User_Manual

This document outlines the features of Save2Disk and how to use them.

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1. BlueBridge Save2Disk

BlueBridge Save2Disk

User Manual

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This document describes the usage of BlueBridge Save2Disk.

Download this guide as a PDF document:

*** IMPORTANT NOTICE ***

This software is currently in the Beta phase. We accept no liability for loss of data, distribution of information or damages caused to software, clients or files that may arise by using Save2Disk. We therefore recommend using the software only on non-productive systems and data.

Furthermore, please note that content and especially screenshots of this user manual may become out of date as updates are released.
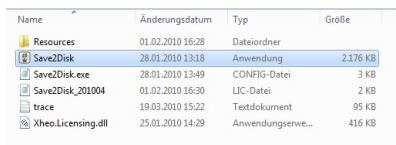
2. Setting Up

Getting Ready to Use BlueBridge Save2Disk

This software runs directly on a client and requires no installation. However, there are still a few steps required before you can start working with BlueBridge Save2Disk.

1. Download a copy of the software and unzip it to your desired location, e.g. c:\program files\save2disk
2. Locate your licence file (*.LIC) and copy it into the same directory. This will unlock the software

Please note that licence keys are limited to only work on the machine for which they are registered. Trial licences can be used on any computer.

You can then launch the software by double-clicking on Save2Disk.exe.

Name	Änderungsdatum	Typ	Größe
Resources	01.02.2010 16:28	Dateiordner	
Save2Disk	28.01.2010 13:18	Anwendung	2.176 KB
Save2Disk.exe	28.01.2010 13:49	CONFIG-Datei	3 KB
Save2Disk_201004	01.02.2010 16:30	LIC-Datei	2 KB
trace	19.03.2010 15:22	Textdokument	95 KB
Xheo.Licensing.dll	25.01.2010 14:29	Anwendungserwe...	416 KB

2.1 Log files

Troubleshooting / Debugging

If you are experiencing difficulties with Save2Disk, one of the best things to do is to activate the logging functionality in order to debug the situation more effectively. Our support team will be glad to take a look at these logs to help identify what is causing the problem.

Please follow these steps:

Step 1: Activate Logging

Navigate to your Save2Disk folder and edit the file Save2Disk.exe.config in Notepad.

Search for the following entry:

<trace autoflush="true" indentsize="4">
    <listeners>
      <!-- file based trace logging (with default log)-->
                    <!--add   name="BlueBridge_0"
type="System.Diagnostics.TextWriterTraceListener" initializeData="trace.log" /-->

Now change the last line to the following:

<add name="BlueBridge_0" type="System.Diagnostics.TextWriterTraceListener" initializeData="trace.log" />

i.e. activate this line by removing its status as a comment.

Step 2: Run Save2Disk again

Try exporting that site you were having difficulty with.

Step 3: Send a copy to BlueBridge for analysis

You'll notice that a new file has appeared in the Save2Disk folder (trace.log). Send this over to info@bluebridge.de and we will gladly take a look at it for you.

3. Configuring the Export

How to Download Content from SharePoint

The next few pages show you how to download content step by step.
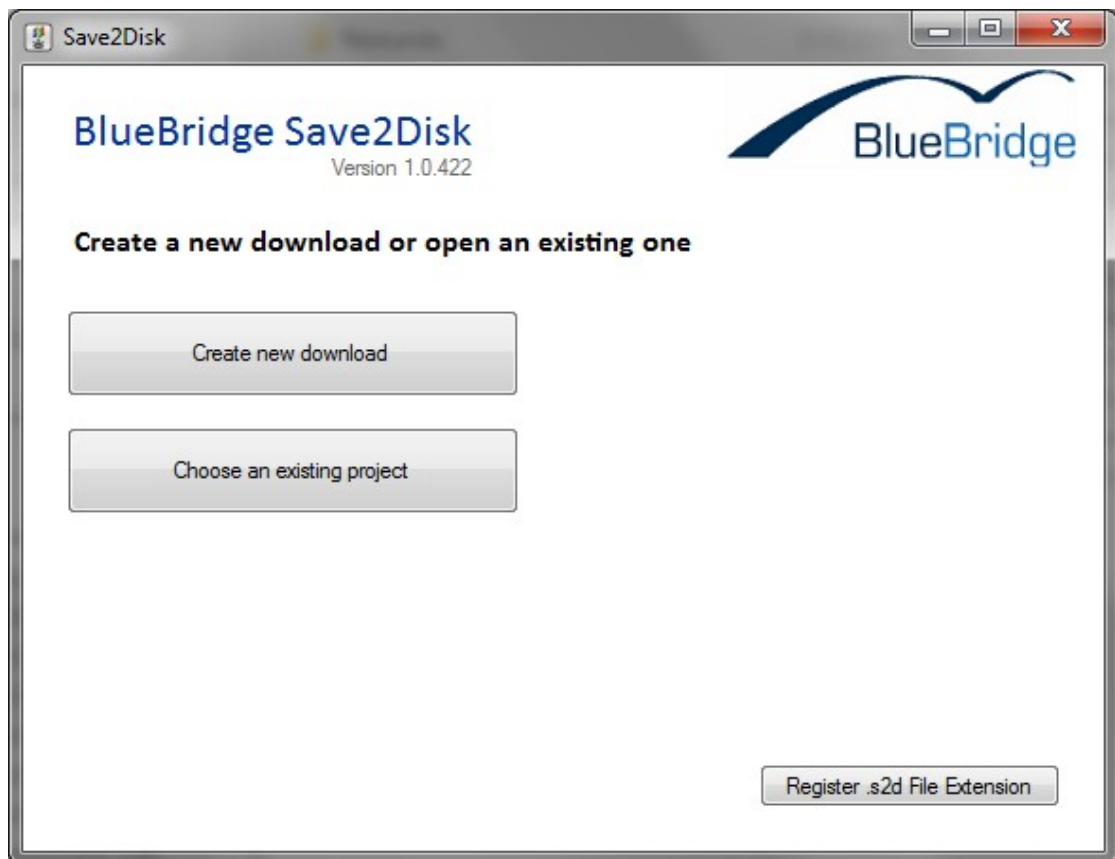
Click on **Create new download** to start.

You can **choose an existing project** if you have already exported content and saved the export settings as an XML file (with the .s2d file extension). More information can be found under Options.
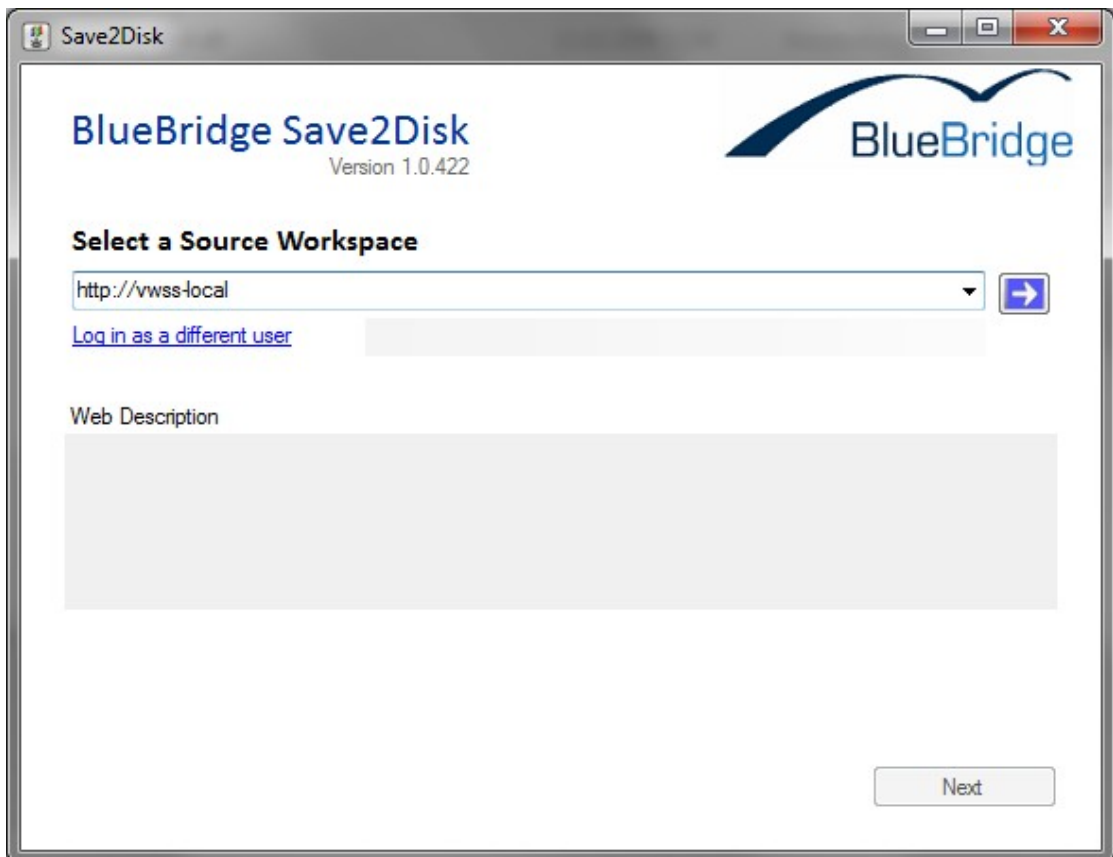
You can also choose to register the .s2d file extension, so that double-clicking on them will automatically open BlueBridge Save2Disk.

3.1 Selecting a Source Workspace

Defining the Source

The first step is to define the SharePoint workspace from which you want to download content.

Simply type in the URL of the desired workspace and hit the blue button:

Note that unnecessary endings such as /default.aspx will automatically be removed, so feel free to simply copy & paste the URL.

BlueBridge Save2Disk will automatically log in with the user's standard credentials. Of course, you can define other credentials with which Save2Disk should access SharePoint.
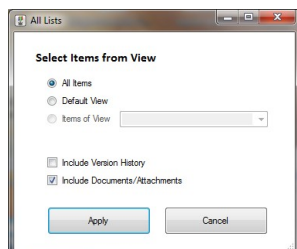
Click on *Next*.

3.2 Choosing lists to download

Choose SharePoint Lists to Download

Once you have selected the relevant workspace, you can decide which lists and libraries you want to download.
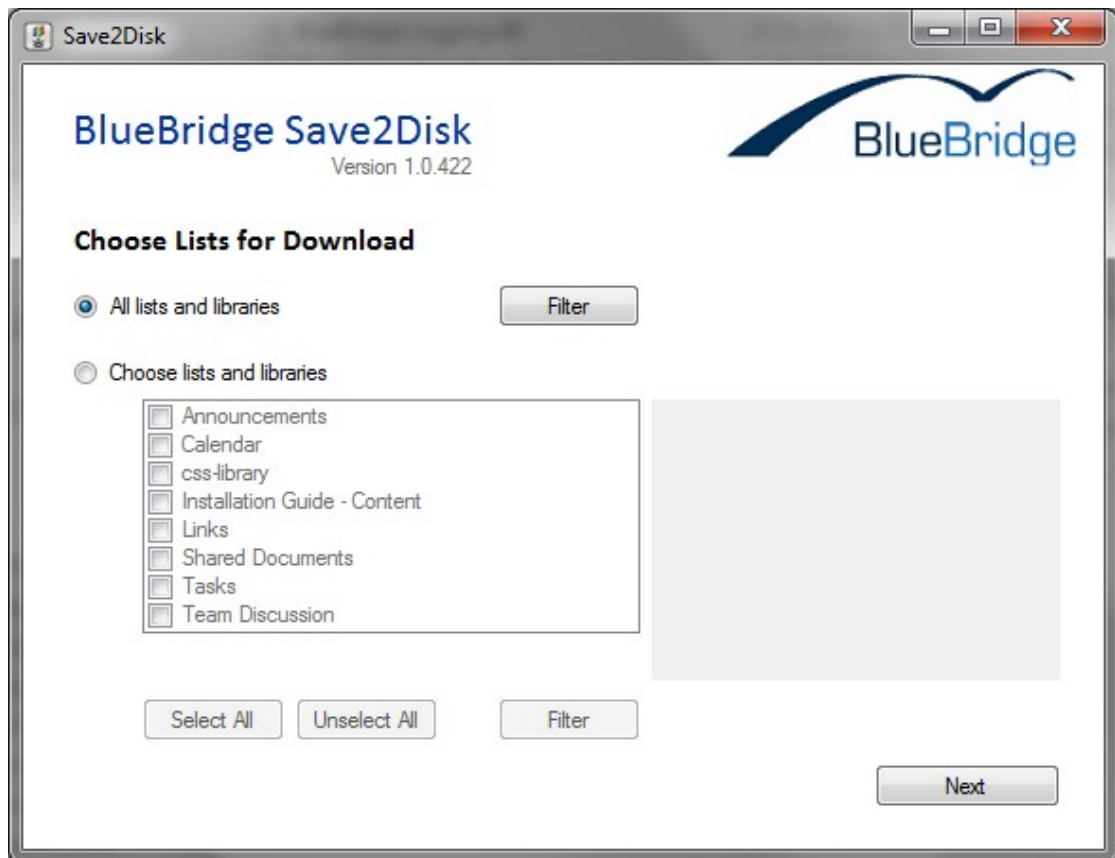
Select *Filter* to display further options:

Firstly, you can decide to download only items from a certain view.

Secondly, you can define whether to include a version history. By default, this option is disabled to conserve disk space.

The last option defines whether attachments (e.g. for list items) should also be downloaded from SharePoint. By default, this option is activated to make sure that you have all the relevant content, but it can be disabled to save disk space.

3.3 Choosing Workspaces

Choose Additional Workspaces

At this stage, you will be prompted as to whether you would like to download additional workspaces.
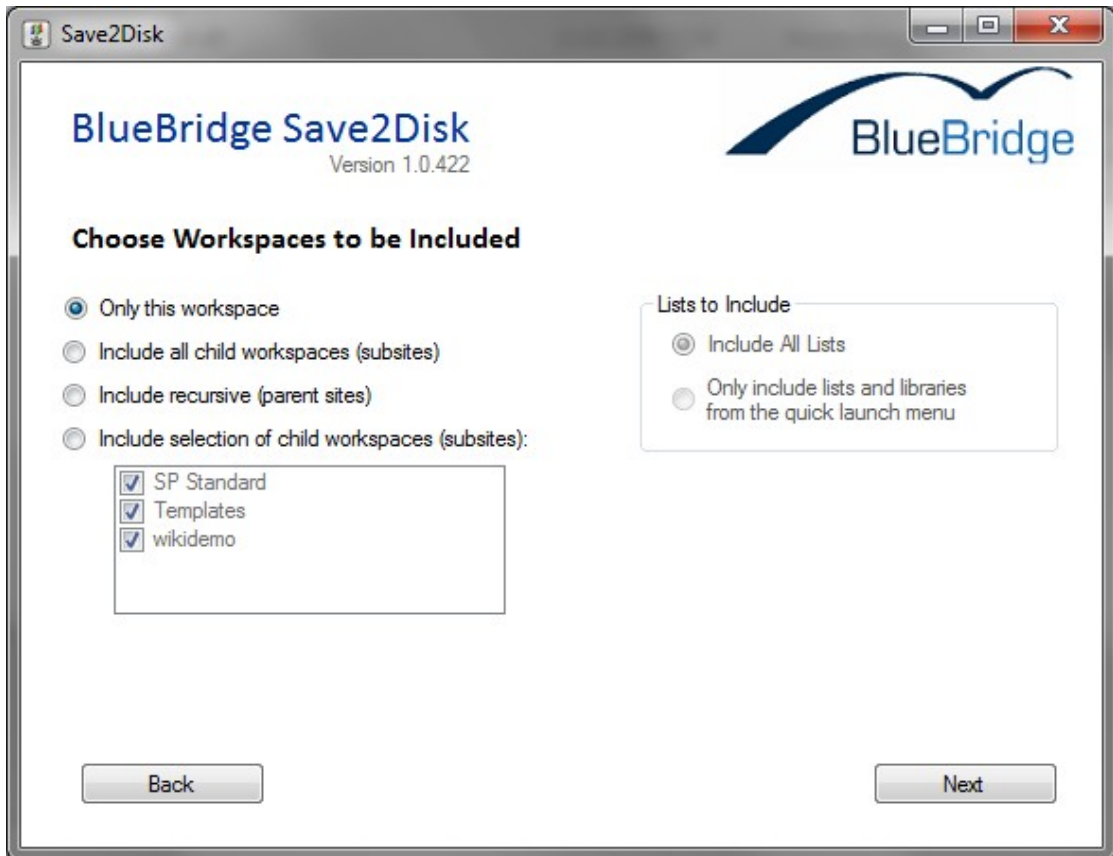
By default, only the selected workspace will be be downloaded from SharePoint. Depending on the structure of your SharePointsite, it may be beneficial to download extra workspaces, such as subsites. This is especially relevant in cases where you want to download, for example, multiple project workspaces. Simply define the parent site "Projects" as your source workspace and then select the option "Include All child subworkspaces".

You also have the option to include recursive (i.e. parent) sites. This option is generally not recommended for most users, as it will take extra time and use larger amounts of disk space.

Note that the user's credentials are used at every stage when downloading content from SharePoint. This means that they will never be able to download content for which their permissions are insufficient. So if you select to download child workspaces, Save2Disk will only download the workspaces for which the user has *read* permissions.

You can, of course, also decide to download only certain child workspaces.

Once you have selected the download type, you may select which lists should be included in these child/recursive workspaces. Here, the following options are supported:

- Include All Lists - All lists & libraries are downloaded from the child/recursive workspaces
- Include only Lists from Quicklaunch - Only lists and libraries that are in the quick launch are downloaded. Other lists and libraries are ignored.

Save2Disk drills down only one level and will not, for example, download subsites of child workspaces.

3.4 Further Options

Further Options

On this screen you will be able to define the target location for your download and specify further options.
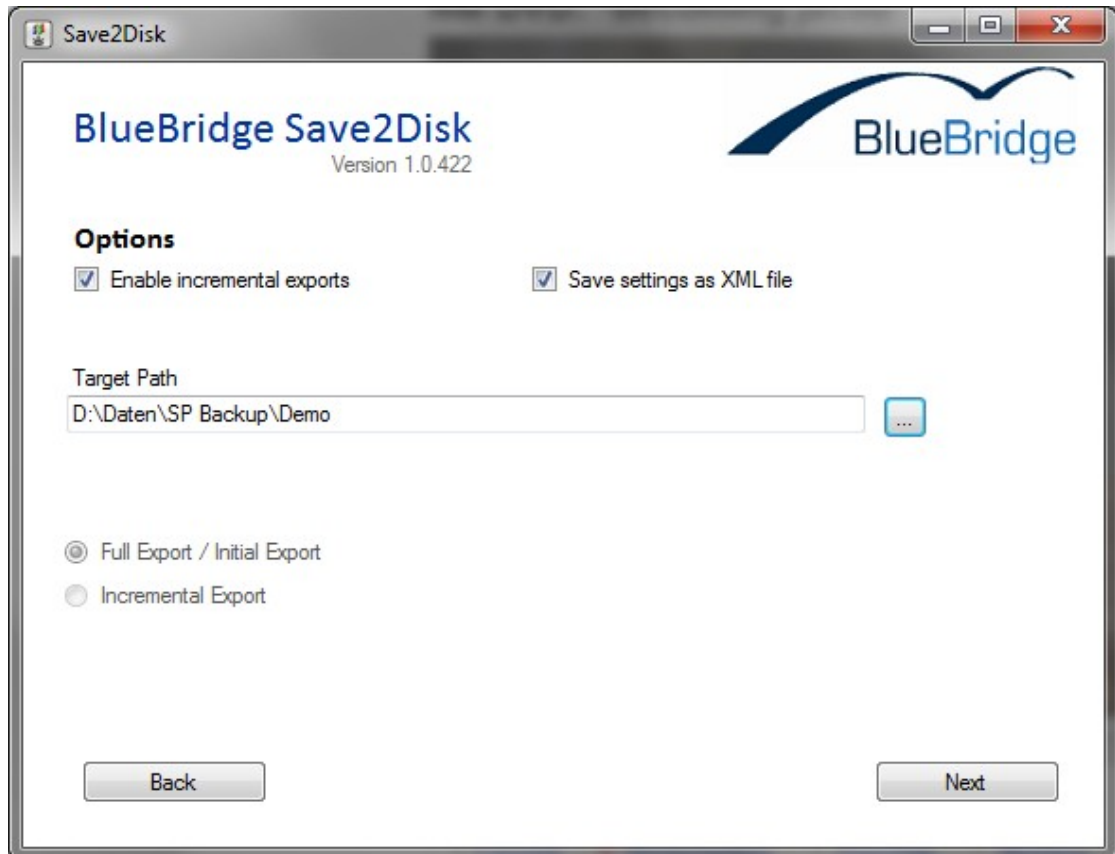
Enable Export for Future Incremental Use

This will log the export so that it can be updated incrementally in the future. This means that the next time you want to download content from SharePoint, only new information or data that has been changed since the last download will be

included. In this way, you can save time and disk space by not downloading your whole SharePoint workspace each time.

Include XML

This will generate an XML file with your export settings, saving you time if you want to perform the same operation in the future. This will save settings like source location, subsites and incremental backup options, meaning that you can quickly download new SharePoint content without going through the wizard each time.

Target Path

Here you can enter the path where the SharePoint content should be saved. This can be a local directory, a network drive or a removable medium (USB drive, DVD etc). Remember that you do not need a SharePoint Server to open the content once it has been downloaded, so make sure that target DVDs are kept in a safe place.

Note that if the incremental backup option is not activated, no check will be performed as to whether data already exists on the target medium. Any existing folders with the same name will be overwritten. Existing folders without name conflicts will not be deleted, and new folders will automatically be added. We therefore recommend that you create a new folder for each site that you download, otherwise you run the risk of commonly used folder names (e.g. Shared Documents) being overwritten.

Type of Export

Finally you can define whether a full or incremental export should take place. Note that this option is greyed out unless you opened an existing project that has previously been marked for incremental backups.

3.5 Choose skin

Choose Skin

A skin defines the look and feel of the export, which ultimately changes the experience for the user that it opening it. Save2Disk can be used on both SharePoint 2007 and 2010 and offers skins for both. For best results, you should export using the skin corresponding to the SharePoint version you are exporting from. So if you are backing up content from SharePoint 2007, you should use the 2007 skin when exporting. This means that, once your site has been exported, the user interface will be similar to the standard interface in SharePoint 2007.

You can choose the appropriate skin on this screen:
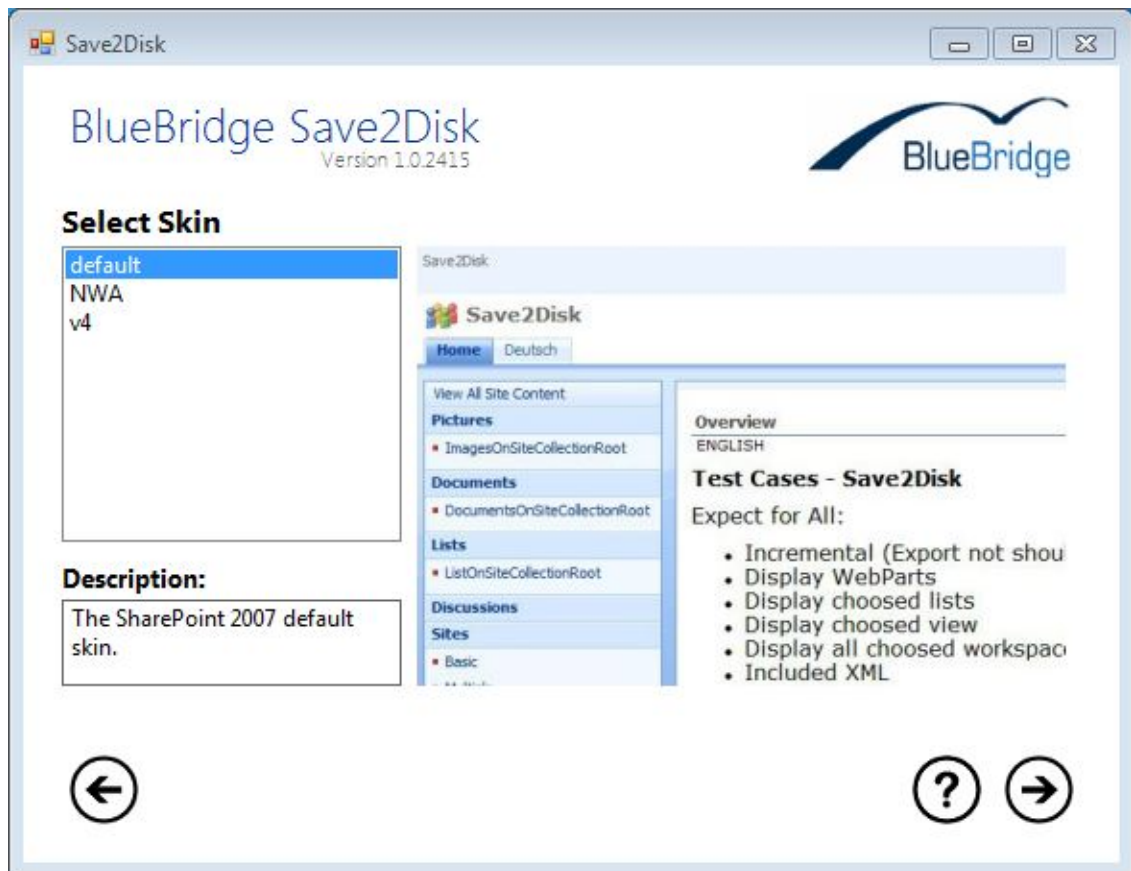
When you click on a skin, a description will be shown in the bottom-left corner and an example screenshot on the right. Note that this screenshot is not based on your data.

If you are interested in having your own skin (e.g. with your company logo and in your colours), then please contact us and we would be happy to discuss the possibility of creating a skin for you.

3.6 Confirm Selection

Confirm Selection

In this screen, you will be able to confirm your selection and start the export.
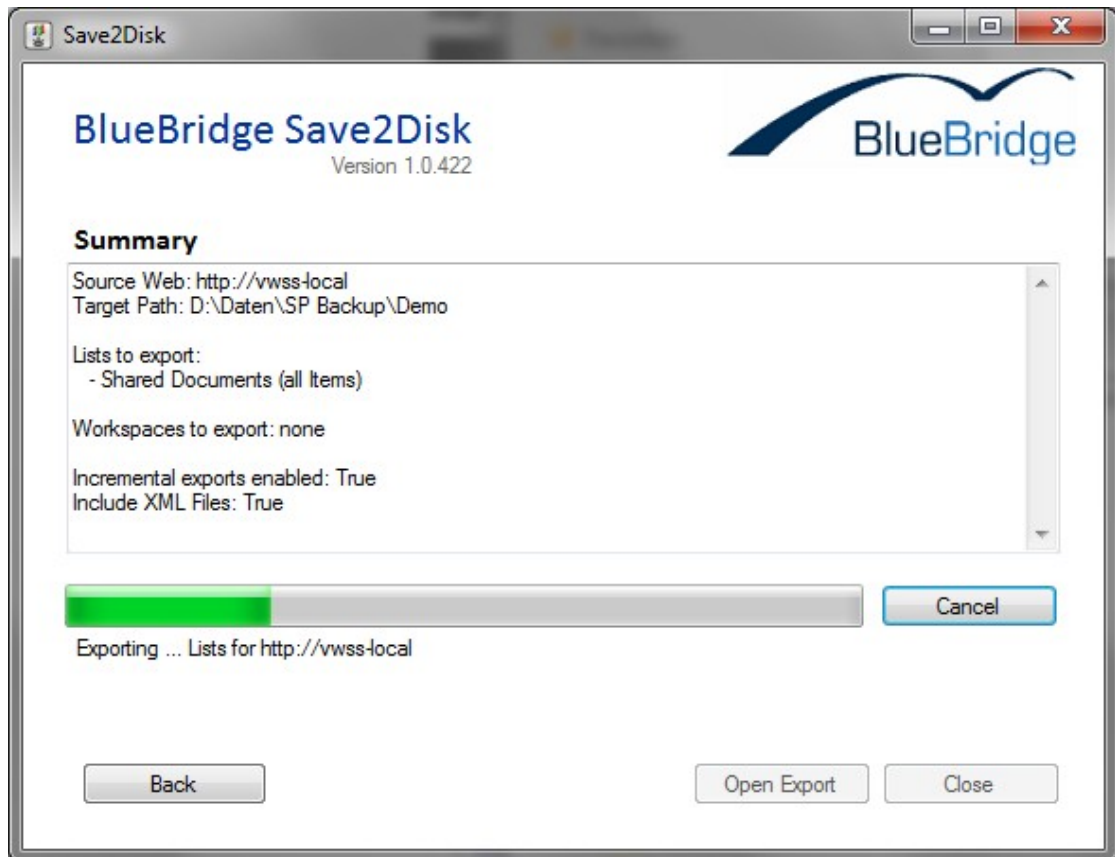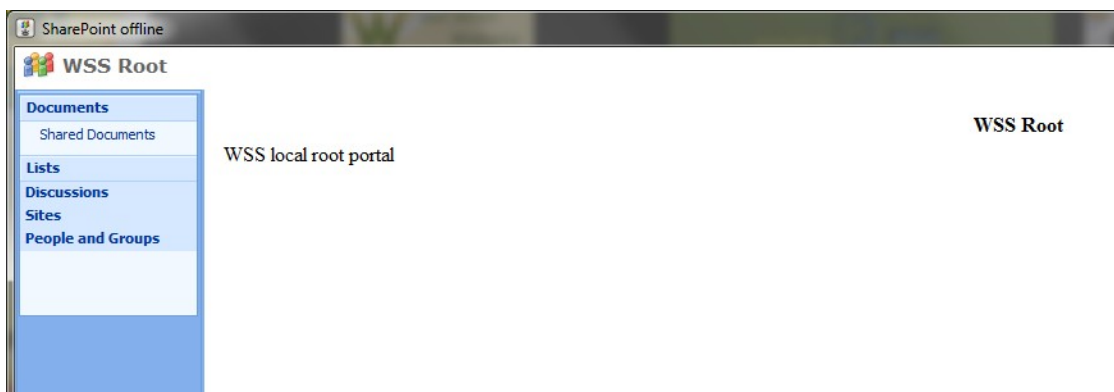

Once the export process is completed, you will be able to <u>open your export</u>.

4. Opening Exports

Opening Exports

BlueBridge Save2Disk comes with its own built-in browser, ensuring that content can be viewed on all platforms in the forseeable future, even if technologies and standards change.

Simply click on **Open Export** once the content has been downloaded.

Alternatively, open the relevant folder in Windows Explorer and double click the file **sharepoint.hta**.
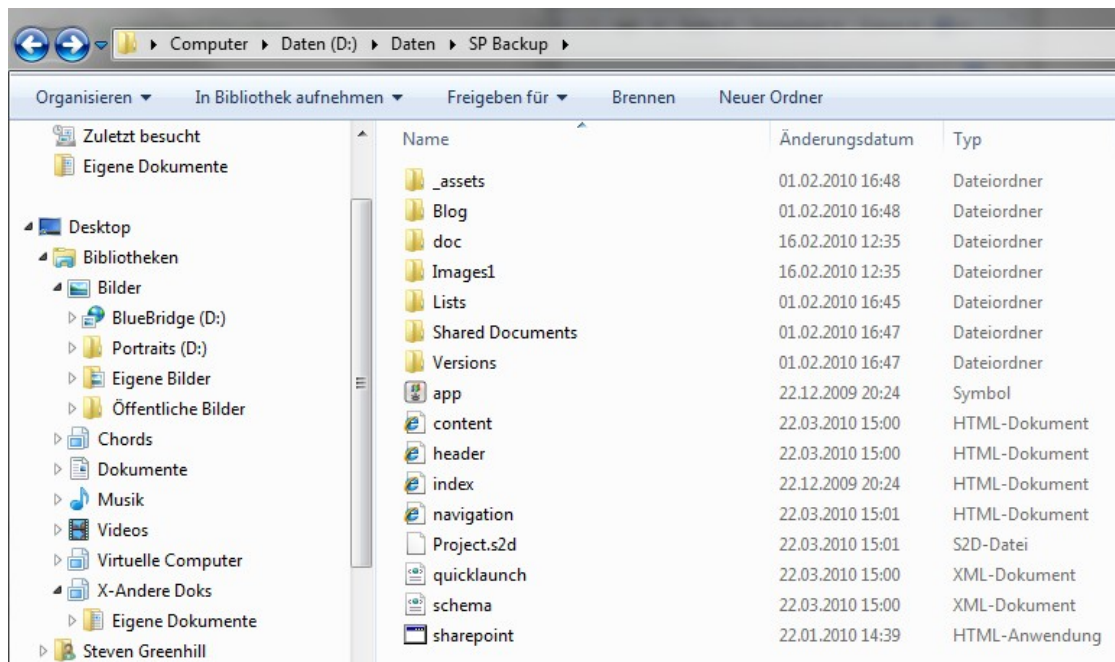
If you just want to access the files that have been downloaded, you can simply open these folders in Windows Explorer to find the documents within them. In the above example, clicking on the folder Shared Documents will open this folder so that you can open the files directly. Note that aspx pages (e.g. wiki articles) have only limited formatting support.

5. Known Issues/Bugs

Known Issues and Bugs

During the course of the Beta phase, we hope to receive feedback from you, our customers. Any bugs reported or ideas will be tested and analysed as to whether they will be implemented in the final release. In the meantime, you can find a list of known bugs and issues in the table below. This will include information on the status of the item, for example if it has been implemented.

ID	Summary	Long Description	Status
1	SharePoint 2010 not supported	Currently, files are downloaded from SharePoint 2010 but the navigation and indexing does not work.	Planned
2	Calender columns misaligned	The column titles in calendar lists are not aligned to the information in the columns	In progress
3	Calender dates not shown	Date fields in calenders are currently shown as "0" or "1"	In progress