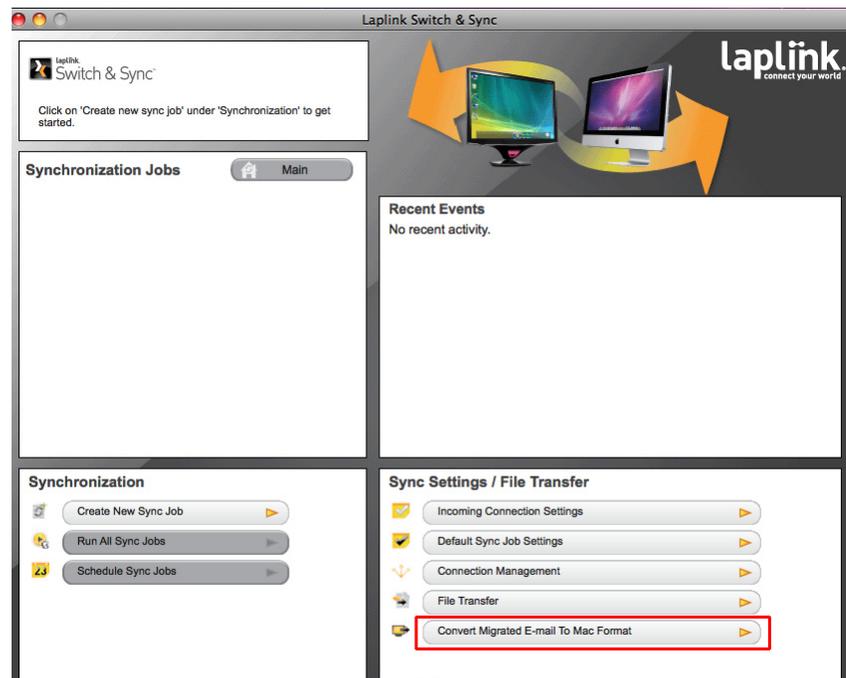
- **My Documents:** /Documents/Windows PC/
- **My Music:** /Music/Windows PC/
- **My Pictures:** /Pictures/Windows PC/
- **My Videos:** /Movies/Windows PC/
- **Desktop Wallpaper:** /Documents/Windows PC Wallpaper/
- **My Desktop Files:** /Desktop/Windows PC/
- **Microsoft E-mails:** /Library/Mail/Windows PC/<e-mail client name>/ (i.e., if you use Outlook on your PC, the file path on the Mac will be /Library/Mail/Windows PC/Outlook/)

E-mail Format Conversion

IMPORTANT: If you are migrating your Windows PC to a Mac with OS X Lion, you will need to complete some additional steps on your Mac prior to importing files. Details are included in this section.

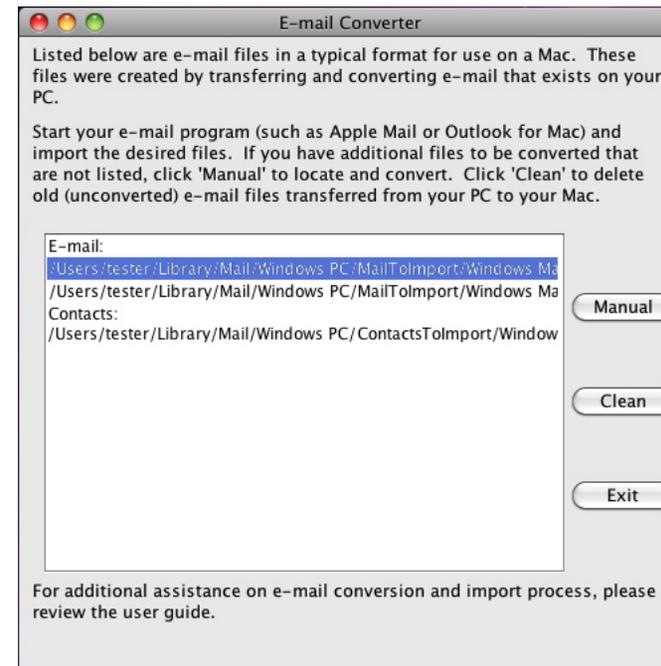
If you migrated e-mails, Outlook contacts, and/or calendar items from your PC to your Mac, these e-mails, contacts, and calendar items must first be converted to a Mac format before they can be imported into your Mac's e-mail program.

In Switch & Sync's Main window on your Mac, click **Convert Migrated E-mail To Mac Format** under **Sync Settings / File Transfer** to start the e-mail conversion:



Once the e-mail conversion has completed, you will see the E-mail Converter window, which lists the location of the converted e-mail, contact files, and calendar items.

Note: If you have additional e-mail, contact files, or calendar items to be converted that are not listed, click 'Manual' to locate and convert these files.



Then, import the e-mails, contacts, and calendar items into your Mac's e-mail program, address book or calendar.

The location of the converted e-mails, contacts, and calendar items is listed in the 'E-mail Converter' screen (see above). You may need to expand the dialog box to view the entire file path.

Note to Mac OS X Lion customers: The Library folder, which contains the converted items to import, is a hidden folder in OS X Lion. To make the Library folder and its contents available for import, follow these steps:

1. Open Finder.
2. From the file menu again, select Go > Go to Folder.
3. Type ~/Library and click Go.
4. If your View is not already set to Columns, select View > as Columns.
5. With the Library folder now in view, drag and drop it into your Favorites.

6. Complete the importation of converted files into your applicable Mac application.

These additional steps to view the contents of the Library folder are not required for Mac OS X v10.5 Leopard or v10.6 Snow Leopard.

- **Importing E-mails:** As an example, in Apple Mail, go to the **File** menu and click **Import Mailboxes**. Follow the on-screen instructions, making sure to select "mbox files" from the "Import data from:" list.

Or, as a second example, in Outlook for Mac 2011, go to the **File** menu and click **Import**. Click **Contacts or messages from a text file**, and click the right arrow button. Then, click **Import messages from an MBOX-format text file**, and click the right arrow button. Follow the on-screen instructions.

If you have a different e-mail program on your Mac than these examples, please see the user guide for that e-mail program for instructions on how to import MBOX-format e-mail files.

- **Importing Contacts:** As an example, in the Mac Address Book, go to the **File** menu and click **Import**, choosing to import a vCard.

Or, if using Outlook for Mac 2011, open the Mac Finder and navigate to the location where the converted contacts were saved. In Outlook, at the bottom of the navigation pane, click **Contacts**. Drag the vCard file (i.e., file extension .vcf) from its current location to the Contacts item list in Outlook.

If you have a different program on your Mac than these examples, please see the user guide for that program for instructions on how to import VCF-format contact files.

- **Importing Calendar Items:** As an example, in iCalendar, go to the **File** menu and choose **Import** and then **Import** again. Locate the calendar you want to import (i.e., .ics file extension), and then choose the calendar to which you want to add the events.

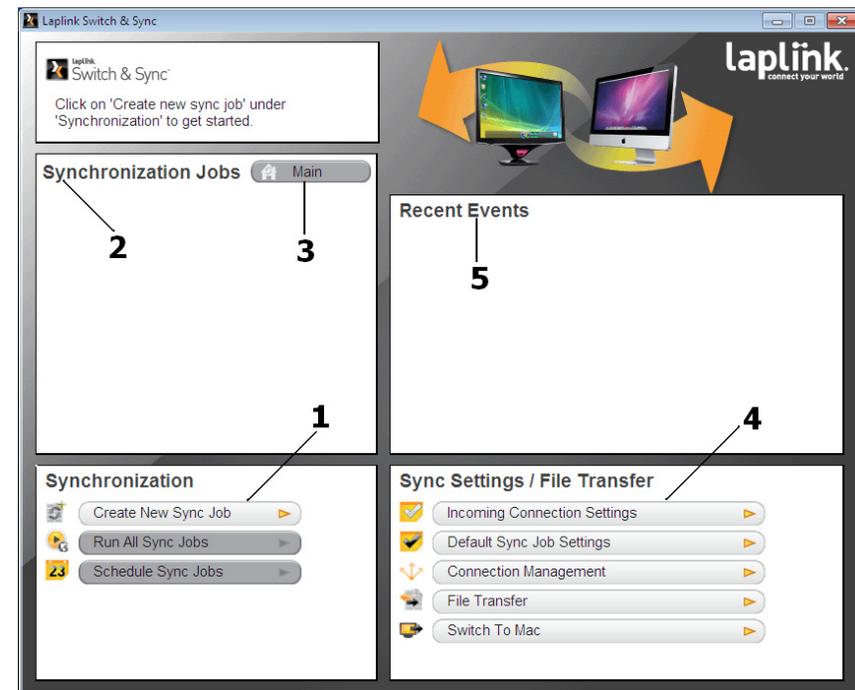
Or, if using Outlook for Mac 2011, open the Mac Finder and navigate to the location where the converted calendar items were saved. In Outlook, at the bottom of the navigation pane, click **Calendar**. Drag the ICS calendar file from its current location to the Outlook Calendar grid or list.

If you have a different program on your Mac than these examples, please see the user guide for that program for instructions on how to import ICS-format calendar files.

Overview of Main Window

When you first open Switch & Sync on the Mac, or when you open the application on the PC and choose **Switch** from the **Switch or Sync** dialog, you will see the **Main** window.

Buttons on the **Main** window give access to the application's features and settings:



1. **Synchronization:** Set up a new sync job to synchronize files between two computers. Once a sync job has been created, additional buttons will be active, allowing you to run and schedule all sync jobs. See page 15 for instructions on creating a sync job, or page 24 for further details on scheduling sync jobs.
2. **Synchronization Jobs:** Once a sync job has been created, it will be listed here. Clicking on the sync job will give new options under the Synchronization pane. See **Sync Job Options** on page 19 for further details.
3. **Main Button:** If a sync job is selected, click **Main** to return to the Main window

(see above image), where you can create additional sync jobs, change application settings, run file transfer, and other options. Until a sync job is present, the **Main** button will remain disabled.

4. Sync Settings/File Transfer

- **Connection and Sync Settings:** You can change the settings for connecting to this Host computer in **Incoming Connection Settings** and change the defaults for new sync jobs in **Default Sync Job Settings**. See **Synchronization Settings** on page 26 for more information.

In **Connection Management**, create a new connection to the Host computer, which is needed to run a sync job or perform a file transfer. See the next section for further instructions.

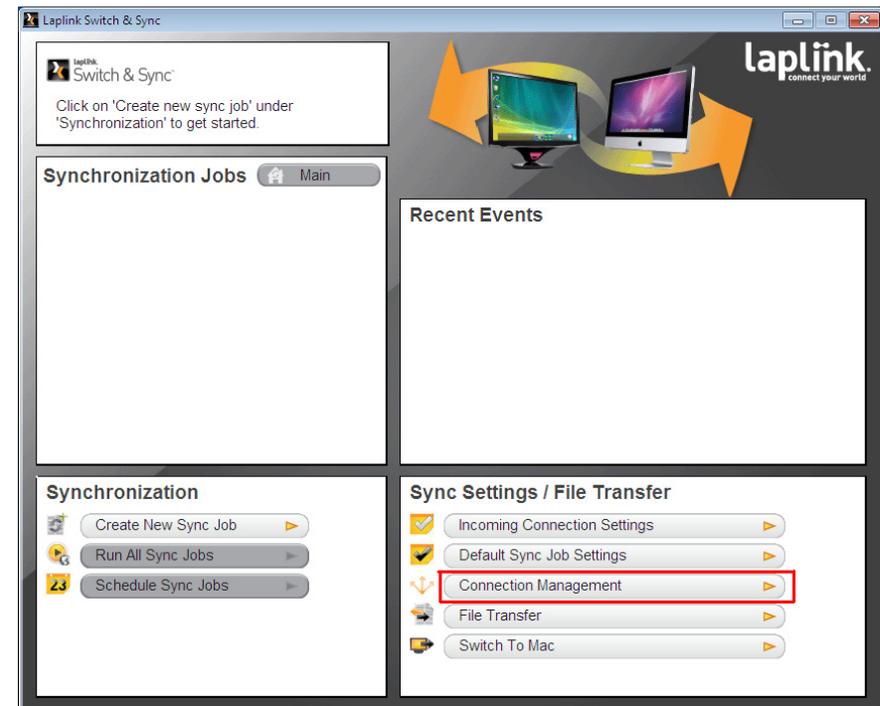
- **File Transfer:** Click and drag files from one computer to the other using the dual-pane file transfer window. See **Transferring Files** on page 13 for further instructions.
- **Switch To Mac:** Migrate files and folders from your PC to your Mac using the Migration Wizard. See **Migration Wizard (PC to Mac)** on page 5 for further instructions.

5. **Recent Events:** Once a synchronization has been run, a summary of the results will be listed here. If a sync job is selected, this pane will list details about the sync job.

Connection Management

To transfer or synchronize files between computers, you must first create a new connection to the Host computer.

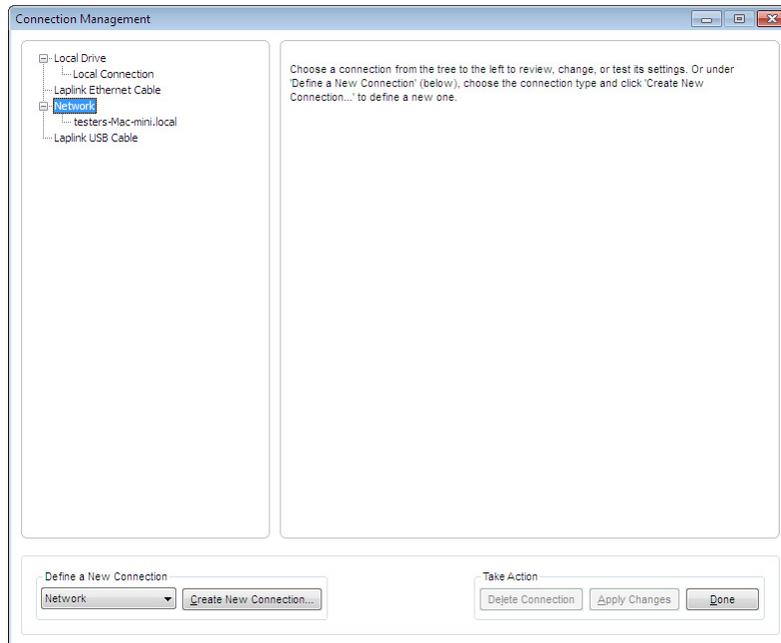
- Make sure that Switch & Sync is running on the Host computer (the computer **to** which you will connect).
- **Laplink USB Cable:** If you wish to use a Laplink USB cable to make a connection, plug it into the USB port on both computers now.
- **Laplink Ethernet Cable:** If you wish to use a Laplink Ethernet cable, plug it into the Ethernet port on both computers now. To access the Ethernet port, you may need to unplug your Internet cable.



1. Under **Sync Settings / File Transfer**, click **Connection Management**.

Note: If you don't see the 'Connection Management' button listed, click 'Main' to return to the Main window. See page 9 for more information.

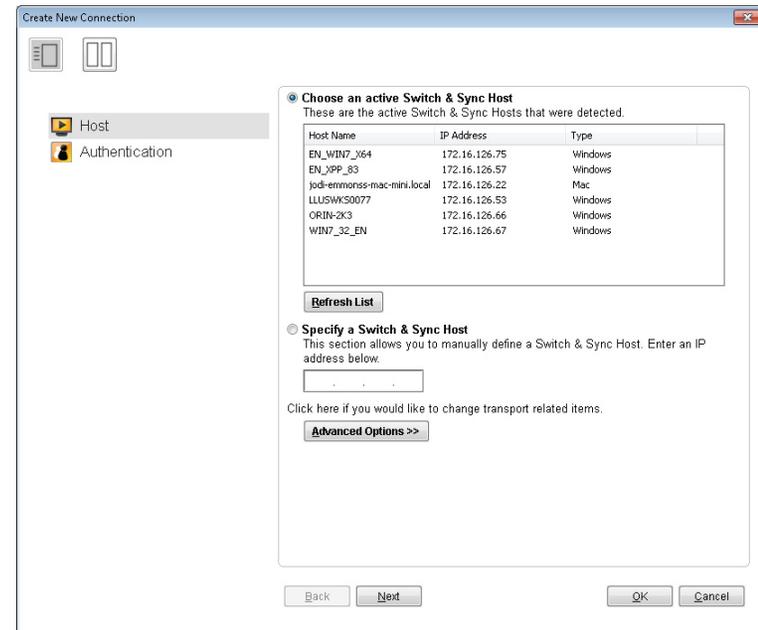
2. Define a New Connection



In the lower left corner of the window, select the type of connection you want to create and click **Create New Connection**.

- To connect over a Network or Laplink Ethernet cable, select **Network** or **Laplink Ethernet Cable** and go to step 3.
- To connect over a Laplink USB cable, select **Laplink USB Cable** and go to step 4.

3. Create New Connection - Host Tab



Select the computer to which you want to connect from the list and click **Next**.

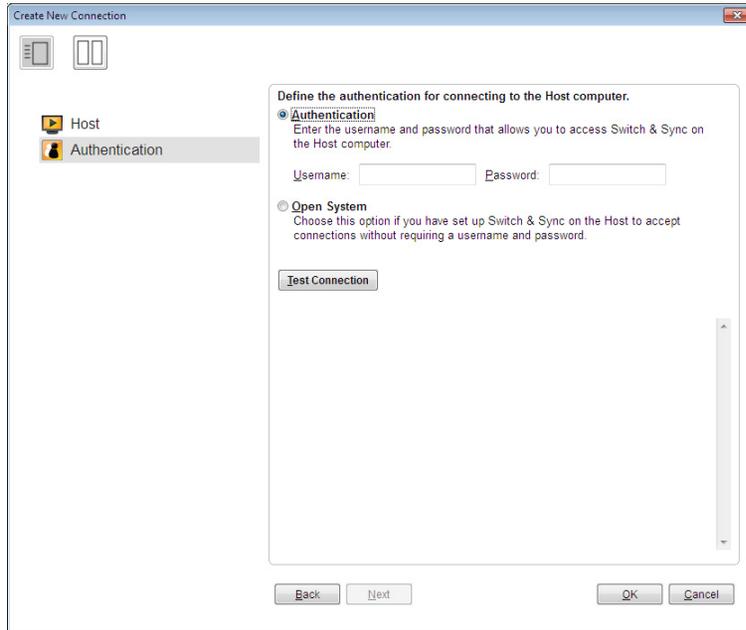
If the computer is not listed, click **Refresh List**. If the computer still is not listed, select **Specify a Switch & Sync Host** and type the IP address of the Host computer into the field provided.

Note: If you are connecting to a Mac and do not know the IP address of the Mac, go to the Apple menu and click 'System Preferences'. Then in 'System Preferences', go to the 'View' menu and click 'Network'. In the Network window, click a Network port. If you are connected to that Network, you will see your IP address under 'Status'.

If you are connecting to a PC and do not know the IP address, from the Windows Start menu on the Host PC, click 'Run' and enter "CMD". At the DOS prompt, type "IPCONFIG" and press 'Enter'.

On Windows Vista or Windows 7, hold down the Windows key and tap 'R' to access the "Run" screen.

4. Create New Connection - Authentication Tab



If the Switch & Sync Host computer has been set up to require a username and password to accept a connection, leave the default **Authentication** selected and type in the username and password. If the Host computer does not require a username and password, select **Open System**.

Then, click **Test Connection**. When the connection is successfully established, click **OK**.

Note: If the connection fails, go to your Host computer and then 'Incoming connection settings'. Make sure the 'Start Host' button has been clicked ('Start Host' should be grayed out).

5. Click **Done** in the **Connection Management** window.

After you have created a connection to a computer, it will be saved. The saved connection will be available for you to use in transferring or synchronizing files.

Note: To transfer files, continue with the 'Transferring Files' section (next). To synchronize, continue with 'Creating a New Sync Job' on page 15.

Transferring Files and Synchronizing Folders

Switch & Sync offers two ways to move files from one computer to another:

- **File Transfer:** Manually move or copy files and folders from one computer to another.
- **Synchronization:** Configuring the computers to move the files and folders around, sometimes one way, sometimes both, as well as establishing rules for how duplicate or conflicting files should be handled.

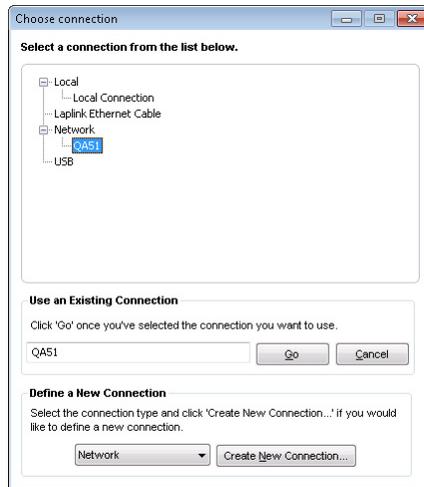
The following sections describe these functions in more detail.

Transferring Files

1. In the Main window, click **File Transfer** under **Sync Settings / File Transfer**.

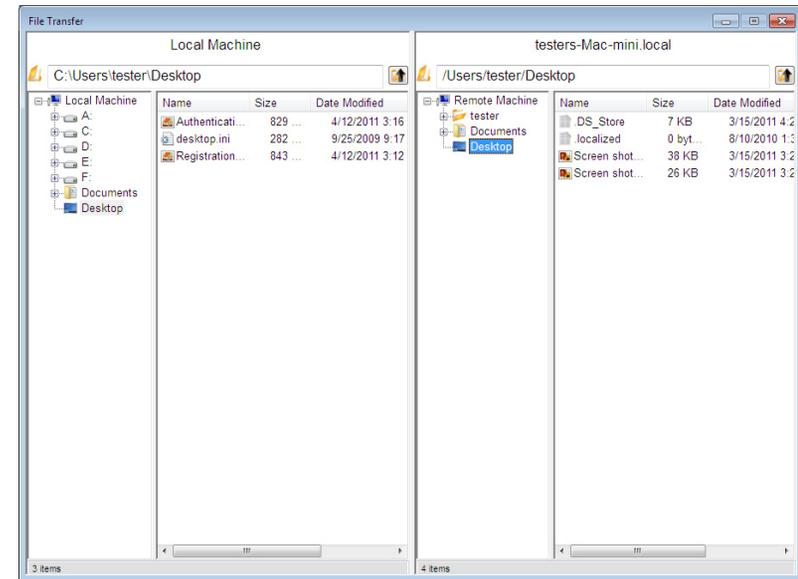
Note: If you don't see the 'File Transfer' button listed, click 'Main' to return to the Main window. See page 9 for more information.

In the window that appears, you will be prompted to either select an already established connection or you can set up a new connection:



If you need to set up a new connection, select the connection type and click **Create New Connection**. Then follow the steps in the **Connection Management** section. If creating a Network or Laplink Ethernet cable connection, start with step 3 on page 11. If creating a Laplink USB cable connection, start with step 4 on page 12.

Once you have selected a connection, click **Go** and the **File Transfer** window will appear:



2. **Navigate to Files / Folders**

The left pane, called "Local Machine", is the Guest computer. The right pane shows the files and directories of the Host computer.

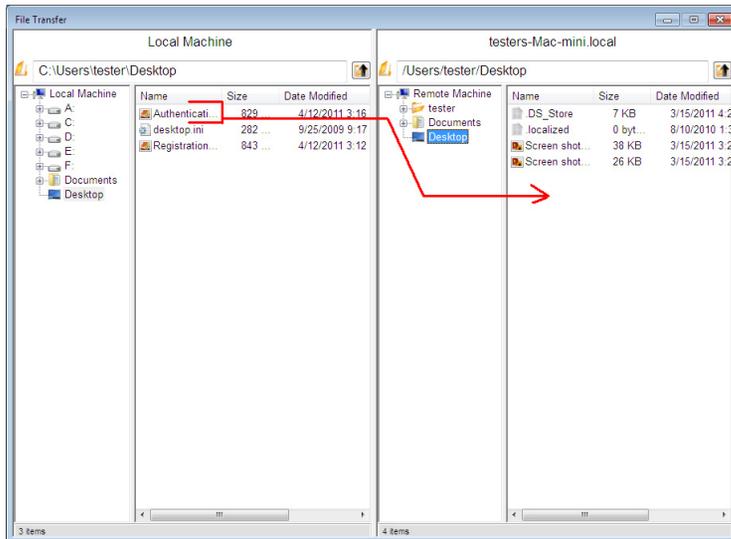
Use the left side of each pane to navigate through the folders on each computer. To prepare for the file transfer, open both the source folder and the target folder.

3. **Select Files for Transfer**

On the right side of either pane, left-click on a file or folder you wish to transfer. To transfer several items at a time, left-click on each item while holding the CONTROL key if on a PC, or the Apple key if on a Mac.

4. Transfer Files

- **Copy:** To copy the files, hold the left button of the mouse and drag the items as shown, from the right side of the source pane to the right side of the target pane:



- **Move:** To move the files (so the file is only on the target computer after transfer), right-click on the source files and choose **Move**. Then right-click on the right side of the target pane and choose **Paste**.
On a Mac, if you don't have the option on your mouse to right-click, hold the Control key and left-click to bring up the menu.

Note: Files can be transferred in either direction, from Guest to Host or Host to Guest.

Synchronizing Folders

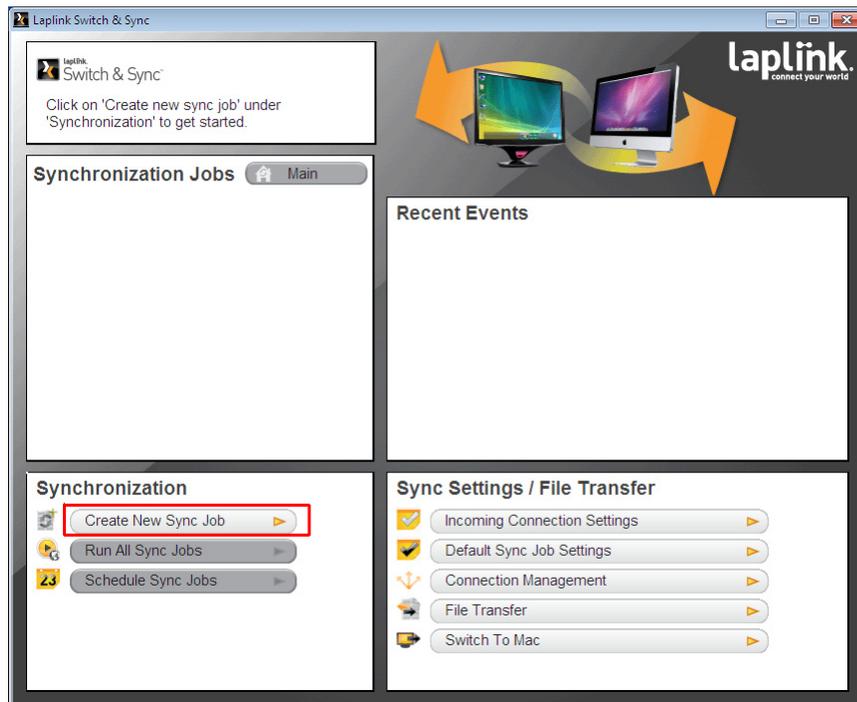
Switch & Sync allows you to automatically synchronize the contents of two folders located on the same or on different computers. Features include:

- **One-way and two-way synchronization:** Copy the changed files from one folder to the other, or copy the files from each folder to the other.
- **File conflict resolution according to the rules set by the user:** Set the rules for synchronizing the folders in which one or both matching files have changed since the last synchronization.
- **Synchronization scheduled by the user:** Set the day and time to repeat a synchronization job automatically.
- **Smart synchronization:** If following a synchronization, you replace a file with its older version in one of the folders, Switch & Sync will not simply replace it with the newer file version from the other folder. When editing the sync job, you can choose for Switch & Sync to automatically skip, copy the newer version, or to overwrite the file when dealing with such conflicts. You can also choose to resolve conflicts manually from the **Preview Sync Jobs** window.

Creating a New Sync Job

1. In the Main window, click on **Create New Sync Job**.

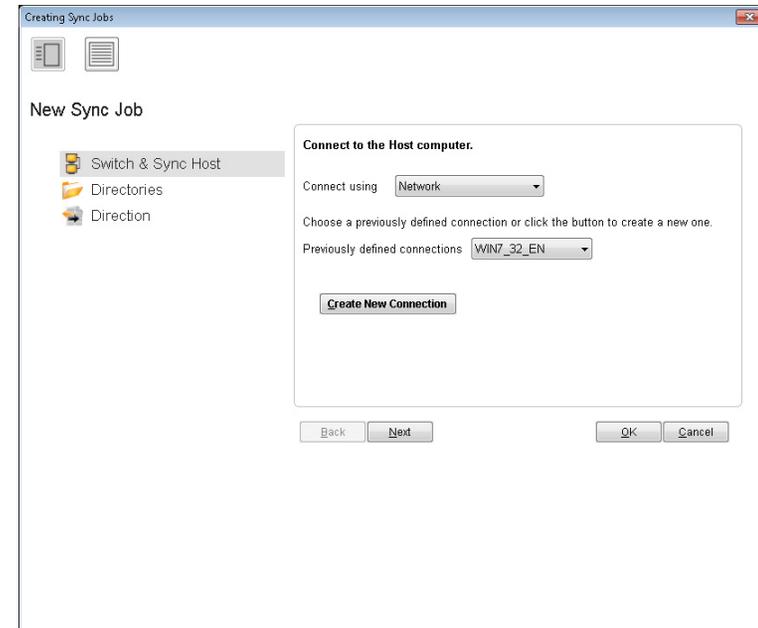
Note: If you don't see the 'Create New Sync Job' button listed, click 'Main' to return to the Main window. See page 9 for more information.



2. Creating Sync Jobs - Switch & Sync Host Tab

Note: At the top of this window, you will see two icons. These icons represent different views for creating a new sync job. The default view (left icon) is explained in this section. If you prefer the alternate view (the icon on the right), please proceed to 'Creating a New Sync Job (Alternate View)' on page 17.

In the new window, choose if you will connect via Network, Laplink Ethernet Cable, or Laplink USB Cable. Then, select a previously defined connection from the drop-down menu.

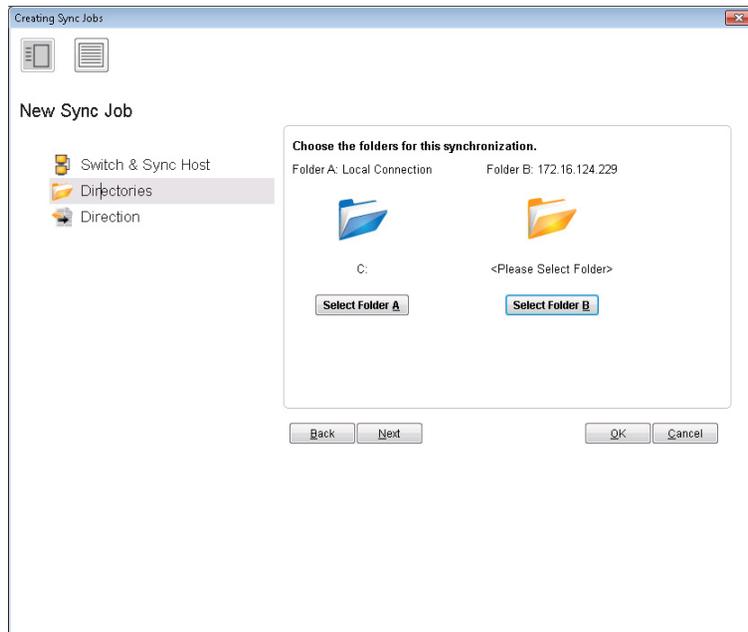


Note: If you want to synchronize between two folders on the computer that you are currently using, choose 'Local Drive'. A local connection is already set up for you.

If you have not already established a connection to a Host computer, select the connection type and click **Create New Connection**. Then follow the steps in the **Connection Management** section. If creating a Network or Laplink Ethernet cable connection, start with step 3 on page 11. If creating a Laplink USB cable connection, start with step 4 on page 12.

When you have established a connection, click **Next**.

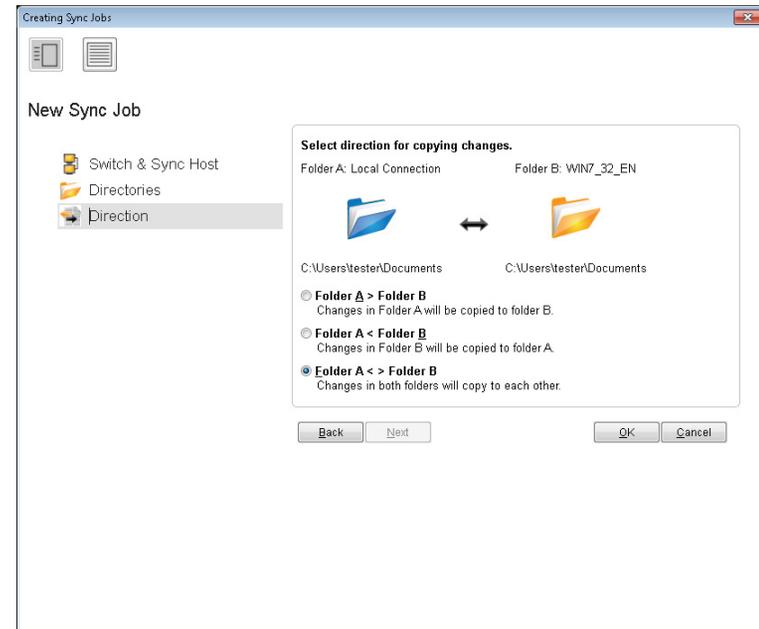
3. Creating Sync Jobs - Directories Tab



Click **Select Folder A** and **Select Folder B** and navigate to find the folder from each computer that you wish to synchronize.

Click **Next**.

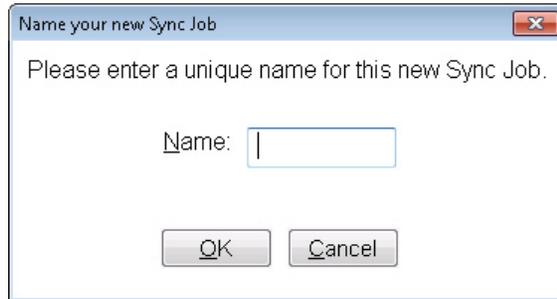
4. Creating Sync Jobs - Direction Tab



Specify the direction of synchronization.

Click **OK**.

5. Name your New Sync Job



You will be prompted to name your new sync job. Enter a unique name and click **OK**.

Congratulations! You have successfully created a new sync job.

IMPORTANT: If you followed steps 1-5 and created a new sync job, continue to the section 'Sync Job Options' on page 19. Do NOT continue with 'Creating a New Sync Job (Alternate View)'.

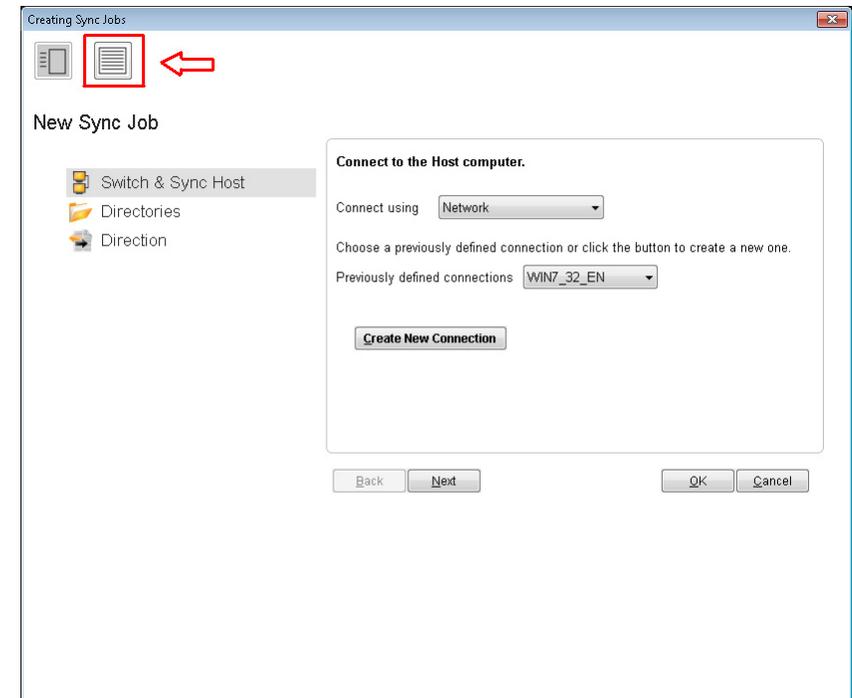
Creating a New Sync Job (Alternate View)

IMPORTANT: If you followed steps 1-5 and created a new sync job, continue to the section 'Sync Job Options' on page 19.

1. Select the Alternate View

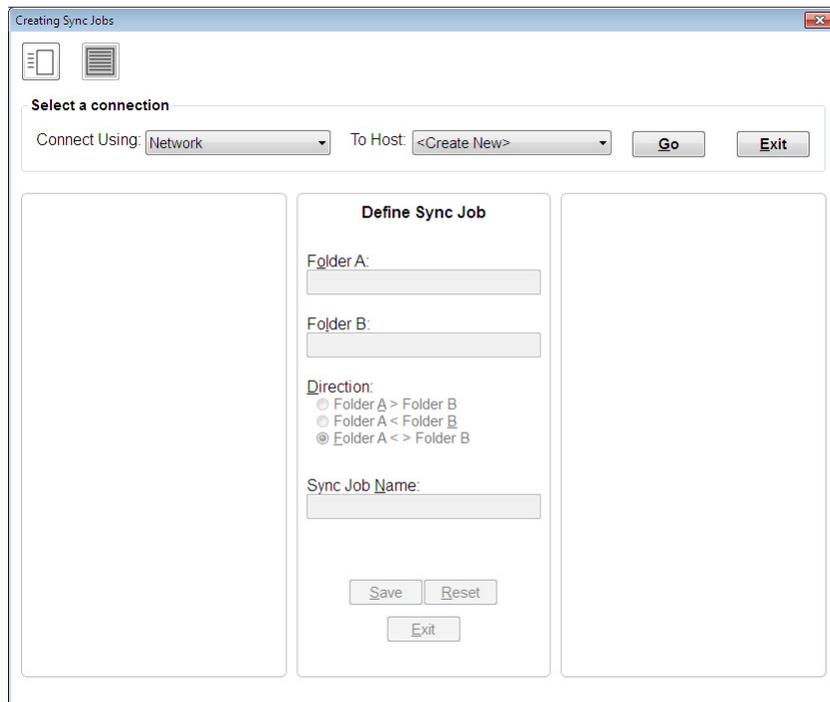
In the Main window, click **Create New Sync Job**.

At the top of the new window, click the Alternate View icon.



2. Select a Connection

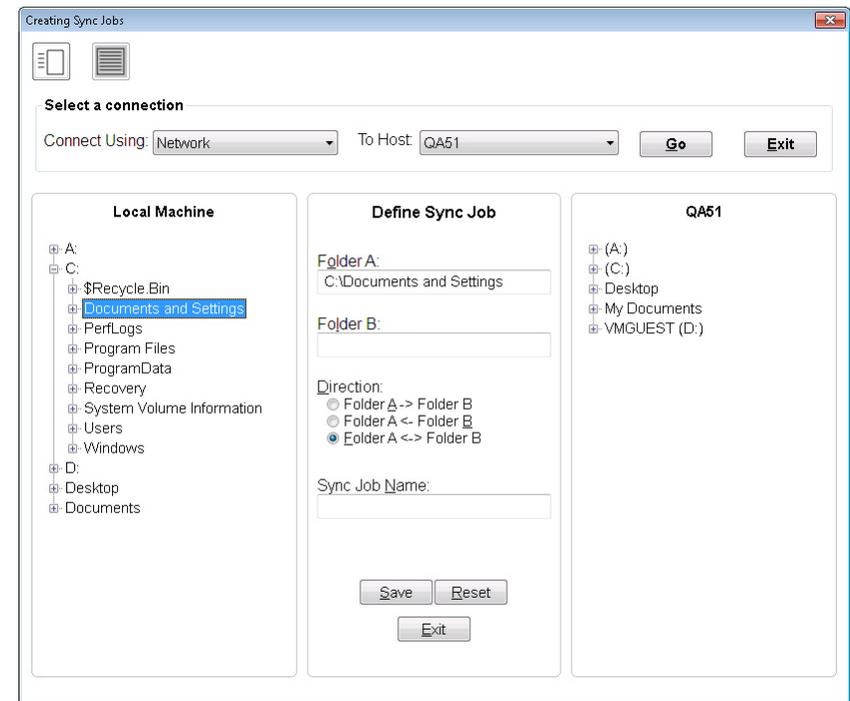
In the new window, select how you want to connect in the **Connect Over** menu. Then, select a previously defined connection from the drop-down menu and click **Go**:



If you have not already established a connection to a Host computer, select the connection type and **Create New** and click **Go**. Then follow the steps in the **Connection Management** section. If creating a Network or Laplink Ethernet cable connection, start with step 3 on page 11. If creating a Laplink USB cable connection, start with step 4 on page 12.

3. Choose the Folders

Once you are connected to the Host, double-click the folder on the Local computer (Guest) you would like to sync. This folder will now appear under **Folder A** in the middle pane:



Now double-click the folder you would like to sync on the Host computer (the right pane) and it will appear under **Folder B** in the middle pane.

4. Specify the Synchronization Direction

In the middle pane, choose the direction of the synchronization.

5. Name the Sync Job

Once you have selected the folders and direction of the synchronization, choose a unique name for your sync job in the middle pane and click **Save**.

Once you have saved the new sync job, click **Exit**.

Congratulations! You have successfully created a new sync job.

Sync Job Options

After you have created a new sync job, it will be selected on the Main window. If desired, click on a different sync job to select it:



When a sync job is selected, you will have new options under the **Synchronization** pane.

- **Rename Sync Job:** Click **Rename Sync Job** and type the new name in the text box. Then click **Rename Sync Job** again to return to the Main window.
- **Delete Sync Job:** Click **Delete Sync Job** and click **Yes** to confirm deletion.
- **Edit / Preview / Run Sync Job:** Click the applicable button and follow the instructions in the following sections to perform these actions.

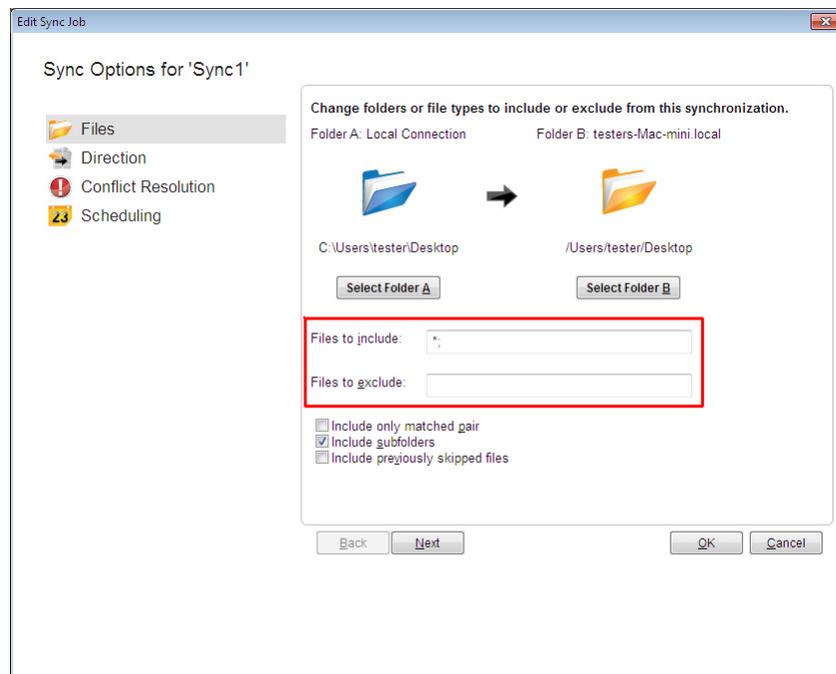
Editing a Sync Job

Select the sync job, and then click **Edit Sync Job** to make changes to how files and folders will be handled in the synchronization. The option to schedule the sync job is also given.

Note: If you just want to schedule one or more of your sync jobs and don't need to make any other edits, see [Scheduling Sync Jobs on page 24](#).

1. Edit Sync Job - Files

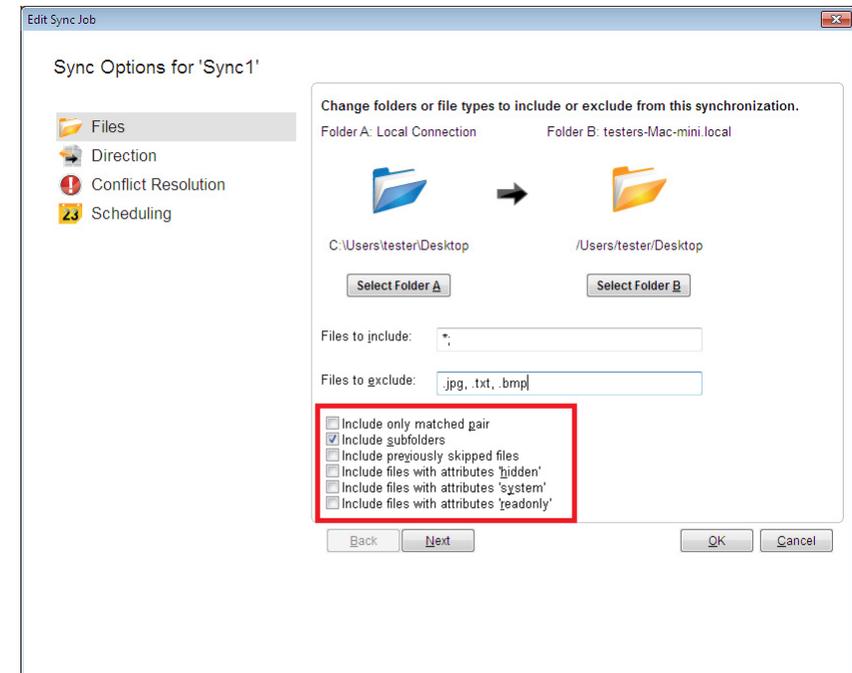
- a. Click **Folder A** or **Folder B** to edit the folders you wish to synchronize.
- b. If desired, choose to synchronize only **certain** file types by including or excluding certain file types:



Note: To include or exclude specific file types, type the extension in the appropriate box. Separate file types with a semi-colon.

Listing file types in the 'Files to include' box will result in *only* these file types being included in the synchronization.

- c. At the bottom of the **Files** dialog, you have the following options:



- **Include only matched pair:** By selecting this option, you tell Switch & Sync to ignore any files that do not have matching files in the other folder. This means that if you create a file on one computer, it will not synchronize to the other computer unless the same file is there.
- **Include subfolders:** Keep this option selected to use the current job's synchronization rules on the subfolders within the primary folders.
- **Include previously skipped files:** If you have previously synchronized this folder pair and chose to skip certain files because of a conflict, selecting this option will apply the synchronization rules to these files and will try to synchronize them again. Therefore, you should resolve the conflict before

synchronizing these files.

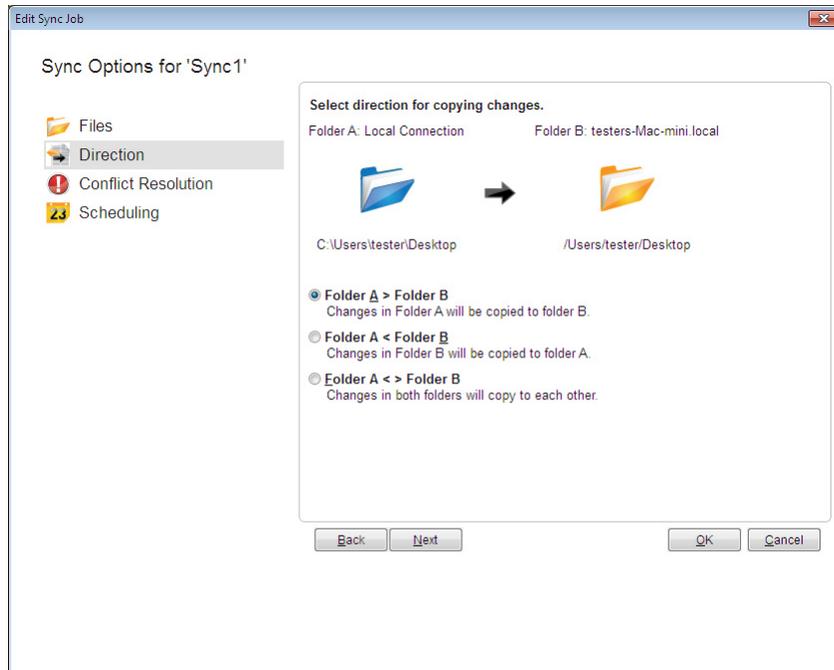
Note: To resolve conflicts, preview the sync job and click 'Resolve Conflicts' in the 'Preview' window. You will not be prompted during the synchronization to resolve conflicts.

See 'Previewing a Sync Job' on page 22 for more information.

- **Include files with attribute...:** These options (PC only) allow Switch & Sync to include hidden, system, or read-only attributes. These attributes are those you can check in Windows by right-clicking a file and left-clicking **Properties**.

When ready, click **Next**.

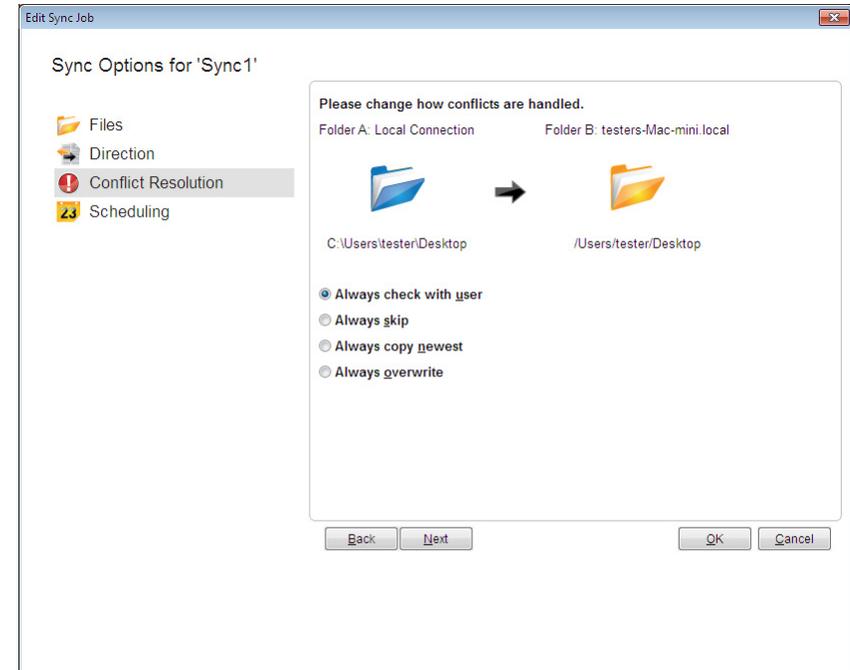
2. Edit Sync Job - Direction



Edit the direction of synchronization if desired. Click **Next** when ready.

3. Edit Sync Job - Conflict Resolution

In this dialog, you may choose to change how conflicts are handled:



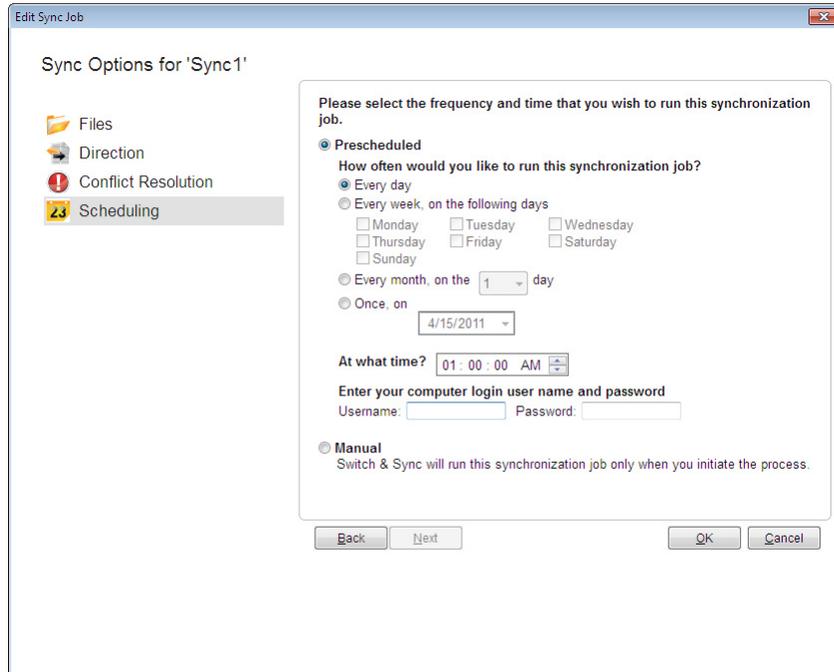
If you are running a synchronization job for the first time, you will not see any conflicts. However, if you have run the job before and then make changes to the files in the destination of the sync job, conflicts may arise.

Example: An initial synchronization of files from Folder A to Folder B is completed. A file that is part of the sync job is changed in Folder B. When the sync job is run again, this will create a conflict.

The default for Conflict Resolution is **Always check with user**, which allows you to choose what to do about each conflict when previewing the sync job. The other selections will handle the conflicts automatically without giving the option for user choice.

Make any changes as needed to how conflicts are handled. Click **Next** when ready.

4. Edit Sync Job - Scheduling



In the **Scheduler** dialog, select:

- **Prescheduled** to specify the day and time for Switch & Sync to repeat this job automatically. In the **Username** and **Password** text boxes, type in the name and password required to log in to your computer.
- **Manual** if you do not wish to repeat the job automatically.

Note: Laplink Scheduler uses Windows Task Scheduler, which can be used on a PC to configure more scheduling options. For more details, please see Windows Help.

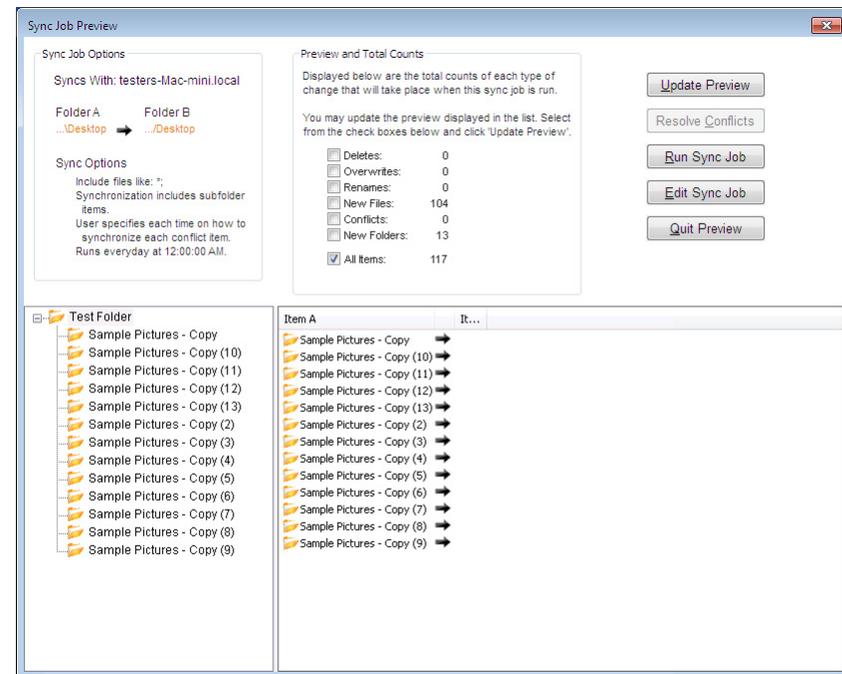
Click **OK** to save all the sync job edits.

Previewing a Sync Job

Before you run your sync job, you have the option to preview all of the changes that will be made.

Select the sync job you wish to preview, and click **Preview Sync Job** under the **Synchronization** pane.

The new window will list all the items that will be synchronized:



You have the option to preview specific sync job changes, edit the sync job, resolve conflicts, and run the sync job.

- **Preview and Total Counts:** By default, all changes that will take place as a result of the sync job are displayed in the list. To selectively view only certain kinds of changes, select from the check boxes and click **Update Preview**.
- **Edit Sync Job:** Click **Edit Sync Job** and then follow the steps in **Editing a Sync Job** on page 20.

- **Resolve Conflicts:** If you are running a synchronization job for the first time, you will not see any conflicts. However, if you have run the job before and then make changes to the files in the destination of the sync job, conflicts may arise.

Example: An initial synchronization of files from Folder A to Folder B is completed. A file that is part of the sync job is changed in Folder B. When the sync job is run again, this will create a conflict.

Conflicts are indicated in the preview by a red exclamation point symbol.

If you have chosen to “Always check with user” as the way to deal with conflicts, then resolve conflicts as follows:

- (i) Click **Resolve Conflicts**.
- (ii) In **Resolving Conflict**, specify the rules for resolving the conflict, and click **Next** to continue to the next conflict. Repeat until you can no longer click **Next**, then click **OK**. After you complete this step, you should no longer see the conflict sign for any file pair.

Note: If you do not resolve conflicts that are listed in the ‘Preview’ window, these files will be skipped and not included in the synchronization. You will not have an option to resolve conflicts while running the sync job.

- **Run Sync Job:** Click **Run Sync Job** and then follow the steps in **Running a Sync Job** starting with step 2 on page 24.

Running a Sync Job

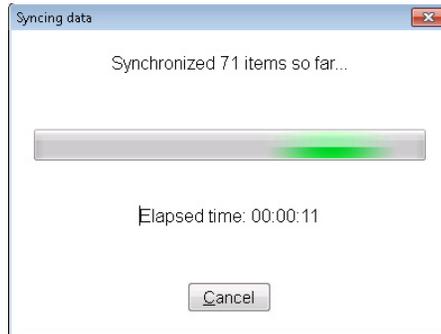
Under the **Synchronization Jobs** pane, select the sync job you want to run:



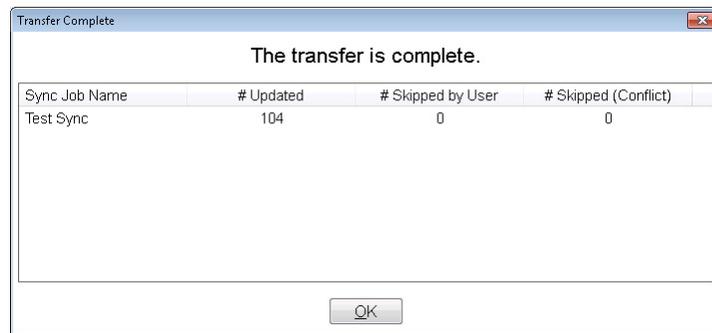
When a sync job is selected, you will have new options under the Synchronization pane.

1. Click **Run Sync Job**.

- A new window will show the progress of the sync job:

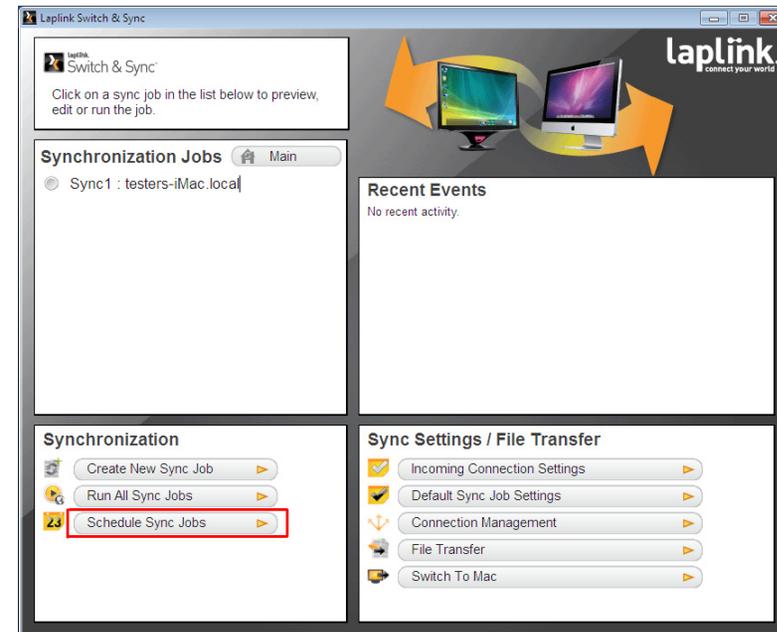


- After the sync job is completed, a new window will appear with a summary of all actions taken by Switch & Sync:



Scheduling Sync Jobs

To schedule one or more of your sync jobs to run unattended at a prescheduled time, click **Schedule Sync Jobs** under **Synchronization** in the Main window:

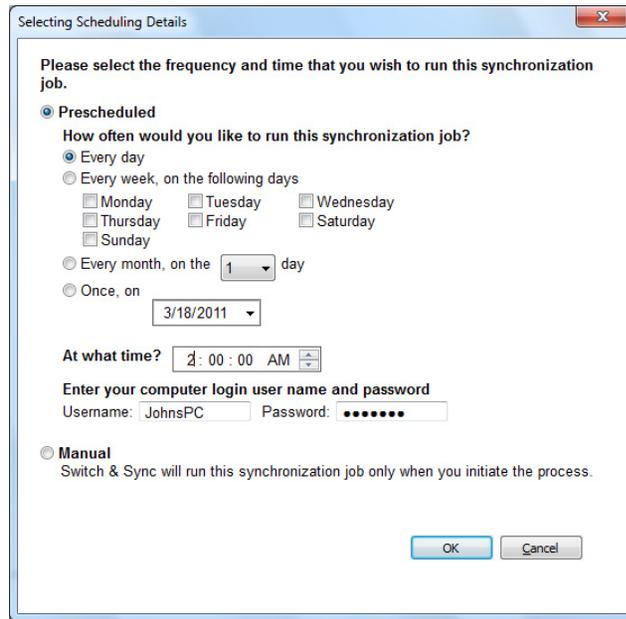


Note: If you don't see the 'Schedule Sync Jobs' button listed, click 'Main' to return to the Main window. See page 9 for more information.

- The window that appears will show a list of all your sync jobs. Select the sync job in the list that you want to schedule. Then right-click on the sync job and choose **Schedule**.

Note: On a Mac, if you don't have the option on your mouse to right-click, hold the Control key, left-click on the sync job and choose 'Schedule'.

2. In the window that appears, set up the schedule for the sync job:



Choose **Prescheduled**.

Then specify the day and time for Switch & Sync to repeat the sync job automatically.

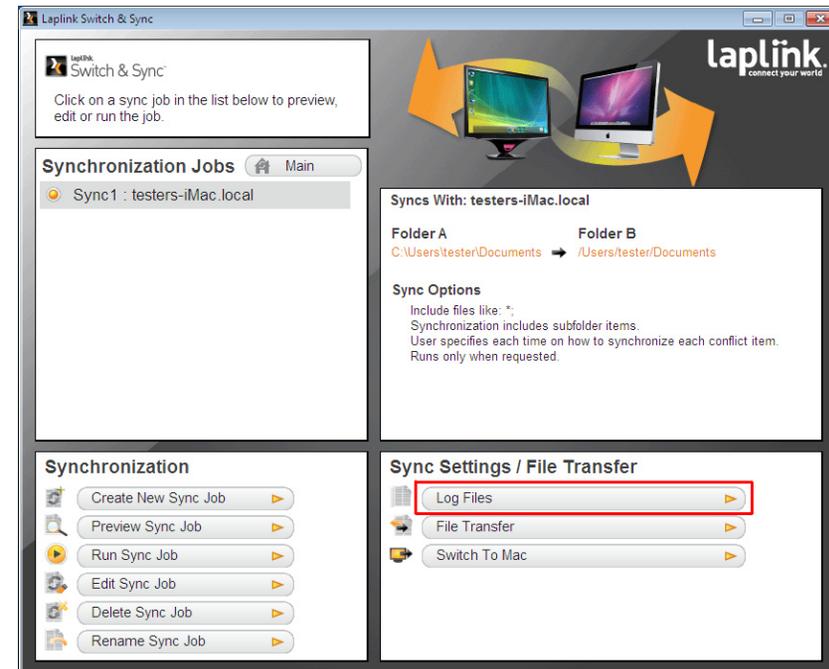
In the **Username** and **Password** text boxes, type in the name and password required to log in to your computer.

Click **OK** to save the schedule.

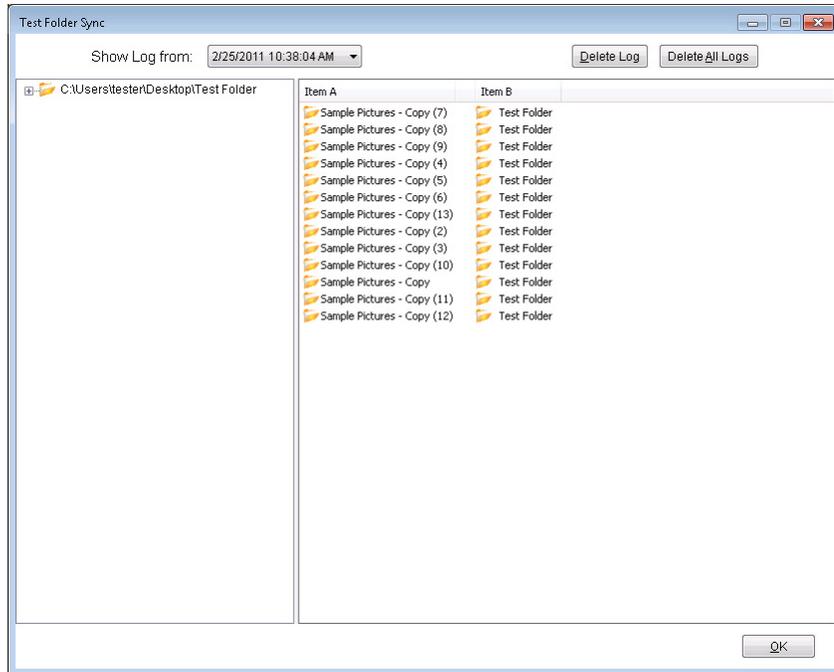
Note: Laplink Scheduler uses Windows Task Scheduler, which can be used on a PC to configure more scheduling options. For more details, please see Windows Help.

Sync Job Log Files

To access the log files for a sync job that has been run, click on the sync job to select it and then click **Log Files** under **Sync Settings / Files Transfer**:



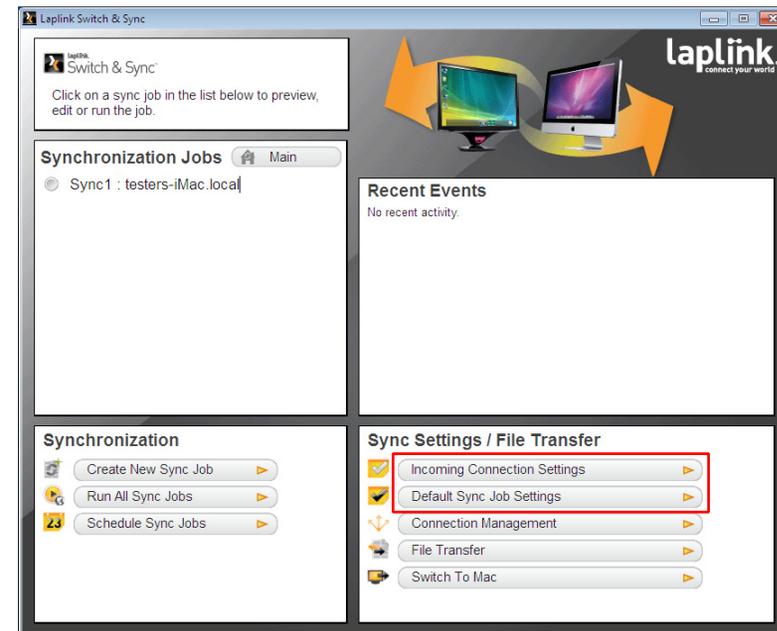
The log files window displays the synchronized files and other information for a specific sync job. If a sync job has been run more than once, choose which log file to view by selecting the date/time from the list:



Synchronization Settings

You can change the settings for connecting to this Host computer and also change the defaults for new sync jobs.

These settings are accessible under **Sync Settings / File Transfer**:

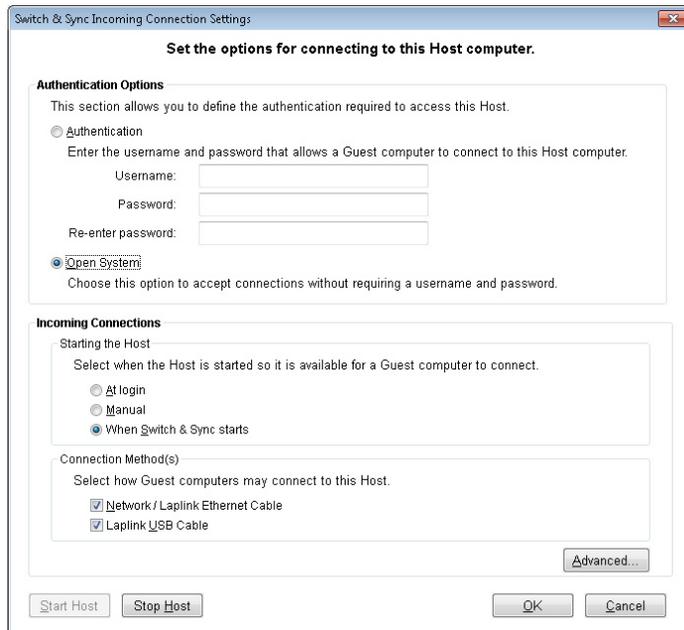


Incoming Connection Settings

In the Main window, click **Incoming Connection Settings** under **Sync Settings / File Transfer**.

Note: If you don't see the 'Incoming Connection Settings' button listed, click 'Main' to return to the Main window. See page 9 for more information.

Change the settings for connecting to this Host computer:



- Authentication Options:** When you first started Switch & Sync, you chose whether to require authentication for Guest computers connecting to this Host computer. Change this setting here if desired.

If choosing authentication, enter a unique username and password.

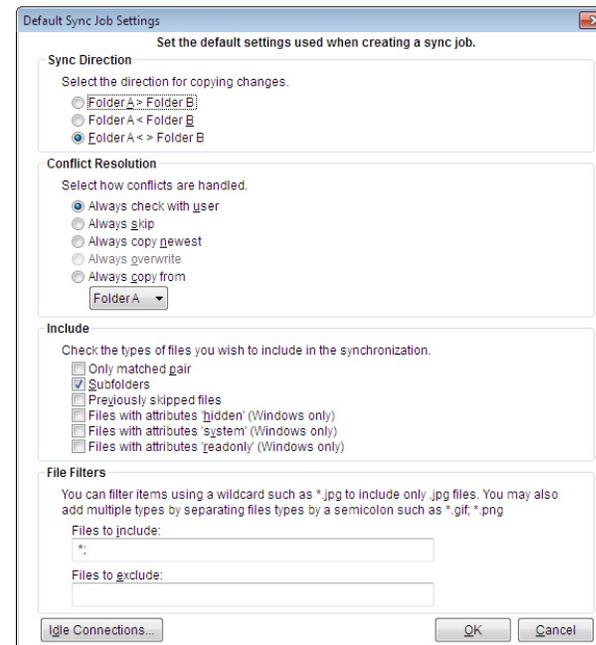
Note: Each computer should have a unique username and password, which can be different from the computer's log in credentials.
- Incoming Connections:** By default, the Host is started when you start Switch & Sync, which allows Guest computers to connect to this Host computer. Change this if desired.

By default, Guest computers are allowed to connect using both Network/Laplink Ethernet cable and Laplink USB Cable options. Change this if desired.
- Start Host:** The Host allows Guest computers to connect to this Host computer. Click **Start Host** if not already started.

Default Sync Job Settings

In the Main window, click **Default Sync Job Settings** under **Sync Settings / File Transfer** and make changes to the default settings that will be used for a new sync job:

Note: If you don't see the 'Default Sync Job Settings' button listed, click 'Main' to return to the Main window. See page 9 for more information.



Note: You still have the option to make changes to these defaults in individual sync jobs when creating a new job or editing a job.

- Sync Direction:** Choose the direction of synchronization. "Folder A → Folder B" and "Folder A ← Folder B" sync in one direction. "Folder A ↔ Folder B" syncs in both directions.
- Conflict Resolution:** Select how conflicts are handled. **Always check with user** allows you to choose what to do about each conflict when previewing the sync job. The other selections will handle the conflicts automatically without giving the option for user choice.

- **Include (types of files and folders):** Select the types of files you want to include in the synchronization.
 - **Include only matched pair:** By selecting this option, you tell Switch & Sync to ignore any files that do not have matching files in the other folder. This means that if you create a file on one computer, it will not synchronize to the other computer unless the same file is there.
 - **Include subfolders:** Keep this option selected to use the current job's synchronization rules on the subfolders within the primary folders.
 - **Include previously skipped files:** If you have previously synchronized this folder pair and chose to skip certain files because of a conflict, selecting this option will apply the synchronization rules to these files and will try to synchronize them again. Therefore, you should resolve the conflict before synchronizing these files.
Note: To resolve conflicts, preview the sync job and click 'Resolve Conflicts' in the 'Preview' window. You will not be prompted during the synchronization to resolve conflicts.
 - **Include files with attribute...:** These options (PC only) allow Switch & Sync to include hidden, system, or read-only attributes. These attributes are those you can check in Windows by right-clicking a file and left-clicking **Properties**.
- **File Filters:** Choose to synchronize only *certain* file types by including or excluding certain file types. To include or exclude specific file types, type the extension in the appropriate box. Separate file types with a semi-colon.

Note: Listing file types in the 'Files to include' box will result in *only* these file types being included in the synchronization.

Feedback and Support

We invite your comments on how well Switch & Sync performed. Please feel free to contact us at:

feedback@laplink.com

Live Chat - Engage in a live chat online with a Customer Service or Technical Support Representative at the link below, during the hours listed on the Web page:

<http://www.laplink.com/contact/mychat.html>

E-mail: CustomerService@laplink.com