HDDtoGO

User Guide

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1. Introduction

HDDtoGO will enhance the functionality of your portable storage device and help you keep your personal data available on the road.

With **HDDtoGO** and your portable storage device you can:

keep your **Internet Explorer Favorites/Firefox Bookmarks** synchronized,

keep your **Outlook Express/Windows Mail** data portable,

keep your **Microsoft Office Outlook** data synchronized,

keep your **Folders, Desktop** and **My Documents** data synchronized,

compress your **data** to save valuable memory space,

password protect / (encrypt)all the data on your portable storage device,

surf the internet without leaving a trace behind with Internet Explorer and Firefox,

and in case you loose your portable storage device, the finder can contact you just by using the **USB Drive Lost & Found™** information (without having access to your private files).

Warning!
While using HDDtoGO, you should never disconnect your Device without closing HDDtoGO properly first, via the exit button and then using the "Safely Remove Hardware" option of Windows (see description below).

2. System Requirements

- Operating Systems:

    o Windows 2000 Service Pack 4

    o Windows XP (Service Pack 2 is recommended)

    o Windows Vista / 7 / 8

- Internet Explorer (version 5.0 and higher) or Mozilla Firefox version 1.0 and higher

- Outlook Express version 5.0 and higher / Windows Mail:
  and to be able to use the portable Outlook Express/Windows Mail e-mail, the remote PC has to have Outlook Express/Windows Mail installed as well.
  In case your Outlook Express/Windows Mail was uninstalled, you will still be able to use the other functions of HDDtoGO. The Outlook Express/Windows Mail option will be disabled.

- Microsoft Office Outlook (XP - 2002, 2003 and higher)
  and to be able to synchronize and use the portable Microsoft Office Outlook e-mail, the remote PC has to have Microsoft Outlook installed as well.
  In case your Microsoft Outlook was uninstalled, you will still be able to use the other functions of HDDtoGO. The Microsoft Outlook option will be disabled.

- Available USB port

- A-DATA USB Hard Disk Drive
  If your portable storage device has a manual write protection switch (lock) it must be in the unprotected position in order to be able to use HDDtoGO.

3.   Installation

HDDtoGO usually comes **pre-installed on** your **portable storage device (e.g. USB Flash Drive)** or **downloads from A-DATA website**.

No installation process on your PC is needed. Simply double-click on the HDDtoGO.exe file and you can immediately start using the application.

In case your USB Drive didn't include a CD-ROM with a copy of HDDtoGO we recommend, that you make a backup copy of the HDDtoGO.exe to another storage device.

In order to use HDDtoGO you should always start the HDDtoGO.exe file from your USB Device.

4.   Getting Started

4.1.   Starting HDDtoGO

To start HDDtoGO, plug in your USB Drive or your portable storage device and open My Computer (Windows Explorer).

Open the USB Drive or the removable storage drive with the drive letter e.g. D: or F: depending on your computer and double-click on the HDDtoGO.exe file to start the application.
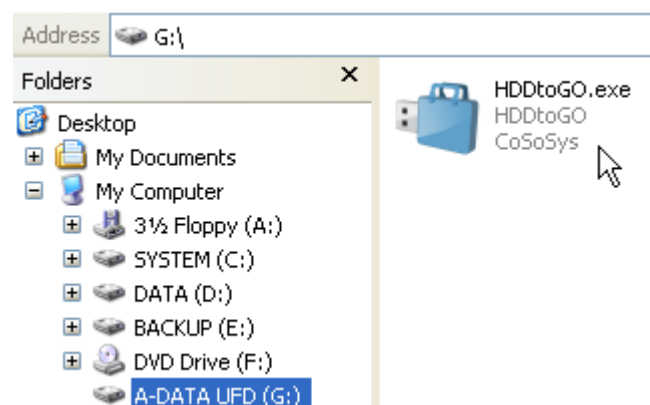
The HDDtoGO.exe file will remain on your USB Drive in order to be able to use the application when you switch between different computers. Please always run the application from the USB Drive and not from your hard disk or your desktop.

4.2. General navigation
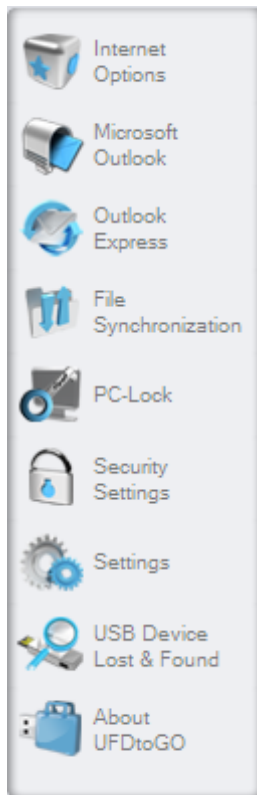
On the left side of the welcome window you will have the main functions permanently available (see picture on the left). Just click for example the Internet Favorites option, and you will have the function available. You also have access to most features through the system tray icon. The system tray functions are described below.

4.3. USB Drive / Portable Storage Capacity

On the bottom of the main window, you always have displayed a fill bar indicating the available space and the already used capacity of your USB Drive. When you make a new selection e.g. of a My Documents folder you want to synchronize, the fill bar will jump to the new capacity used to indicate what capacity would still be left on the Device.

| 0.00GB | 1.25GB | 2.51GB | 3.76GB |

5. Working with HDDtoGO

5.1. Security Settings

When using HDDtoGO for the first time, we recommend that you change the security settings for your USB Drive to password protection.

To **set a password,** select in the main "Security Settings" window the option "Password protect my data" and enter a password as well as the password confirmation and the password reminder, then click the "Apply" button.

Changing your existing password is also done in this window, by selecting the option "Change password". In order to be able to change the password you have to give your old password and enter the new password with the password confirmation and the new password reminder followed by clicking the "Apply" button.

If **password protection** is not required and you already have password protection, you have to select the "No password protection required" option and give your old password and click the "Apply" button.
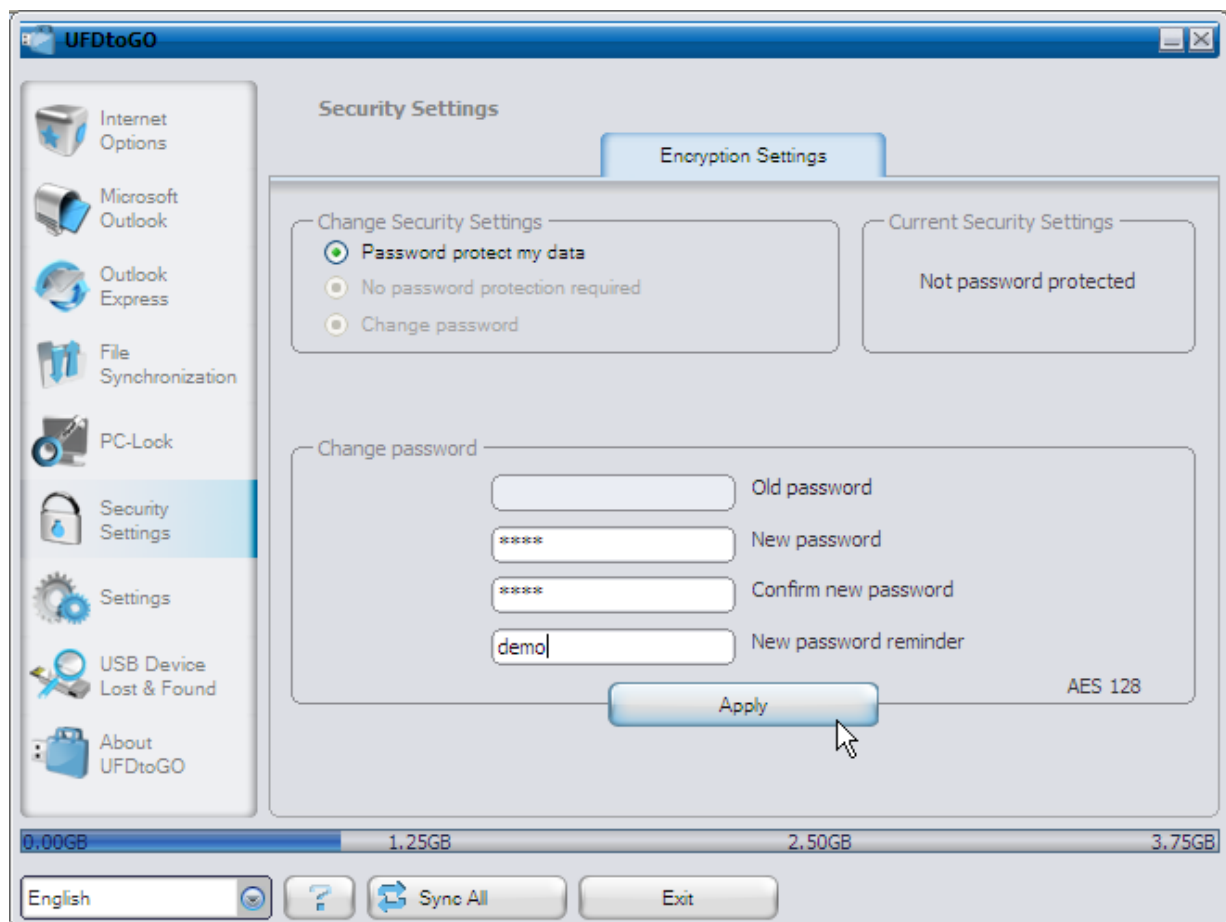
If you choose to password protect your device, HDDtoGO will encrypt the "Personal Data" folder on your portable storage device. Other data that are stored on the Device but are not synchronized with HDDtoGO will remain unencrypted.

HDDtoGO encrypts only the data synchronized with HDDtoGO.

You can manage the encrypted files by going to the File Synchronization window. After you password protect your data, the *Manage Encrypted Data* tab is activated. You can decrypt & open any of your files and then re-encrypt them.
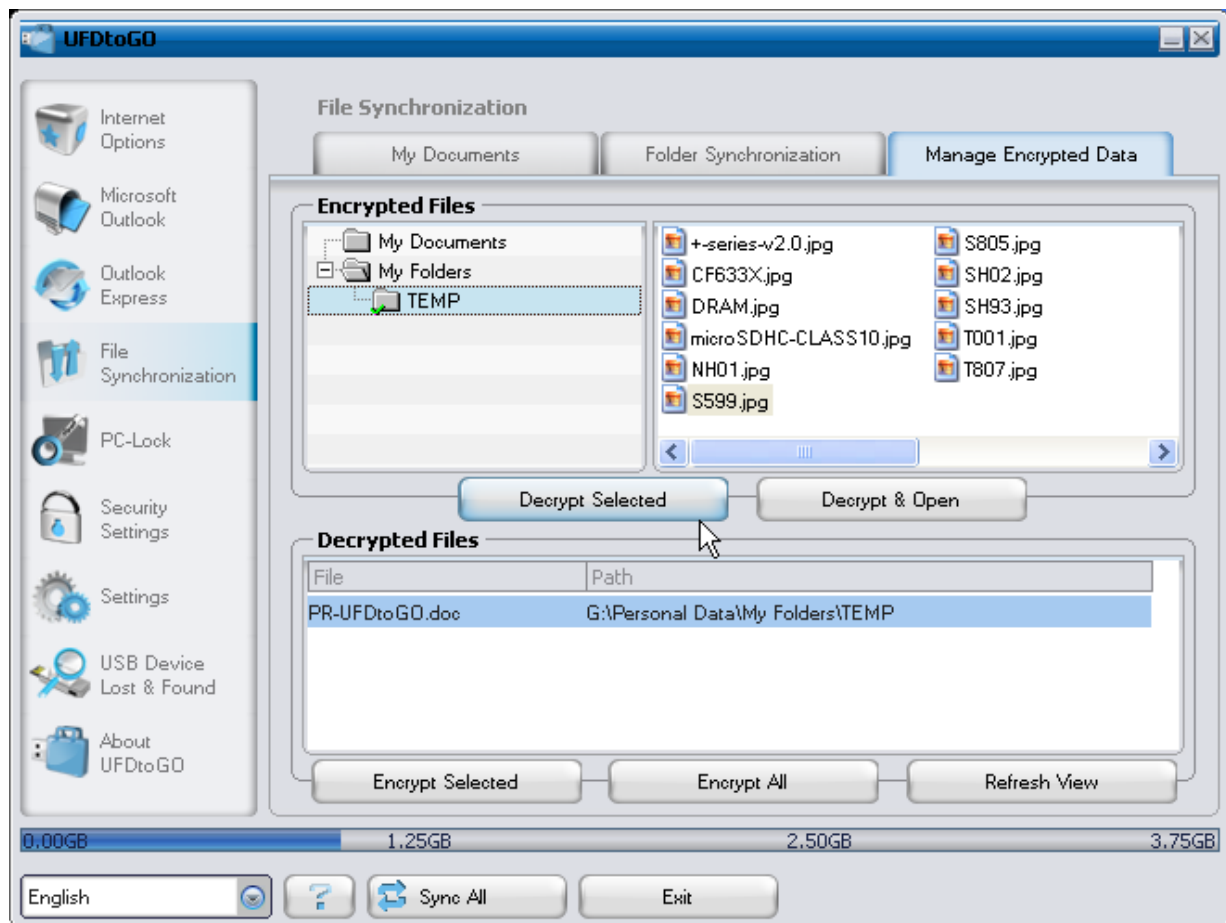

Changing the security settings can take a few minutes depending on how many files are saved on the USB Drive. You will see a progress bar that indicates what the current status is.

5.2.   *Internet Favorites Synchronization*

To synchronize your Internet Explorer Favorites or your Firefox bookmarks, you have the choice of 5 different synchronization options. Before you start using this feature, you should familiarize yourself with these options. After you have synchronized your Favorites or Bookmarks, you can view them in Internet Explorer or in Firefox, when you activate the No Trace Browsing option and launch Internet Explorer or the Firefox browser. When you have a large number of Favorites or Bookmarks the launching process launching can take some time.

The synchronization options are:

a) Creates and/or updates older Favorites on the
   Computer

b) Replaces all Favorites on Computer with the
   device's Favorites

c) Creates and updates all missing or older Favorites

d) Creates and/or updates older Favorites on the
   device **(default option)**

e) Replaces all Favorites on the device with the
   Computer's Favorites
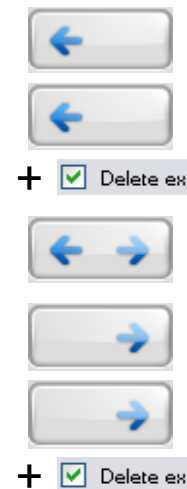
Options **a**, **c** and **d** are chosen by selecting the respective arrow buttons and options
b and e are chosen by selecting the "Delete existing…" tick box and the respective
arrow buttons.

After you have selected your preferred synchronization option you can start the
synchronization process by clicking the "Synchronize" button.
When synchronization starts a progress bar will indicate that the process has begun
and that your Internet Favorites or Bookmarks are being transferred. The "View
Details" option in the progress bar will only display possible errors that have occurred
during synchronization. When the synchronization is finished the "Finished" button
becomes active indicating that the process has ended.
It can take a few minutes to synchronize a large number of Internet Favorites or
Bookmarks to and from your portable storage device.

To delete Internet Favorites/Bookmarks on your portable storage or on your
Computer you can use the options in the No Trace Browsing window.

5.3.   SafeLogin / Website Login

With this option you can save login and passwords on your portable device so you are able to login to your most frequently used websites even faster.

5.3.1.   Activating SafeLogin Internet Explorer Plug-in

To use this option please activate this option by following these steps

1. Go to Internet Options

2. Select the SafeLogin tab

3. Check "Activate SafeLogin"

4. Click "Launch SafeLogin"

5. In Internet Explorer activate the SafeLogin toolbar plug-in. To activate the plug-in go with your mouse over the upper status bar of Internet Explorer and right click to see the menu options. Then select "SafeLogin" (see picture below).
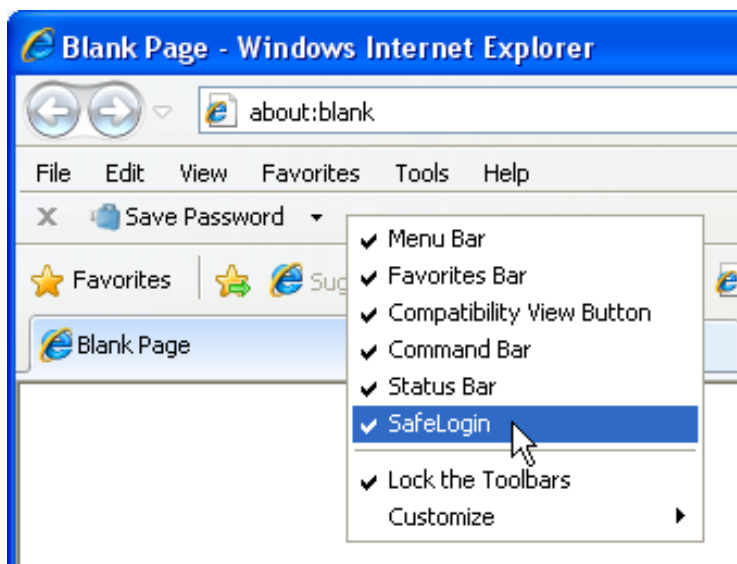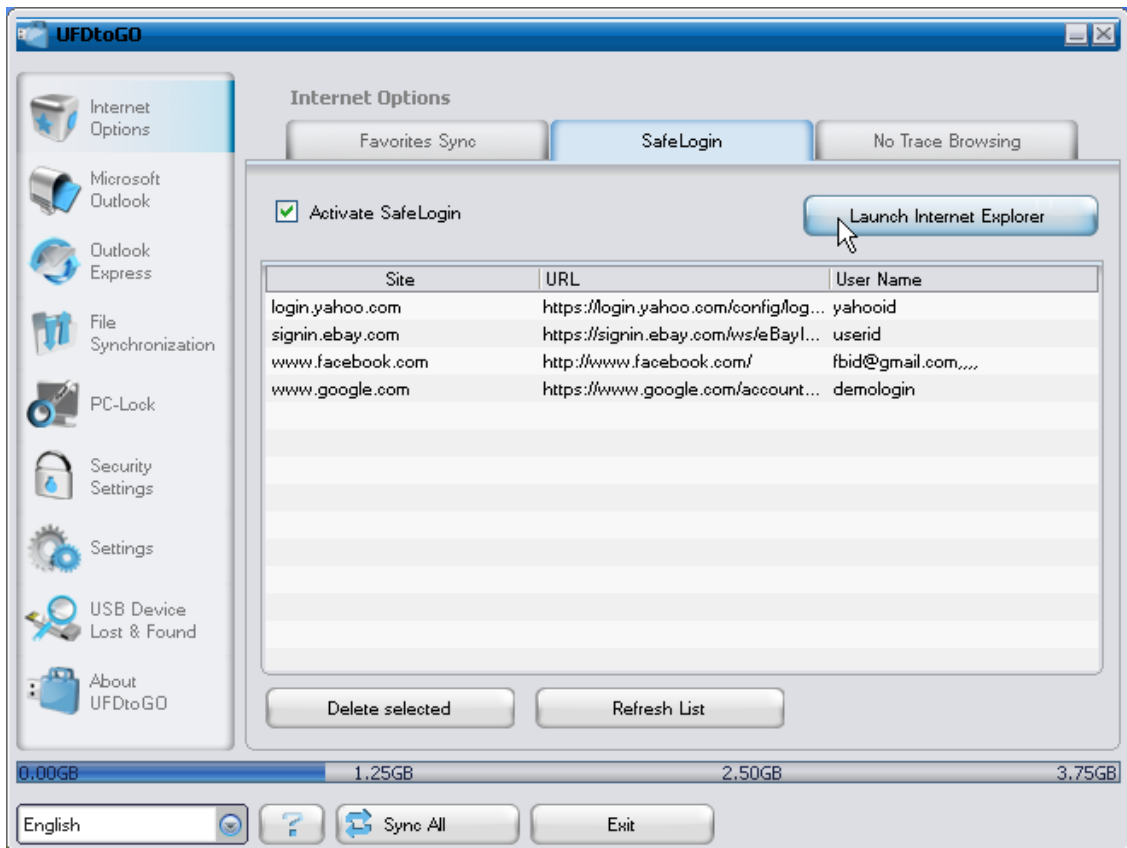

5.3.2.   Saving Login Data (User Names, Passwords, PINs, etc.)

1. Go to the website where you want to login (here for example www.gmail.com)

2. Enter your login/user name and your password then click the "Save Password" button from the Internet Explorer Plug-in toolbar.
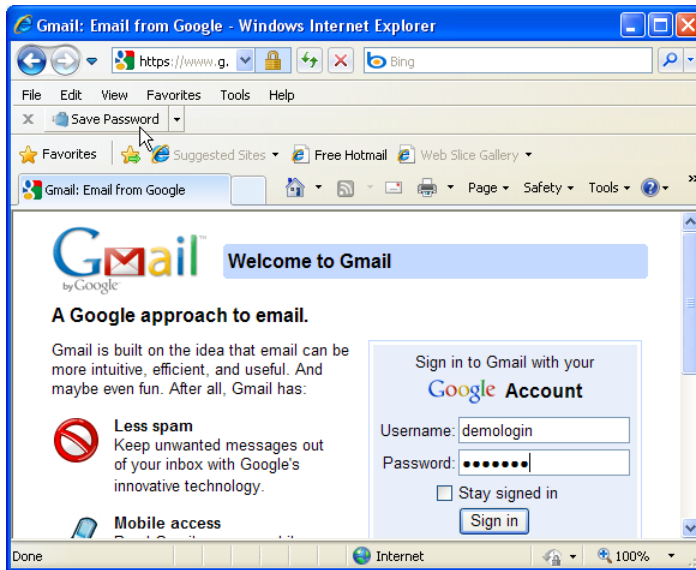

3. Now your login data is saved on your portable storage device.

5.3.3. Saving Multiple Logins for one Website

If you have different user names to one website you have the option to save your different sets of user names and login data.

After recording the first set of login data you can record the additional sets of login data by filling out your user name and password on the website again and selecting "Add as new" from the pop-up window that will appear after clicking "Save Password" from the SafeLogin Plug-in toolbar.
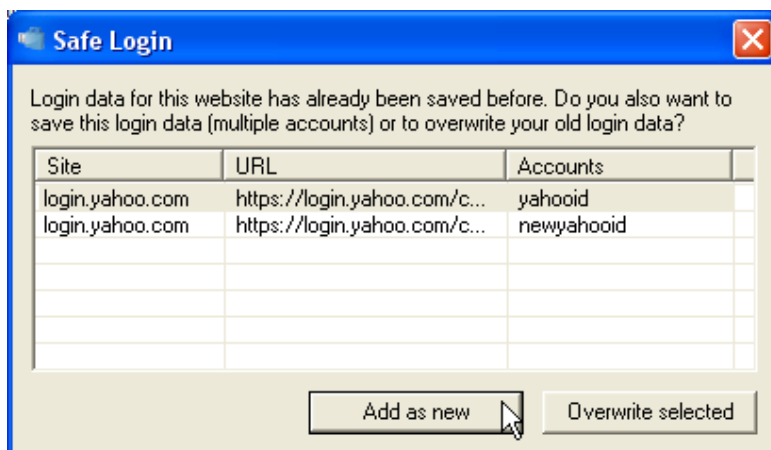
5.3.4. Using your saved Login Data

When you now go back to a website for which you have saved login data, HDDtoGO will automatically complete your login data. You simply need to click the Login/Sign in button on the website to enter the site.

If you have added more than one set of login data for one website, a pop-up window will give you a list of user names and login data to select from for the website to login. To login select the user name that you want to use and click "Login".
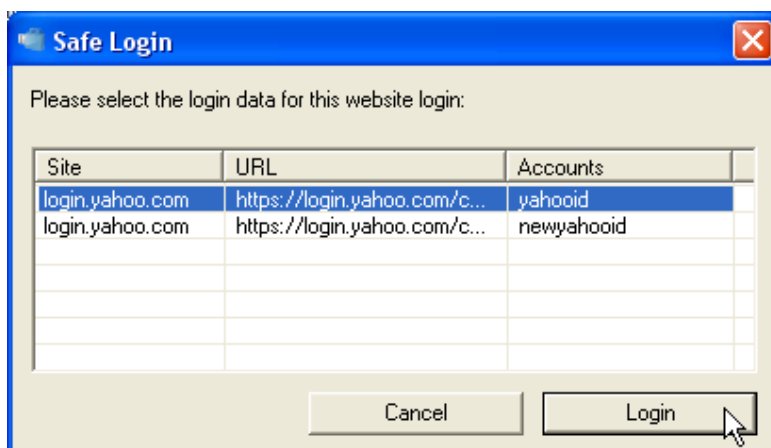
In HDDtoGO you also find a list of all the sites that you have the login data saved for. To enter these websites even faster you can simply double click the website URL in the HDDtoGO list and the site will open with your login data automatically completed.

5.3.5. Changing / Modifying / Deleting your saved Login Data

If your user name or password for a website changes you can simply go to the login page of that website and modify your username or password and click "Save Password" to overwrite the old login data stored on your portable storage device.

To delete login data that is saved on the portable storage device simply select the login data from the list of saved login data and click "Delete selected".

5.4. No Trace Internet Browsing

With the "No Trace Browsing with Internet Explorer and Mozilla Firefox" option you can surf the internet without leaving a trace behind on the computer you have your portable storage device connected to.

To activate No Trace Browsing simply click on the "Activate No Trace Internet Browsing" option in the No Trace Browsing window of HDDtoGO. In case you have an Internet Explorer/Firefox window already open you will be asked if you want to close it so you can proceed.

Now, when you open Internet Explorer or Firefox, either via the "Start No Trace Browsing" button or any other way, you will not leave a trace behind on the used computer.
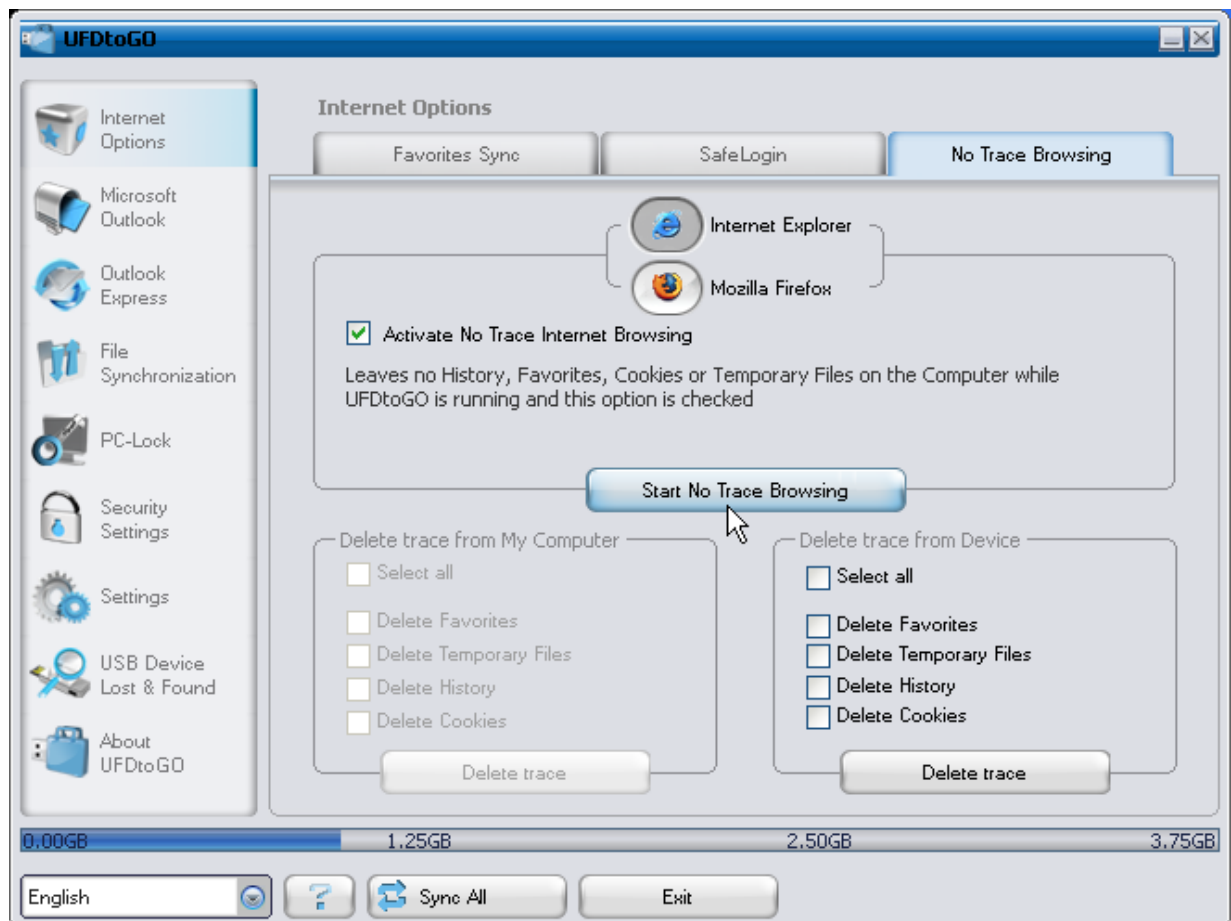
When No Trace Browsing is active you will see in the Internet Explorer windows header "No Trace Browsing" written. All the temporary files, history and cookies will be redirected and saved to your portable storage device and not to the Computer.

If you have synchronized your Internet Favorites/Bookmarks you can access them through the "Favorites" button in the Internet Explorer or the "Bookmarks" button in Firefox.

After every use we recommend that you delete the Temporary Files, Cookies and the History from your portable storage device as described below, in order to save valuable memory space on your portable storage device.

5.5. Deleting Internet Browsing history
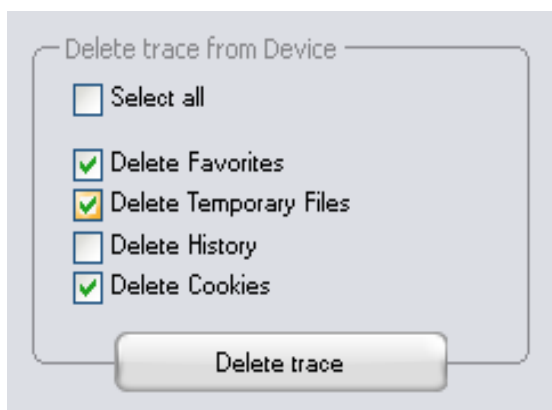
To delete your Internet browsing history from your Computer or from your portable storage device, go to the "No Trace Browsing" window of HDDtoGO. Choose the "No Trace Browsing" mode. Select the objects you want to remove such as Internet Favorites, Temporary Files, History or Cookies and click the "Delete trace" button. You will be asked if you are sure you want to permanently delete the selected objects. After confirming a progress bar will indicate that the deletion is in progress. If you are removing a large amount of files (especially from your USB Drive), it can take a few minutes until the process is finished.

5.6. *Portable Outlook Express/Windows Mail Data*

To keep your Outlook Express/Windows Mail Data portable, you can select the "Outlook Express/Windows Mail" option in the main window of HDDtoGO.

Follow these steps to make your Outlook Express/Windows Mail Data portable.

1. To **create a backup on your portable storage device**, select the Outlook Express/Windows Mail identity you wish to make portable. The selected identity will also include its respective address book / contacts. HDDtoGO selects the main identity by default. After selecting you have to click the "Create Backup" button. Now your Outlook Express/Windows Mail identity including e-mail messages, contacts, message rules etc. is saved on your portable storage device. Your e-mail **account passwords** are not saved on the portable storage for security reasons (Windows doesn't allow it) so please make sure that you know the passwords for your e-mail accounts so that you will be able to check your e-mail with HDDtoGO, when you are on the road.

2. To **run Portable Outlook Express/Windows Mail**, you need to select the identity backup you wish to view and then click the "Run Outlook

Express/Windows Mail" button. If the computer has an internet connection, you will be able to check your e-mail after providing the password for your e-mail account. In case the computer doesn't have an internet connection, you will still be able to view your saved e-mail messages and contacts.

3. To **manage your portable Outlook Express/Windows Mail data**, select the "Manage Backups on Device" option. Then you will be able to remove the backup of one identity at a time by selecting it and clicking the "**Remove**" button. In case you have received new e-mails and you want to restore your **Outlook Express/Windows Mail** data back to your computer, you can do so by using the restore function. Select the identity that you want to restore and click the restore "**Restore…**" button. Then you can choose if you want to create a new identity or if you want to replace an existing identity.

5.7. Portable Outlook Data

To keep your Microsoft Outlook Data portable, you can select the "Microsoft Outlook" option in the main window of HDDtoGO. This feature of HDDtoGO can be used for two different scenarios. One, to make a backup of your Outlook data on your portable storage device so you can access the data on a remote PC and work with it, or two, to use HDDtoGO to synchronize your Outlook data between different PCs (e.g. between your work and home PC).

In order to make your Microsoft Outlook Data portable, please follow the steps described below:

To **create a backup to the portable storage device**, click on the "**Add profile pair...**" button and select on computer side (left) the Microsoft Outlook profile you want to make portable.
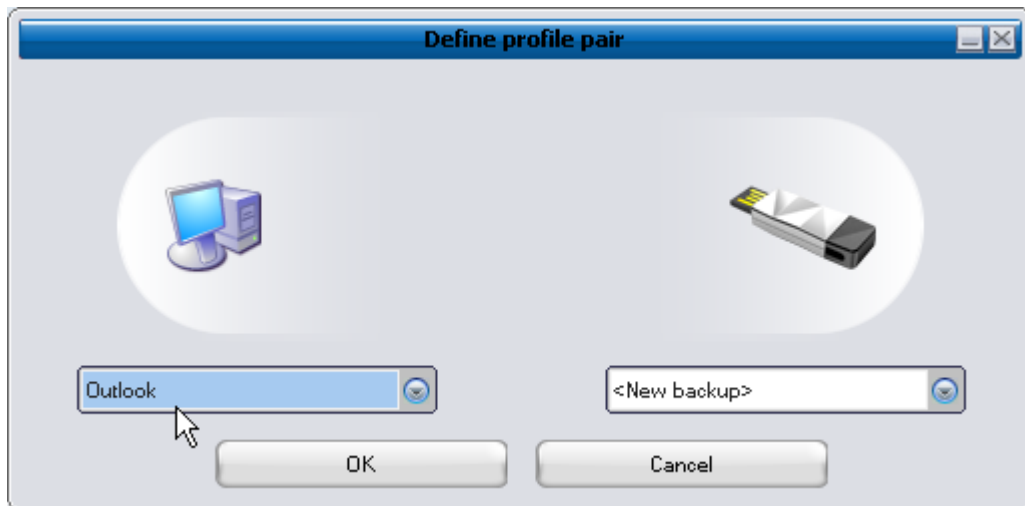
On the portable storage device (right) select the destination. When using this feature for the first time, the destination will always be the "New Backup" option. In case you have already a backup on your portable device you can also select this from the drop down menu. In this way you will select the profiles that will be synchronized with one another.
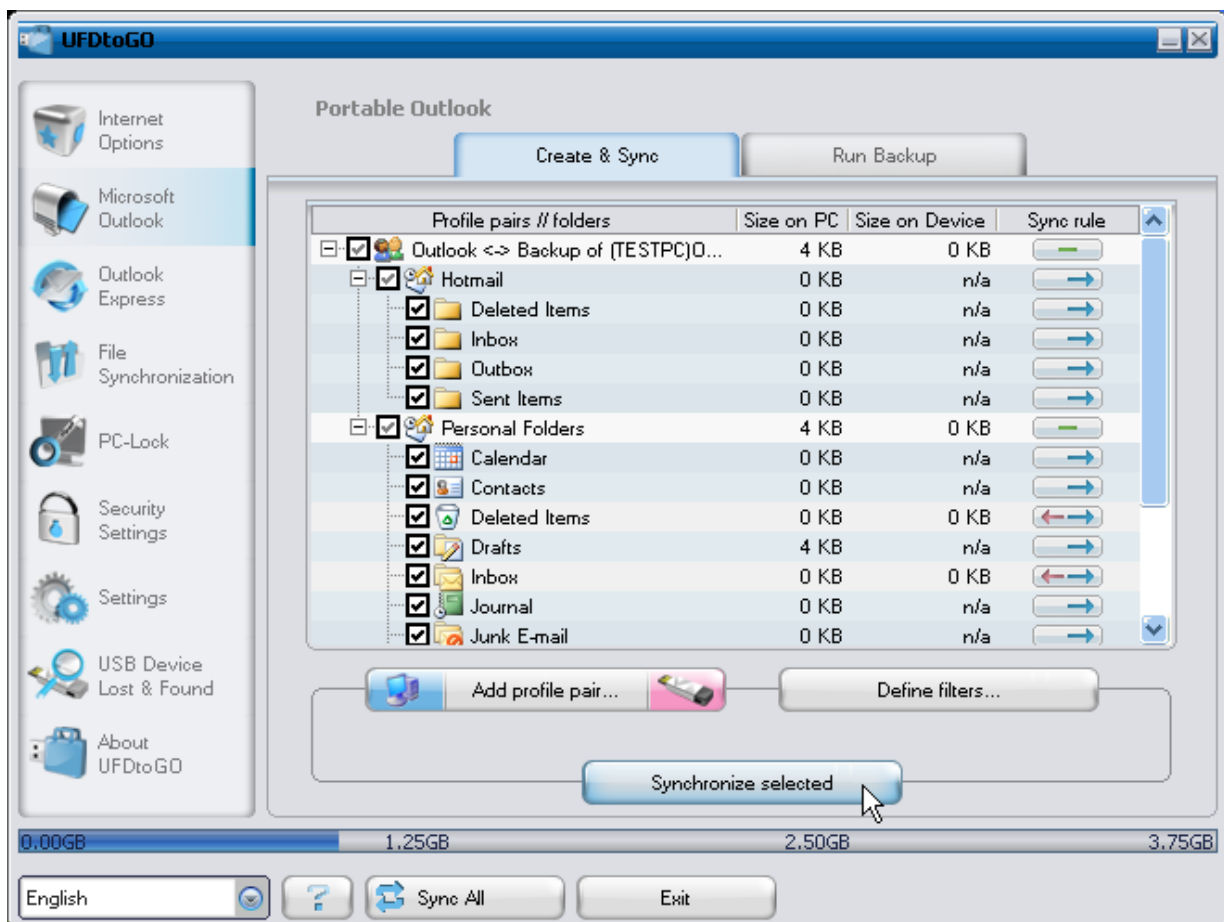
HDDtoGO selects the default profile in standard mode when using the application for

the first time and there is only one Outlook profile on the PC. After selecting it you have to check the folders you want to synchronize (e.g. Contacts, Drafts etc.), then select the "**Sync Rule**" you want to apply for each of the folders you selected for synchronization.

a) Creates and/or updates all items from PC to portable storage device and vice versa

 Sync

b) Creates and/or updates all items from portable storage to PC

 Import

c) Creates and/or updates all items from PC to portable storage

 Export

d) Overwrites all items on PC with the correspondent portable storage item , deleting first the item from PC

 Import Refresh

e) Overwrites all items on the portable storage with the correspondent PC item , deleting first the item from portable storage

 Export Refresh
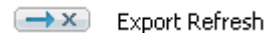
If you want to filter the messages you synchronize, then click on the "**Define Filters**" button where you have the option to filter messages by a certain size or a defined time period. This gives you the option to decrease the size of the Outlook data you synchronize/backup significantly.
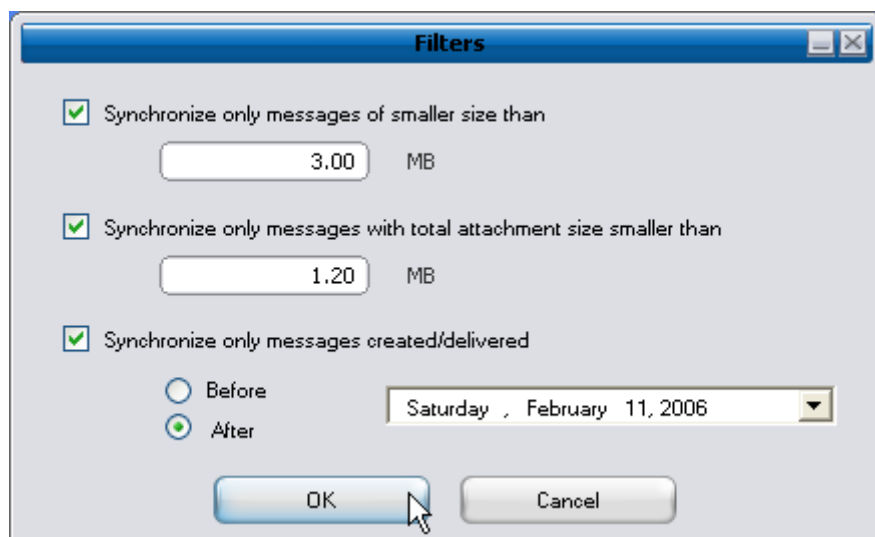
After choosing the synchronization settings, click on the "**Synchronize selected**" button from the "**Create & Sync**" window and the synchronization process will start. **Information!** Your **e-mail account passwords** are not saved on the portable storage for security reasons (Windows doesn't allow it) so please make sure that you know the passwords for your e-mail accounts so that you will be able to check your e-mail with HDDtoGO, when you are on the road (using a remote PC).

To **run Portable Microsoft Office Outlook** , you need to select the backup you want to view from the list on the **"Portable Outlook"** tab. This function requires that on the remote PC that you are using at the time, Outlook is also preinstalled. After selecting the backup you want to start, you have to click "Run Backup" and Outlook will start viewing your data from the storage device.
If the remote PC has an internet connection, you will be able to check your e-mail after providing the password for your e-mail account. In case the computer doesn't have an internet connection, you will still be able to view your Outlook data.
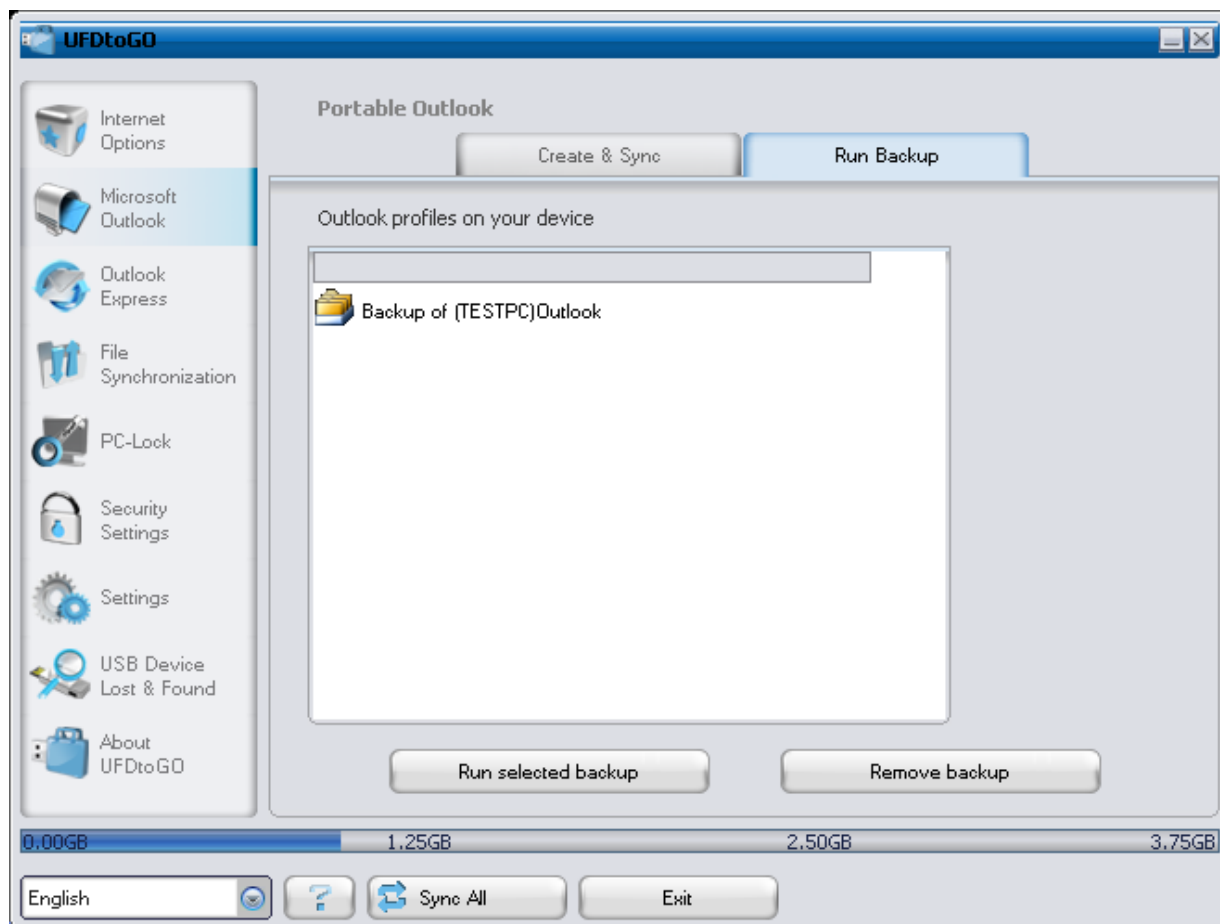
To delete a backup from your device you need to select it and then click on the
"**Remove Backup**" button.

5.8. PC-Lock

5.8.1. Lock Your Computer

Select a period of time in the **Lock Time** drop-down menu. This determines how long
the computer remains locked when the **device** is unplugged. After press the **"Start
PC-Lock"** the PC-Lock will be enabled, and then the window will show "PC-Lock
running…".
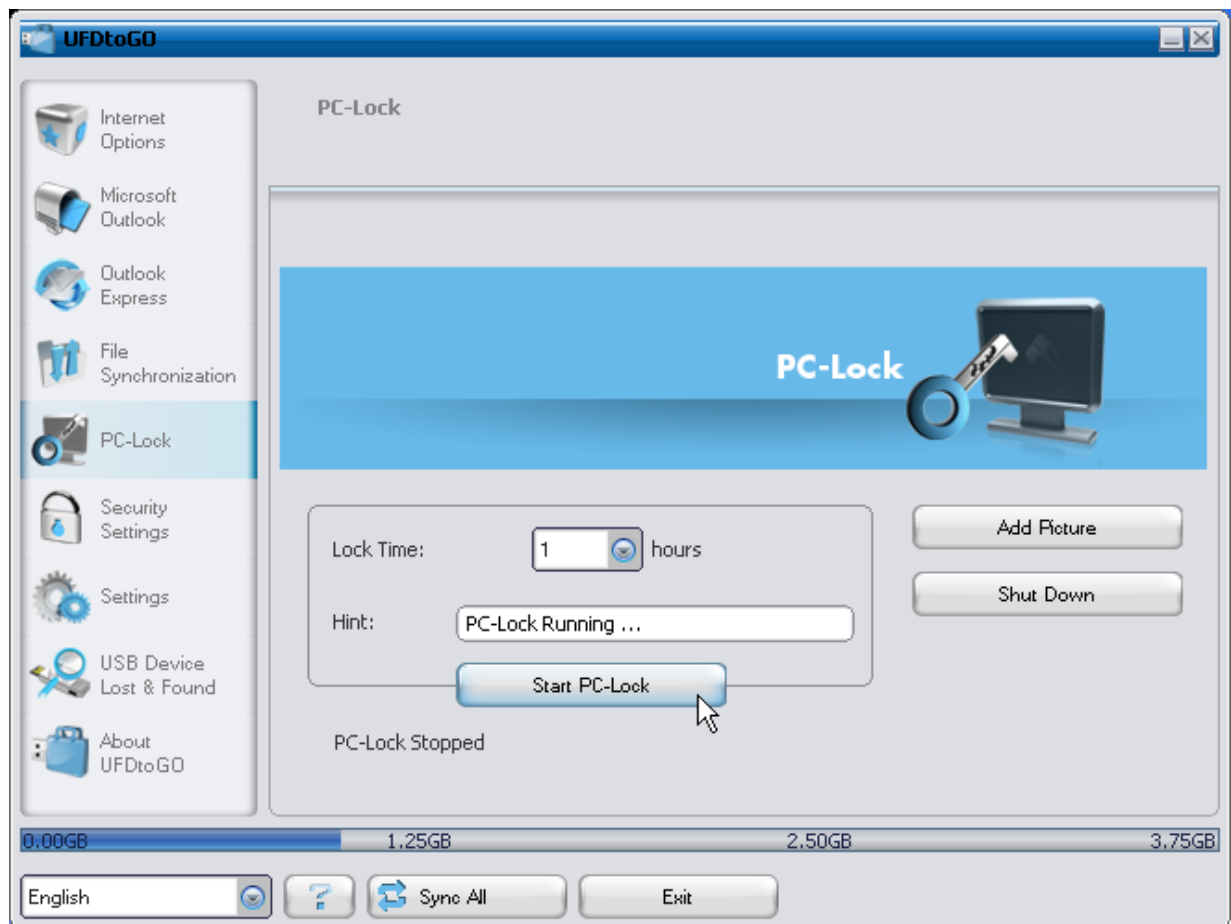
A picture slideshow will be displayed while the computer is locked. Click the "**Add Picture**" button and select your desired pictures from the list. To add your own pictures (.jpg or .bmp format) to the list, click the "**Add**" button to browse your computer. Once your pictures are added, you should be able to select them in the list to see a preview at the top of the window. A slideshow of all the pictures listed will be displayed while the computer is locked.
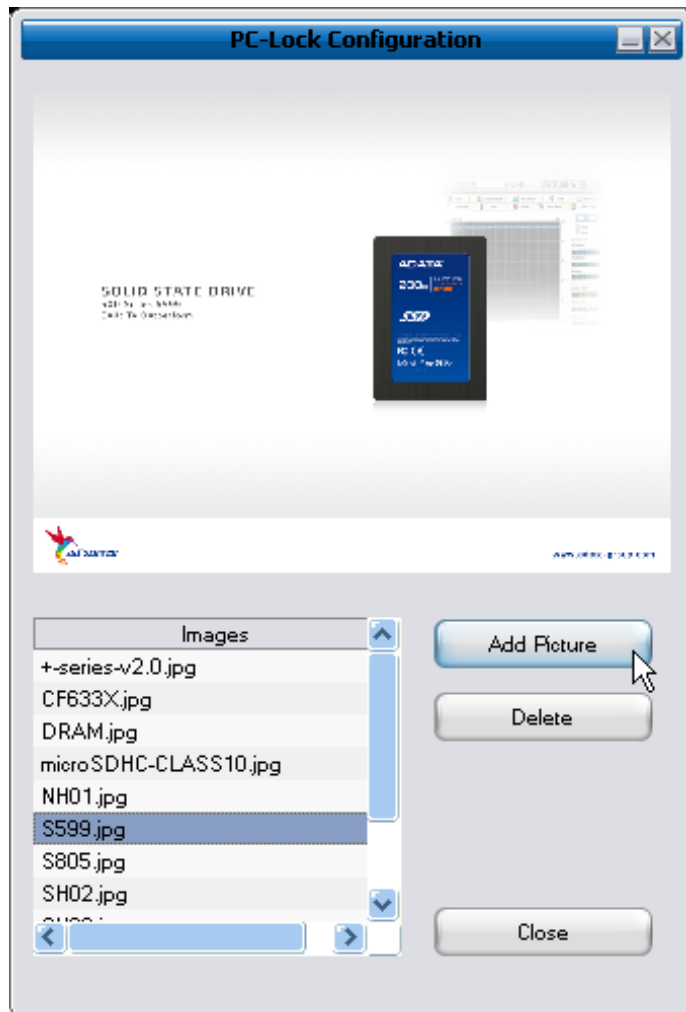
5.8.2. Unlock Your Computer

To unlock the computer, you must re-insert your **device**. The slideshow will disappear and you will be free to use your computer. The computer will also automatically unlock itself after the specified **Lock Time** has expired.

5.9. *My Documents synchronization*

To synchronize your My Documents, go to the File Synchronization option in the main navigation menu on the left. On the "My Documents" tab sheet you will see the My Documents directory with all the included subdirectories ("Hard Disk" image). The folders you wish to synchronize with your USB Drive can simply be selected by clicking them. You then have to choose one of the three synchronization rules available.

a) Creates and/or updates older My Documents on the Computer

b) Creates and updates all missing or older My Documents

c) Creates and/or updates older My Documents on the device

To synchronize data between the Computer and your portable storage device you have to apply one of the three synchronization options and go either to the "Hard Drive" or the "USB Drive" image. Select the folders you want to synchronize and click the "Synchronize" button.

When the synchronization has begun, a progress bar will appear. In the progress bar an option "View Details" is available to show errors that might occur during the process. When the synchronization is finished the "Finished" button becomes active indicating that the process has ended.

5.10. View and Edit My Documents on portable storage

To view, edit or delete files and folders that are stored on your USB Drive, you can simply click on the "USB Drive" image in the My Documents tab sheet. When right clicking over the respective folder, you have the option to open the data or to delete them. When you have your data compressed you will not be able to use the right click function.

5.11. Data Compression on the Device
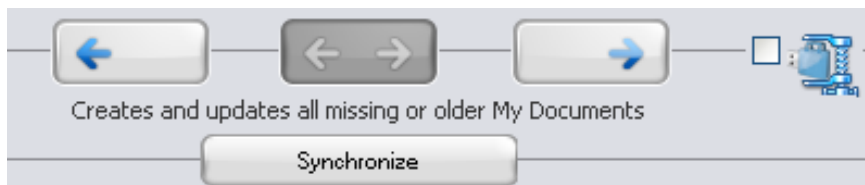
HDDtoGO offers you the possibility to compress the documents you want to synchronize in order to use the space on your Device more efficiently. Just click on the "Data compression" tick box (screw clamp image) in the "My Documents" or the "Folder Synchronization" tab sheet. When you click on the synchronization button the

documents you selected for synchronization will be compressed and moved to the USB Flash Drive.

5.12. Folder and Desktop synchronization

HDDtoGO lets you create profiles so you can easily synchronize documents between two or more computers. Go to the "File synchronization" window and click on the "Folder Synchronization" tab. To add a folder to the synchronization list, just push the "+" button. If you want to edit the synchronization options push the "i" button. If you want to delete a profile push the "x" button.

To synchronize the selected profiles with your Device push the "Synchronize" button.

The first time you connect to another computer and try to synchronize your documents you will be asked to select a folder on that computer with which the data from your Device should be synchronized. You can do that by selecting the profile you want to synchronize and then pushing the "i" button. The next time you want to synchronize your data, just select it and click on the "Synchronize button".
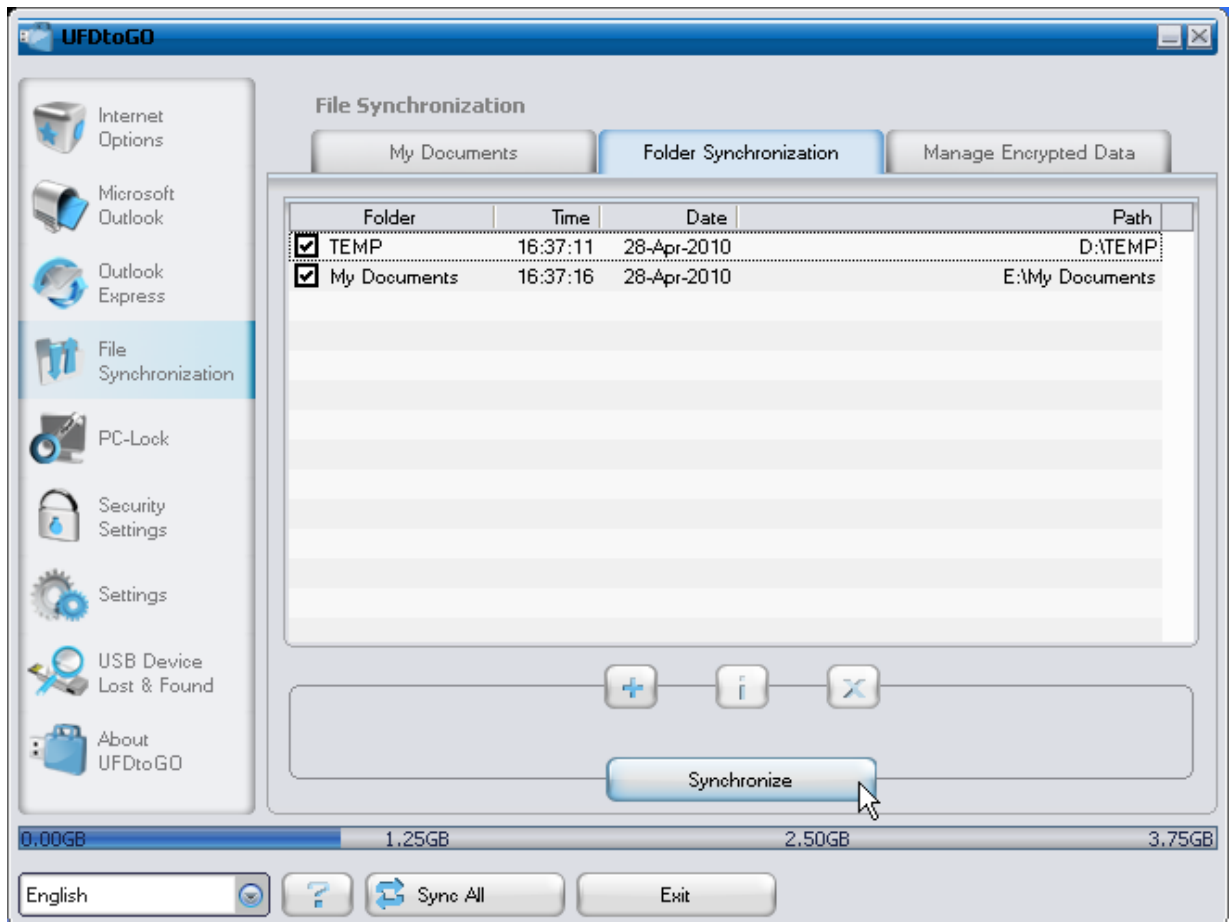
To synchronize your Desktop items follow the same steps as described above.

5.13. General Settings

In this settings menu you are able to set some general settings:

5.13.1. Autorun

Activating this option will start HDDtoGO automatically whenever you connect your portable storage device that has HDDtoGO on it to your PC. If you have password protection enabled and you connect your portable storage device the password login window will appear.
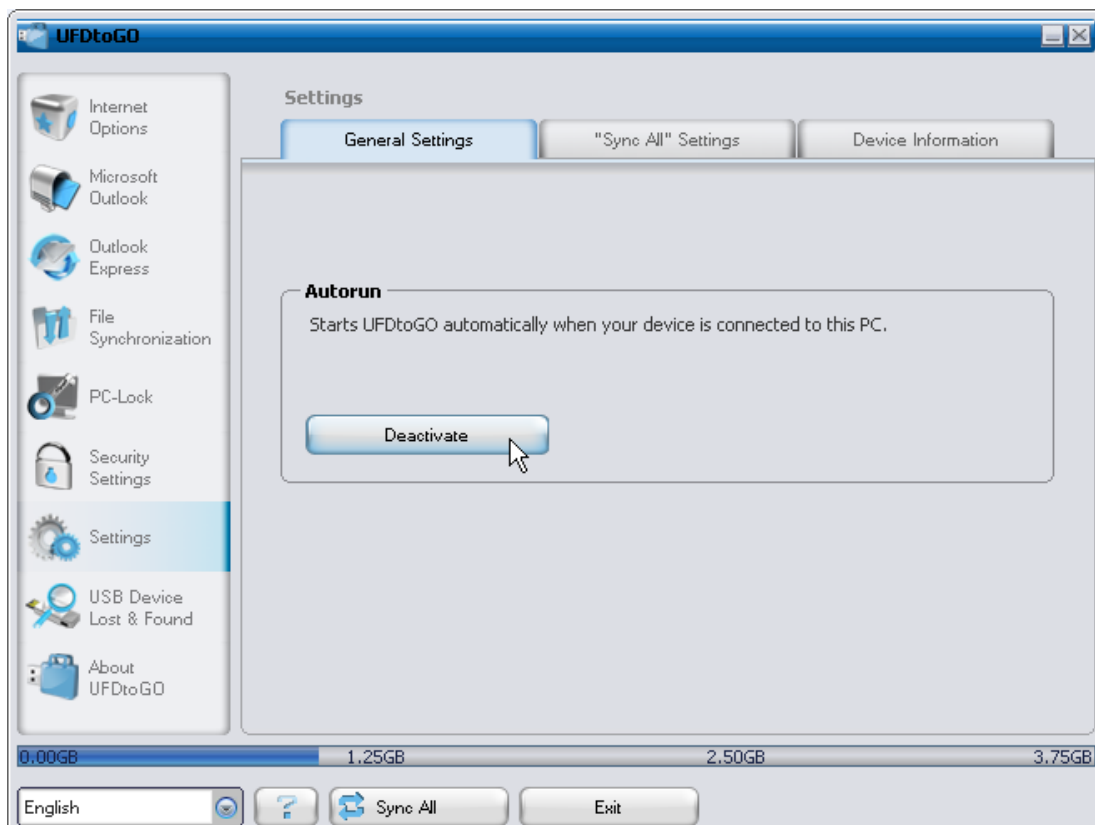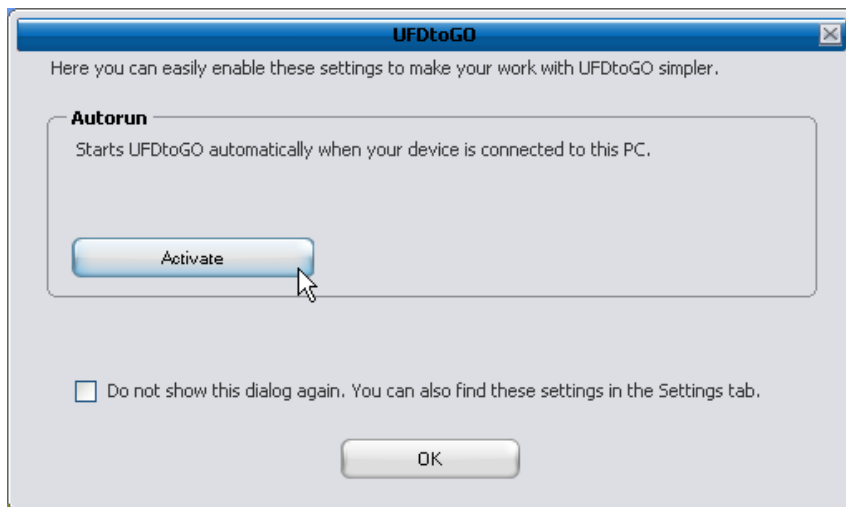
5.13.2. Sync All Function

In order to make easier working with HDDtoGO, you have the possibility to use the "Sync All" function. With this feature you can synchronize at once your Internet Favorites/Bookmarks, your Outlook data, your files and folders, including My Documents. All you have to do is choosing from the Settings / "Sync All" Settings the items that you want to synchronize.

Then, you have two options:

1. You can synchronize them now, by clicking on the "Sync All" button from the bottom right of the window, or

2. You can have them synchronized automatically, at a period of time that you can choose in the "Automatically Sync All every…" tab.
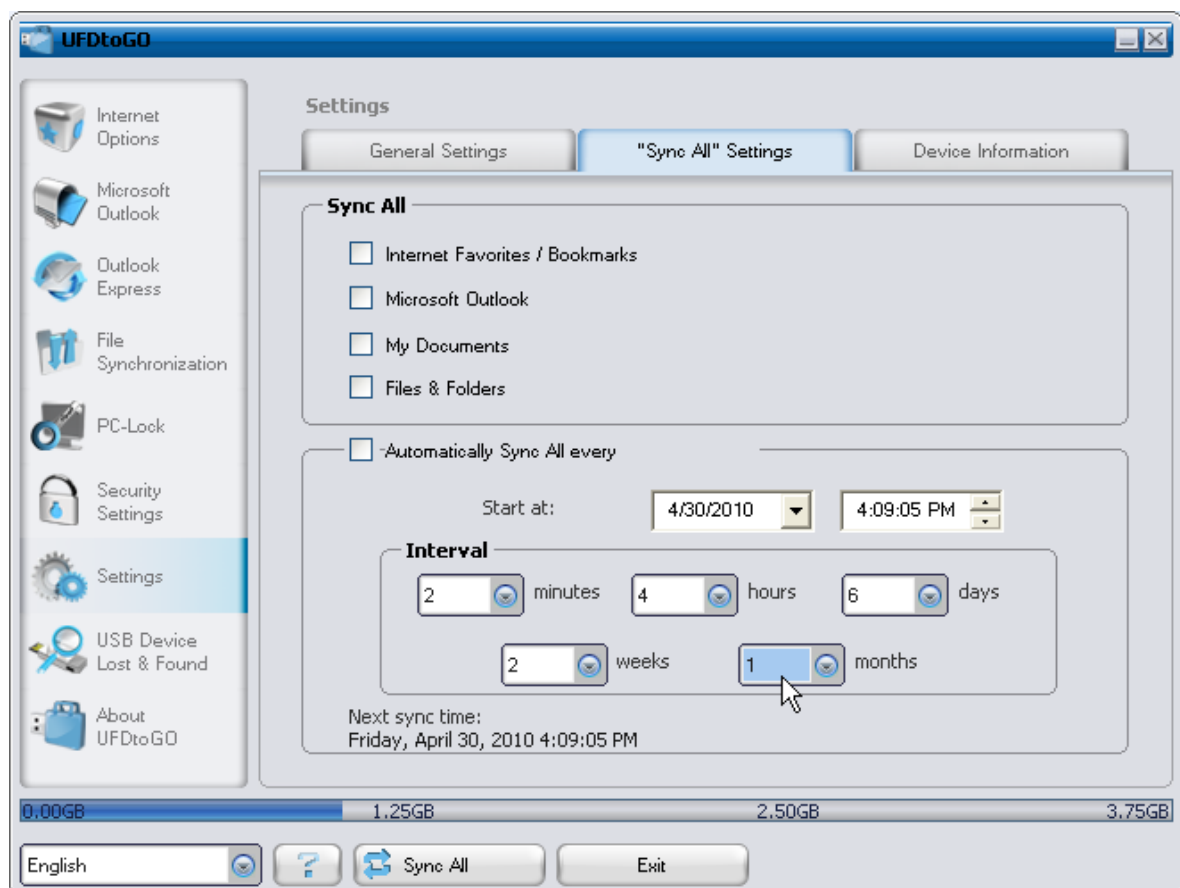
5.14. Adding files and folders to your portable storage device

To add further files and folders to your portable storage device, you have to login with your password in HDDtoGO (if you have selected password protection) and copy

them into the directory e.g. E:[USB Drive]\Personal Data\My Folders. For these data, the subfolder "My Folders" is available.

Attention! Save your data only in "My Folders", otherwise if the security settings are changed the data will be permanently lost.

5.15. USB Drive Lost & Found™

5.15.1. Lost & Found™ Classic

In case your portable storage device gets lost you can now, thanks to our Lost & Found function, let the finder know who the owner of the device is. Even if you have chosen to password protect all your data, the finder will still be able to contact you, without having access to your protected data on the portable storage device.

To use Lost & Found, simply fill out the form fields provided in the Lost & Found window and click the "Apply" button. A message will confirm you that the process was successful.

5.16. Work with the system tray menu
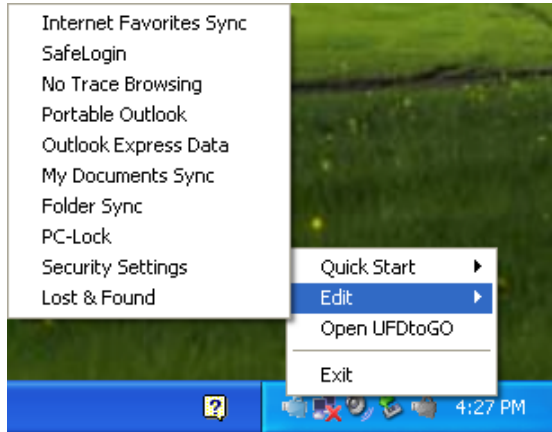
Via the HDDtoGO Icon in the system tray you are able to reach all the HDDtoGO options.

With the Quick start option, you are able to view your My Documents content or to open an Internet Explorer window with your Favorites/Bookmarks.

5.17. Safely remove hardware

Before you unplug your portable storage device (USB Drive) from the USB port of your computer, you have to use the "Safely Remove Hardware" option from the system tray, otherwise you risk corrupting the data on your USB Drive (especially when using Windows 2000).

To Safely Remove Hardware, double-click on the system tray icon, then select the USB Drive you want to remove from the list and click on the "Stop" button.
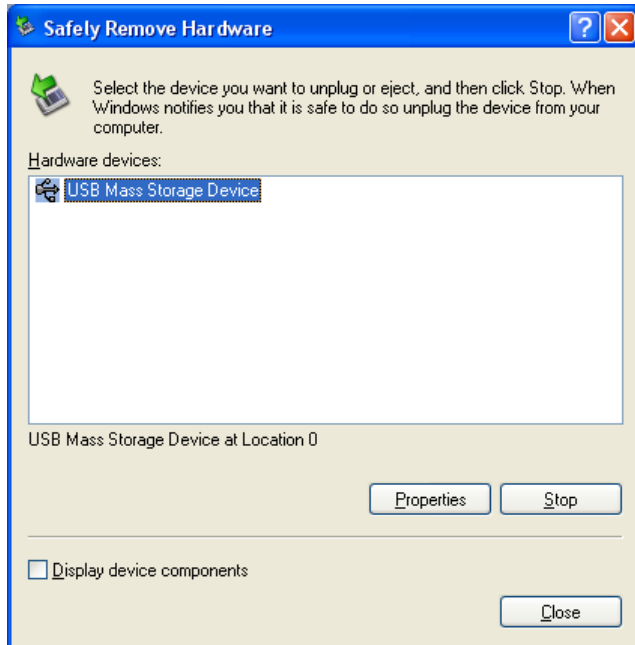
A message will appear indicating that the portable storage device can now be securely removed. If a message saying "The ' …' device cannot be stopped right now" appears, you have to close your Windows Explorer or any other application that is still accessing the data on the USB Drive.

5.18. Configuring Multiple Devices at the same time

If you have more than one portable storage device connected to your computer, you have to select from the HDDtoGO Device list which one you want to configure.

6. Update Mechanism

You can check for the availability of a new HDDtoGO version by clicking the "Update" button in the "About HDDtoGO" window. If there is a newer version available you will be asked if you want to download it. The application will be downloaded directly to your portable storage device. If it is not possible to replace the running version on your portable storage device the new version will be saved on your desktop. You will then be required to replace the older version on the portable storage device with the newer version by replacing it via copying/overwriting.

7. Support

In case additional help, such as the FAQs or e-mail support is required, click on the "Online Help" link in the "About HDDtoGO" window and you will be automatically directed to our support website.

You can visit the support website directly at http://www.cososys.com/help.html