

**Carry it Easy™**

**User Guide**



**User Manual Version 3.2**  
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# 1. Introduction

Carry it Easy™ will enhance the functionality of your portable storage device and help you keep your personal data available on the road.

With **Carry it Easy** 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 **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 Carry it Easy, you should never disconnect your Device without closing Carry it Easy properly first, via the exit button and then using the “Safely Remove Hardware” option of Windows (see description below).**

## 2. System Requirements

- Operating Systems:
  - Windows 2000 Service Pack 4
  - Windows XP (Service Pack 2 is recommended)
  - Windows Vista
  - Windows 7
- 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 Carry it Easy. The Outlook Express/Windows Mail option will be disabled.
- Available USB port
- USB Drive (USB Flash Memory Drive) or flash based MP3 Player or SD Card, of many storage card formats.  
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 Carry it Easy.

## 3. Installation

Carry it Easy usually comes **pre-installed on your portable storage device (e.g. USB Flash Drive)**.

If you **downloaded Carry it Easy** from the internet you have to copy CarryItEasy.exe on your USB Drive or other supported portable storage media.

No installation process on your PC is needed. Simply double-click on the CarryItEasy.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 Carry it Easy we recommend, that you make a backup copy of the CarryitEasy.exe to another storage device.

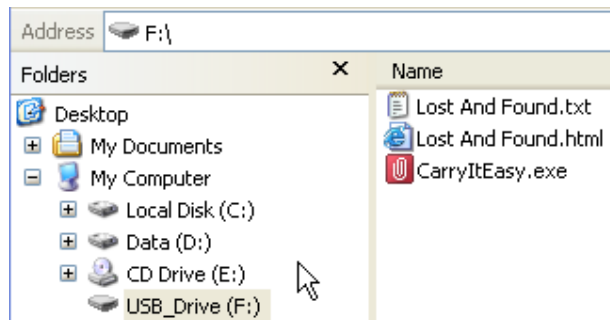
In order to use Carry it Easy you should always start the CarryItEasy.exe file from your USB Device.

## 4. Getting Started

### 4.1. Starting Carry it Easy

To start Carry it Easy, 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 CarryitEasy.exe file to start the application.



The CarryitEasy.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



Every time you start Carry it Easy, you will come first to the welcome window either directly or after having logged in with your password. On the left side of the 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. If the USB Flash Drive is partitioned the fill bar will indicate the size of the Private area (password protected area) only. You can see the size of the Public area (not password protected) by pressing the “Device Information” button.



## 5. Working with Carry it Easy

### 5.1. Security Settings

When using Carry it Easy 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.

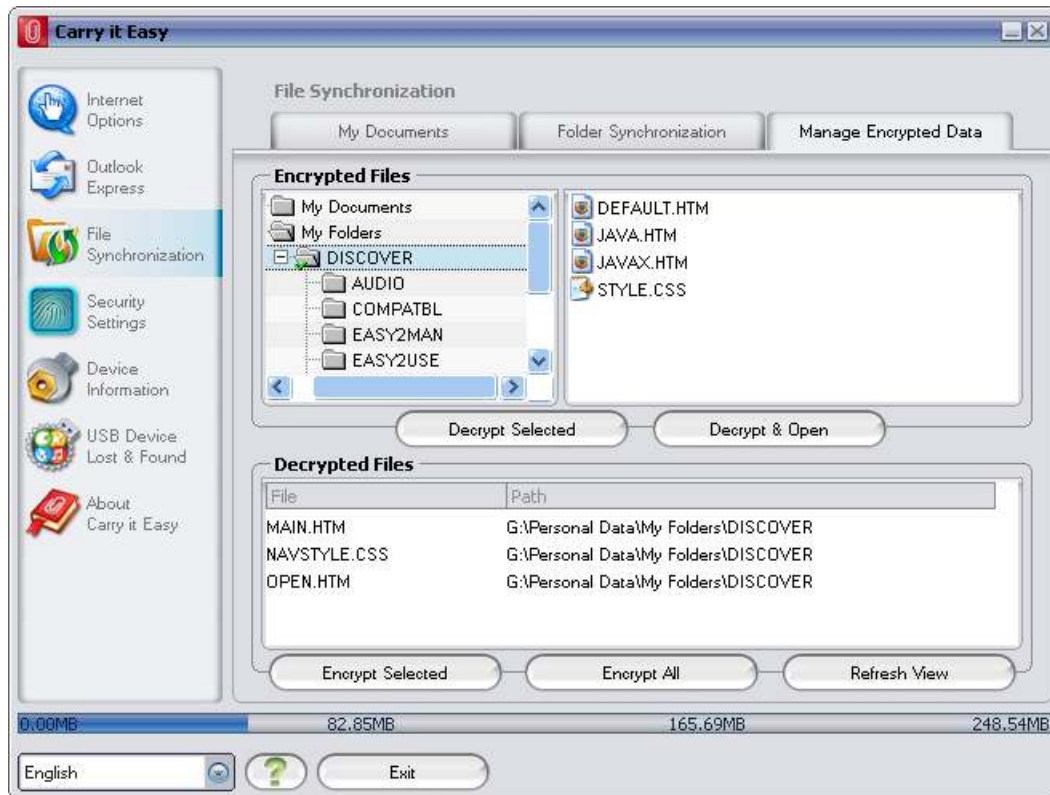


Changing the security settings can take a few minutes depending on how many files are saved on the USB Drive. You will see a progress bar that indicates what the current status is.

If you choose to password protect your device, Carry it Easy will encrypt the “Personal Data” folder on your portable storage device. Other data that are stored on the Device but are not synchronized with Carry it Easy will remain unencrypted.

Carry it Easy encrypts only the data synchronized with Carry it Easy.

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.



## 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.

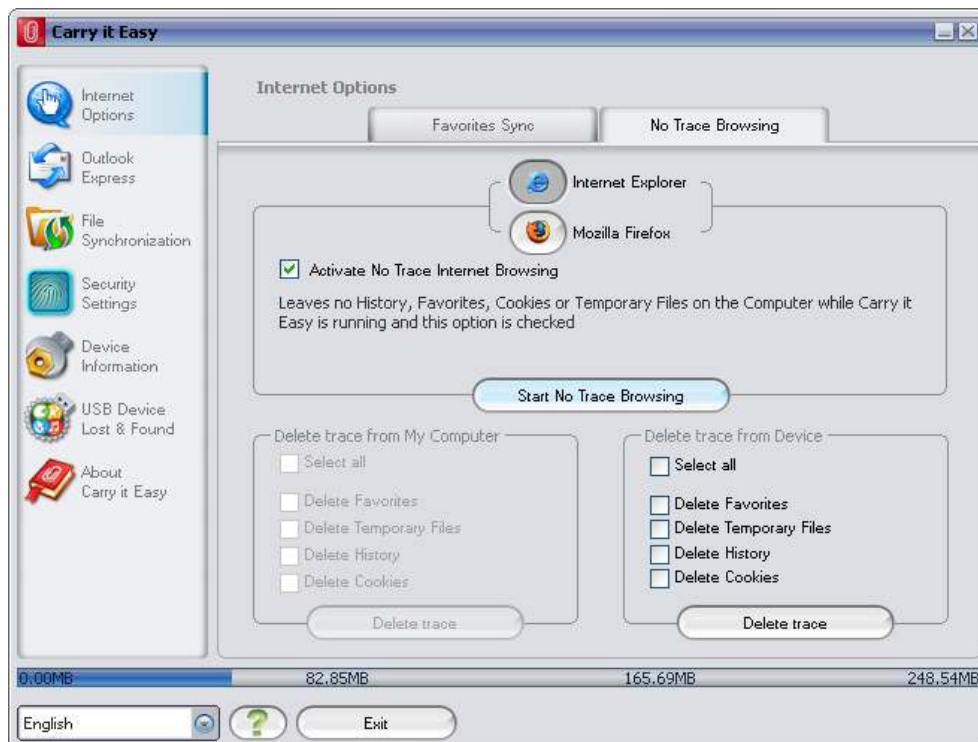
To delete Internet Favorites/Bookmarks on your portable storage or on your Computer you can use the options in the No Trace Browsing window.

### 5.3. 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 Carry it Easy. 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.

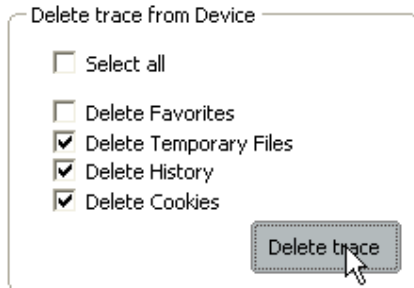


When No Trace Browsing is active you will see in the Internet Explorer windows header “No Trace Browsing” written. All the temporary files, history and cookies will be redirected and saved to your portable storage device and not to the Computer.

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.

#### 5.4. *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 Carry it Easy. 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.

#### 5.5. *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 Carry it Easy.

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. Carry it Easy 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 Carry it Easy, 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.

## 5.6. *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.

### **5.7. 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.

### **5.8. Data Compression on the Device**



Carry it Easy 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.

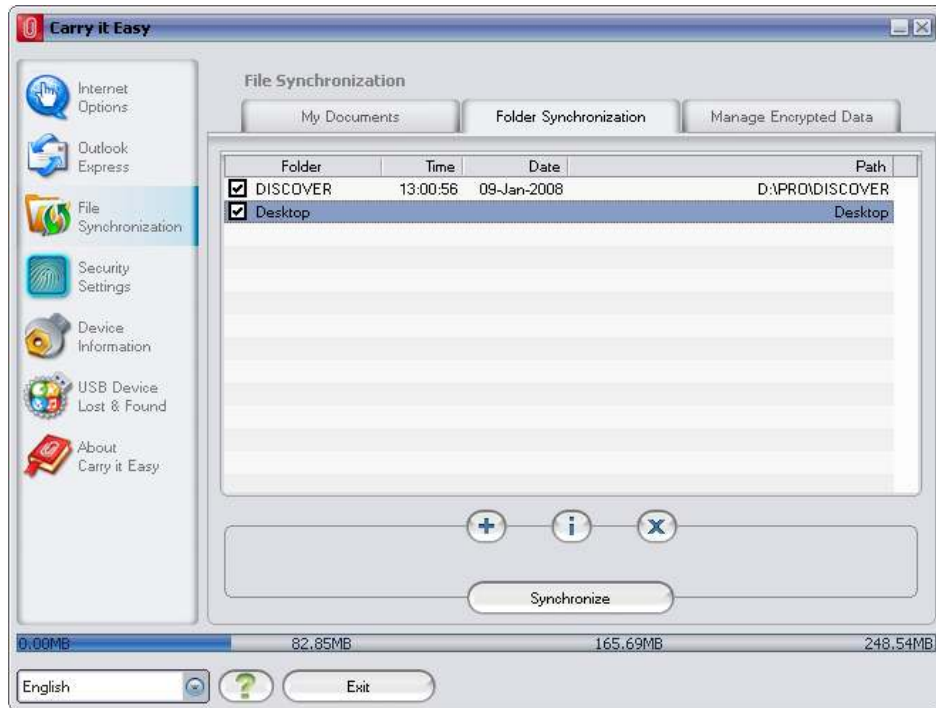
### **5.9. Folder and Desktop synchronization**



Carry it Easy 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.



## 5.10. Adding files and folders to your portable storage device

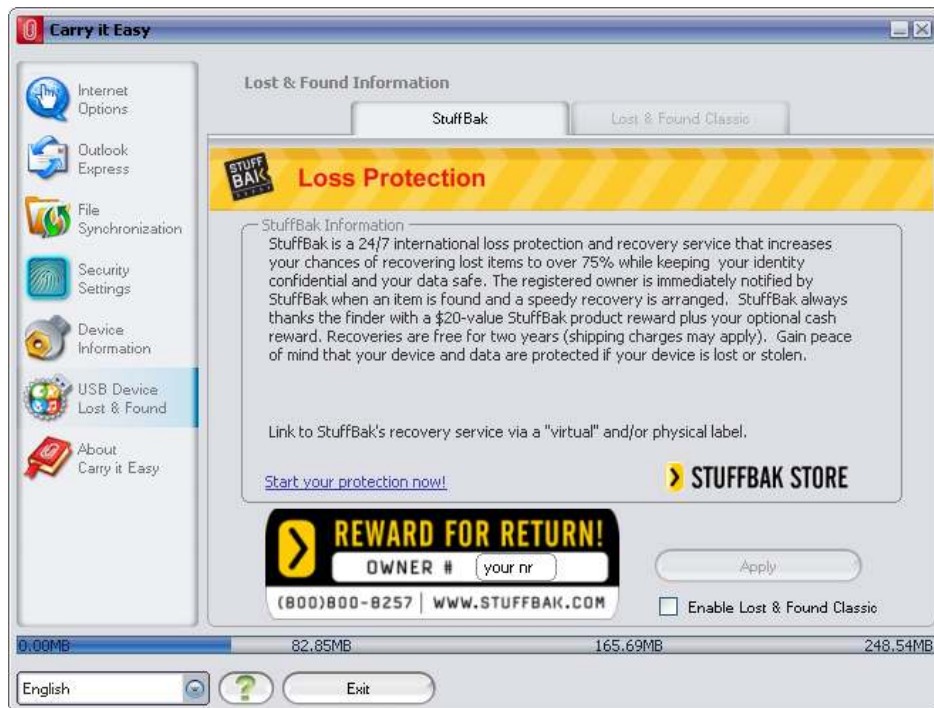
To add further files and folders to your portable storage device, you have to login with your password in Carry it Easy (if you have selected password protection) and copy them into the directory e.g. E:[USB Drive]\Personal Data\My Folders. For these data, the subfolder “My Folders” is available.

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

## 5.11. USB Drive Lost & Found™

### 5.11.1. StuffBack

StuffBak is a loss protection and recovery service. Enhance your recovery odds by linking your drive to StuffBak's 24/7 recovery service. To start your protection click on the link “Start your protection now” from the Lost & Found section. This way you can obtain a virtual label to protect your drive. A StuffBak owner number will be e-mailed to you to add to the Lost & Found section, in the field “your Nr.” of your Carry it Easy software.





### 5.11.2. Lost & Found™ Classic

Enable Lost & Found Classic

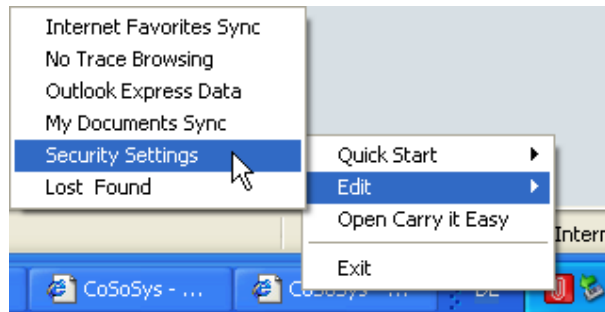
In case your portable storage device gets lost you can now, thanks to our Lost & Found function, let the finder know who the owner of the device is. Even if you have chosen to password protect all your data, the finder will still be able to contact you, without having access to your protected data on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

### 5.12. Work with the system tray menu

Via the Carry it Easy Icon in the system tray you are able to reach all the Carry it Easy 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.



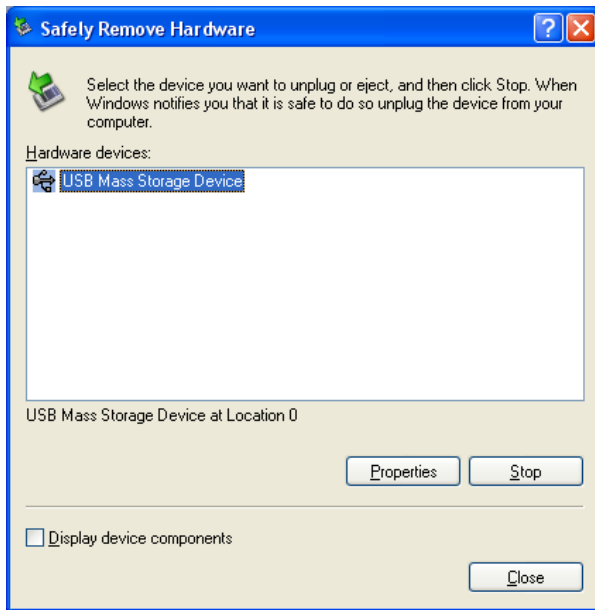
### 5.13. Safely remove hardware

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.

#### **5.14. 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 Carry it Easy Device list which one you want to configure.

## **6. License Key Registration**

After your 30 day trial version of Carry it Easy has expired you are required to purchase a license key over the internet. To purchase the license you can visit our web-shop by clicking the link in the registration window (visible when starting Carry it Easy) or by clicking on the “Activate” button in the “About Carry it Easy” window. The license can be of three types:

1. One year license: you can use Carry it Easy full functional for 365 days.
2. Two year license: you can use Carry it Easy full functional for 730 days.
3. Lifetime license: you will have Carry it Easy full functional permanently.

When you have purchased the license key you have to enter it into the registration window or into reserved license field from the “About Carry it Easy” window and click the “Register” button in order to use the full functionality of Carry it Easy again.

Please save your license key in a safe place for future reference.

## **7. Update Mechanism**

You can check for the availability of a new Carry it Easy version by clicking the “Update” button in the “About Carry it Easy” 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.

## **8. Support**

In case additional help, such as the FAQs or e-mail support is required, click on the “Online Help” link in the “About Carry it Easy” 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>

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