# **Excluding Files and Folders**

Excluding files/folders means ignoring the selected files/folders during replication (backup). See also: About File and Folder Excludes.

## 🖯 Tip

File Exclude feature can be enabled/disabled for the Volume ("Limits" tab of Volume properties window). Read more in Creating Volumes.

#### Note

The Excluded Files and Folders and Advanced Excluding Rules are communicated to the CDP Agent at the beginning of every replication.

Follow the instructions below to select file(s) and folder(s) not to be replicated by the Policy.

Note

By default, all file(s)/folder(s) located on a Device are replicated.

#### Note

In the "Policy Settings" tab, there is an option to exclude All Volume Shadow Copy Writers.

1. Access the "Create New Policy" or "Edit Policy" window. See Creating Policies and Editing Policies.

2. Select the "File Excludes" tab.

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3. Using the CDP Server Web Interface, browse the files and folders on the Agent's hard disk.

### \rm 🛛 Tips

The built-in file browser functions like Windows Explorer.

• To open a folder, double-click it.

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• To go to the parent folder, click on "Up."

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Driver		18.02.2011 12:30	:06 25.03.2	2010 12:42:49
999		25.04.2011 17:18	:11 25.04.2	2011 17:18:11
🔽 🥥 ghdh		26.04.2011 14:27	:40 26.04.2	2011 14:27:40
🔽 🥥 Interviews		18.02.2011 12:30	:19 13.10.2	2009 17:38:38
1 / 1 > > 30 Items Per Page				_
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 To go to the desired folder, manually type the path into the address bar and click "Go."

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• To find out the current path, see the address bar.

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• To change the number of items per page, type a value in the appropriate field. Currently, the maximum number of items per page is 25.

Image: Save Cancel	
<ul> <li>To navigate by pages, click on the arrow icons or type a page number into the appropriate field.</li> </ul>	
1     1     30     Items Per Page       Save     Cancel	

Columns:

- Path
- Size
- Access Time
- Modify Time
- 4. Select checkboxes next to the files and folders you want to exclude from the replication.

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Camera.exe	6,7 MB	23.06.2009 11:17:52	26.09.2008 17:21:58
🗵 🗋 integreid modul.exe	94,7 MB	23.06.2009 11:17:53	26.01.2008 14:17:58
🔽 🗋 modem.exe	8,2 MB	23.06.2009 11:18:06	22.12.2008 15:47:12
sp23994.exe	2 9 MR	27 07 2009 0125148	27 07 2009 0.26.47
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🖯 Tip

You can add rules to exclude files by pattern. For example, \*.logs or \*.mp3. See Advanced Excludes below.

5. Click on "Save" at the bottom of the window.

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The selected files and folders will be ignored by the Policy. Files and folders that are not selected will be considered by the Policy.

#### Advanced Excludes

Follow the instructions below to define a pattern (mask) to exclude files from the replication. Using patterns, you can exclude files of certain type, for example, files which have .avi extension.

1. In the "Create New Policy" or "Edit Policy" window, select the "Advanced Excludes" tab.

2. Define a file mask in the "Pattern" field. Example:

d:\*.avi	
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Click on a pattern to edit it	Save 🖉 Cancel

#### 🔺 Notice

Advanced exclude patterns must reference a Device in the Disk Safe, and begin with an absolute path, e.g. 'C:\*.txt' or '/\*.log'

3. Optionally check the "Recursive" option to ignore files from sub-folders on the basis of the specified pattern. If the "Recursive" option is checked, the exclude rule will be applied not only to the root folder files, but also to the files from sub-folders.

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4. Click "Add." The pattern will appear in the list.

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5. Add as many masks as you need.

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6. Click on "Save" at the bottom of the window.

Click on a pattern to edit it

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