



Using the Briefcase to MOVE and SYNCHRONIZE File (Managing your Work!)



The Briefcase is a handy tool for moving files and keeping up-to-date copies. For example, you have a schedule on your main computer. You usually copy it to your laptop as a reference. One afternoon, you are inspired to make some updates on the laptop, meanwhile, on your main machine you had made changes as well, and now struggle to decide which file is the latest!


The Briefcase in XP serves as a location for files, and allows for synchronization when needed. So, you return home with the schedule, hook your system up to your home network, and sync the files... XP asks you to choose and now both files are up to date... I use my Briefcase on my pen drive, so if I change the file there, I can later sync it with the main system!



INSTRUCTIONS


To Create a new Briefcase

1. To open My Computer, click **Start**, and then click **My Computer**.
2. Click the folder in which you want to create the new Briefcase.
3. On the **File** menu, point to **New**, and then click Briefcase.


 **Note** – To create a new Briefcase on your desktop, right-click anywhere on the desktop, click **New**, and then click Briefcase.

To separate files stored in a Briefcase from their counterparts outside the briefcase

1. Open Briefcase, and then click the file you want to [split](#).
2. On the Briefcase menu, click **Split from Original**.

 **Note** – After you split a file stored in Briefcase from its counterpart outside Briefcase, it is labeled an [orphan file](#) and can no longer be synchronized. To synchronize files on connected computers using Briefcase

1. While the computers are connected, open Briefcase on your portable computer and copy the appropriate files from your main computer.
2. Work on the files on your portable computer.
3. When you have finished working on the files, connect the two computers if they were disconnected, open Briefcase on your portable computer, and then do one of the following:
 - To update all the files, on the Briefcase menu, click **Update All**.
 - To update only some of the files, select the files you want to update, and then on the Briefcase menu, click **Update Selection**.

 **Notes** – When you are using Briefcase to copy files from your main computer to your portable computer, the two computers must be connected, either over a network or by a [direct cable connection](#).

- While you are working on your files, the two computers do not need to be connected.