

Introduction:

This week's hands-on lab is designed to help you protect your data. We will be using a free open source tool called [Free File Sync](#) to backup and synchronize some of your personal data. Please read through the entire lab before you begin, so that you understand what will be expected of you. You will prove your completion of this lab by submitting the requested screenshots in a word document to this assignment. If you would like a copy of these instructions for offline use you may download them here; if there are any discrepancies between the instructions PDF and Canvas, ignore the PDF and refer to Canvas.

Task 1: Learn how Free File Sync works

Free File Sync has created a great playlist of tutorial videos for their software. Please watch at least videos 1-3 and 6-7. Videos 1-3 teach you the basics of Free File Sync and videos 6-7 teach you about some advanced ways to use the tool. Batch files and task scheduling as demonstrated in videos 6-7 are Windows PC specific, you will have to search for additional tutorials if you would like to do the same thing but on Mac or Linux operating systems; Free File Sync will not work on Chrome OS.

[Playlist](#)

<https://youtube.com/playlist?list=PL1FPQw9tEYGKUbg53CyTkoCMeGuE8PYSF>

Task 2: Try Free File Sync

Following the example demonstrated in video 1, please complete the following steps in order:

1. Visit the [Free File Sync download page](#) and download the correct version of Free File Sync for your computer.
 - a. **NOTE:** This software is free! You do not need to pay for it unless you want to.
2. Install Free File Sync on your computer. Once installed launch (open) the application.

3. TAKE A SCREENSHOT NOW and paste it into your document for this assignment.
4. Choose a folder you would like to *backup*. This should be in the left column of Free File Sync.
5. Create a folder named **backup** anywhere on your file system that you would like, except for inside the folder you are backing up! It wouldn't make sense to backup files to the same location.
6. Add this backup folder to the right column of Free File Sync.
7. TAKE A SCREENSHOT NOW and paste it into your document for this assignment.
8. As demonstrated in video 1, change the synchronization to mirror and then start the synchronization. Once the synchronization completes, move on to the next step.
9. TAKE A SCREENSHOT NOW and paste it into your document for this assignment; your backup folder on the right should have files in it now.

You are done with this lab but **keep the following important points in mind:**

- This was just a simple demo for you to practice using Free File Sync, it was not a proper data backup! To use Free File Sync as a proper data backup tool you should backup your data to an external flash drive or hard drive, or to an external location like a [Network Attached Storage \(NAS\)](#) system.
- In addition to the previous point, it would be best to schedule Free File Sync to automatically run this backup for you. The first time you run a backup it could take a long time depending on your data size. Keeping the data updated (continuously backed up) however can be a fast process since it will only update the data that has changed since the last backup.