#### Welcome

Thank you for using **EaseUS EverySync**, an all-in-one and easy-to-use program to synchronize your data with your local computer, FTP, and a reliable tool to manage your multiply cloud accounts. It is endowed with a visualized interface and straightforward user experience to ensure easy and smooth use for common users.

This User Manual includes a detailed instruction of how to use the program and all the features in this product.

### Getting Started

Some basic references about using this product and how to activate trial after purchase are included in this section. User probably get a main idea if this product is suitable for my case after reading it.

Hardware Requirements

500 MHz processor or faster

At least 1 gigabytes (GB) RAM, At least 2 GB RAM under Window 8/8.1

At least 1 GB of available space on the hard disk

Keyboard and a Microsoft Mouse or some other compatible pointing device

System Requirements

Your computer must be running one of the following operating systems:

Windows XP/Vista/7/8/8.1/10/11

Windows Server® 2003/2008/2008 R2/2012/2012 R2

Windows Small Business Server 2003/2008/201

Supported File Systems

EaseUS EverySync supports the following file systems:

#### FAT12, FAT16, FAT32 and NTFS.

#### Supported Hard Disks

IDE, EIDE, SATA, ESATA, ATA, SCSI, iSCSI, USB 1.1/2.0/3.0 disk are all supported by EaseUS EverySync.

Dynamic disk, MBR and GPT disks are also in the supported list of EaseUS EverySync.

#### Activation

The Trial version offers you 30 days to test this program. After creating a new sync task, you notice how many days are left in the validity of your Trial version.

🖌 EaseUS EverySync			× = = #
C:\Users\ZHIHUI-PC\Desk	≓ 🖪		
	Name Name	Date modified	Availability
	D 10 License.key	2012/01/19 09:48	Synchronized to D:\EverySync\CMC key
	12License.key	2012/06/04 09:09	Synchronized to D:\EverySync\CMC key
	13License.key	2012/06/06 09:09	Synchronized to D:\EverySync\CMC key
	Bisticense.key	2012/06/14 09:08	Synchronized to D:\EverySync\CMC key
	C 620 License key	2012/04/06 09:48	Synchronized to D:\EverySync\CMC key
	C C21License.key	2012/06/26 09:46	Synchronized to D:\EverySync\CMC key
	25 License.key	2012/03/08 09:57	Synchronized to D:\EverySync\CMC key
	35License.key	2013/01/24 15:31	Synchronized to D:\EverySync\CMC key
	40License.key	2012/12/14 16:09	Synchronized to D:\EverySync\CMC key
	641 License.key	2012/08/02 10:05	Synchronized to D:\EverySync\CMC key
	5 License.key	2012/01/19 09:48	Synchronized to D:\EverySync\CMC key
			Def De Cert
		1	
		/	
Settings >	/		
+ Create New Sync	3 0 Days trial remaining. Activate Now		

Click **Activate Now** if you are ready to activate this program to the paid version.

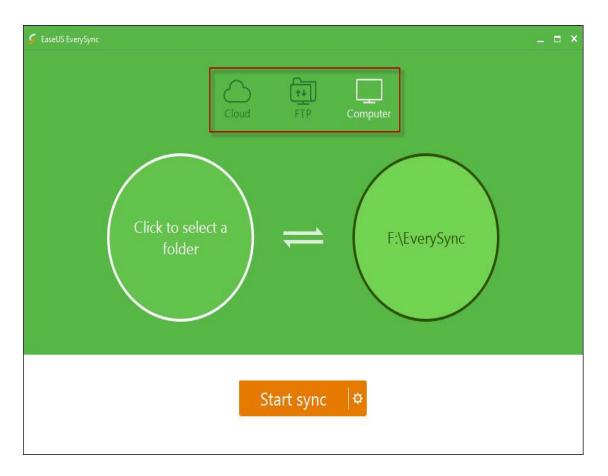
EaseUS EverySync	(m) ×
C\Users\ZHIHUI-PC\Desk	
C/Users/ZHIHUI-PC/Doc	Activate to Full Version
	Days trial remaining.
	3 0 Days trial remaining.
	If you don't have license code, please <u>purchase it now</u>
① Activate	Activate Cancel
+ Create New Sync	

Fill in the license code you purchase and click **Activate** to register it to the full version. Please click **Purchase it now** if you currently do not have a license code.

Home Page



When first launching this program, first to be noticed is a visualized interface with 2 clickable circles and other options.



First to select to sync data between My computer/Network shares, My computer/Cloud or My computer/FTP

# My computer/Network shares

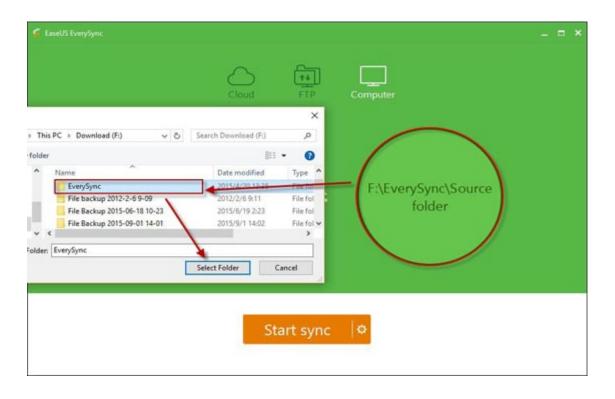
Choose **Click to select a folder** option. In the prompted window select the original folder which contains the contents you want to sync.

EaseUS EverySync	FTP Computer	_ = ×
Click to select a folder	<ul> <li>EaseUS EverySync</li> <li>This PC &gt; Documents &gt; 0</li> <li>Organize • New folder</li> <li>Documents * Name</li> <li>Pictures * My ISO Files</li> <li>Characters</li> <li>Characters</li> <li>Characters</li> <li>Source folder</li> </ul>	Search Documents Date modifie 2015/6/17 15 2015/10/20 8 2015/10/20 9
s	Folder: Source folder	Select Folder

Choose the Bidirectional Mode or Unidirectional Mode to keep your files synchronous.



Click the circle at the left to select the location of the target folder, which can be a local or external drive. NAS and other network drives also supported.



The default target folder will be named as EverySync. After you select the folder you want to sync, a new subfolder with the same name as your original folder will be automatically generated under the target folder.



**Note:** if you change the location of the target folder, this subfolder will not be automatically generated. All the files under your original folder will be directly saved under the target folder.

Click **Start sync** when you are ready.



A new window will prompted up with the details of your target folder.

	Name			Date modified	Availability
	Clone1.	ipg		2015/03/22 21:23	Synchronized to D:\EverySync\KE
	Clone2		7	2015/03/22 21:23	Synchronized to D:\EverySync\KE
	📷 disk_p	Open		2015/03/22 21:36	Synchronized to D:\EverySync\Ki
	Kodisk_p	Open the location		2015/03/22 22:19	Synchronized to D:\EverySync\K
	📷 disk_p	Create a new folder		2015/03/22 21:36	Synchronized to D:\EverySync\K
	Kodisk_p	Cut		2015/03/22 21:36	Synchronized to D:\EverySync\Ki
	KB_Ho	Сору	doc	2015/03/18 22:34	Synchronized to D:\EverySync\Ki
	system	Paste		2015/03/22 21:38	Synchronized to D:\EverySync\Kl
	<b>So</b> system	Rename		2015/03/22 20:50	Synchronized to D:\EverySync\K
	System			2015/03/22 20:50	Synchronized to D:\EverySync\Ki
		Delete			
		Properties	2 2 1		
			<u> </u>		
					1
5					*

1. A list of all the synced files with their original names, last modify time and availability. You could drag files from computer to this window directly to sync.

2. Right clicking on one or multi files you will get Open, Open the location, Cut, Copy, Paste, Rename, Delete and Properties options.

3. Here shows the location and name of the original folder.

4. Properties Settings where you can view and modify the location of original and target folder, sync mode and plan settings. See screen shot below.

🖉 EaseUS EverySync	2 🗑 💷 🗆 🗙				
C:\Users\Jason\Desktop	Properties				
	Sync folder location:				
	C:\Users\Jason\Desktop				
	Sync mode:				
	Sync folder location:				
	D:\EverySync				
	Plan settings				
	Execute sync every 0 minutes (Real-timely sync when it is set to 0)     Execute sync at regular time				
	Sun     Mon     Tue     Wed     Thu     Fri     Sat     Weekday     Everyday       00 •     :     00 •     :     .     .     .     .				
🔞 Settings >	Save Cancel				
+ Create New Sync					

Plan settings have two options: Execute sync every X

**minutes** and **Execute sync at regular time**. If you need to sync real-timely, we strongly suggest you choose **Execute sync every 0 minutes**.

5. Settings offers you the option to go to

the **Activate**, **Help**, **About** and **Settings** Page. In the setting page, to modify the Language, default sync path, enable Check the Upgrade Automatically, Start EverySync automatically when Windows startup.

🗲 EaseUS EverySync				₩ L O X
C:\Users/ZHIHUI-PC\Des				
	Settings			
	Language:	English	×	
	Default Sync Path:	D:\EverySync		
	Check for update:	s automatically		
1	Start EverySync a	utomatically when W	indows startup	
Settings	Save	Cancel		
+ Create New Sync				

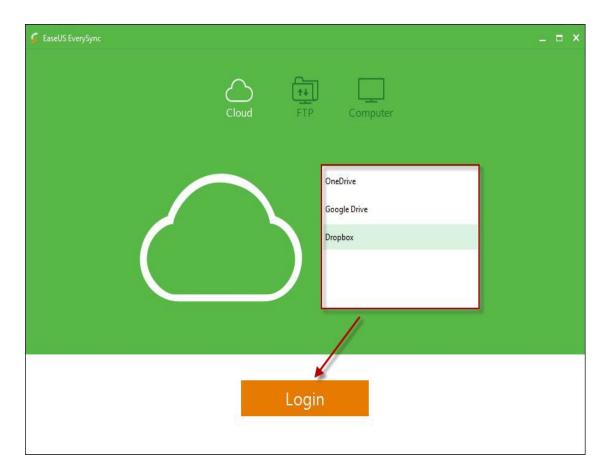
6. Create a New Sync task. If you keep the default sync path, every sync task will generate a new subfolder to save the synced files.

# New Cloud Connection

EaseUS EverySync can centralized manage your multiply cloud accounts under the New Cloud Connection. **OneDrive**, **Google Drive** and **Dropbox** are supported.

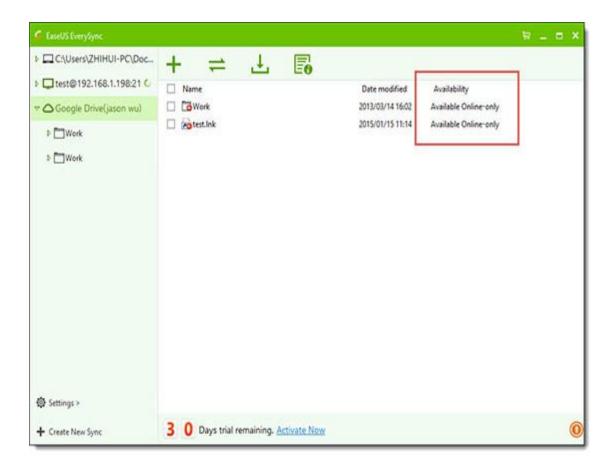
G EaseUS EverySync		_ = ×
	Cloud FTP Computer	
	OneDrive Google Drive Dropbox	
	Login	

Select the Cloud you want to sign in, click **Login**. A new web browser will direct you to the login page of your Cloud website.



Click Accept to allow EaseUS EverySync to achieve the privilege to manage your Cloud account.

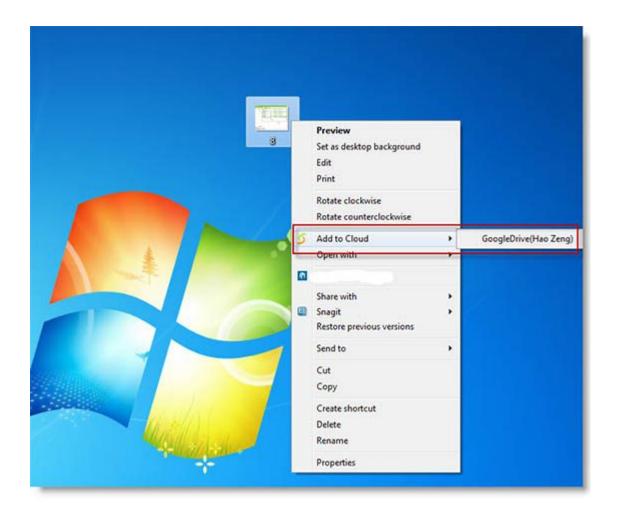
After confirming the sync, all the files in your Cloud are marked as **Available Online-only** in the list. Currently they are not downloaded into the target folder of the local drive.



Select the files you want to download, right click and choose **Make available offline** under the Availability you will check the status of these files, synchronizing or successfully synchronized.

C:\Users\Jason\Desktop\	$+ \pm \pm$	Ē		
🗢 🛆 Google Drive(jason wu) 🔾	Name		e modified	Availability
<b>D</b> +	(B)	2015	/01/15 12:24	Synchronized to D:\EverySync\Google Driv.
Þ 🗖 11233	11233	2015	/01/15 12:21	Synchronized to D:\EverySync\Google Driv
V [] 123	🔒 807348.mp3	2015	/01/15 12:23	Synchronized to D:\EverySync\Google Driv
Work	Work	2013	/03/14 16:02	Synchronized to D:\EverySync\Google Driv
SRECYCLE.BIN	2007_4_5_15_58_41.mp3	Open	01/15 12:22	Synchronized to D:\EverySync\Google Driv
_	dllTest_rename.pdb	Open the location	01/15 12:26	Synchronized to D:\EverySync\Google Driv
est_rename	SRECYCLE.BIN	Create a new folder	01/15 12:21	Synchronized to D:\EverySync\Google Driv
👂 🛅 TestData 🥥	DOC.zip	Make available online-only	01/15 12:26	Synchronized to D:\EverySync\Google Driv
	🔀 est_rename. 🛅 TestData	Make available offline	01/15 12:26 5	Synchronized to D:\EverySync\Google Driv Synchronizing
	test.ink	Cut	01/15 11:14	Synchronized to D:\EverySync\Google Driv
	DOC	Сору	01/15 12:26	Synchronizing
		Paste		
		Rename		
		Delete		
		Properties		
🕼 Settings >				
+ Create New Sync	1 3 Days trial remaining.			

Right clicking every single file on your computer, an **Add to Cloud** option will be available and allow you to sync it to your Cloud.



By doing this with many other sync program, this file will be first automatically moved to their local Cloud folder before uploading to Cloud. This will not be operated in EaseUS EverySync, your file will stay in the default path and no copy will be generated in the target folder.

#### Note:

Only the free cloud is supported now. The business/paid version of **OneDrive**, **DropBox** and **GoogleDrive** are not supported.

#### New FTP Connection

Switch to New FTP Connection, fill in the inquired information to login into your FTP server.

<b>G</b> EaseUS EverySync		_ = ×
Cloud	FTP Computer	
	FTP ~	
	Computer name or IP address Port: 21	
	Your Name	
	Password	
	Anonymous	
	Login	

You are also allowed to switch to SFTP over SSH, Explicit FTPS (SSL/TLS) and Implicit FTPS (SSL/TLS)

🗲 EaseUS EverySync	_ = ×
Cloud	FTP Computer
	FTP  FTP SFTP over SSH Explicit FTPS (SSL/TLS) Implicit FTPS (SSL/TLS)
	Anonymous
	Login

When the connection to your FTP is made, please click **Start sync** to manage your synced files.



The following operation and interface with be the same as the Cloud and local connections.

▶ 📮 192.168.1.198:21@test ⊃	= 6		
	□ Name	Date modified	Availability
System Volume Inform_ O		2015/01/09 17:47	Synchronized to E\EverySync\192.168.1.19
	011233	2015/01/13 23:17	Synchronized to E:\EverySync\192.168.1.19
0.0	C (3)	2015/01/13 23:18	Synchronized to E:\EverySync\192.168.1.19
11233 🔾		2015/01/13 23:17	Synchronized to E/\EverySync\192.168.1.15
Ttest O	Contraction	2014/12/29 08:00	Synchronized to E\EverySync\192.168.1.19
	Rew folder	2015/01/13 18:09	Synchronized to E:\EverySync\192.168.1.19
TestData 🥥	System Volume Information	2014/10/08 08:00	Synchronized to E\EverySync\192.168.1.19
Doc O	Cotest	2015/01/13 18:09	Synchronized to E/(EverySync/192.168.1.15
-	TestData	2015/01/09 03:26	Synchronizing
est_rename 🥥	2007_4_5_15_58_41.mp3	2014/11/19 08:00	Synchronized to E\EverySync\192.168.1.1
New folder 🤉	807348.mp3	2014/11/19 08:00	Synchronized to E:\EverySync\192.168.1.1
	dillTest_rename.pdb	2014/11/19 08:00	Synchronized to E\EverySync\192.168.1.1
	🖂 🛃 DOC.zip	2015/01/09 09:39	Synchronized to E\EverySync\192.168.1.1
	MUSIC.zip	2015/01/09 02:06	Synchronized to E\EverySync\192.168.1.1
	New Text Document.txt	2015/01/13 19:11	Synchronized to E\EverySync\192.168.1.1
	crig75560.wma	2014/11/19 08:00	Synchronized to E/\EverySync\192.168.1.19
	D 🛃 PIC.zip	2015/01/09 01:39	Synchronized to E:\EverySync\192.168.1.19
🖗 Settings >	C Corequest.c	2014/11/19 08:00	Synchronized to E:\EverySync\192.168.1.19
Create New Sync	3 0 Days trial remaining. Activate Now		6

**Note:** Unlike a Cloud connection, the files in the FTP server will be automatically synced into your target folder.

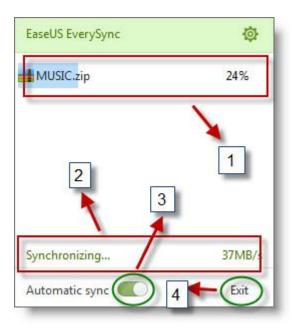
# Disconnect the Sync

Right click on the folder you want to disconnect the synchronization and select **Remove sync** (under My Computer/Network Shares) or **Unlink account** (Under Cloud or FTP connection). EaseUS EverySync will stop syncing files between these 2 folders and remove this folder from the list.

💪 EaseUS EverySync			₩ _ <b>□</b> ×
C:\Users\ZHIHUI-PC\Dor Remove sync test@192.168	] [6	Date modified	Auslishilty
Properties Create New Sync Unlink account	me DocSkin DocSkin ColcoCache CommonExpand.dll CommonTab.dll CommonTab.dll PdfCore.dll	Date modified 2015/01/08 09:48 2014/09/22 13:37 2014/08/11 14:51 2014/12/29 16:40 2014/11/17 10:14 2014/11/17 16:02 2015/01/08 09:48 2014/04/05 16:47	Availability Synchronized to D:\EverySync\ijisupdf Synchronized to D:\EverySync\ijisupdf Synchronized to D:\EverySync\ijisupdf Synchronized to D:\EverySync\ijisupdf Synchronized to D:\EverySync\ijisupdf Synchronized to D:\EverySync\ijisupdf Synchronized to D:\EverySync\ijisupdf
+ Create New Sync	0 Days trial remaining. <u>Activate Now</u>		

# System Tray Menu

Find the tray icon in the Windows Taskbar, left click on it to enable the EaseUS EverySync System Tray Menu.



- 1. The processing bar of the synchronizing file.
- 2. Here check the speed of the synchronization.
- 3. Enable/Disable the Automatic Sync
- 4. Exit the program

#### Feedback and Support

We invite your comments on how well EaseUS EverySync performes, and we are also enthusiastic about replying to all your questions related to this product. Please feel free to contact us at:

techsupport@easeus.com

We also provide the online chat service and the **Live Chat** option can be located in the top navigation bar of EaseUS official website <u>www.easeus.com</u>.