

## Using Filters

A filter consists of a collection of file types and an action. The actions for filters are “Include” and “Exclude”. Prior to version 3.5, wildcard specifications were not included in filter definitions. In version 3.5, in addition to included and excluded file types, wildcards can also be specified to match specific groups of files. For example, the wildcard “a\*.txt” selects all text files starting with the letter ‘a’.

Filters are used to include and exclude files from your backup set. Filters are applied to directories and affect all subordinate directories. A single filter can be applied to multiple directories, and directories can contain more than one filter. Whenever a backup is performed, the filters are evaluated and files are included and excluded based on the filters applied. Filters are managed using the “Filter list” window. A list of directories containing filters is managed using the “Directories with Filters” window. There are some pre-defined filters installed with the Backup Client application, and additional filters can be created easily with the Add Filter Wizard.

## Creating a New Filter

A new filter can be created by running the Add Filter Wizard. The Filter Wizard can be executed by going to the “Filter list” window and pressing the “Add...” button. A filter can also be quickly created by right-clicking on a folder, selecting “Apply Filter”, then “New Filter...”

TIP: Right-clicking on a folder is a convenient way to create a filter because the wizard automatically fills in the path for you.

## Deleting a Filter

The Remove button on the “Filter list” window can be used to permanently remove a filter from the list. Files or directories that were included by the filter will be removed from the backup set.

## Modifying an Existing Filter

The properties of a filter can be modified at any time by pressing the Properties button on the “Filter list” window. The properties of a filter include the filter name, whether it’s an include or exclude filter, and the file types that are part of the filter. In addition, in version 3.5, wildcard specifications are also included in the filter definition. If the filter is currently applied to one or more directories, the appropriate modifications will take place immediately after pressing “OK” in the “Filter list” window.

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