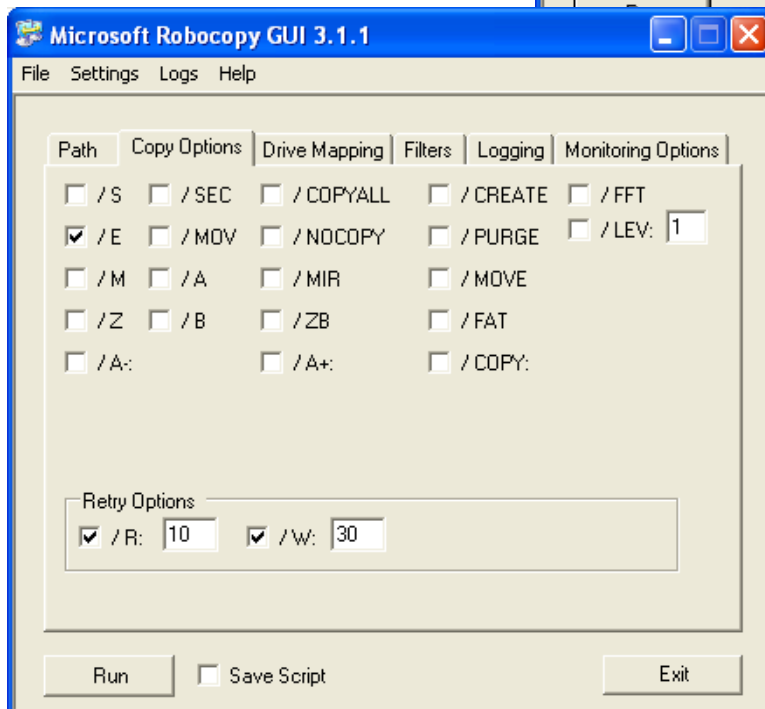
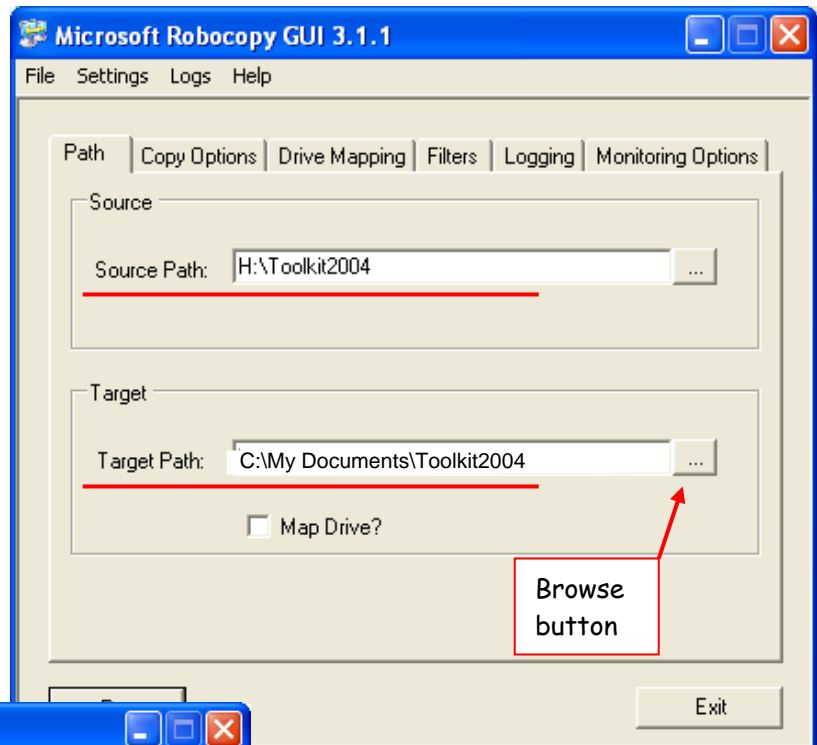


Using Robocopy GUI for Copying Files

Description. Robocopy is a tool used for copying files. It helps maintain identical copies of a directory structure at multiple locations such as your H: drive and your c: drive (*this is especially important for laptop users*). It also is used to update specific files with new files (*this is important to update your c:drive geodata*). Using Robocopy, you can copy a single directory with all its subdirectories. Robocopy can be executed from a command line, or following these instructions using helpful GUI windows.

Instructions

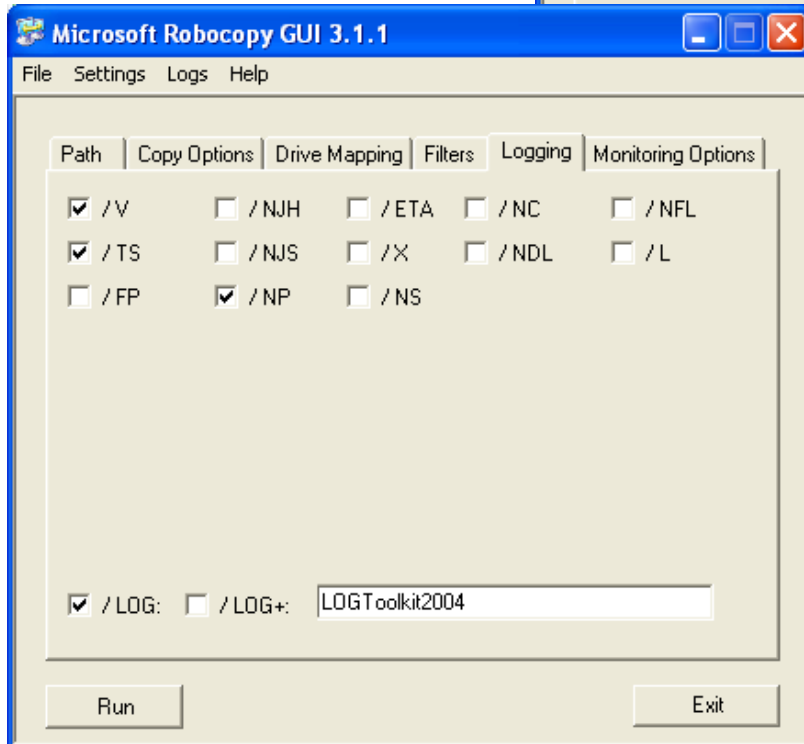
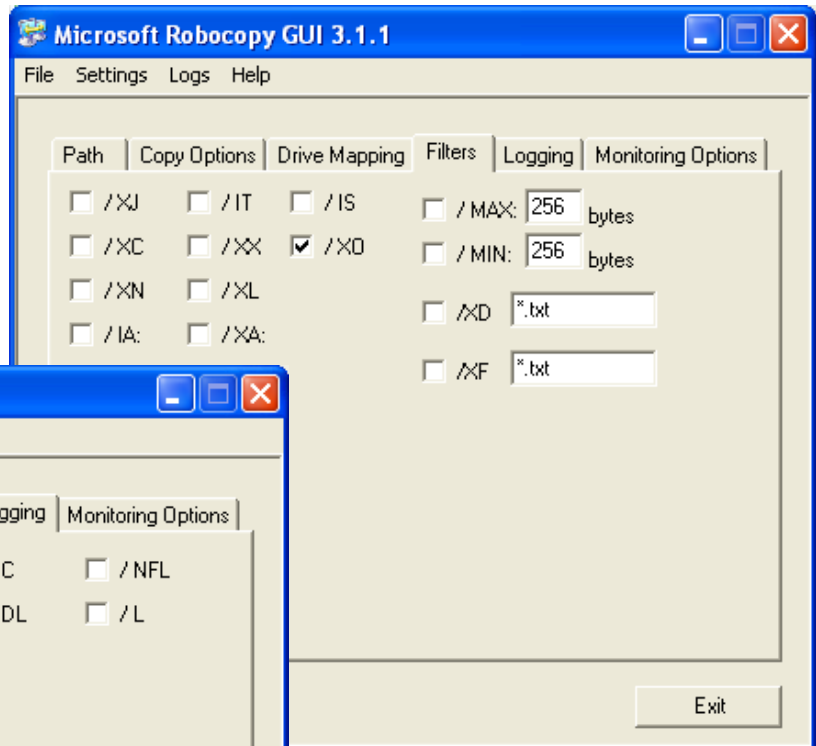
1. Select **Start, All Programs, Robocopy GUI**.
2. Under the **Path** tab of the Robocopy window, specify your source path (*what you want copied*) and target path (*where you want the copy placed*). You can use the browse buttons for path locations (*must be complete specific path even if it has the same name*).



3. Under the **Copy Options** tab of the Robocopy window, select **/E** if you want to include all subdirectories in your path.

NOTE: Read the user manual available under **Help** for other options. Be careful with **PURGE** and **MOVE**!

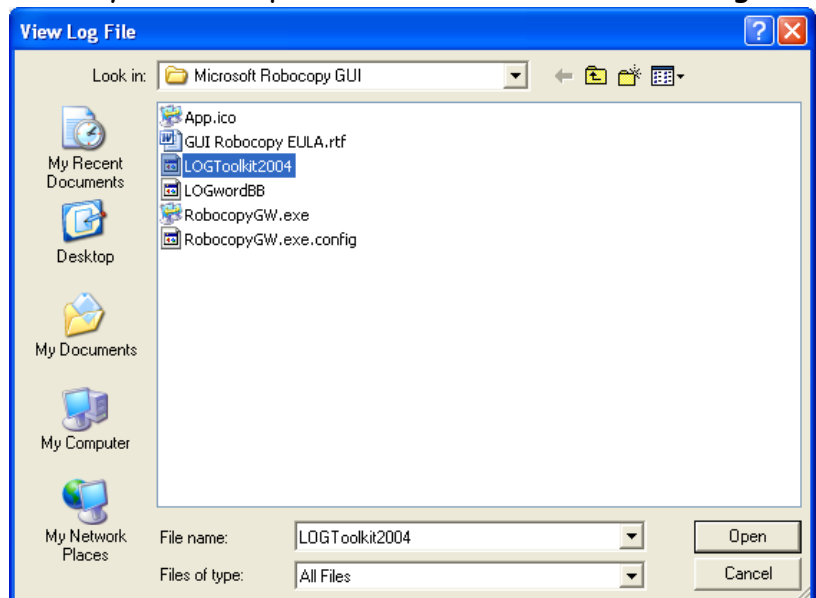
4. Under the **Filters** tab of the Robocopy window, select **/XO** to exclude files tagged as older. Older files will not be copied with this option.



5. Under the **Logging** tab, select **/V** (verbose listing that shows all source files specified for copying), **/TS** (time stamp for processed files), **/NP** (turns off the percent copied indicator), and **/LOG** (save a file copy of the backup log). Enter a name for your backup. This file is stored in "C:\Program Files\Microsoft\Microsoft Robocopy GUI" folder.

6. To view the log, select **Logs**, **View Last Log** and select the filename of the desired log.

NOTE: Previous logs with the same name will be overwritten. If you would rather append the logs, select /LOG+.



Instructions to Update Your C: drive geodata with newer files on the F: drive geodata.
[This will not add new or missing files; only updates files, such as for updated soil surveys.]

Microsoft Robocopy GUI 3.1.1

Select **Start, Add Programs, Robocopy GUI.**

Under **Path** tab, specify **F:\geodata** for Source Path, and **C:\geodata** for Target Path.

Under **Copy Options** tab select **/E**

Under the **Filters** tab, select **/XO** and **/XL**.

NOTE: The **/XL** option is very important to only update existing files. You do not want to copy everything on the f:\geodata to your c:\geodata..

Under the **Logging** tab, select **/V**, **/TS**, and **/NP**.

Also select **/LOG** and give your log a name such as **CgeodataUpdated**.

Select **Run.**