

## Add Filter Wizard

### Step 1 - Filter Name Window

This window is the first page of the filter wizard. The filter wizard allows filters to be created for selecting and unselecting files.

#### Filter name

This field is the filter name. It is recommended that this name be a few words that describe what the filter does. For example, a filter name might be, "Select my important files". The filter can then be configured to include any important document types.

### Step 2 - Apply Filter to Folder

This window is used to determine whether the new filter will be applied to a directory through the wizard or if the filter should be created and saved for future use.

#### Create a filter based on a folder

Selecting this option will cause the wizard to prompt for a directory. The newly created filter will be applied to the selected directory when the wizard is finished.

#### Create a filter without specifying a folder

Selecting this option will create a filter that is not applied to a directory by the wizard. Once the filter is created, it can be applied to any directory at any time. This option can also be used when creating a filter definition for the

### Step 3 - Select Filter Directory Window

This window allows a directory to be specified for filter application. When a filter is applied to a directory, the directory is traversed downward to include or exclude files on all subdirectories.

#### Directory or volume

This field is the directory where the filter(s) should be applied.

View all registered file types on the system/ Scan for file types under the filter directory  
This option is displayed in the "Add Filter Wizard" but is hidden in the "Add Filter to Directory Wizard". Selecting file types to create a filter can sometimes be a tedious process. There are usually over 200 registered file types on any Windows 9x/NT x.0 system. Therefore, the "Scan for file types..." option can be selected to allow the Backup Client to scan for file types under the directory where the filter is being applied. This will reduce the number of file types that are available to choose from later in the

"Create Filter Wizard". If it is desirable to view all of the registered file types for selection, the

"View all registered file types..." option can be selected.

## Step 4 - Select Include/Exclude Filter Window

This window is used to specify whether the filter being created is an include or exclude filter.

### **Include file types into my backup set**

This option indicates that files of specific types will be added into the backup set.

### **Exclude file types from my backup set**

This option indicates that files of specific types will be removed from the backup set.

## Step 5 – Select File Types

This window is used to include or exclude file types for a filter. The list of available file types is displayed on the left-hand side. The list of included or excluded file types is displayed on the right. By selecting a file type entry, information pertaining to that file type will be displayed under the file type list. The displayed information includes an icon, a registered name for the file type, and the file type itself. See Figure 95.

### **List of types list**

The “List of types” contains a list of icons and file type descriptions. This list should be used to select types to move into the Include or Exclude list on the right. If an entry is selected in the “List of types”, file type information will be displayed below the list. Entries can be moved from this list into the

“Included/Excluded types” list by selecting one or more file types and then pressing either the “Include >>” or “Exclude >>” button depending on whether an include filter or an exclude filter is being created or modified. There are also shortcuts for moving file types from one list to another. The file type can be doubleclicked, or one or more file types can be selected using the [CTRL] and [SHIFT] keys before pressing the “Include >>” or “Exclude >>” button.

### **Included/Excluded types list**

The “Includes/Excluded types” list of types contains a list of icons and file type descriptions. This list should be used to receive types from the “List of types” list on the left. If an entry is selected in the “Included/Excluded types” list, file type information will be displayed below the list. Entries can be moved from this list into the “List of types” by selecting one or more file types and pressing the “<< Remove” button. There are also shortcuts for moving file types from one list to another. The file type can be double-clicked, or one or more file types can be selected using the [CTRL] and [SHIFT] keys before pressing the “Include >>” or “Exclude >>” button.

### **View by extension/View by types button**

This button will toggle the “List of types” and the “Included/Excluded types” list to display the actual file type extensions instead of the file type descriptions.

### **Include/Exclude button**

This button will move one or more file types from the “List of types” to the “Included/Excluded types” list.

### **Remove button**

This button will move one or more file types from the “Included/Excluded types” list to the “List of types”.

#### **Add type button**

This button will display the “Add File Type” window. This window will allow specific file types to be typed in. The file type that was entered will then be added to the “Included/Excluded types” list.

#### **Include/Exclude all file types checkbox**

This option is used to include all available file types for an “Include filter” or to exclude all available file types for an “Exclude filter”.

### **Step 6 - Specify Wildcards**

This window is used to configure wildcard specifications for a filter. Wildcards can be used to match specific groups of files. Any number of wildcards can be specified in a filter. Examples of wildcard specifications are the following: "a\*.\*" - To select all file names starting with the letter 'a', "a\*.txt" - To select all text files starting with the letter 'a'.

#### **File Matching Wildcards**

##### **Wildcards list**

The “Wildcards” list contains all wildcards currently defined for the filter.

##### **Add button**

This button displays the “Add Wildcard Window”, which allows you to specify a new wildcard entry.

##### **Remove button**

This button deletes the selected wildcard from the list.

##### **Remove all button**

This button deletes all the wildcards from the list.

### **Step 7 – Scan and View Filtered Files**

This window displays all of the included or excluded files resulting from filters being applied to a particular directory. In other words, it displays the outcome of one or more filters applied to a directory.

#### **File List**

The file list contains individual files that have been included or excluded using a filter. Files included by a filter will be marked with a blue check, and excluded files will be marked with a thin gray bar. An entry in the file list can be double-clicked to view the file’s properties.

#### **Matched Files**

This field is the number of files that are being included or excluded in the current directory.

#### **Total Size**

This field is the total size of the included and excluded files.

**Stop Scan button**

This button will stop the file scan and allow the window to be exited.

**Step 8 - Add Filter Summary Information Window**

This window displays the properties of the filter that was created.

**Directory or volume of filter**

This field is the directory or volume where the filter is to be applied.

**Filter name**

This field is the name of the filter previously entered in the wizard.

**Filter type**

This field is the filter type that was created.

**Number of types specified**

This field is the number of file types that were selected for the filter.

**Number of files matching filter**

This field is the number of files included or excluded based on the results of the "Scan System" window.

**Size of files matching filter**

This field is the total size of files included or excluded based on the results of the "Scan System" window.