SYNCTOY 2.0

- SyncToy synchronizes the files in folders of your choosing by copying, renaming and deleting files.
- Choose the appropriate action when you create a folder pair.
- The action determines how SyncToy handles file conflicts such as:
  - Files that have been renamed in both folders,
  - Files deleted from one folder and renamed in the other,
  - Files renamed in one folder and modified in the other.
In these 2 folders:

- file ‘DMP_SEIRA’ has been renamed
- document ‘NewsletterNov2009’ has been renamed and the content updated
- image ‘reludss’ has changed format
- content of spreadsheet ‘Shortlisting20100906’ has been updated
SELECT FOLDERS TO SYNCHRONISE

- select the two folders you want to synchronise
- click ‘Next’
SELECT SYNCHRONISATION TYPE

- select the type of synchronisation you want to carry out
- here ‘Synchronise’
- click ‘Next’
SELECT OPTIONS

• select options
  e.g. check file contents
• click ‘Run’
RUN SYNCHRONISATION

The SyncToy run completed successfully.

Run Results:

<table>
<thead>
<tr>
<th>Operations</th>
<th>Successful</th>
<th>Failed</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete Folder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Delete</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Overwrite</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Rename</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>New</td>
<td>6</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Create Folder</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All Operations</td>
<td>7</td>
<td>0</td>
<td>7</td>
</tr>
</tbody>
</table>

Found 9 files that did not require action.
SYNCHRONISED FOLDERS

Synchronised folders:

- renamed and reformatted files occur with both names/formats in each folders
  e.g. DMP_SEIRA, reludss, NewsletterNov2009

- most recent version of updated files in each folders
  e.g. Shortlisting20100906