



# Seagate Manager

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## User Guide

For Use With Your FreeAgent™ Drive



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## **Seagate Manager User Guide for Use With Your FreeAgent™ Drive**

### **Revision 1**

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# Getting Started

The Seagate Manager software, included with your FreeAgent™ drive, adds a powerful set of tools to your drive:

- Backup and restore features to enable you to protect your data.
- Sync, to synchronize one or more folders between two or more computers.
- Security features, including encryption of multiple files and folders in one location, as well as backup and sync encryption. *Not available in all regions or with all products.*
- Settings to control power management, software updates, drive lights and more.

The features described in this guide (except where noted) are compatible with all Seagate FreeAgent and Maxtor OneTouch drives and the Windows XP and Vista operating systems.

## Using the Seagate Status Icon

After you install your drive, the Seagate Status icon appears in the taskbar notification area on your computer desktop. You can use this icon to check the status of your drive and to access the drive features.

*Step 1:* To check the status of your drive, roll your mouse over the Seagate icon:



**Figure 1: Seagate Taskbar Icon**

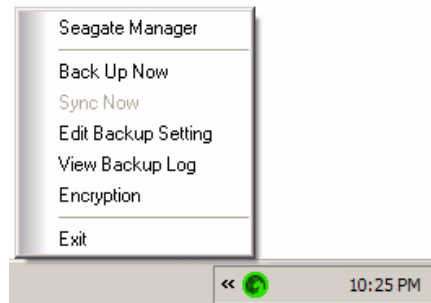
The information popup confirms the drive's status and identifies the drive letter.

The color of the Seagate Status icon informs you of the drive's status:

Blue	Drive connected
Green	Drive connected, backup passed and sync idle
Yellow	Backup or sync in progress
Gray	No drive connected
Red	Backup or sync failed

*Note:* When a backup or sync has failed, the red icon continues to display until the next successful backup or sync. You can view the log file to determine why the backup failed.

**Step 2:** To display the Seagate Status menu, click the taskbar icon:



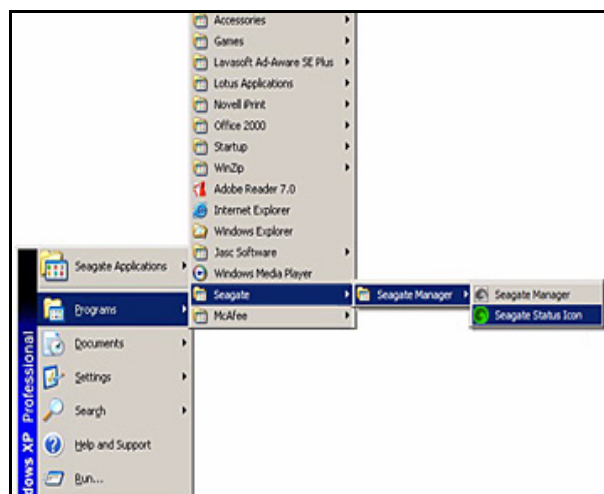
**Figure 2: Seagate Status Menu**

**Step 3:** Select the feature you want to access or select **Exit** to close the menu.

## Restoring the Seagate Status Icon

If you exit from the Seagate Status menu, the Seagate icon disappears from the taskbar notification area. To restore the Seagate Status icon to the taskbar notification area, go to

**Start > Programs > Seagate > Seagate Manager > Seagate Status Icon**



**Figure 3: Restore Seagate Status Icon**

## FreeAgent Drive Light

The light on your FreeAgent drive flashes to indicate various drive states. The following information applies to all FreeAgent drives.

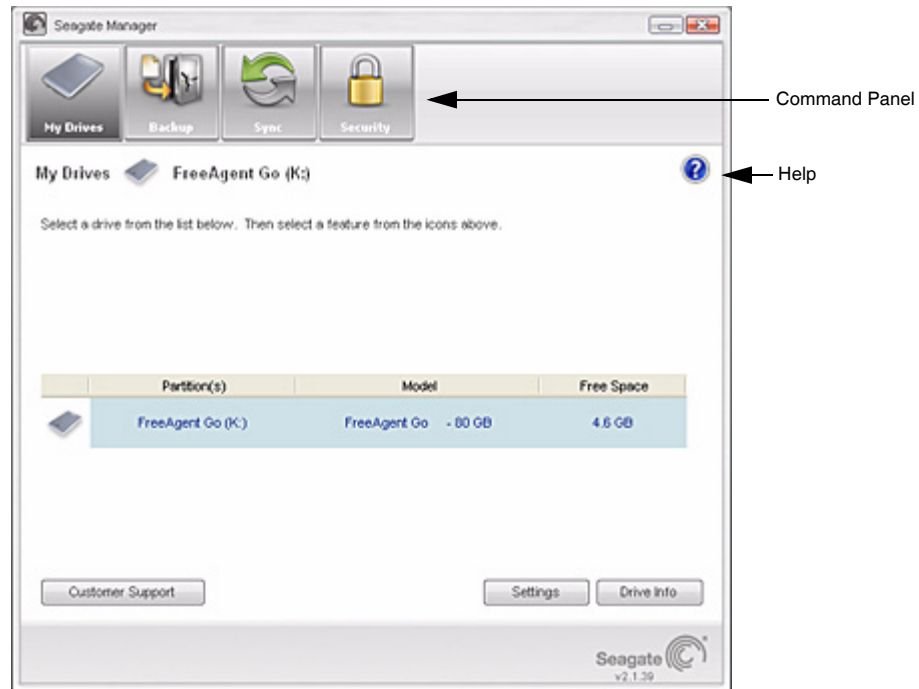
<b>Drive State</b>	<b>Light</b>
Off or Hibernate	Off
Idle	90% illumination
Active (data transfer)	Slow flashing between 90% and 20% illumination
Standby (disk not spinning)	20% illumination
Unmounted or cable removed	Off
Error	Fast flashing

See “Adjust LED Control” on page 11 for information about controlling the lights on the drive.

# Managing Your Drives

The My Drives window provides a central point from which to manage your Seagate FreeAgent device. This is the default window that appears when you open Seagate Manager.

You can also get to the My Drives window by clicking the **My Drives** button in the Command Panel from any other window within the software.



**Figure 4:** My Drives Window

## Using the My Drives Window

In the My Drives window, you first select your drive and then the feature you want to use with it.

The Command Panel across the top of the window allows you to access Seagate Manager's features: Backup, Sync and Security.

The middle of the My Drives window displays the connected drive. If there is more than one drive connected, there will be a list of drives to choose from. The drive that is currently selected is highlighted in light blue (as shown in Figure 4).

- To select a different drive, click the drive icon or partition name.
- To access advanced settings for the selected drive, click the **Settings** button.
- For more information, see "Settings" on page 9.



- To get more information about the selected drive, click the **Drive Info** button.

For more information, see “Drive Info” on page 11.

Any time you need help, you can click the Seagate Manager help icon. If you are not able to find the answer to your question, you can click the Customer Support button to go to Seagate’s Support website.

*Note: External drives are automatically detected and listed in the My Drives window. It can take a few seconds for the Seagate Manager software to detect your device. If your device doesn’t appear, make sure it’s properly connected and turned on. All Seagate and Maxtor external drives are detected.*

## Settings

The Settings button, located at the bottom of the My Drives window, allows you to access the following features for the selected drive:

- Adjust Power Setting
- Test My Drive
- Adjust LED Control
- Check for Software Update

## Adjusting the Power Setting

You can choose how long your drive should remain inactive before it goes into power-saving mode.

Power-saving mode conserves energy by telling your drive’s internal storage disk to stop spinning when it is not in use. Though power-saving mode uses less electricity, it takes a little more time for your drive to become active again when you want to use it.

If you use your drive a lot, you may want to choose a longer time interval, so that your work is not interrupted when opening files from or saving files to your drive.

If you use your drive less frequently, you may want to choose a shorter time interval, so that your drive is not consuming more energy than it needs.

To adjust the power setting:

**Step 1:** In the My Drives window, select the drive you want to adjust and click **Settings**.

The Settings window opens.

**Step 2:** Click **Adjust Power Setting**.

The Adjust Power Setting window opens.

**Step 3:** Select an interval from the drop-down menu or click **Default** to return to the original power setting time for the drive.

*Step 4:* Click **Apply** to save the power setting.

The Adjust Power Setting window confirms that the power setting for your drive has been changed.

*Step 5:* Click **OK** to return to the My Drives window.

## Testing Your Drive

Test your drive to check the health of your drive. The diagnostic utility performs its tests without affecting the data on your drive.

To test your drive:

*Step 1:* In the My Drives window, select the drive you want to test and click **Settings**.

The Settings window opens.

*Step 2:* Click **Test My Drive**.

The Test My Drive window opens.

*Step 3:* Click **Test**.

A progress bar indicates the progress of the test. When the test is complete, the results are displayed.

If the diagnostic encounters an error during testing, the serial number of the bad device is displayed with instructions to contact Seagate for service and support.

*Step 4:* Click **OK**.

## Updating Your Software

The Software Update feature automatically informs you when an update is available for your software. You can also manually check to see if an update is available or you can turn off the Software Update feature.

To check for software updates:

*Step 1:* In the My Drives window, click **Settings**.

The Settings window opens.

*Step 2:* Click **Check for Software Update**.

The Software Update window opens.

**Check for updates automatically** is selected by default.

*Step 3:* To turn off Software Update, deselect **Check for updates automatically**.

*Step 4:* To check for updates now, click **Check Now**.

A Software Update window appears to inform you whether your software is up to date or not.

If new software is available, you can download it from this window. To find out more information about the new software, click **More Info**.

## Adjust LED Control

The LED Control feature allows you to control the lights on your drive. Your drive lights flicker to indicate drive activity and status.

*Note: This feature is only available for FreeAgent drives.*

**Step 1:** In the My Drives window, select the drive you want to adjust and click **Settings**.

The Settings window opens.

**Step 2:** Click **Adjust LED Control**.

The Drive Lights window opens.

**Step 3:** To turn the drive lights off, click **Turn lights off** and click **Apply**.

To turn the drive lights back on, click **Display status and activity lights** and click **Apply**.

The drive lights may automatically turn back on in the following situations:

- If power is turned off and back on for the drive
- If the drive is disconnected and reconnected

## Drive Info

The Drive Info feature provides the following information about your drive:

- **Volume**  
The name of your drive.
- **Capacity**  
The total capacity of your drive.
- **Free Space**  
The amount of space remaining on your drive.
- **File System**  
The Windows file system of your drive.

To view the Drive Info for your drive:

**Step 1:** In the My Drives window, select the drive you want information about and click **Drive Info**.

The Drive Information window opens.

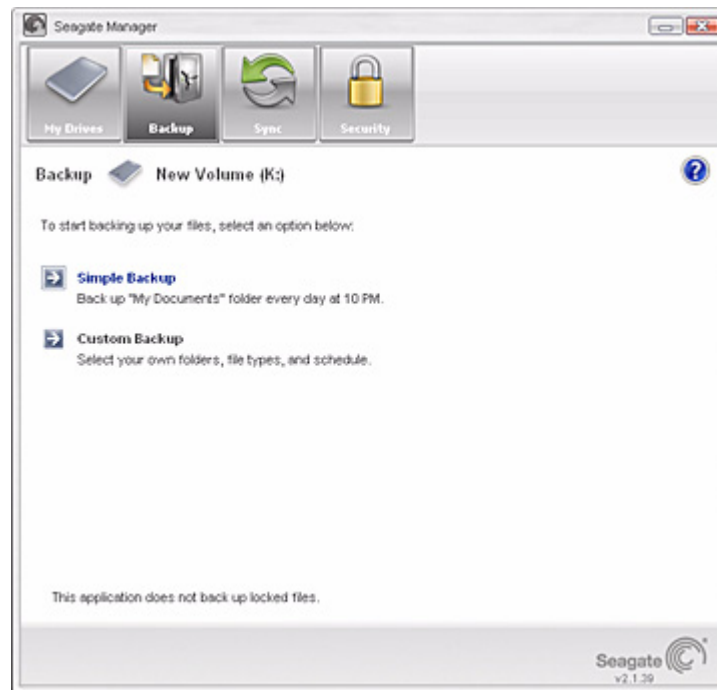
**Step 2:** To close the Drive Information window, click **OK**.

# Backing Up and Restoring Folders and Files

With Seagate Manager, you can back up valuable files to your FreeAgent drive.

Each file you choose to back up from your computer is copied to your drive. If you ever lose one of the original files on your computer, you can easily restore it from the backup version.

For increased data security, you can back up your files to an encrypted folder on your drive. Folder encryption uses AES 256-bit encryption to ensure your private files can't be accessed without your encryption password.



**Figure 5: Backup**

## Backup Features

The Seagate Manager Backup features allow you to:

- Schedule the backup of selected folders
- Edit backup settings
- Launch an immediate file backup
- Use the same backup plan for multiple drives
- Restore backed-up files

- Back up your files to an encrypted folder

After the initial backup, Seagate Manager backs up changed files in designated folders according to a schedule you set, or when you click **Back Up Now** in the Backup window.

*Note: The Seagate Manager backup feature does not back up locked files.*

## Backup Plans for Your Drive

You can create one Backup Plan for each drive connected to your computer. You can select either of two types of Backup Plans:

- **Simple Backup:** Pre-configured to back up your XP **My Documents** folder or your Vista **Personal Folder** daily at 10:00 p.m.

— OR —

- **Custom Backup:** You select the folders to be backed up and set a backup destination and schedule.

— OR —

- **Drive Rotation:** You can use the same backup plan with two or more drives.

## Creating a Backup Plan

Seagate Manager provides several options for creating a backup plan:

- Using Simple Backup
- Creating a Custom Backup
- Drive Rotation (for more than one drive)

## Using Simple Backup

Use Simple Backup to back up your XP **My Documents** folder or your Vista **Personal Folder** daily at 10 p.m.

To use Simple Backup:

*Step 1:* Click **My Drives** in the Command panel.

The My Drives page opens.

*Step 2:* Select the drive to which you want to back up.

*Step 3:* Click **Backup** in the Command panel.

The Backup window opens.

*Step 4:* Click **Simple Backup**.

A Simple Backup Confirmation window confirms that you've selected Simple Backup and asks you to name this Backup Plan.

*Step 5:* Enter a name for your Backup Plan and click **OK**.

Scheduled backup is turned on. The Backup window now offers the options of editing your backup settings, restoring backed-up files and deleting backup plans. It also describes your Backup Plan.

## Creating a Custom Backup

To select specific folders and a schedule for backup to your drive:

*Step 1:* Click **My Drives** in the Command panel.

The My Drives page opens.

*Step 2:* Select the drive to which you want to back up.

*Step 3:* Click **Backup** in the Command panel.

The Backup window opens.

*Step 4:* In the Backup window, click **Custom Backup**.

The Backup Folder Selection window opens.

*Step 5:* Name your Backup Plan, select the folders to be backed up, and click **Next**.

The Backup File Types window opens.

*Step 6:* Select the types of files you want to back up:

- **All File Types**
- **Photos, Music, Videos, Documents**
- **Custom**

Select specific file types to include or exclude for backup:

— To back up only a few of the available file types:

1. Select **Include these file types**.
2. Select each file type you *do* want to back up and click **Add** to move it to the **Include** list.

— To back up most of the available file types,

1. Select **Exclude these file types**.
2. Select each file type you *don't* want to back up and click **Add** to move it to the **Exclude** list.

*Note: File extensions are the suffix characters to the right of a file name that define the file format.*

*Step 7:* Click **Next**.

The Backup Schedule window opens.

*Step 8:* Select the days and time you want to back up your folders.

You have the option of backing up your files to an encrypted folder.

*Note:* If you do not wish to encrypt your backup, skip to step 11.

*Step 9:* To encrypt your backup, click **Enable Encryption**.

- If you do not have an encrypted folder or you have one but have not created a password for it yet, the Folder Encryption window opens. **Go to step 10.**
- If you already have an encrypted folder and it is currently open, a checkmark will appear in the Enable Encryption checkbox. **Go to step 11.**

*Step 10:* Create a password, re-type that password and click **OK**.

*Step 11:* Click **Finish**.

The Backup window now displays the details of your backup and Scheduled Backup is turned on.

## Drive Rotation

With Drive Rotation, you can use one backup plan with multiple drives. This is useful if you have files that are so important that you want to give yourself the added security of backing them up to more than one drive.

*Step 1:* Connect the first drive to which you want to back up your files.

*Step 2:* Click **My Drives** in the command panel.

The My Drives page opens.

*Step 3:* Select your drive.

*Step 4:* Click **Backup** in the command panel.

The Backup window opens.

*Step 5:* Create a backup plan for this drive (if you haven't done so already).

This backup plan can be either a simple or custom backup plan.

*Step 6:* Connect your second drive.

*Step 7:* Click **My Drives** in the command panel.

The My Drives page opens.

*Step 8:* Select the second drive.

*Step 9:* Click **Backup** in the command panel.

The Backup window opens.

*Step 10:* Click **Drive Rotation**.

The Backup Drive Rotation window opens.

*Step 11:* Select the Backup Plan you want to use with your second drive.

*Step 12:* Click **OK**.

The Backup window opens, displaying the plan you selected as the Active Plan and indicating Scheduled Backup is turned on.

You can share your backup plan additional drives by repeating steps 6 - 12, if you wish.

*Step 13:* Each time backup takes place, your files will be backed up to as many of the drives with which you have shared your backup plan as are connected at that time.

If only one of the drives is connected, then your files will be backed up to only that drive. If all of the drives are connected, then your files will be backed up to all of them.

## Managing Backup Settings

Once you create a backup plan, the Backup window displays:

- The active backup plan
- Which file types will be backed up
- The time of the backup
- The Scheduled Backup (On/Off) setting

## Editing Backup Settings

To edit the settings of a Backup Plan for your drive:

*Step 1:* Click **My Drives** in the Command panel.

The My Drives page opens.

*Step 2:* Select your drive.

*Step 3:* Click **Backup** in the Command panel.

The Backup window opens.

*Step 4:* In the **Backup** window, click **Edit Backup Settings**.

The Backup Folder Selection window displays your current Backup Plan name and folder selection:

*Step 5:* Edit the Backup Plan Name and/or the folder selection(s) and click **Next**.

The Backup File Types window displays your current selections.

*Step 6:* Edit the types of files to be backed up and click **Next**.

The Backup Schedule window displays your current schedule.



*Note: If you previously had encryption enabled, it remains enabled (displaying a checkmark). You cannot edit the encryption settings for your backup. The only way to enable or disable encryption for a backup is to do it when you create the backup plan.*

**Step 7:** Edit the days and/or time you want to back up your folders.

If this drive previously participated in Drive Rotation (sharing a backup plan with another drive), the **Next** button is displayed. If not, the **Finish** button is displayed.

**Step 8:** Click **Next** or **Finish**.

If you clicked Finish:

The Backup window now displays the new details of your backup and Scheduled Backup is turned on. You have completed editing of your backup settings.

If you clicked Next:

The Backup Options window opens, showing a list of drives to which this plan backs up. Go to the next step.

**Step 9:** Uncheck any drive in the list to remove that drive from this backup plan and click **Finish**.

## Deleting a Backup Plan

You can delete the Backup Plan for any drive on which you've created one, even if the drive is not connected to your computer.

To delete a Backup Plan for your drive:

**Step 1:** Click **Backup** in the Command panel.

The Backup window opens.

**Step 2:** In the Backup window, click **Delete Backup Plans**.

The Delete Backup Plans window opens.

Listed is the Backup Plan for each drive.

**Step 3:** Select the Backup Plan you want to delete by clicking its checkbox and click **Delete**.

The selected backup plan is deleted. (Your backed up files are NOT deleted.)

## Using Scheduled Backup

Use Scheduled Backup to back up changed files to your drive on the days and time you set. The Scheduled Backup On/Off switch enables or disables the backup plan schedule.

By default, Scheduled Backup is turned on.

If Scheduled Backup is missed:

- because the computer is off, it automatically runs the next time the computer is booted.
- because the drive is not connected, it automatically runs the next time the drive is connected.

## Turning Off Scheduled Backup

To turn off Scheduled Backup:

- In the Backup window, click the **Scheduled Backup Off** button.

## Backing Up Manually

You can back up files manually whenever you like, whether Scheduled Backup is on or off or whether Seagate Manager is open or not.

To launch a manual backup to your drive:

- Click **Back Up Now** in the lower right corner of the **Backup** window.

— OR —

- Select **Back Up Now** from the Seagate Status icon menu:

The Seagate Status icon turns yellow and the backup takes place in the background. When the backup is complete, the icon turns green.

To get the current information about your backup, move your mouse over the Seagate Status icon. A message appears with the information about your backup.

## Viewing the Backup Log

The Backup Log is a text-based report of your backup history.

To view the Backup Log for your drive:

Click **View Backup Log** in the Backup window of Seagate Manager.

— OR —

*Step 1:* Click the Seagate Status icon in the Taskbar notification area to display the Seagate Status menu.

*Step 2:* Click **View Backup Log** to open a text file showing the history of your system backups.

*Note: The Backup Log is in English only.*

## Restoring Files

When you back up the files stored in selected folders, Seagate Manager can save up to ten (10) previous, or historical, versions of each revised file stored on your drive. You can restore a saved historical version of a backed-up file based on the date it was last modified, or you can restore the file's most recent version.

*Note: If you encrypted your backup, your files are restored only based on the date they were backed up.*

## Restoring an Historical Version

To restore a specific historical version of a file that you backed up to your drive:

*Step 1:* Click **My Drives** in the Command panel.

The My Drives page opens.

*Step 2:* Select your drive.

*Step 3:* Click **Backup**.

The Backup window opens.

*Step 4:* Click **Restore Files**.

*Step 5:* The Restore a Backup window opens.

*Step 6:* Click **Restore an historical version of a backed up file** to restore a previous version of a file.

The Restore window opens.

*Step 7:* Select a file and file version to be restored and click **Restore**.

The selected file version is restored to the location noted in the "Restore to folder" section at the bottom of the window.

## Restoring Most Recent Version

To restore the most recent version of a file that you backed up to your drive:

*Step 1:* Click **My Drives** in the Command panel.

The My Drives page opens.

*Step 2:* Select your drive.

*Step 3:* Click **Backup**.

The Backup window opens.

*Step 4:* Click **Restore the most recent version of a backed up file** to restore the latest version of a file.

The Seagate Backup folder on your drive is displayed.

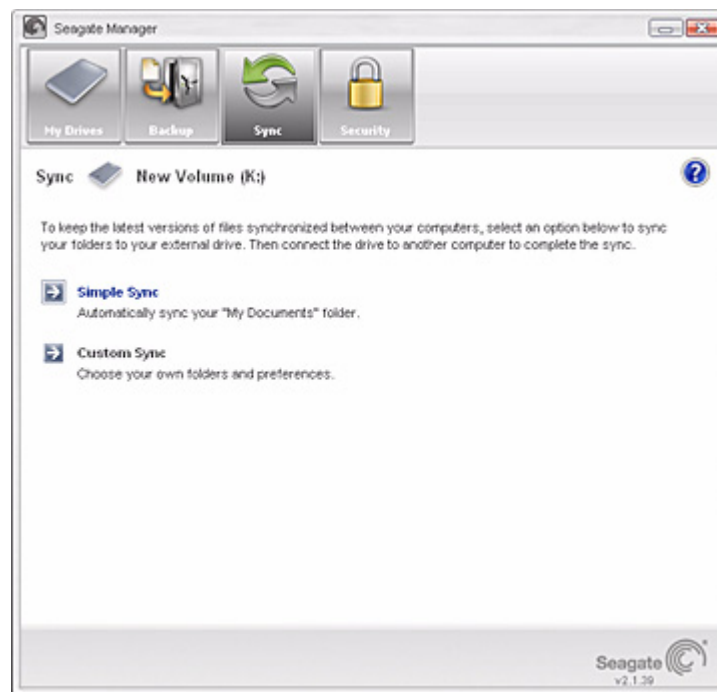
*Step 5:* Browse to the desired file and drag it to the location where you want it restored.

# Synchronizing Folders

With Sync, you can easily keep important files up to date in multiple locations. You select one or more folders on your computer to synchronize. Whenever any files change or are added inside your folder(s), they are automatically copied to your FreeAgent drive.

You can even synchronize folders between different computers, which is a convenient way to move files between a computer at work and a computer at home.

*Note: Files cannot be synchronized between computers running XP and those running Vista.*



**Figure 6: Sync**

You have these Sync options:

Simple Sync:	Custom Sync:
Sync XP <b>My Documents</b> folder or Vista <b>Personal Folder</b>	Select one or more folders to sync
Sync all file types	Select file types to include or exclude
Sync automatically	Select automatic or manual sync
Always overwrite older file versions	Set Sync and Copy & Replace Rules
	Encrypt synchronized files

*Note: Make sure all computers participating in the Sync are set to precisely the same time to ensure that Sync works properly.*

## Using Simple Sync

Simple Sync is pre-configured to automatically sync all file types in your XP **My Documents** folder or Vista **Personal Folder**. Newer file versions always overwrite older versions.

To select Simple Sync:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Sync** in the Command panel.

The **Sync** window opens.

*Step 4:* Click **Simple Sync**.

The Simple Sync Confirmation window opens.

Your XP My Documents folder or Vista Personal Folder is now synchronized with your drive. Connect the drive to other computers to complete the synchronization.

## Using Custom Sync

Custom Sync allows you to select specific folders and file types for synchronization and to choose sync and encryption settings.

To configure Custom Sync:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Sync** in the Command panel.

The **Sync** window opens.

*Step 4:* Click **Custom Sync**.

The Folder Selection window opens.

*Step 5:* Select the folders to be synchronized.

You can select as many folders as you like, but they must all reside on the same drive (partition).

*Step 6:* Click **Next**.

The File Types window opens.

*Step 7:* Select the types of files you want to sync.

- **All file types**
- **Photos, Music,...**

You can choose to sync any or all of the following:

Photos: JPG, GIF, TIFF, ...

- Music: MPG, AIFF, WAV, RA, WMA,...
- Videos: AVI, MOV, MPEG, QT, RM, WMV,...
- Documents: DOC, XLS, RTF, TXT, PDF, PPT,...

- **Custom**

Custom selection allows you to choose the specific file type (by specifying that file's extension) to include or exclude in synchronization:

To permit synchronization of a specific file type:

- 3. Select Include these file types.**

- 4. Select each file type, one at a time, that you want to include, and click **Add** to move it to the **Include** list.**

To exclude a specific file type from synchronization:

- 1. Select Exclude these file types.**

- 2. Select each file type, one at a time, that you want to exclude, and click **Add** to move it to the **Exclude** list.**

*Note: File extensions are the suffix characters to the right of a file name that define the file format.*

*Step 8:* After you've selected the types of files to sync, click **Next**.

The Sync Options window opens.

*Step 9:* Select your Sync options:

- **Sync Rules:**

- Sync automatically each time a file changes
- Sync manually using the **Sync Now** button in the **Sync** window

- **Copy & Replace Rules**

- Always replace older file versions with newer versions
- Ask before overwriting a file

- **Sync Encryption**

- Automatically encrypt synchronized files on the drive

You must set up Encryption before you can select Sync Encryption. For more information, see "Using Sync Encryption" on page 24.

*Note: You can select **Sync Encryption** only during your initial setup of Sync. If you later decide you want to encrypt synchronized files, you must delete your current Sync settings and create new settings.*

*Step 10:* After you've set your Sync options, click **Finish**.

The Sync window opens.

## Using Sync Encryption

You can automatically encrypt synchronized files to keep them secure as you synchronize them between computers. Your Sync Encryption password is the same as your Encryption password since all encrypted folders are stored in the same folder, called “Encryption Folder.”

Before you can enable Sync Encryption, you must set up Encryption in the **Security** window. If you have not yet set up Encryption, the **Sync Encryption** option is grayed out in the Sync Options window.

To set up Encryption and then enable Sync Encryption:

*Step 1:* Click **Cancel** in the **Sync Options** window.

*Step 2:* Click **Security** in the Command panel.

*Step 3:* Click **Encryption** and follow the steps to set up an encrypted folder.

*Step 4:* Click **Sync** in the Command panel.

*Step 5:* Click **Custom Sync** and select your Sync folder and file-type settings.

When you reach the Sync Options window, **Sync Encryption** is no longer grayed out.

*Step 6:* Set your **Sync Rules** and **Copy & Replace Rules** and select **Sync Encryption**.

*Step 7:* Click **Finish**.

Your synchronized folders will now automatically be encrypted using the same password you used to set up Encryption.

*Note:* If you select Sync Encryption, all users must have your encryption password in order to access synchronized folders on their computers.

## Completing the Sync

To complete the Sync, you must remove your drive from the computer on which the original Sync occurred and connect it to another computer on which you want to sync the selected folders. You can connect the drive to as many computers as you wish to include in the Sync.

The first time you connect your drive to a second computer to complete a Sync, you're asked where to put the synchronized folders on this computer.

To complete the Sync:

*Step 1:* Safely remove the drive from your computer.

*Step 2:* Connect the drive to another computer.

**(a)** If you've synchronized folders *other than your* XP My Documents folder (or Vista Personal Folder), the Sync Folders window opens.

**(b)** If you've synchronized your XP My Documents folder (or Vista Personal Folder), the Sync “My Documents” (or Sync “Personal Folder”) window opens.



(c) If you've synchronized both your XP My Documents folder (or Vista Personal Folder) and other folders, both windows open.

*Step 3:* In each window, select the location at which to store the synchronized folders on this computer and click **OK**.

From now on, the selected folders will automatically sync with the versions on your drive each time you connect the drive to the computer.

## Editing Sync Settings

To change any of your Sync settings:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Sync** in the Command panel.

The Sync window opens.

*Step 4:* Click **Edit Sync Settings**.

The Folder Selection window displays your current folder settings.

*Step 5:* Add and/or remove folders from Sync and click **Next**.

Folders removed from Sync are deleted from your drive.

The File Types window displays your current file type settings.

*Step 6:* Make the desired changes and click **Next**.

The Sync Options window displays your current Rules settings.

*Step 7:* Make the desired changes and click **Finish**.

## Checking Sync Status

To check the status of a Sync,

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Sync** in the Command panel.

The Sync window opens.

*Step 4:* Click **Check Sync Status**.

The Sync Status window opens.

Listed are the names of the computers on which Sync was set up, the date of the last Sync, and the Automatic Sync setting (**On** or **Off**).

*Step 5:* Click **OK** to return to the Sync window.

## Deleting Sync Settings

To delete all your Sync settings and create a new set:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Sync** in the Command panel.

The Sync window opens.

*Step 4:* Click **Delete Sync Settings**.

The Delete Sync Settings Confirmation window opens.

*Step 5:* Click **Delete**.

The original Sync window opens.

*Step 6:* To create new Sync settings, select **Simple Sync** or **Custom Sync**.

*Note:* If you delete your synchronized files in the Seagate Sync folder on your drive, you can recover the last two versions of those files in the “SyncRecycleBin01” and “SyncRecycleBin02” folders, respectively.

## Using Automatic Sync

The Automatic Sync feature continuously tracks file changes in synchronized folders and automatically synchronizes revised versions by overwriting older versions with newer versions. Your drive must be connected during Automatic Sync.

By default, Automatic Sync is turned on.

## Turning Off Automatic Sync

You can turn off Automatic Sync and control when files are synchronized rather than synchronizing files automatically.

To turn off Automatic Sync:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Sync** in the Command panel.

The Sync window opens.

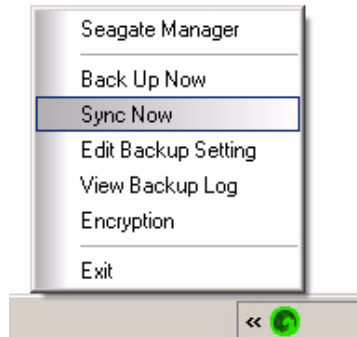
*Step 4:* In the Sync window, click the Automatic Sync **Off** button.

*Step 5:* To sync manually when Automatic Sync is off,

- Click **Sync Now** in the lower right corner of the Sync window.

— OR —

- Select **Sync Now** from the Seagate Status menu to Sync on ALL connected drives:



**Figure 7: Sync Now**

The Sync Preview window opens.

Listed are the files scheduled to be overwritten.

If you do NOT want to overwrite an older file version with a newly-synchronized version,

- Uncheck the file in the **On** column.

## Using the Sync Preview Window

Use the Sync Preview window to manage your synchronized files.

- Add or delete files
- Decide whether to overwrite existing file versions
- Resolve conflicts over which version of a synchronized file to save

If the same file is edited on different computers at the same time, a conflict occurs over which version of the file to save. When the drive containing a changed version of a file is connected to a computer containing another changed version of the same file, the Sync Preview window opens.

To use the Sync Preview window,

*Step 6:* Use the **On** checkbox to tell Seagate Manager which file versions to overwrite, add, or delete.

*Step 7:* Click **Sync Now** to complete the sync.

A Sync Progress window informs you of the progress of the sync.

*Step 8:* When the sync is complete, click **OK** to close the window.

## Using Automatic Overwrite

When Automatic Overwrite is on, older file versions are always replaced with newer versions.

When Automatic Overwrite is off, the Seagate Manager displays the Sync Preview window to allow you to decide whether to overwrite an older file version with a new version.

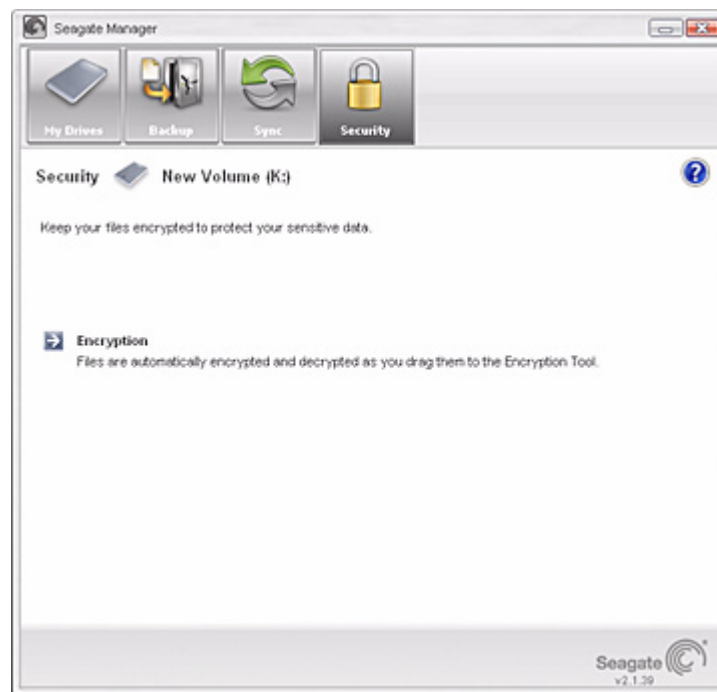
# Managing Security

The Encryption feature provides encryption of multiple files and folders in one location, the Encryption folder. After you create and set a password for the Encryption folder, you can drag and drop files and folders into it to secure them.

When the files are encrypted, they are copied. No files are moved on your computer. The original, unencrypted version of a file or folder remains on your computer along with the newly encrypted version, which is stored on your FreeAgent drive. For total security, you should delete the unencrypted version from your computer.

If you do not delete the unencrypted original version of a file, and you later decrypt the encrypted version back into the same location, you will be notified that it will overwrite the original unencrypted version.

*Note: Encryption is not available in all regions or with all products.*



**Figure 8: Security**

## Creating an Encryption Folder

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Security** in the Command panel to open the Security window.

The Security window opens.

**Step 4:** Click **Encryption** in the Security window.

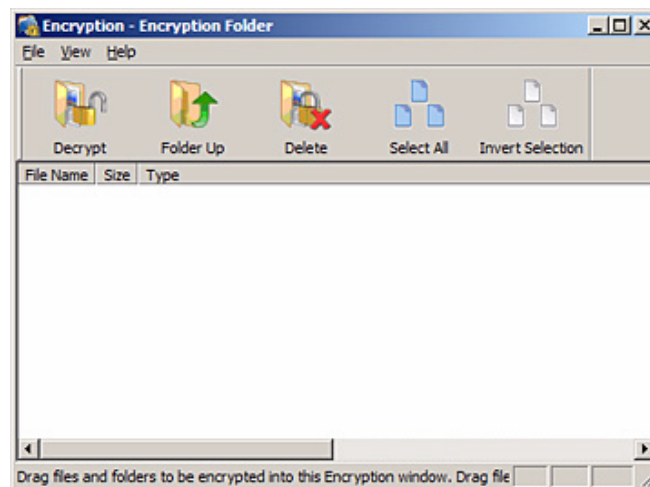
The Encryption Password window opens.

**Step 5:** Enter and re-enter a password that you will use to open your Encryption folder.

Your password must contain at least six characters, with a minimum of one letter and one number. Be sure to use a password you'll remember; you'll need it each time you want to access the files and folders stored in the Encryption folder. Your Encryption password is attached to the Encryption folder and not to the files and folders stored within it. In addition, you should close your encryption folder before deleting it or changing its password.

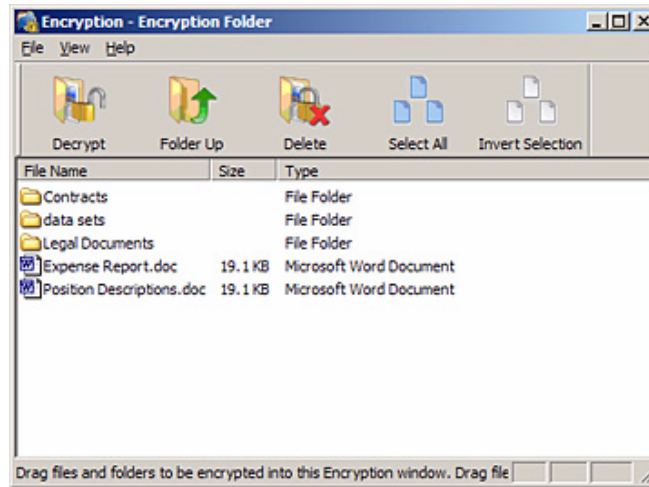
**Step 6:** Click **Create Folder**.

Your Encryption folder opens.



**Figure 9:** Encryption folder

**Step 7:** Drag files and folders into your Encryption folder as you would into any folder.



**Figure 10: Encryption folder Populated**

*Step 8:* Delete the original, unencrypted versions of the files and folders from your computer.

*Step 9:* When you are finished encrypting files, close the Encryption folder.

*Note:* Your encrypted files and folders will not be completely secure unless you delete the original, unencrypted versions from your computer.

## Managing an Encryption Folder

You can change your encryption password, delete your encrypted folder, or move files and folders from your Encryption folder to another location on your computer.

## Changing Your Encryption Password

To change your Encryption password,

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Security** in the Command panel.

The Security window opens.

*Step 4:* Click **Encryption**.

The Manage Encryption window opens.

*Step 5:* Click **Change Password**.

The first of two Change Password windows opens.

*Step 6:* Enter your current Encryption password and click **Next**.

The second Change Encryption Password window opens.

*Step 7:* Enter and re-enter a new password and click **Change**.

A Change Encryption Password confirmation window opens.

*Step 8:* Click **OK**.

*Note:* There is no way to recover a forgotten encryption password. If you forget your encryption password, you must delete the Encryption folder.

## Deleting an Encryption Folder

**Warning:** When you delete an Encryption folder, you also delete the data stored in it. To retain your data, be sure to remove files and folders from your Encryption folder **before** you delete the folder itself.

To delete your Encryption folder:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Security** in the Command panel.

The Security window opens.

*Step 4:* Click **Encryption**.

The Manage Encryption window opens.

*Step 5:* Click **Delete Encryption folder**.

The Delete Encryption folder window opens.

*Step 6:* Click **Open Encryption folder**, decrypt and save files and folders stored in the Encryption folder, and close the Encryption folder.

See “Decrypting Files and Folders” on page 33 for further information.

*Step 7:* Click **Delete** in the **Delete Encryption folder** window.

A Delete Encryption folder warning window makes certain you want to delete the Encryption folder.

*Step 8:* Click **Delete**.

A Delete Encryption folder confirmation window opens.

*Step 9:* Click **OK**.



## Opening an Encryption folder

To open an Encryption folder,

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your drive.

*Step 3:* Click **Security** in the Command panel.

The Security window opens.

*Step 4:* Click **Encryption** in the **Security** window.

The Manage Encryption window opens.

*Step 5:* Click **Open Encryption folder**.

The Unlock Folder window opens.

*Step 6:* Enter your password and click **OK**.

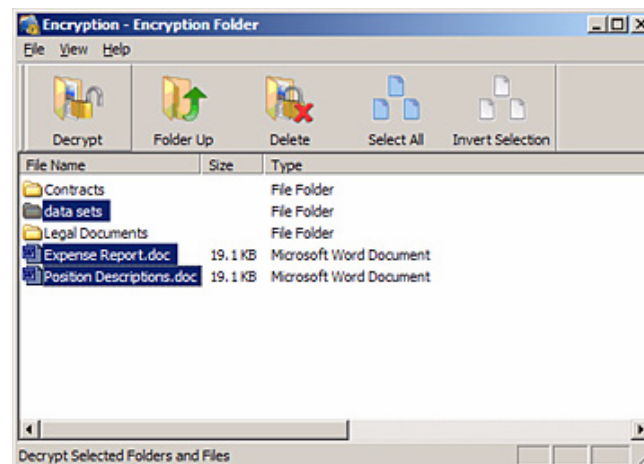
Your Encryption folder opens.

*Note:* After you open your Encryption folder on the first computer and user account with which you use Seagate Manager, it will be saved on that computer so that will never need to enter it again. When opening your Encryption folder from another computer or user account, however, you will need to enter your password.

## Decrypting Files and Folders

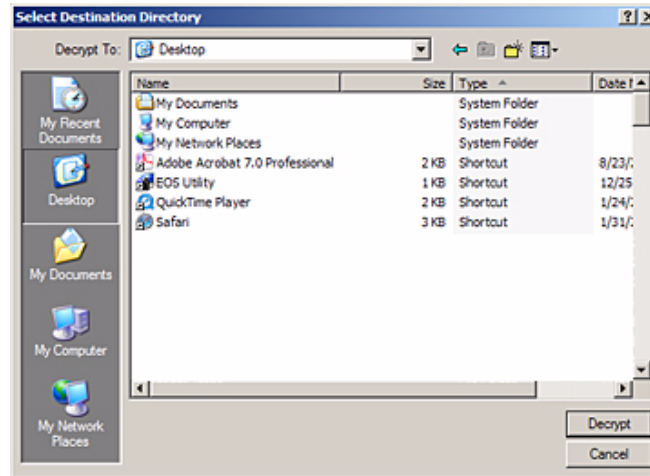
To decrypt files or folders and move them out of your Encryption folder,

*Step 1:* Select the items to be decrypted in the Encryption folder and click **Decrypt** in the toolbar.



**Figure 11: Encryption folder - Decrypt Folder**

A **Select Destination Directory** window opens.



**Figure 12: Select Destination Directory**

**Step 2:** Select a destination and click **Decrypt**.

Decrypted copies of the items are placed in the selected location.

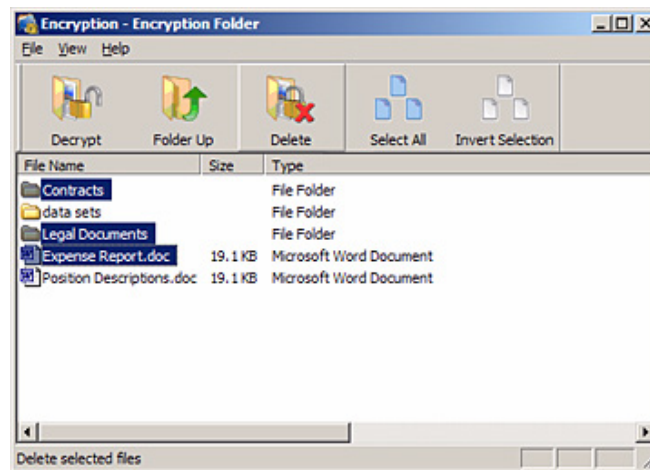
The encrypted versions remain in the Encryption folder. To remove them from the Encryption folder, use the Delete option in the Encryption folder toolbar.

*Note: Files can also be dragged and dropped at the desired location on your computer. Folders cannot be dragged and dropped; you must use the Decrypt operation to remove folders from an Encryption folder.*

## Deleting Files and Folders from an Encryption folder

To delete files and folders from your Encryption folder,

**Step 1:** Select the items to be deleted in the Encryption folder and click **Delete** in the toolbar.



**Figure 13: Encryption folder - Delete File**

A **Delete** warning window opens, asking you to confirm your intention to delete the files.

*Step 2:* Click **Yes**.

The selected items are deleted from the Encryption folder.

*Note: Files can also be dragged and dropped into the Recycle Bin. Folders cannot be dragged and dropped; you must use the Delete operation to delete them from an Encryption folder.*

## Seagate Secure™ Storage Devices

If you have a Seagate Secure drive selected within your Manager software, there is a different set of security features available to help you manage your drive.

Seagate Secure drives use full disk encryption so your entire drive and all the data stored on it are protected from unauthorized access.



**Figure 14: Seagate Secure logo**

You can perform these functions using Seagate Manager:

- Unlock your drive
- Change your drive password

- Set, change, or delete a password hint
- Erase your drive

## Unlocking Your Drive

Your Seagate Secure drive locks automatically each time you disconnect it from a computer. You can unlock it in either the Seagate Manager application or the Seagate Secure application when your drive is connected to a computer on which the Seagate Manager software is not installed.

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your Seagate Secure drive.

*Step 3:* Click the **Security** icon in the Command panel.

The Security window opens.

The window displays Locked instead of a drive letter.

*Step 4:* Click **Unlock Drive**.

The Unlock window opens.

*Step 5:* Enter your password and click **Unlock**.

The window refreshes to display the drive letter. The Unlock Drive option is now grayed out.

### Tips for Unlocking Your Seagate Secure Drive

Make sure the caps lock key is off when you are typing your password (unless your password is in all capital letters). If you have more than one Seagate Secure drive connected at the same time, make sure you have selected the drive that you are trying to unlock (the large light on the drive will blink when it is selected). If you do not successfully enter your password after three attempts, you will need to disconnect and reconnect your Seagate Secure drive to try again. If your password contains the letter "O" or the number "0", make sure you are typing the correct one.

### Unlocked Your Seagate Secure Drive But Can't Find It?

If you use the KeyErase feature on your Seagate Secure drive, you must initialize, partition and format it before you can use it. After you have created your new password and unlocked your drive, you can use the Windows Disk Management utility to complete these necessary steps. After completing these steps, your Seagate Secure drive appears in the list of drives in the My Computer window of Windows XP or the Computer window of Windows Vista. For more information, see "Using Administrative Tools to Format an Erased Seagate Secure Drive" on page 41.

### Can't Remember Your Seagate Secure Password?

There is no way to recover your password if you lose it.

You can ask for your password hint to help you remember your password, as long as you originally created a password hint.

If you still can't remember your password, the only way to regain access to your Seagate Secure drive is to KeyErase it. This will erase ALL of your files and allow you to reset your password.

Once you KeyErase your Seagate Secure drive, there is no way to recover your files (even by using a data recovery service). Only do this as a last resort!

## Changing the Password for Your Drive

Your password must initially be set in the Seagate Secure application. Once you've set a password, you can change it in either the Seagate Manager application or the SeagateSecure Manager application when your drive is connected to a computer on which the Seagate Manager software is not installed.

To change your password in the Seagate Manager application:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your Seagate Secure drive.

*Step 3:* Click the **Security** icon in the Seagate Manager window.

The Security window opens.

*Step 4:* Click **Change Password**.

The Change Password window opens.

*Step 5:* Enter your current password, then enter and re-enter a new password.

*Step 6:* Click **Set**.

A message confirms that a new password has been set successfully.

*Step 7:* Click **Done** to return to the Security window or click **Set Password Hint** to set a hint that will provide a reminder to your password.

## Using the Password Hint

With a Seagate Secure drive, you can set a hint to help you remember your password. You can also protect that password hint with a security question you must answer in order to retrieve the password hint. You can delete or change your password hint any time.

*Note:* To set, change, or delete a password hint, you must enter the 25-character identification code printed on your Seagate Secure drive label.

## Opening the Set Password Hint Window

The Set Password Hint window can be opened from any of three windows:

- The Unlock Drive window:
  - (a) Click **Hint** in the Unlock Drive window.  
If no password hint has been set, the Password Hint Not Set window opens.
  - (b) Click **Set Password Hint**.
- The Change Password window:
  - (a) Set a new password in the Change Password window.
  - (b) Click **Set Password Hint** in the Password Set window.
- The Other Features window:  
Click **Set, Change, or Delete Password Hint** in the Other Features window.

## Setting a Password Hint

To set a password hint:

*Step 1:* Open the Set Password Hint window.

The Set Password Hint window appears.

*Step 2:* Select a security question from the dropdown list or create a question of your own.

*Step 3:* Enter the answer to the security question.

*Step 4:* Enter a hint to help you recall your password if you forget it.

*Step 5:* Click **Set**.

A message confirms that your password hint has been set successfully.

*Step 6:* Click **OK** to return to the Security window.

## Changing a Password Hint

To change a password hint:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your Seagate Secure drive.

*Step 3:* Click the **Security** icon in the Command panel.

The Security window opens

*Step 4:* Click **Set or Delete Password Hint**.

A message informs you that a password hint has already been set and asks if you want to delete it or overwrite it with a new password hint.

*Step 5:* Click **Overwrite**.

The Set Password Hint window opens.

*Step 6:* Select a security question from the dropdown list or create a question of your own.

*Step 7:* Enter the answer to the security question.

*Step 8:* Enter a hint to help you recall your password if you forget it.

*Step 9:* Enter the 25-character identification code printed on the drive label.

*Step 10:* Click **Set**.

A message confirms that your password hint has been set successfully.

## Deleting a Password Hint

To delete a password hint:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your Seagate Secure drive.

*Step 3:* Click the **Security** icon in the Command panel.

The Security window opens.

*Step 4:* Click **Set or Delete Password Hint**.

A message informs you that a password hint has already been set and asks if you want to delete it or overwrite it with a new password hint.

*Step 5:* Click **Delete**.

The Delete Password Hint window opens.

*Step 6:* Enter the 25-character identification code printed on the drive label.

*Step 7:* Click **Delete Password Hint**.

A message confirms that your password hint has been deleted.

*Step 8:* Click **OK** to return to the Security window.

You can set a new password hint by following the original steps at any time.

## Retrieving a Password Hint

To retrieve a password hint:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your Seagate Secure drive.

*Step 3:* Click the **Security** icon in the Command panel.

The Security window for the locked drive opens.

*Step 4:* Click **Unlock Drive**.

The Unlock window opens.

*Step 5:* Click **Hint**.

The Retrieve Password Hint window opens.

*Step 6:* Enter the answer to the security question you selected when you set the password hint and click **Show Hint**.

The Password Hint window displays the password hint.

*Step 7:* Click **Done** to return to the Unlock window and enter your password.

If you still cannot remember your password after retrieving your password hint, you must erase your Seagate Secure drive in order to continue to use the drive. You can erase your drive only in the Seagate Manager application on your desktop.

This extra level of security is provided so that if your drive were to fall into the wrong hands, your valuable data could not be stolen.

*Note:* For information on erasing your Seagate Secure drive, see “Erasing Your Drive” on page 40.

## Erasing Your Drive

If you’ve forgotten your password and cannot unlock the Seagate Secure drive, the only way you can continue to use it is to securely erase it using KeyErase™. KeyErase regenerates the drive encryption key as the drive is erased.

*Note:* You can only erase a Seagate Secure drive if it is locked.

### To erase your Seagate Secure drive:

*Step 1:* Click **My Drives** in the Command panel.

*Step 2:* Select your Seagate Secure drive

*Step 3:* Click the **Security** icon in the Seagate Manager window.

The locked Security window opens.

*Step 4:* Click the **Other Features...** button.

The Other Features window opens.

*Step 5:* Click **KeyErase™** opens.

*Step 6:* Read the warning information and click **Next**.

A second KeyErase window opens.

*Step 7:* Verify that the security LED is flashing on the drive you want to erase.

*Step 8:* Enter the 25-character identification code printed on the drive label.

*Step 9:* Click **Erase Drive**.

When the drive has been erased (this takes only a few moments), the Configure Drive window opens.

## Configuring an Erased Seagate Secure Drive

After you’ve erased a your drive, you must configure the drive and set a drive password.



To configure the drive:

*Step 1:* Enter the 25-character identification code printed on the drive label.

*Step 2:* Enter and confirm a new drive password.

The password must contain between 6 and 32 characters.

*Step 3:* Click **Set**.

A message confirms that a password has been set successfully and offers the option of setting a password hint.

*Step 4:* Click **Done** to close the Password Set window or **Set Password Hint** to create a password hint.

*Note:* For information on setting a password hint, see “Setting a Password Hint” on page 38.

The Unlock window opens.

*Step 5:* Enter your password, and click **Unlock**.

*Step 6:* The Unlock window closes. After a short wait, the Format Seagate Drive window opens.

*Note:* It can take up to a full minute for the Format Seagate Drive window to open.

*Step 7:* Click **Format** to reformat your drive for use.

A Format confirmation window opens. Since you’ve just erased everything on your Seagate Secure drive, you don’t have to worry about erasing data.

*Step 8:* Click **Format**.

You’re informed of the progress of the format.

A message confirms a successful format.

If the formatting fails, a message informs you that a partition could not be created.

*Step 9:* Close the Partition creation failed window.

You must use Administrative Tools to create a partition so you can continue to use the Seagate Secure drive.

## Using Administrative Tools to Format an Erased Seagate Secure Drive

If your Seagate Secure drive cannot be formatted automatically using the Format Seagate Drive window, you must use the Administrative Tools of the Windows operating system to manually create a partition so you can continue to use the drive.

To use Administrative Tools to manually create a partition:

*Step 1:* Go to **Start > Run** to open the Run window.

*Step 2:* Type **diskmgmt.msc** and click **OK**.

The Disk Management window opens.

The Seagate Secure drive is labeled “Unallocated” because it’s not properly formatted.

*Step 3:* Right-click anywhere in the “Unallocated” bar and select **New Partition...**

The New Partition Wizard opens automatically.

*Step 4:* Follow the steps in the New Partition Wizard to format your Seagate Secure drive and prepare it for use again.

Your Seagate Secure drive is now configured and ready for use.

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