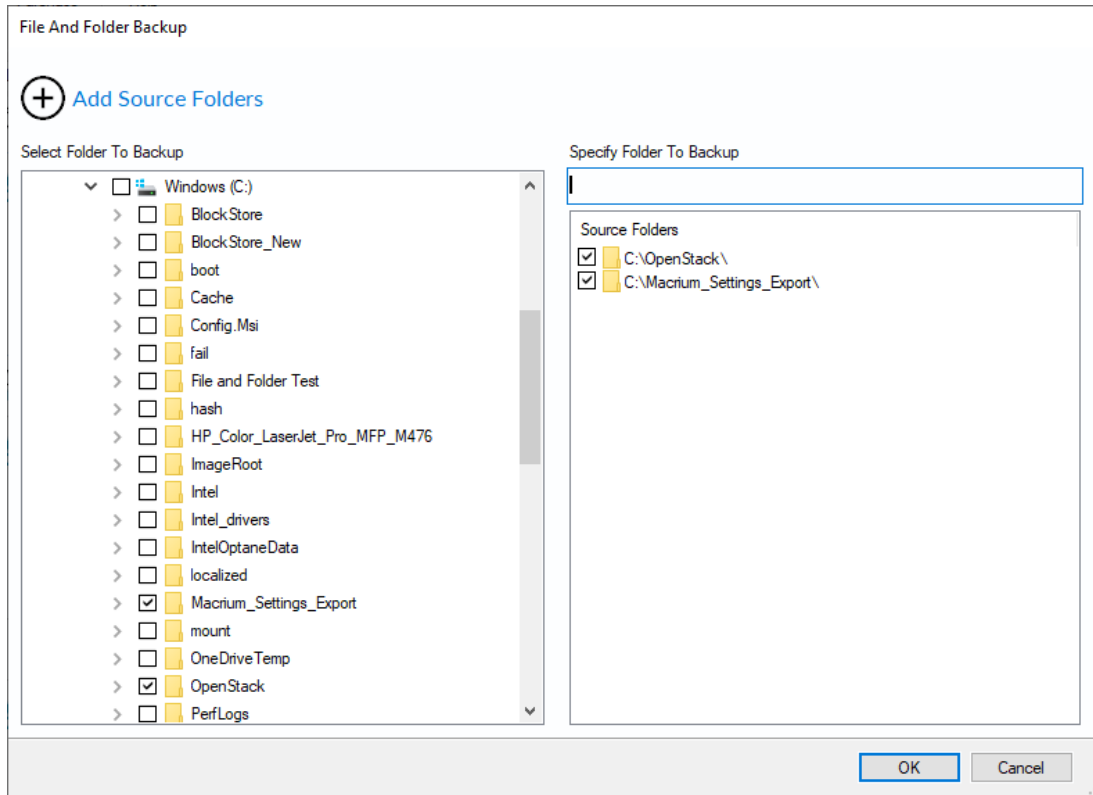# File and Folder Backup Wizard

We've improved the user interface for adding folders to your File and Folder backups.
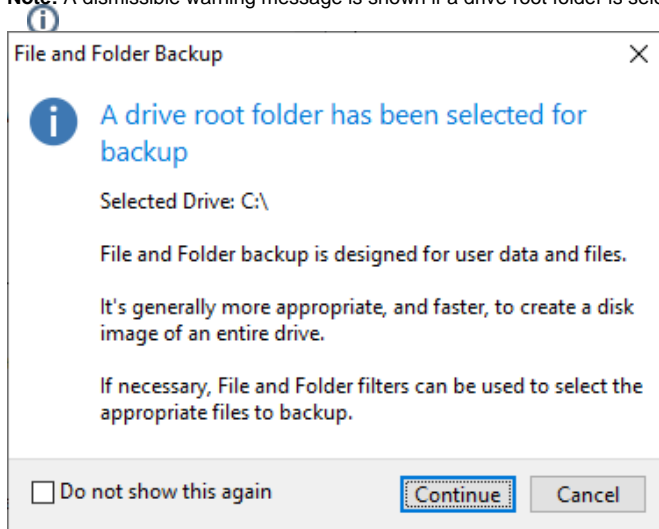
Click 'Add Source' to **open the 'Add Source Folders'** dialog:

Select folders in the Explorer Tree view to add them to the list of source folders to backup.

You can also **type a path in the auto-complete edit control** above the selected folders list to manually add a path that can't be located in the folder tree, a network share for example.

Note: A dismissible warning message is shown if a drive root folder is selected for backup:

Click 'OK' when complete to return to the main Wizard page.

Select and deselect sub-folders in the folder tree. **Click 'Edit Source Folder Filters'** for further filtering options:

Note: Filters apply to source root and sub-folders. If a sub-folder is selected when 'Edit Source Folder Filters' is clicked then the following dismissible message box is shown:

File And Folder Backup

Inclusion and Exclusion Masks

1. Folder Options

C:\Users\Dev\Documents\

☑ Include subfolders
☐ Exclude hidden files and folders
☐ Exclude System files and folders

2. Add files to include. Separate multiple masks with semi-colons (eg: *.xls; *.doc; *.mp3)

[▾]

. ✕

3. Add files to exclude. Separate multiple masks with semi-colons (eg: *.tmp; *.bak; *.~)

[▾]

*.temp ✕   *.tmp ✕   *.bak ✕   *.~* ✕

4. Add folders to exclude. Full or partial paths are supported with wildcards

[▾]

[OK] [Cancel]

Press 'Enter' after entering inclusions and exclusions and they are now **grouped** below the edit field for **easy editing**