

# Apacer

## Data Manager

### User's Manual



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# 1. Introduction

Thank you for choosing Apacer's external hard drives and USB flash drives as data storage devices!

Apacer Data Manager is a user-friendly backup management utility that offers backup and sync solutions to prevent data loss. With Data Manager installed on your computer, it allows you to not only back up data locally to your computer and externally to Apacer's storage device, but also perform unilateral file synchronization as well as bilateral sync between your computer and the device attached to your computer.

## 1.1 System Requirements

Data Manager can only work with Apacer's external hard drive or USB drive. See below for more detailed information.

Item	Description
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7
File system	NTFS, FAT32, FAT, exFAT, ReFS

## 2. Getting Started with Data Manager



Being a backup management tool, Data Manager provides an intuitive backup and synchronization solution to help you retain and retrieve copies of your precious data. It supports backing up and syncing data stored on your computer and an external storage device attached to your computer. Before using Data Manager, make sure the device attached to your computer is Apacer's external hard drive or USB flash drive.

This chapter explains how to install and launch Data Manager.

### 2.1 Installing Data Manager

Before managing files with Data Manager, you need to download it from [Apacer's website](#) and install it on your computer. Follow the steps below to install the utility.


#### To install Data Manager:

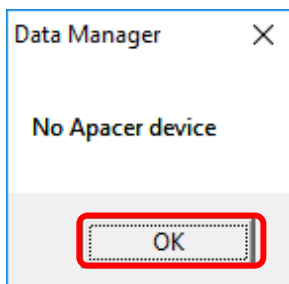
1. Go to [Apacer's website](#), and go to **Support > Downloads**.
2. Click **Utility > External Storage**. Find Data Manager and click  to download the utility. The compressed file will be downloaded to your computer.
3. Extract the zipped file. Find and double click the setup.exe file, then follow the onscreen instructions to install the utility. Once the installation is complete, the app icon  will appear on the desktop of your computer.

### 2.2 Launching Data Manager

Once the installation is complete, follow the steps below to launch Data Manager and you may start managing your files.

#### To launch Data Manager:

1. Double click  to launch Data Manager.
2. Depending on whether any Apacer's storage device is detected, do either of the following:
  - **No device detected:** The error message below will appear. Click **OK** and check if the attached device is Apacer's product or if it is properly attached. Once the problem is solved, launch Data Manager again.



- **Device detected:** You will see the Data Manager interface below. Click any of the tabs on the left side to start manage backup/sync tasks or view the information of your attached device. See “3. Managing Files with Data Manager” for more information.



### 3. Managing Files with Data Manager

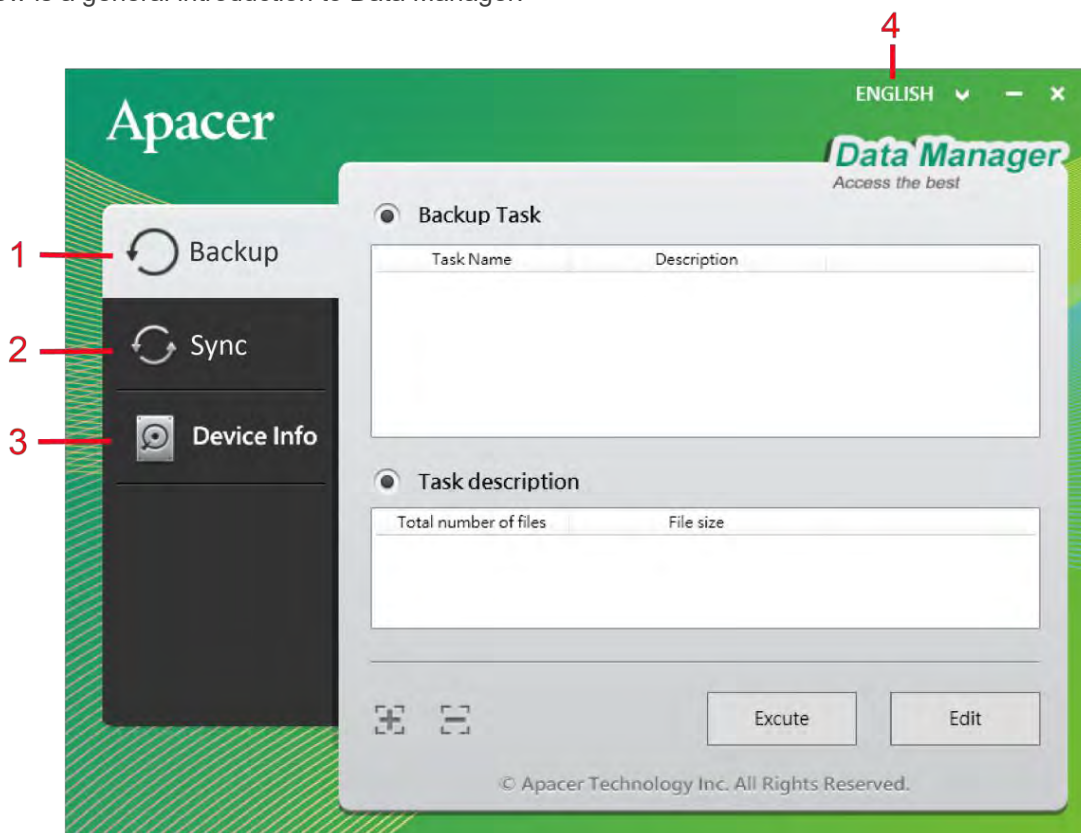
Unexpected data loss from hard drive failures, natural disasters, and ransomware attacks pose potential threats to your paramount data. To avoid data loss caused by such unfortunate situations, Data Manager offers backup and sync features to maintain multiple versions of backup data, thereby providing extra protection in case the current version crashes or gets infected by ransomware.

This chapter introduces you to the interface of Data Manager and guides you through the process of creating and managing backup/sync tasks and viewing information of the attached storage device.

#### 3.1 Navigating Home Screen

When Data Manager is launched, you can see three main tabs on the left side and the language switcher at the top displayed on the home screen.

Below is a general introduction to Data Manager:



No.	Item	Description
1.	Backup	Click to create and manage backup tasks. See “3.2 Backing up Data” for more information.
2.	Sync	Click to create and manage sync tasks. See “3.3 Syncing Files” for more information.
3.	Device Info	Click to view information of the storage device attached to your computer. See “3.4 Viewing Device Info” for more information.
4.	Language switch	Click to switch display languages for Data Manager. Supported languages include English, Traditional Chinese and Simplified Chinese.

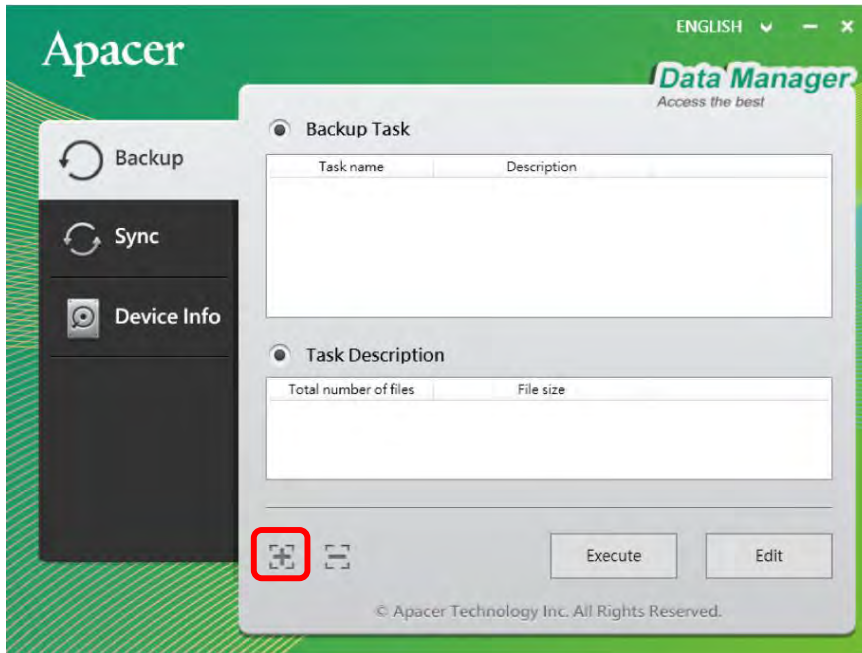
## 3.2 Backing up Data

This section explains how to create and manage backup tasks on your computer and external storage device.

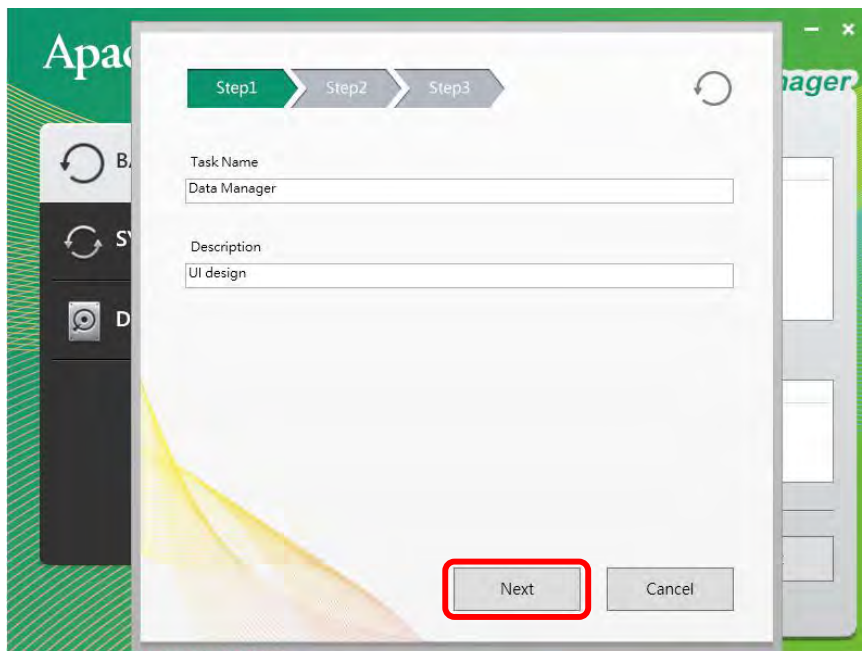
Under the **Backup** tab, multiple backup tasks can be created as a contingency plan to avoid data loss. Files to be backed up and the backup destination can be altered whenever you want.





### To create a backup task:

1. Click **Add task (+)** to launch the three-step backup wizard.

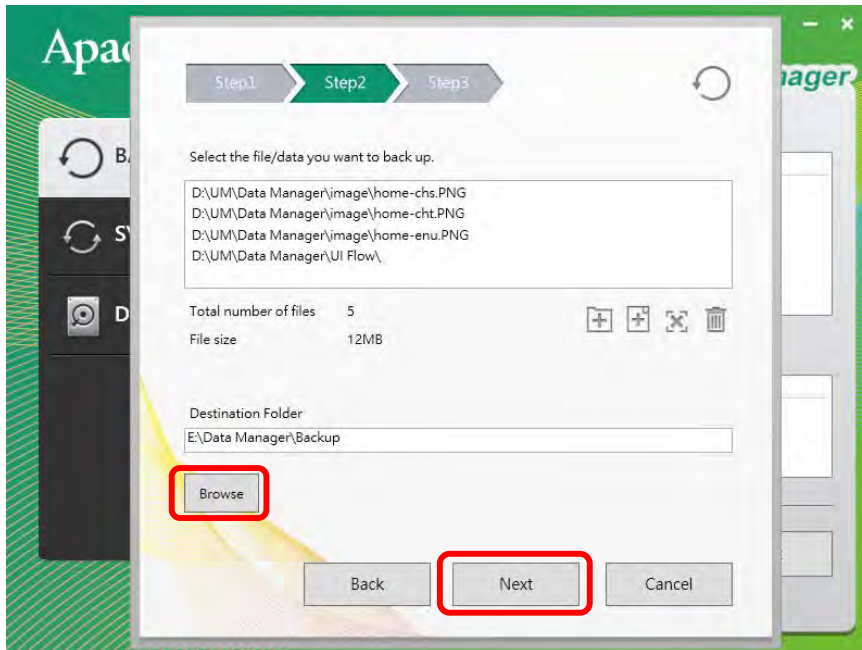


2. In the window that appears, name the backup task and give it a description. Then click **Next**.

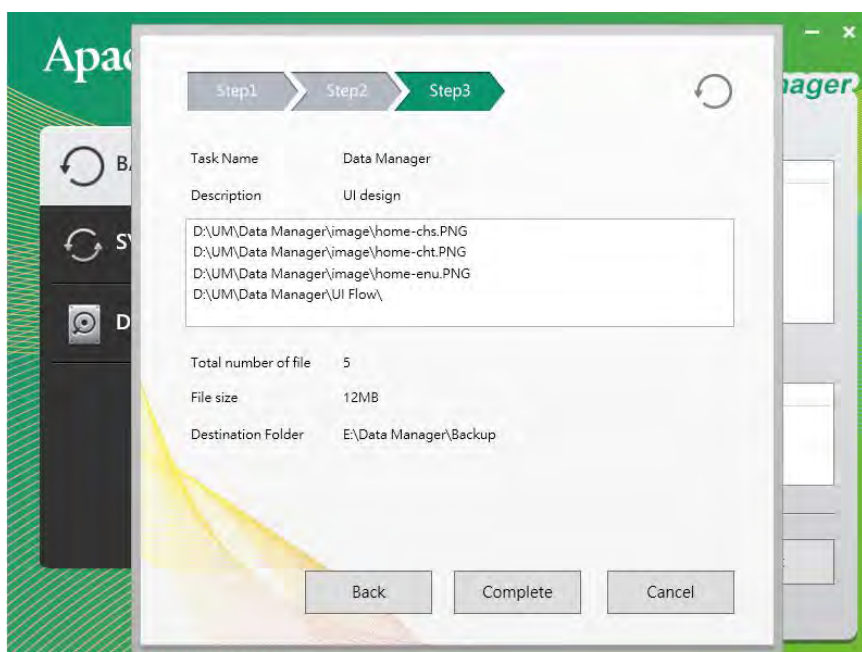


3. Select the data you want to back up by clicking **Select folder**  or **Select file** . To remove any item from the backup list, select the item(s) and click **Delete selected items**  or **Delete all** .

Next, choose a backup destination by clicking **Browse**. The destination folder can be chosen from either your computer or the attached device. Once finished, click **Next**.



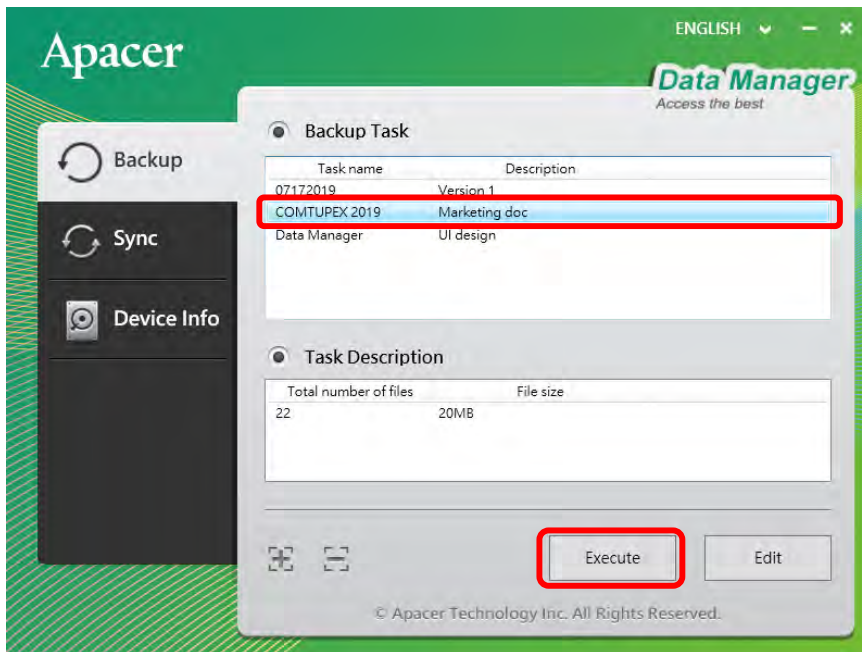
4. Check the overview information of the backup task just created and do any of the following:
  - Click **Back** if you want to modify task name, task description or destination folder.
  - Click **Complete** to create the backup task. The task will appear in the **Backup Task** section.
  - Click **Cancel** to cancel the backup task. You will be directed back to the home screen.





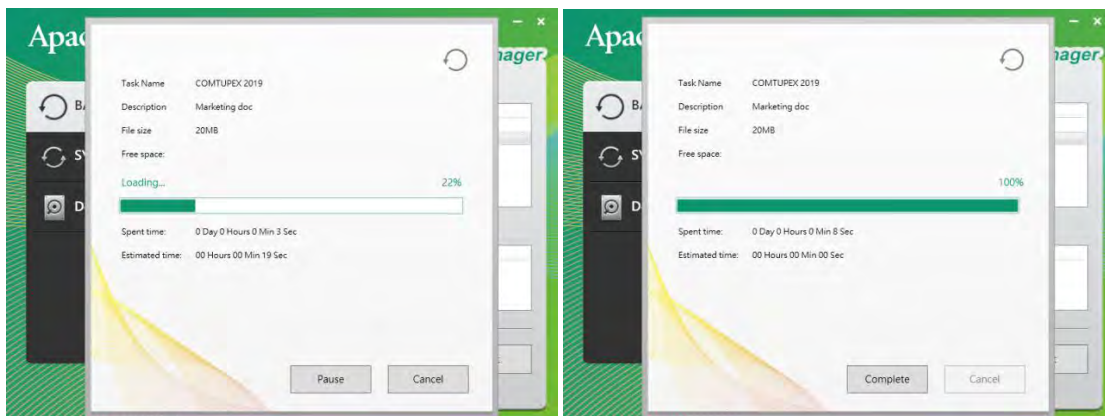
**To perform a backup task:**

1. Once a backup task is created, select the task from the **Backup Task** section and click **Execute**.



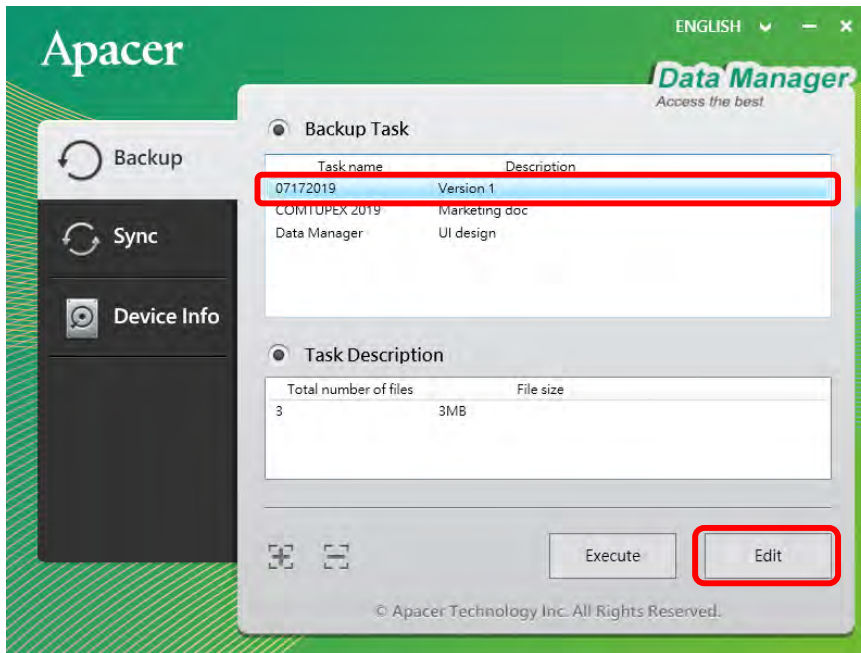
2. You can monitor the backup progress with the progress bar and the percentage of completion indicated below. Click **Pause/Cancel** if you wish to pause/cancel the backup task.

Once the backup is complete, click **Complete** to close the window.



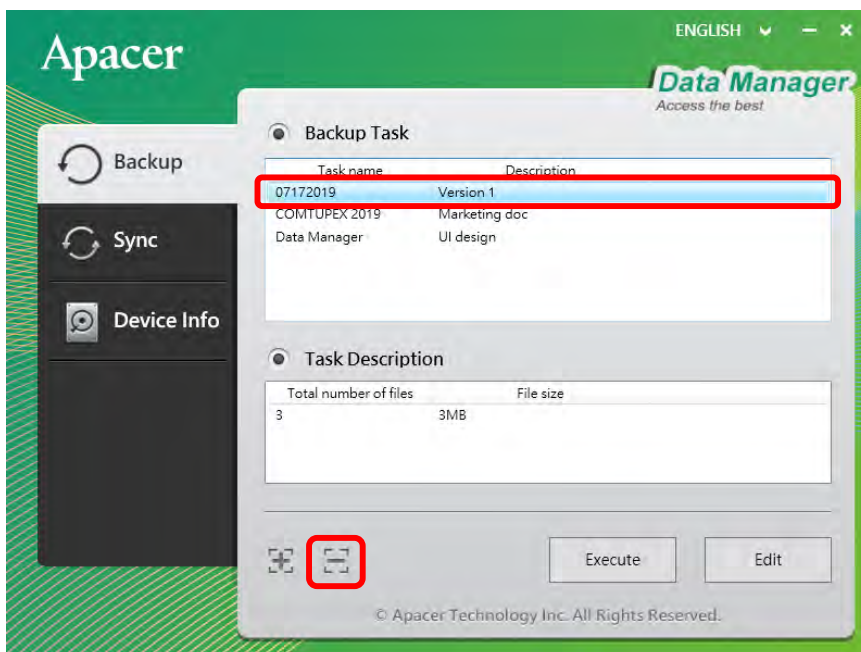
**To edit a backup task:**

Select the backup task you want to edit from the **Backup Task** section and click **Edit**. Then you can modify the task name, task description or destination folder.



**To delete a backup task:**

Select the backup task you want to delete from the **Backup Task** section and click **Delete task (-)**.



### 3.3 Syncing Files



This section explains how to sync data between your computer and external storage device.

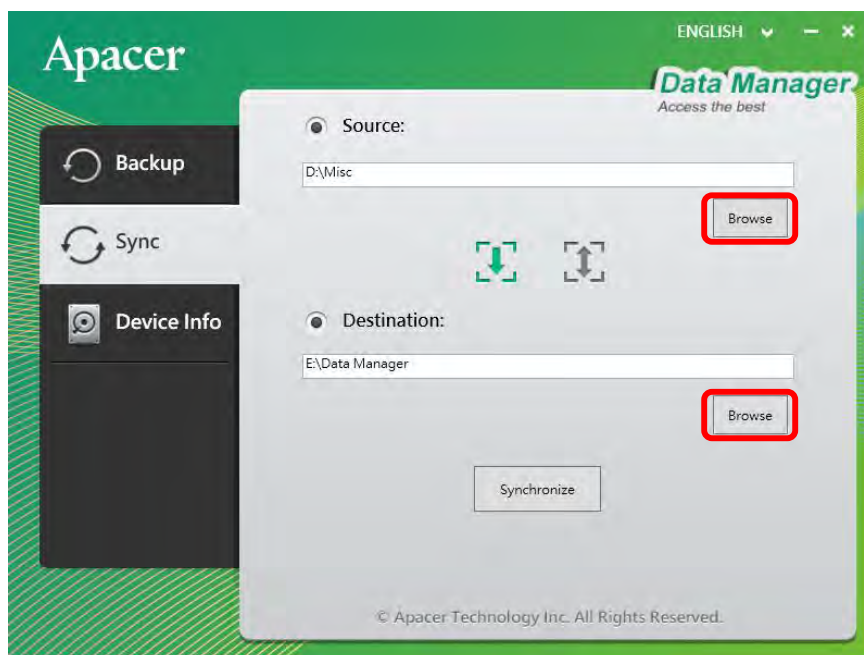
Under the **Sync** tab, files stored in two different locations, i.e. source and destination folders, can be synced unilaterally and bilaterally according to your setting.

#### To sync files:

1. Select source and destination folders by clicking **Browse**. Both folders can be selected locally or externally from the attached device.

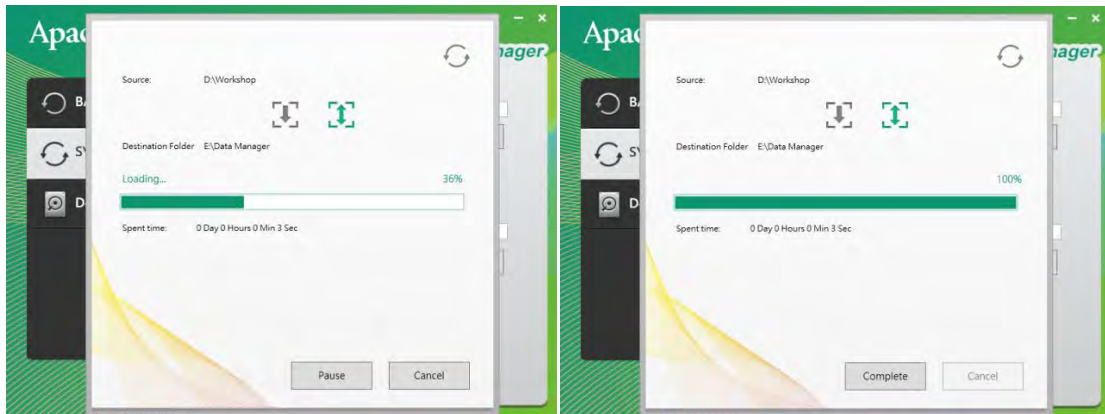
Depending on your needs, choose either of the following for syncing:

- **One-way Sync** : Files in the source folder will be synced to the destination folder.
- **Two-way Sync** : Files in both source and destination folders will be bilaterally synced.



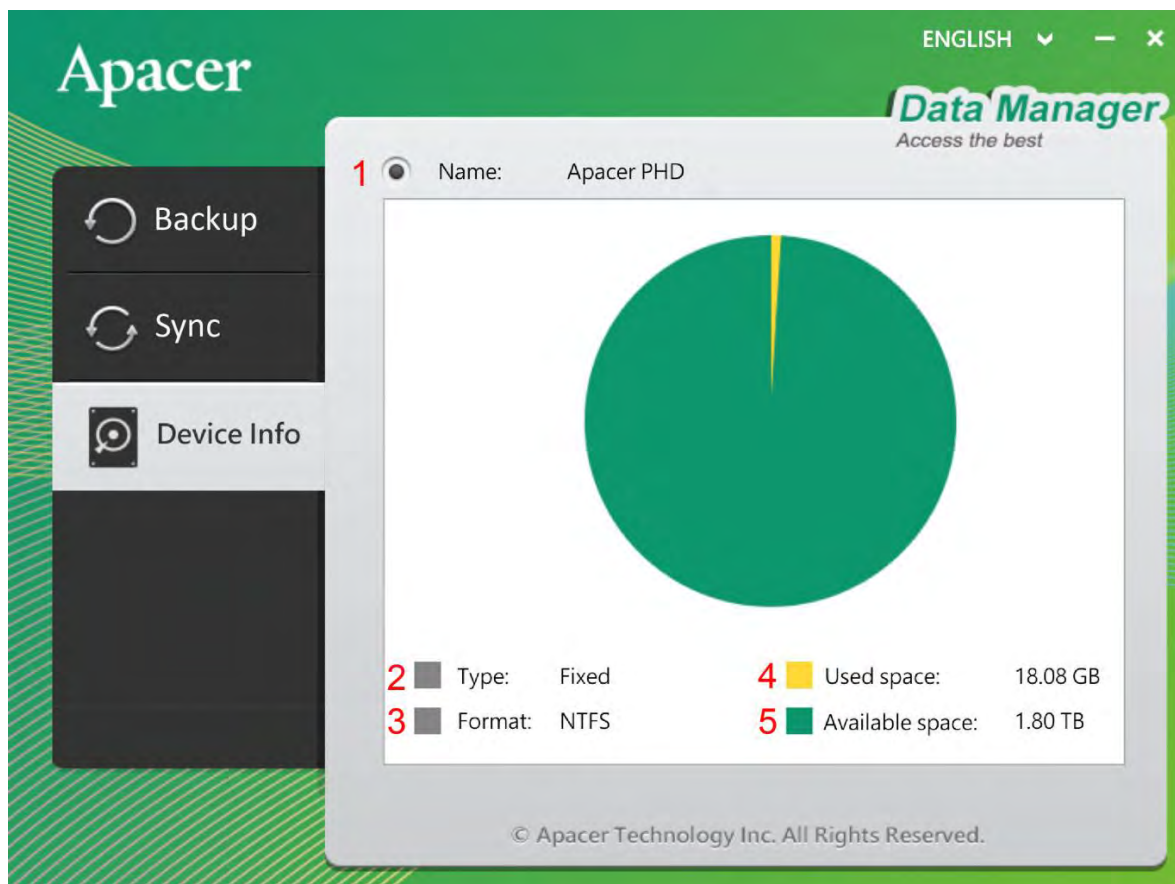
2. Once the source and target folders are chosen, click **Synchronize** to start syncing.

3. You can monitor the progress of syncing files with the progress bar and the percentage of completion indicated below. Click **Pause/Cancel** if you wish to pause/cancel the sync task. Once the sync is complete, click **Complete** to close the window.



### 3.4 Viewing Device Info

Under the **Device Info** tab, you can view the general information of Apacer's storage device attached to your computer.



No.	Item	Description
1.	Name	Displays the name of the device attached to your computer.
2.	Type	Depending on the type of the attached device, either of the following will appear: <ul style="list-style-type: none"> <li>■ <b>Fixed</b>: Indicates that the attached device is external hard drive.</li> <li>■ <b>Removable</b>: Indicates that the attached device is USB drive.</li> </ul>
3.	Format	Displays the supported file system of the attached device.
4.	Used space	Displays the storage space that has already been used on the attached device.
5.	Available space	Displays the available storage space of the attached device.

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