Syncing Guide

Current Inventory

At her home office:

* [ Downstairs ] 2014 MacBook Pro 13” – 883 GB total
* [ Downstairs ] 2014 MacBook Air 11” – 435 GB total
* [ Upstairs ] Dell desktop PC – 1.81 TB total
* [ Kitchen ] 2013 (?) MacBook Pro 13” w/ Optical Drive

At her Young office:

* 2014 MacBook Pro 13”
* Dell desktop PC

Syncing

Important notes before starting:

* Use SyncBack Free with External HD Marked “2015”
* Some computers do not have enough room to sync all of the files on D Data. To circumvent this, we do not sync certain video folders with certain computers. These must be fixed set in the sync profile (see SyncBack Free Profiles). This is the current list of ignored folders:
  + [ Downstairs ] 2014 MacBook Pro 13” – Exclude the folder  
    /VIDEOS/UC DAVIS PRIZE RAW FOOTAGE/
  + [ Downstairs ] 2014 MacBook Air 11” – Exclude the folder /VIDEOS/
  + [ Kitchen ] 2013 (?) MacBook Pro 13” w/ Optical Drive – Exclude the folder  
    /VIDEOS/UC DAVIS PRIZE RAW FOOTAGE/
  + [ Office ] 2014 MacBook Pro 13” – Exclude the folder  
    /VIDEOS/UC DAVIS PRIZE RAW FOOTAGE/

1. Start sync at her home with the most used computer. In general, the syncing order will be as listed above under “Current Inventory”.
2. There should be an existing profile that syncs this hard drive’s D Data to C:/D Data. The specific drive may not be the same on each computer.
   1. Either double click the correct profile or press “Run”
3. After a couple of minutes, a new window should pop up, showing a list of differences in files.
   1. Check the dates of the differences. Make sure that they are all fairly recent.
   2. Check to make sure there will be no duplicates. Sometimes the software will copy the same file from the external to the computer and then computer to external. If this happens, mark it as “Skip and Exclude”.
   3. If all of these are okay, press “Continue Run”.
4. After syncing all the computers at her home office, she will drive you to Young Hall. There, you will sync the two computers in the order listed under “Current Inventory”.
5. Finally, she will drive you back to her home office. Sync all of the data onto each of the computers (the order really does not matter)

Condensed D Data flash drive

1. Recently, Professor Joseph has a 15” Macbook pro located on the top floor of Mrak hall kept for her work as an advisor to the chancellor.
2. For the laptop, Professor Joseph keeps a 64 gigabyte flash drive (Blue and recognized as “Transcend”) that contains the majority of D Data besides the bulky photo/video folders.
3. This flash drive is to be synched as the last part of the synching process, on the 13” MacBook pro found in the downstairs office.
4. There should be a SyncBack free profile already in place that runs the syncing process.

Anti-Virus Scan

As you are syncing, it is a good idea to run an anti-virus check for all of the computers.

1. Open up MalwareBytes.
2. If it needs updating, update. Otherwise, just “Scan” it in the background.
3. If there are malicious items, do as MalwareBytes suggests for you to do with it.

SyncBack Free Profiles

All computers will have existing profiles already set up. In case you need to set up new ones, this is how you would do it:

1. Plug in the Gold drive, labeled “2015”.
2. Create a new Profile by clicking Profiles > New
   1. Choose a descriptive profile name
   2. Choose Synchronize
   3. Click Done.
3. On the Main Profile setup page:
   1. Choose Left to be the “D Data” on the computer itself.
   2. Choose Right to be the “D Data” on the Gold Drive.
4. If necessary, change filters for the profile.
   1. For the computers listed in the “Syncing” section for ignored folders, make sure that these folders are filtered out.
   2. Press “Filters”
   3. You can either manually add a filter by typing in the file path or by unchecking the specified folder in the more friendly GUI.
   4. Press OK.

Common Mistakes

1. Make sure the Professor is signed in with her Kerberos. We do not have access to D Data without her signing in.
2. Make sure that you sync both ways unless you are SURE that you want to only mirror in one direction.
3. Make sure you don't confuse right and left, and G and C drives. C is local, G is external.
4. Make sure you check the timestamps. If you sort by timestamp and something doesn't make sense, consult the professor to avoid duplicates.
5. Never delete anything without double checking with the Professor or knowing absolutely surely. Deletion of actual data is the worst case scenario.
6. Make sure to eject the disk before unplugging it. If you accidentally unplug while not ejected, you will have to go through a long disk check/scan process that will take a lot of time, not to mention you could possibly mess up the data.