

Folder Sync Instruction Manual

Document History

4	05-Nov-2011	Updated to reflect notable changes in v1.4.0
3	08-Sep-2011	Updated to reflect notable changes in v1.3.0
2	20-Jun-2011	Updated to reflect notable changes in v1.1.0
1	22-Apr-2011	First Issue
Rev	Date	Description

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1 Introduction

Folder Sync is an application to help you keep multiple pairs of folders in sync, quickly and easily.

View differences between pairs of folders on screen using user defined coloured coding. Folder Sync allows you to use a fully automatic sync or manually manipulate the files yourself to copy or delete them.

The image below shows the main Folder Sync Application Window, the area outlined in blue is used to display and control the contents of the current left folder and the area outlined in red is used to display and control the contents of the current right folder.

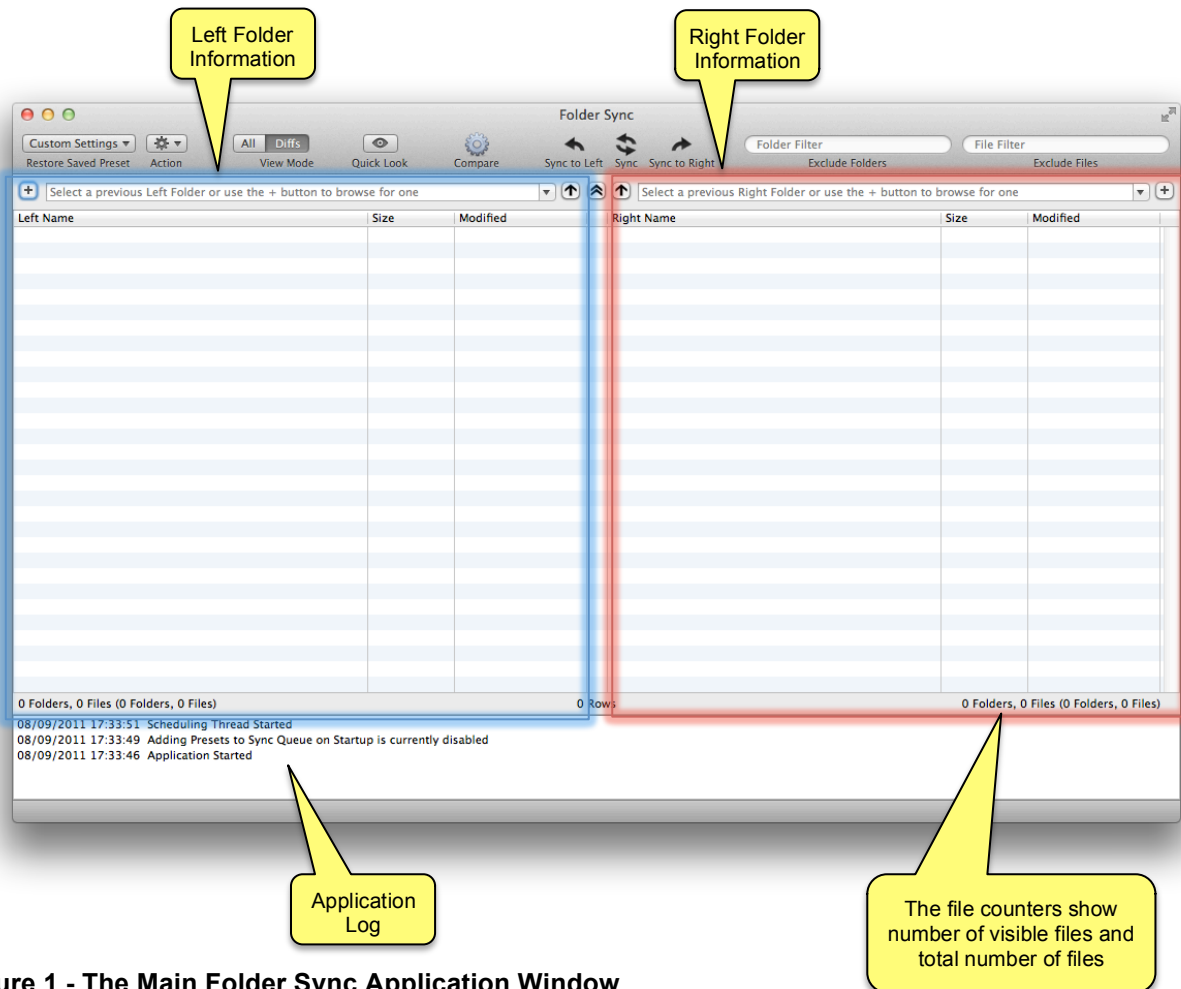


Figure 1 - The Main Folder Sync Application Window

Section 2 describes how to get started with Folder Sync ...

2 Getting Started

There are several ways to open folders in Folder Sync...

- Using the File Menu->Browse for Folder command
- Use the Browse for Folder button
- Select a previous folder from the drop down list
- Drag and Drop a Folder from Finder onto the left or right of the Main Folder Sync Window
- Restore a Preset using the Saved Preset drop down list

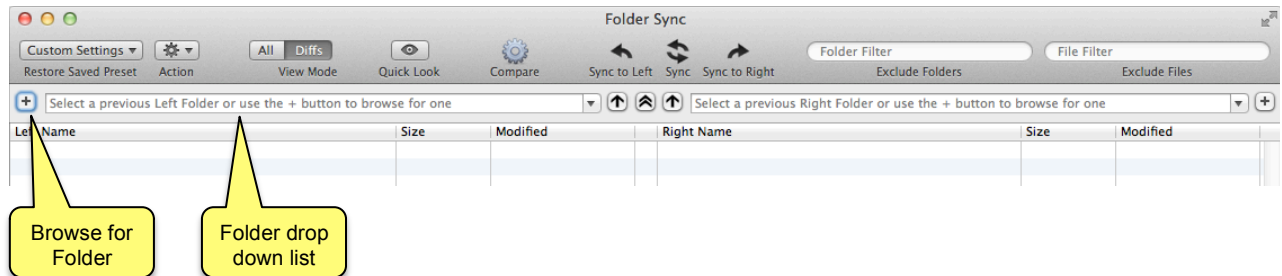


Figure 2 - Opening Folders

In versions 1.0.* when you have opened both a left and a right folder, they will automatically be compared. In versions 1.1.0 and upwards, only compare of Presets are automatically started, all other comparisons require the user to click the compare button on the Toolbar. The time taken to compare the two folders depends on the amount of sub-folders and files and the speed of the disk on which the folders reside and your connection speed to that disk (e.g. Wireless Networks are slower than wired networks etc). When the comparison is complete, you will then see a screen similar to that shown below...

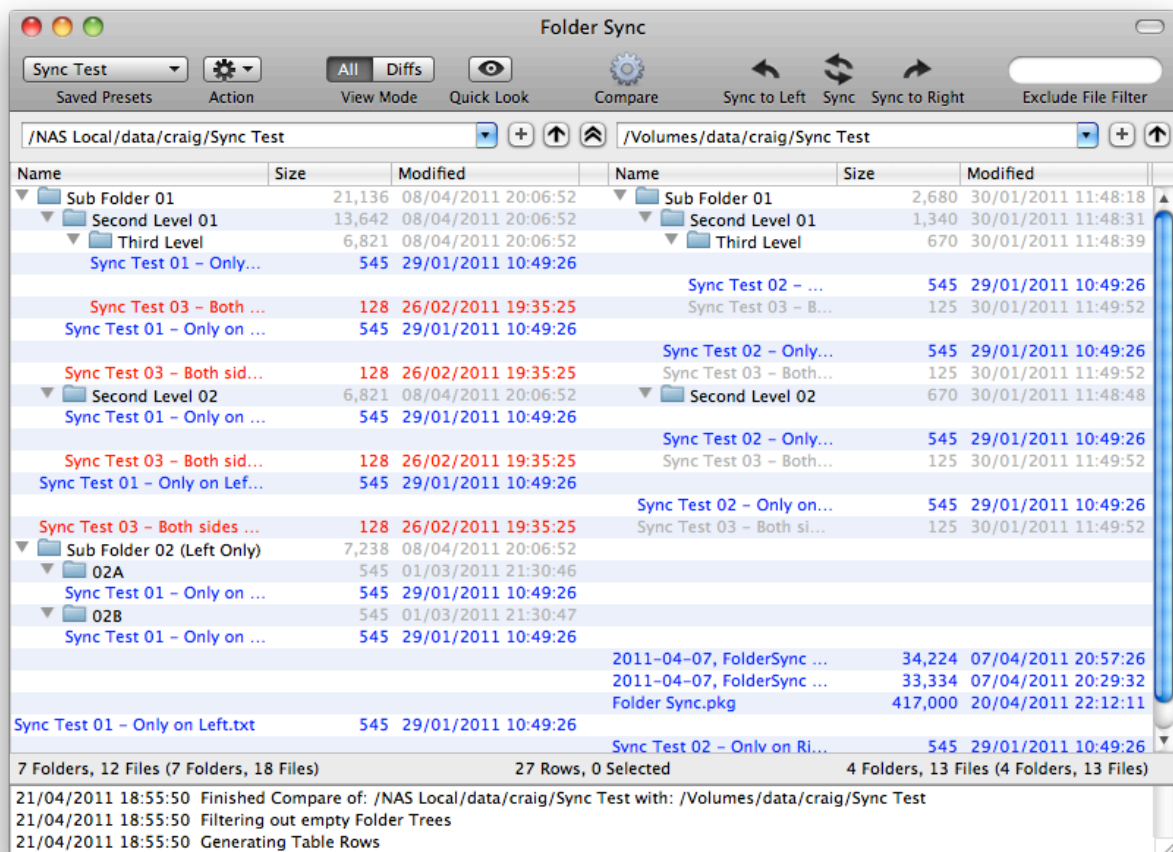


Figure 3 - Application Window after Comparing Two Folders

The files in this window are colour coded, the defaults are that files which are the same, are black, files which are newer are in red and files that exist only on one side (also known as orphans) are blue. These colours and many others are fully customizable in the Application Preferences.

With a completed comparison of two folders, you then have the option to manipulate the files in two different ways. Folder Sync allows you to perform a fully automatic synchronization using one of the toolbar buttons or if you want to, you can manipulate the files manually.

2.1 Automatic Synchronization

Folder Sync contains three main ways in which to automatically synchronize the two currently compared folders, these can be accessed from either the Main Application Toolbar or from the Menu Bar -> Sync Menu.

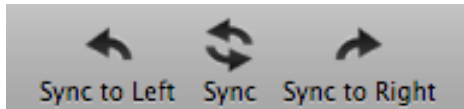


Figure 4 - Automatic Sync Options on Toolbar

Each of these options runs a pre-defined set of rules on the two current folders in order to synchronize them. These options are fully customizable from the Application Preferences. The default set of rules for each option is shown in the screen grabs below.

Note that before actually copying/deleting files, the user is shown a preview of what tasks will happen and be given the option to cancel the synchronization. Also note that by default, deletion of files is not configured for any synchronization option, if you want to delete files, you have to configure it. Deletion of Empty Folders is also disabled by default and requires to be enabled by the user.

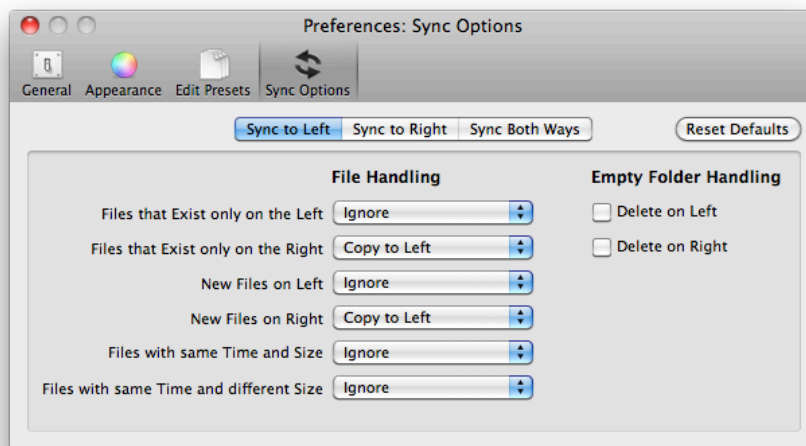


Figure 5 – Default Settings for Sync to Left

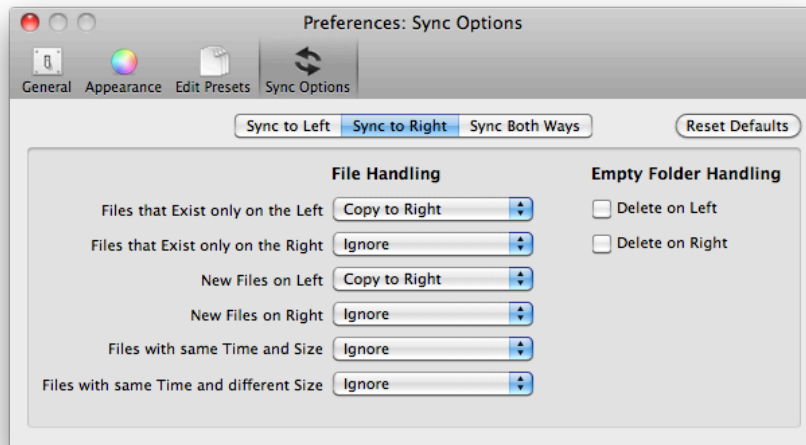


Figure 6 – Default Settings for Sync to Right Options

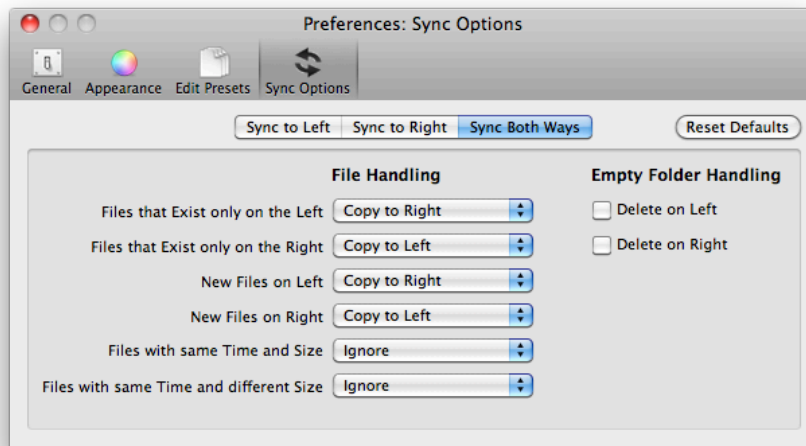


Figure 7 – Default Settings for Sync Both Ways Options

2.2 Manual Synchronization

If you prefer to synchronize files/folders manually, Folder Sync also provides methods to support this workflow. Selection of individual files is supported in the Main Application Window and supports standard selection techniques using the **cmd** and **shift** keys, as well as the **cmd+a** shortcut to select all files. You can also use the Menu Bar->Select Menu to quickly select specific groups of files.

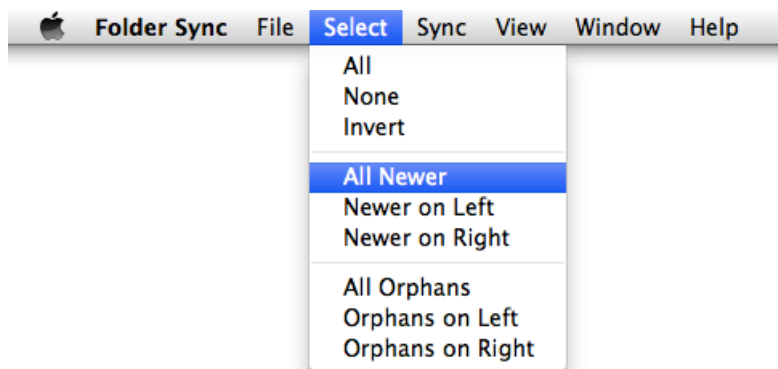


Figure 8 - Select Menu

Once you have selected the required files, the Main Application Window Context Menu can be used to select the desired operation. This menu is displayed when you right mouse click. Options also exist to use the screen menu, keyboard shortcuts or toolbar buttons to copy/delete selected files.

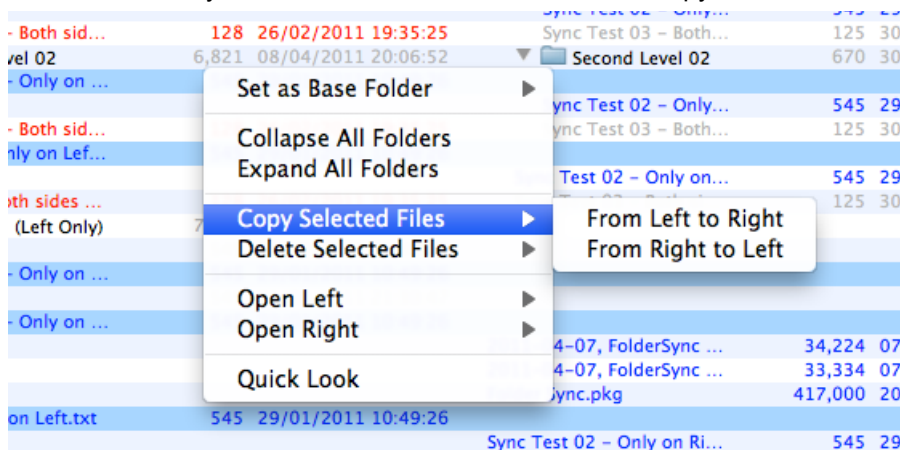


Figure 9 - Main Context Menu

Note that before actually copying/deleting files, the user is shown a preview of what tasks will happen and be given the option to cancel the synchronization.

2.3 Synchronization Preview

After selecting a fully automatic synchronization or having initiated a manual synchronization (via any of the available options), the user is shown a Preview Window that details all of the tasks that will be performed during the synchronization and is also given the opportunity to Cancel.

Note that power users can disable the preview of manual synchronizations to speed up the process.

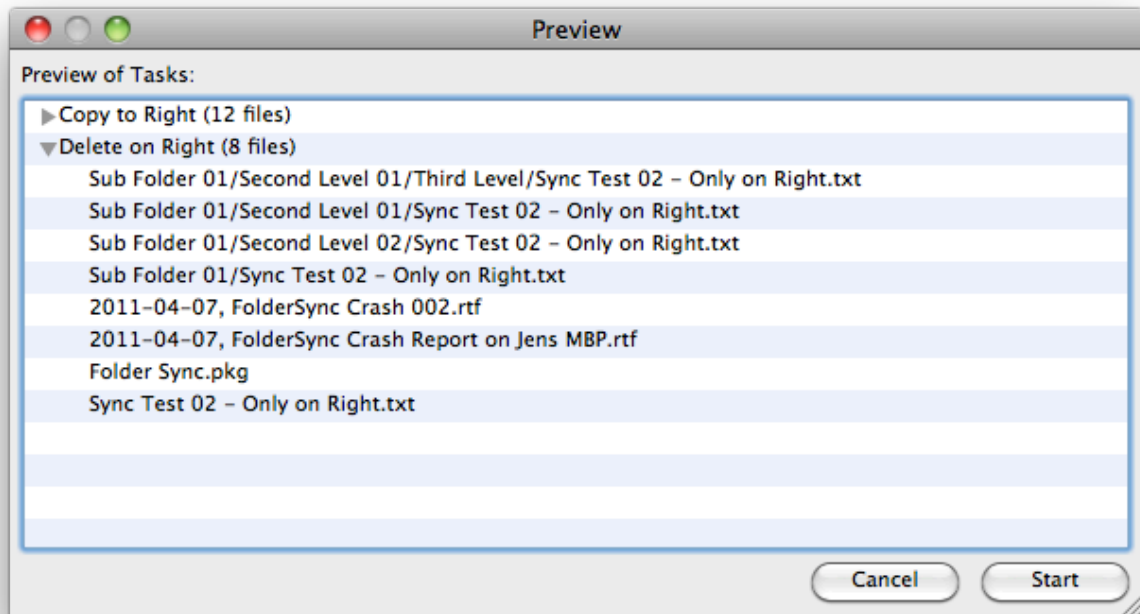


Figure 10 - Synchronization Preview Window

2.4 Performing the Synchronization

After selecting “Start” from the Preview Window, the synchronization process begins and Folder Sync displays a Progress Window that gives you feedback on the progress of the current file being copied and of the complete synchronization status. This Window also contains a Stop button that will stop the current synchronization and return the user to the Main Application Window.

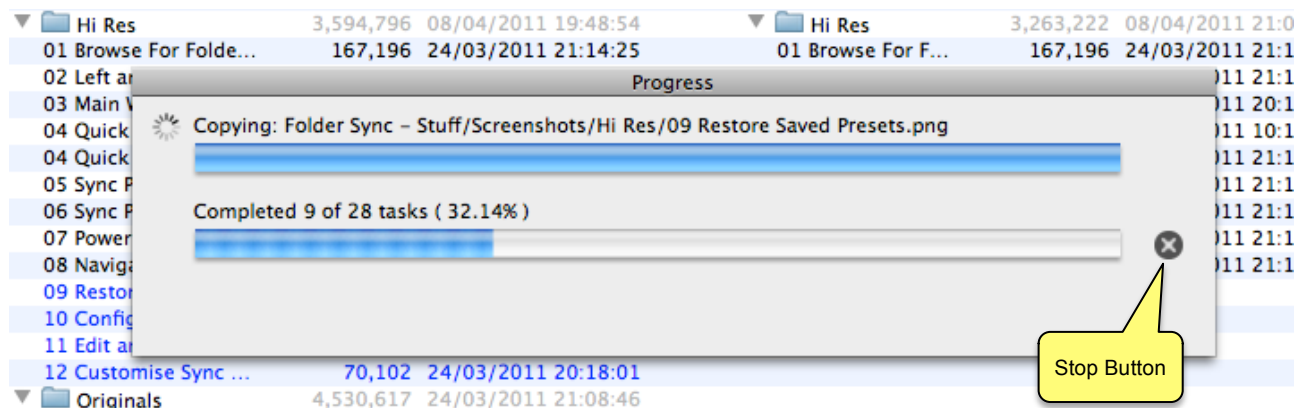


Figure 11 - Synchronization Progress Window

3 Working with Presets

Presets are a way to save settings used to compare two folders such that they can be quickly and easily repeated at any time using the drop down on the Application Toolbar.

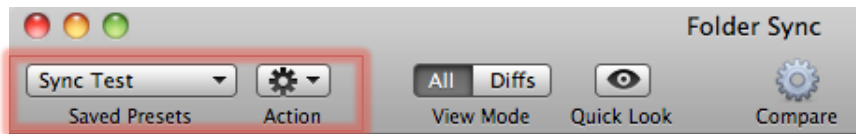


Figure 12 - Saved Preset and Action Drop Down Menus

3.1 Creating/Saving a Preset

Presets can be created in four different ways...

- From the Menu Bar->Presets->Save Current Compare to Preset Menu Item
- By pressing the keyboard shortcut **cmd+s** in the Main Application Window
- From the Action Toolbar Item->Save Current Compare to Preset Menu Item
- From the Application Preferences->Edit Presets Window (using the + button)

3.2 Renaming a Preset

Presets can be renamed by double clicking on them in the Preset list or by first selecting it and then hitting the Return key.

3.3 Deleting a Preset

Presets can be deleted from the Application Preferences->Edit Presets Window. By default, the user will be asked to confirm each deletion but this can be disabled by removing the check mark from the "Confirm Preset Delete" check box if the user wishes to quickly delete several saved presets in succession.

3.4 Restoring a Preset

Presets are restored by using the drop down list in the Toolbar which is the top left item in the Toolbar by default. In versions 1.1 and above, it is also possible to restore presets from the Menu Bar->Preset Menu

3.5 Adding Presets to the Sync Queue

Presets can be added to the Sync Queue in the following ways...

- Using the Application Menu->Presets Menu->Add Preset to Sync Queue
- Using the Sync Queue Manager
- Automatically at startup by editing the Preset settings within the preferences

3.6 Editing a Preset

Presets can be edited from within the Application Preferences->Presets Window. Description, Left Path, Right Path, Exclude File Filter and View Mode are all editable in the right hand side of the window. After changing any one of these settings, the changes are automatically saved.

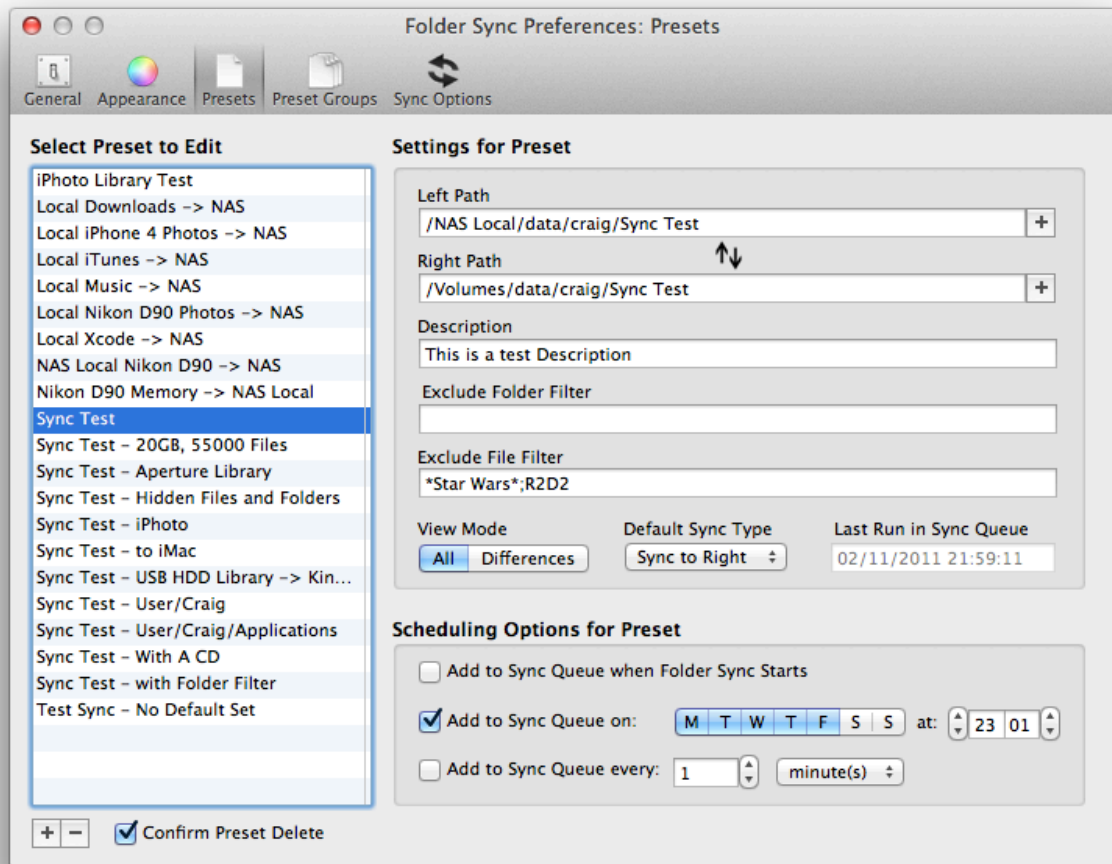
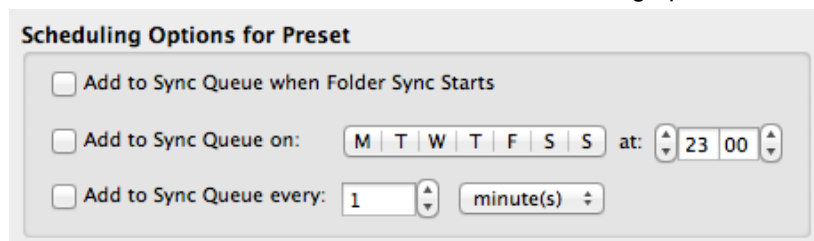


Figure 13 - Presets Window

3.7 Scheduling Options for Presets

Within the Preferences->Preset Window, the following options are available for scheduling Presets...



Note that it is also possible to disable all scheduling of all Presets from the Preferences->General Window using the “Disable All Scheduling of Presets” check box.

3.7.1 Adding Presets to the Sync Queue when Folder Sync Starts

Presets can be automatically added to the Sync Queue when Folder Sync starts. This is particularly useful for regular sync jobs or can also be used in conjunction with iCal to run a sync at a specific time/date if you don't want to leave Folder Sync running all the time (See section on Scheduling Syncs using iCal for further info).

3.7.2 Adding Presets to the Sync Queue at a Specific time of day

This option allows fine control to allow you to run a preset at a specific on the days that you specify (Note that Folder Sync needs to be running for the Preset to be started). You can individually toggle the days with a single click that you want the preset to run on or you can use the context menu to quickly set all, week days, weekends etc.

3.7.3 Repeating Presets at a User Defined Time Interval

Presets can also be set to automatically repeat at a user defined time intervals (Note that Folder Sync needs to be running for the Preset to be repeated). When the Preset repeats, it will be added to the Sync Queue and you can continue to work in the foreground window as the Sync Queue completes the job in the background for you.

3.7.4 Scheduling Presets using iCal

If you do not wish to have Folder Sync running all the time but would still like to start a Preset at a specific time of day, it is also possible to do basic scheduling of Presets using iCal and the Sync Queue. The process is to set the Presets that you want to automatically start in the Sync Queue when Folder Sync starts, then add an event to iCal, setting that event to open a file and select "Folder Sync.app" as the file to open. This way, when ical fires the event, it will open Folder Sync and any Presets set to automatically start in the Sync Queue will run without any user intervention.

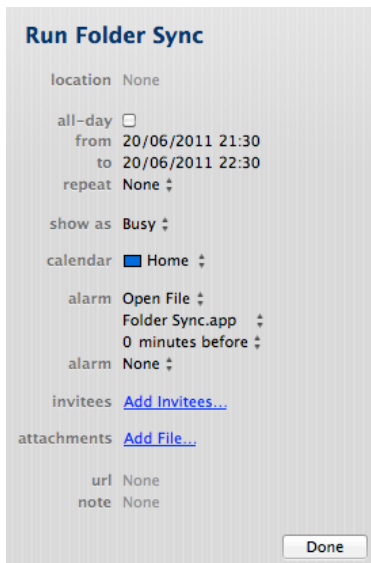


Figure 14 - Schedule Folder Sync using iCal

Notes

- In the Preset Editor, the date/time of the last sync successfully performed by the Sync Queue are shown.
- It is possible to set Folder Sync to Automatically Quit after 10 minutes of inactivity.
- It is possible to set Folder Sync to automatically save a copy of the Log on exit. Logs are saved into ~/Library/Logs/FolderSync

4 Working with Preset Groups

Preset Groups provide a way to group several Presets together which allows you to quickly add all Presets within the Group to the Sync Queue. Most of the functions pertaining to Preset Groups are accessed from within the Preferences->Preset Group Window.

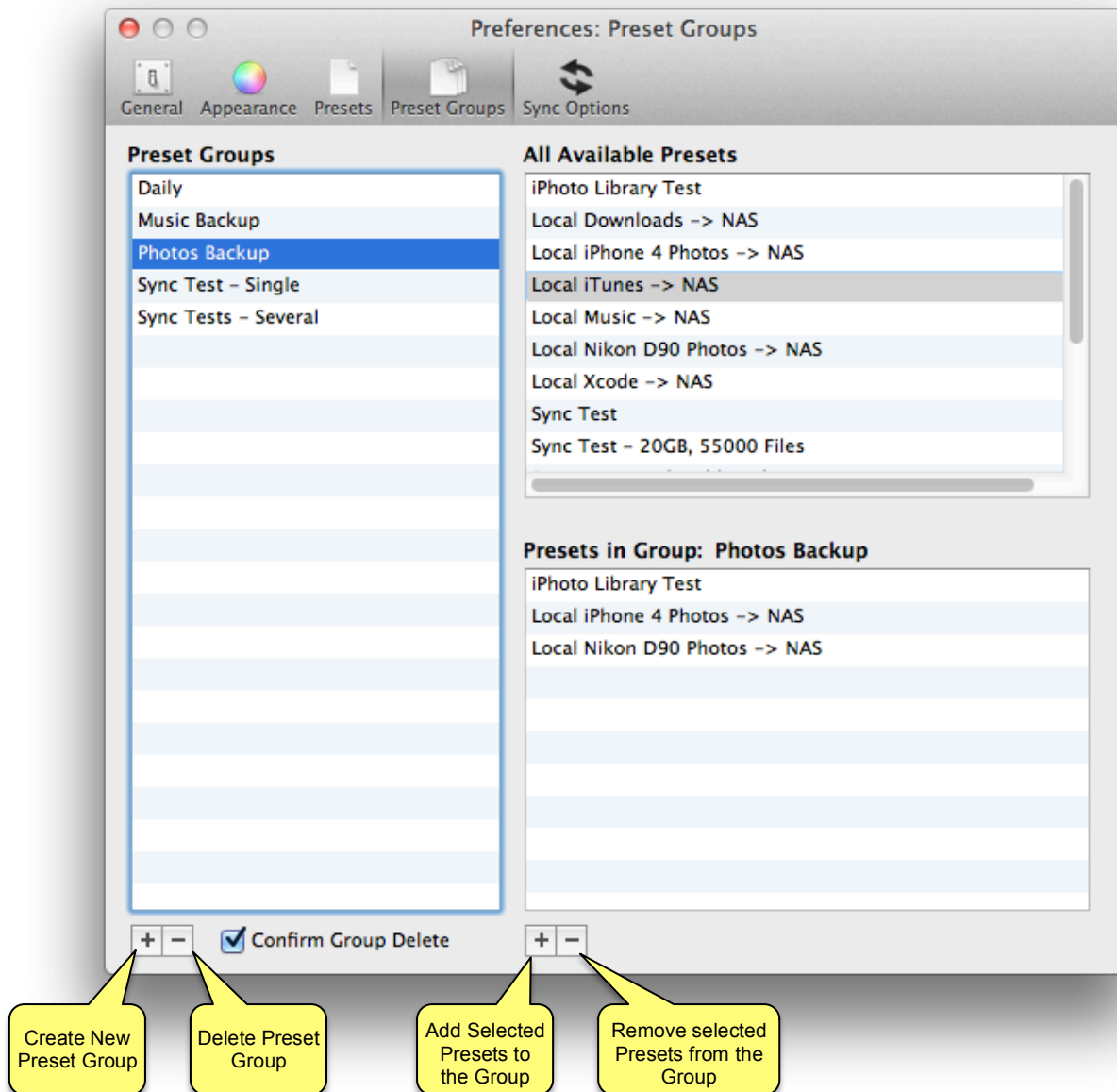


Figure 15 - Preset Group Window

4.1 Creating a Preset Group

Preset Groups are created from within the Preferences->Preset Group Window using the + button at the bottom left of the window. When you create a new Preset Group it will have a default name. You can rename the preset by double clicking on it or by first highlighting it and hitting **Return** on your keyboard. The new Group will initially be empty when created.

4.2 Deleting a Preset Group

Preset Groups can be deleted by first selecting them and then by using the - button at that bottom left of the Preferences->Preset Group Window. By default, the user will be asked to confirm each deletion but this can

be disabled by removing the check mark from the "Confirm Group Delete" check box if the user wishes to quickly delete several saved presets in succession.

4.3 Adding/Removing Presets to/from a Preset Group

A Preset can exist in more than one group. Presets can be added to a Preset Group in several ways, first select the required Preset Group in the **Preset Groups** list on the left within the Preferences->Preset Group Window, then either drag and drop the desired Presets from the **All Available Presets** list into the **Presets In Group:** list. If you prefer, you can select the desired Presets in the **All Available Presets** list and then use the + button underneath the **Presets In Group:** list to add them.

4.4 Adding Presets Groups to the Sync Queue

Preset Groups can be added to the Sync Queue in several ways...

- From the **Preset Screen Menu->Add Presest Group to Sync Queue** command.
- From the Action Menu on the Toolbar.
- From the Sync Queue Manager's own Toolbar

When a Preset Group is added to the Sync Queue, Folder Sync will check the contents of the Group to find the Presets within it, sort the names alphabetically and then add each one of them in turn to the Sync Queue. Note that if a Preset is already in the Sync Queue, it will not be duplicated within the Queue, only one instance of any particular Preset can exist in the Sync Queue at any one time.

6 Menu Bar Mode

When run as a Menu Bar App, Folder Sync displays an icon in the Menu Bar and clicking that icon will reveal a dropdown menu allowing you to quickly add Presets or Preset Groups to the Sync Queue in addition to accessing preferences and the Sync Queue Manager.

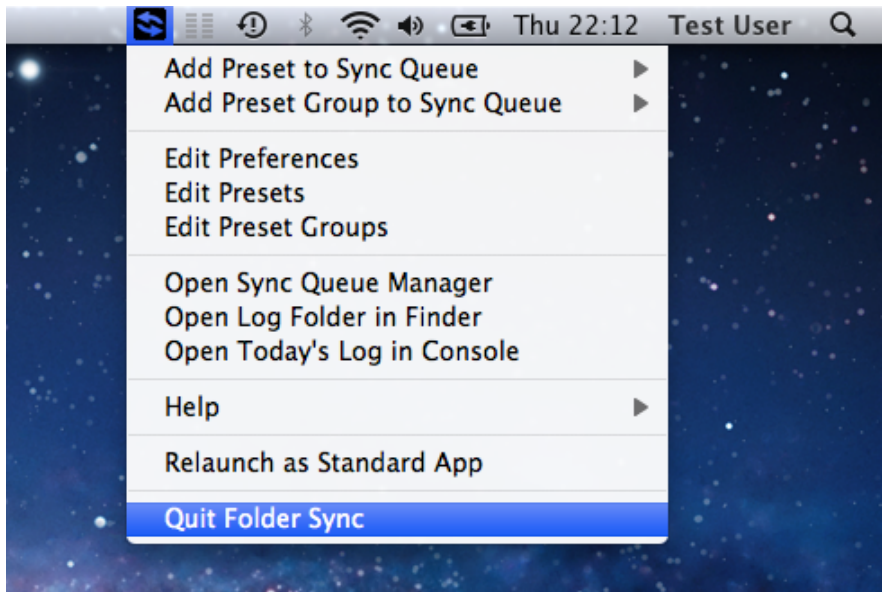


Figure 17 - Menu Bar Mode

Notes

1. When Folder Sync is run as a Menu Bar App, it will not have screen Menu and will not display its app icon in the Dock.
2. When run in Menu Bar Mode, it is not possible to use the main Folder Sync comparison window.

To switch between Standard App Mode and Menu Bar App mode, Open the Preferences->General Tab and toggle the setting **Run Folder Sync as a Menu Bar Application**. It will then be necessary to restart Folder Sync. Alternatively, there are **Relaunch Folder Sync** commands available within the Menu's of both App modes to achieve the same.

7 Logging System

Folder Sync includes a comprehensive logging system. All lines added to the Log are automatically saved. Logs are saved into the ~/Library/Logs/FolderSync folder with logs being split up by day. There are a number of preferences used to configure log behavior available in the Preferences->General Tab.

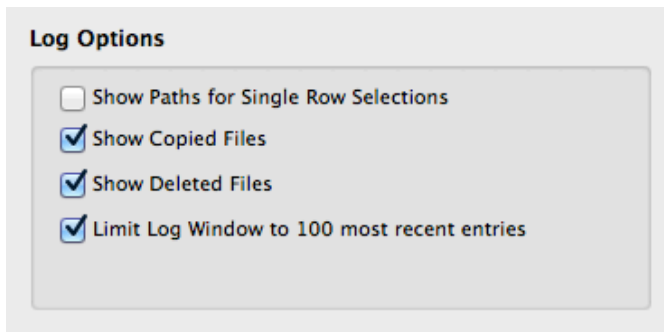


Figure 18 - Log Options

The option to Show Paths for Single Row Selections is a convenient way to show the full path of any item selected within the Folder Sync main window.

The default settings allow every file copied and every file deleted to be logged and the log window within the application itself is limited to only display the last 100 entries. Limiting the log display helps to keep memory usage down on large sync operations but you can still access all previous log entries using the log screen menu.

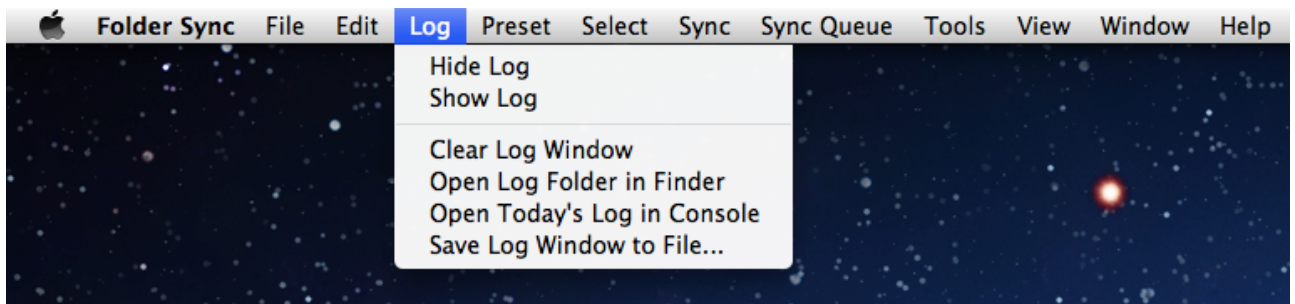


Figure 19 – The Log Screen Menu

8 Additional Features

8.1 Keyboard Shortcuts

Folder Sync comes with a very limited set of built-in Keyboard Shortcuts. It is possible for users to add their own Keyboard Shortcuts for any of the commands found on Folder Syncs screen menu using functionality built into OSX itself.

The process is like this...

- Open System Preferences->Hardware Group->Keyboard
- Select the Keyboard Shortcuts Tab
- In the list on the left, select Application Shortcuts
- In the list on the right, use the + button to add a new shortcut
- In the window that appears, select Folder Sync from the drop down list
- Enter the exact name of the menu command you want to add (note this is case sensitive)
- Perform your chosen keyboard shortcut in the Keyboard shortcut box and then click the add button

Notes

1. After adding a new keyboard shortcut, you may need to restart Folder Sync.
2. Most commands are available on the Folder Sync menu bar to enable you to access them in this way but if you find something is missing, you can contact Destek Support to suggest an improvement.

8.2 Filtering The Comparison Results

It can be difficult to see exactly what you want to see on large comparisons so Folder Sync provides several advanced options to allow you to manipulate the contents of the comparison results to suit your requirements.

8.2.1 View Mode

The View Mode control is a means to quickly focus on only the importance differences. The View Mode control is located on the left hand side of the Toolbar. The View Mode setting is also saved with and applied to individual Presets.

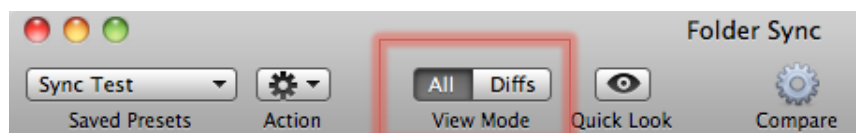


Figure 20 - View Mode Control

- View Mode set to All shows all files and folders (other than those specifically filtered out in the preferences, see Section 3.2.3 for further details).
- View Mode set to Diff (Differences) eliminates from the view, all the files which are the same as well as folders which are either empty or contain no notable differences. Note that hiding of the empty folders can be disabled by removing the check mark from the Preferences: General Window->Don't Show Empty Folder Trees check box.

8.2.2 Exclude File & Folder Filters

The Exclude Filters are a means to remove unwanted files and folders from the comparison. By default the Exclude Filters are located on the right hand side of the Toolbar. The Exclude Filters are also saved with and applied to individual Presets and can be edited within the Edit Presets Dialog.

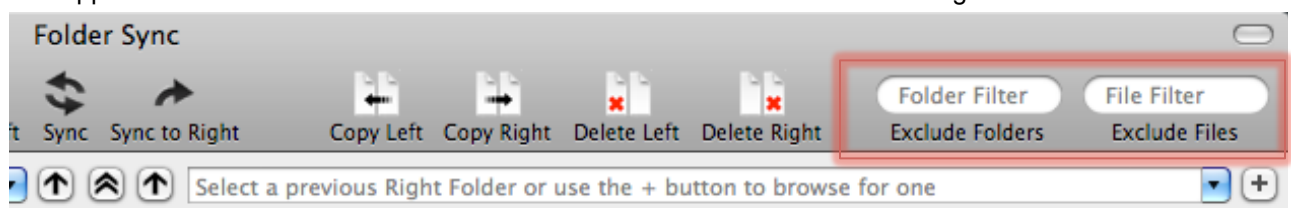


Figure 21 - Exclude File & Folder Filter Controls

Notable points regarding the Exclude Filter Controls...

- Wildcards are supported, ? (question mark) matches any single character and * (asterix) matches any string of characters
- The control is case sensitive
- You can apply multiple filters simultaneously by separating them with a ; (semi-colon)
- You can quickly add file and folder names to these controls by right clicking on them within the main application window and using the “Add Selected Name to” menu.

8.2.3 Exclude Hidden Files/Folders and Thumbs.db Preferences

Folder Sync includes built in options to ignore hidden files and folders on Mac OSX file systems as well as support for ignoring Thumbs.db files on windows file systems. These settings are accessed within the General Preferences Window...

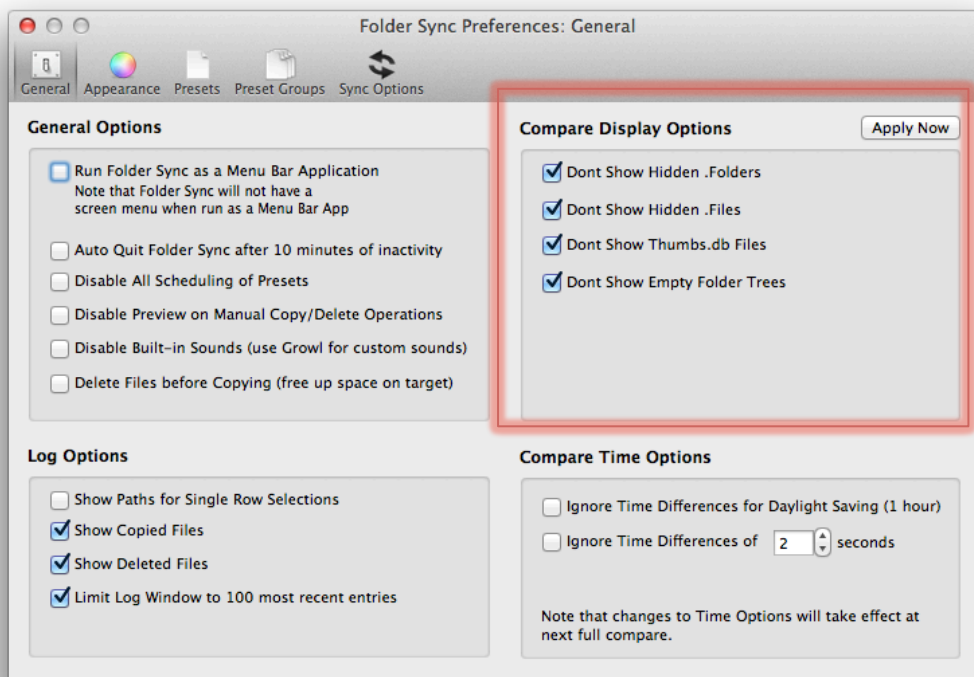


Figure 22 - Exclude Hidden File and Folder Preferences

8.2.4 Collapse/Expand Folders in Place

The Main Application Window supports collapsing/expanding of folders in place. Folder status is shown using a standard disclosure triangle control which points right to indicate a collapsed folder and points down to indicate a folder which is currently expanded.

To toggle between collapsed/expanded folder status, double click the row of the table which represents the folder.

Note that collapsing a folder in place is a convenient method to eliminate entire folders of files from automatic synchronization as only visible files are included in automatic synchronizations.

8.2.5 Collapse/Expand All Folders

In addition to being able to collapse/expand individual folders, it is also possible to collapse/expand all folders. This is achieved by using the Menu Bar->View Menu.

8.3 Navigating to Differences

Folder Sync contains support for quickly navigating between differences in the comparison results. On a Mac equipped with a track pad that supports multi finger gestures, a three finger swipe to the right scrolls to the next difference. A three finger swipe to the left scrolls to the previous difference. On a Mac without a track pad, the same commands can be achieved from the Menu Bar->Goto Next Difference Menu Item and Menu Bar->Goto Previous Difference Menu Item.

8.4 Intelligent Folder Navigation within Comparison Results

On large comparisons containing lots of differences it can be very difficult to focus on manually synchronizing specific files embedded deep within sub folders. It is also undesirable to re-compare several times to achieve the desired level of control. To aid this situation, Folder Sync allows you to intelligently navigate through the compared folder structure without having to re-perform the time costly aspect of comparing the files. The commands that allow this behavior to be used are “Set as Base Folder->Both Sides” from the Context Menu and the “Up one on Left and Right Folders” button on the main window.

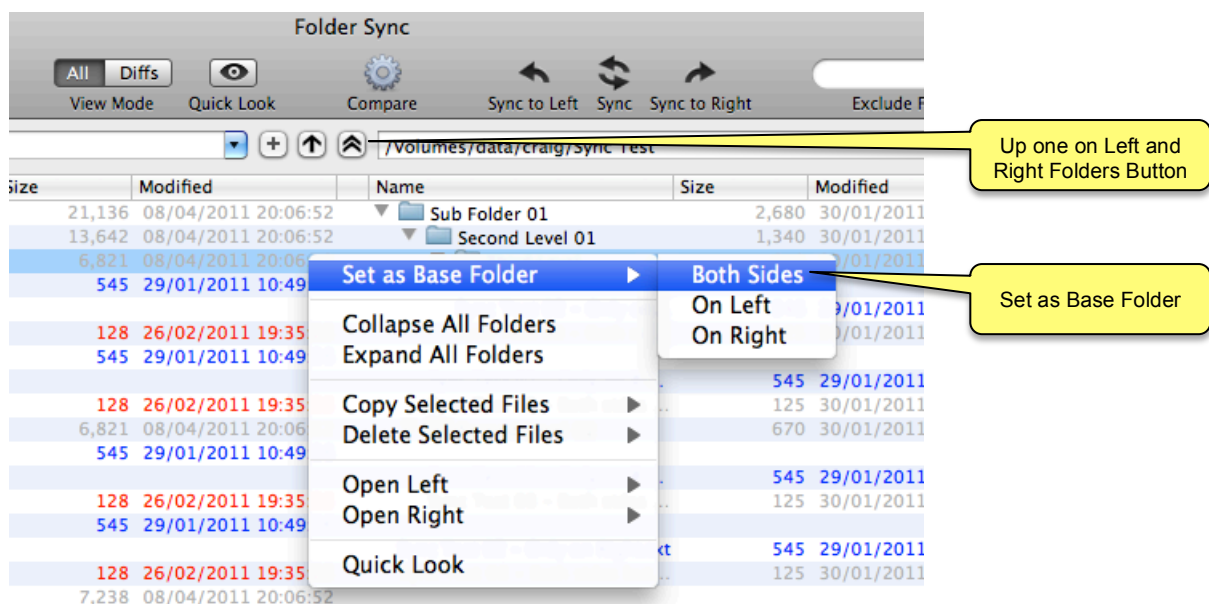


Figure 23 - Intelligent Folder Navigation within Comparison Results

8.5 Ignoring Time Differences

It is possible to ignore both very small time differences and also time differences due to daylight saving time. These settings can be configured from the General Preferences Window.

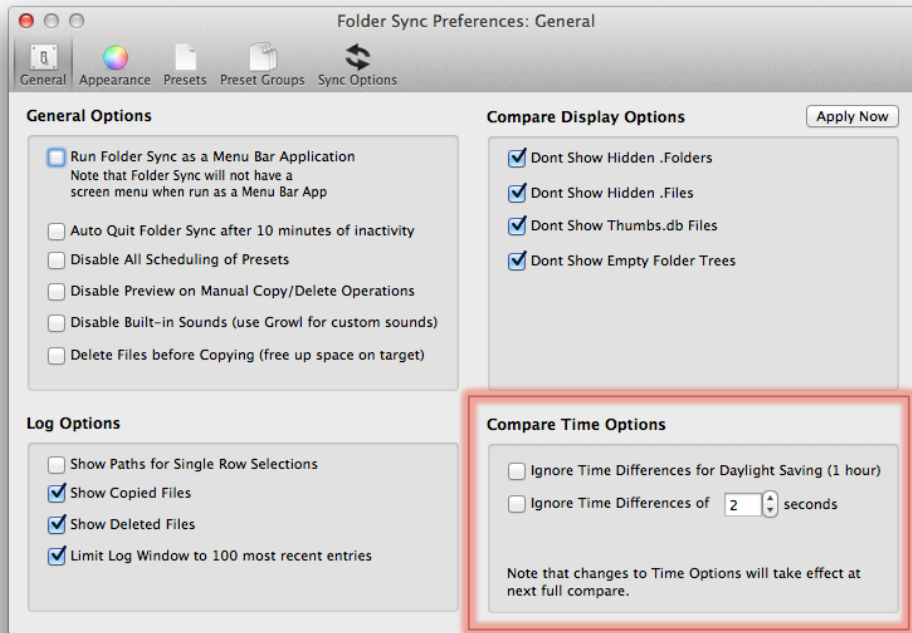


Figure 24 - Ignoring Time Differences

8.6 Quick Look Integration

Folder Sync supports for Quick Look which means that you can quickly compare any Quick Look supported file types directly from the comparison results in the Main Application Window. Quick Look is started by first selecting a file or folder and then pressing the space bar or it can also be opened from the Context Menu.

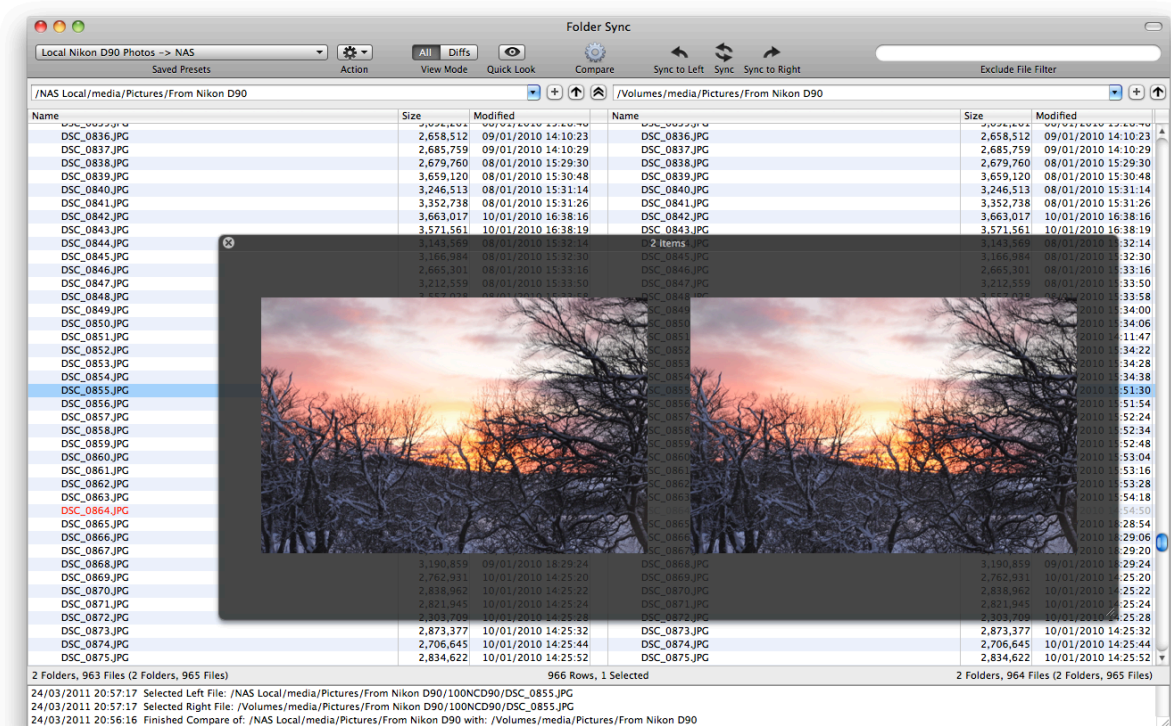


Figure 25 - Quick Look Integration

8.7 Finder Integration

It is possible to open files or folders that are displayed in the Main Application Window in Finder from the Context Menu. If a folder is selected, a Finder window will be opened at that folder. If a file is selected, Finder will open a window on its parent folder and select the file.

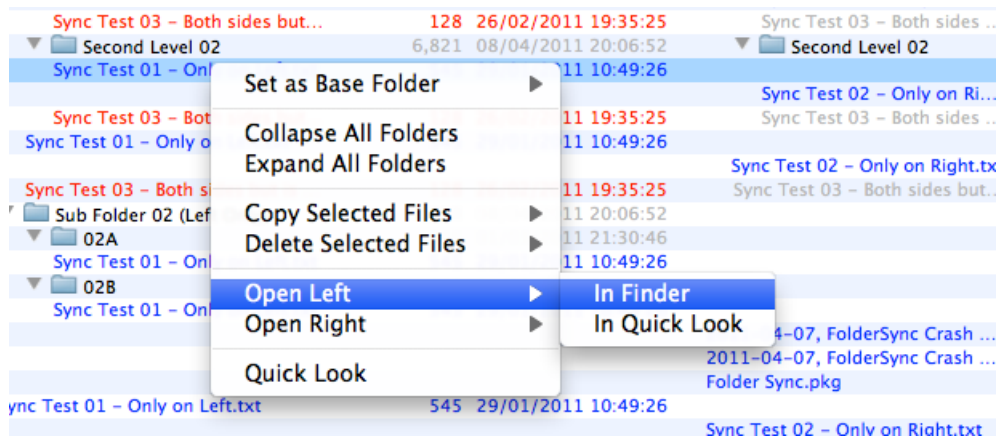


Figure 26 - Finder Integration from Context Menu

It is also possible to open the current Left of Right folders within Finder from the Menu Bar->File Menu.

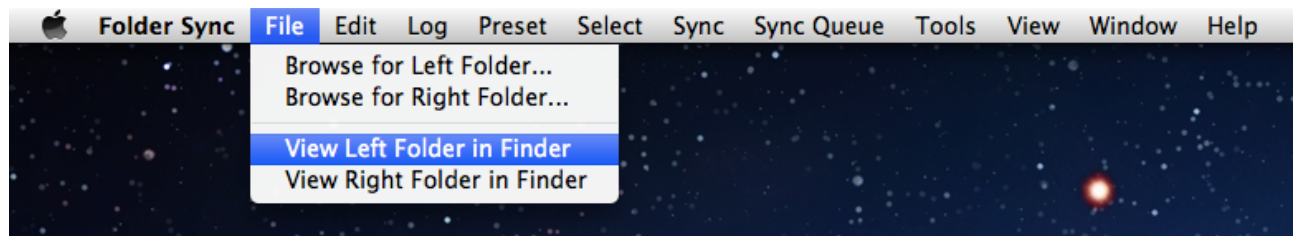


Figure 27 - Finder Integration from Menu Bar