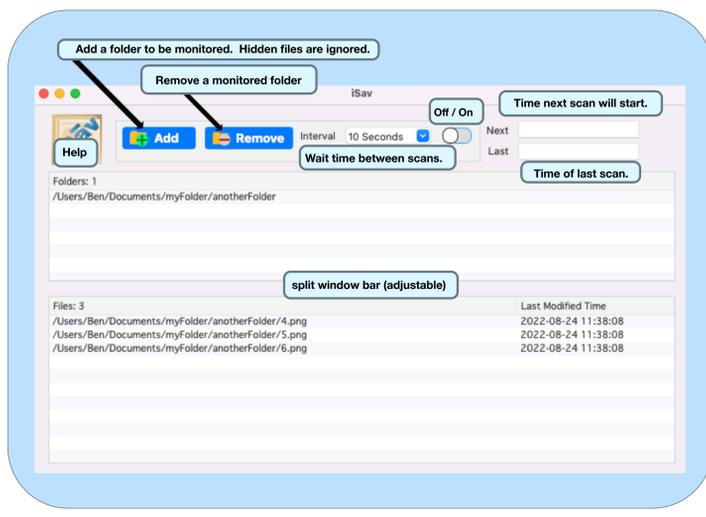


## Main Screen Summary



iSav monitors files in folders you specify.

If Last Modified field changes, iSav will create a copy with a timeStamp built into the new filename.

The default format of the timestamp is:

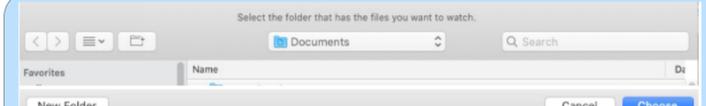
**OriginalFileName\_YYYYMMDD\_hhmmss\_DOW.doc**

- 'YYYY' is the year
- 'MM' is the month
- 'DD' is the number day of the month 'hh' is the hour,
- 'hh' is the hour in 24 hour time
- 'mm' is the minutes
- 'ss' is the seconds
- DOW is one of 'Sun', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat'

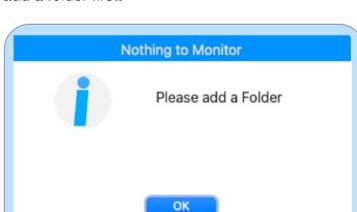
For example, if today is Friday April 10th, 2021 at 3:54:32pm and 'myfile.ext' is saved, a new file will be created with an embedded timestamp in the name like this:

**'myfile\_20210410\_155432\_Fry.ext'**

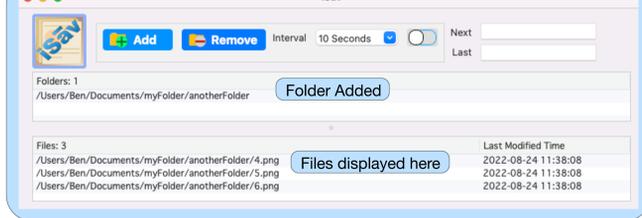
**Add** Click on the Add button and a dialog box will appear asking you to select a folder. You must be able to read and write to the folder so iSav can make time stamped copies.



Note: If the ON/OFF slide switch is tried before a folder has been added, a prompt will appear asking you to add a folder first.



When a folder is added to the monitored folders section, any files that are in that folder will display in the Files section. If a file is renamed, added, or removed in the OS, iSav updates automatically.

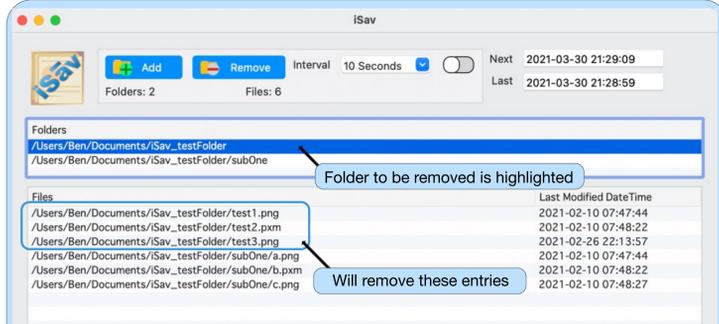


**Remove** To remove a folder, highlight the folder you wish to remove. Multiple folders can be selected using the standard keyboard combinations. (For Mac, hold down the command key to select multiple non adjacent entries. Hold down Shift to select adjacent entries.)

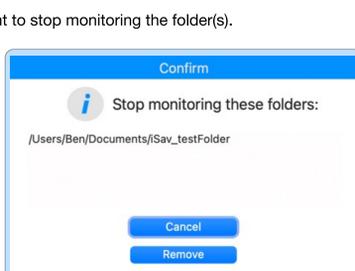
Note: If the Remove button is clicked before selecting a folder, a prompt will appear asking you to select a folder first.



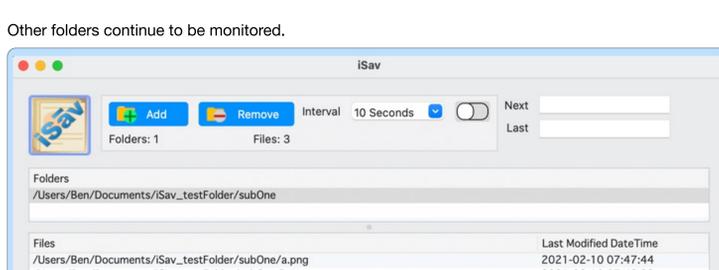
Here we are selecting one folder to remove from monitoring.



Confirm that you want to stop monitoring the folder(s).



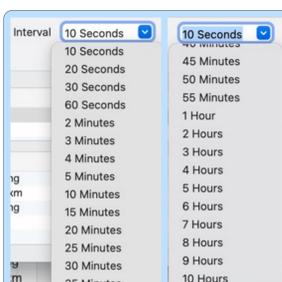
Other folders continue to be monitored.



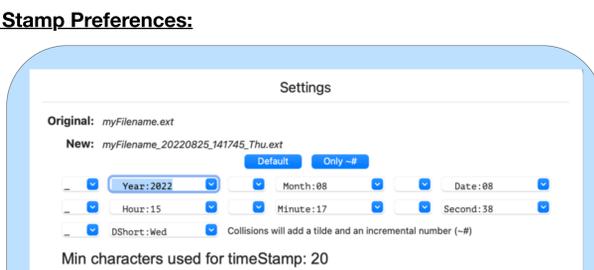
## Interval Range

Time between the end of the last scan and the beginning of the next scan can be adjusted. Whenever your file is saved (such as pressing command plus the 's' key, the files timestamp will change. When iSav see's that the files timestamp has changed, it will create a copy of the file with an embedded timestamp in the same directory. If no timestamp has been selected, or if there is a collision in filenames, a new file will be created with the addition of a tilde and a number.

There are various scan times to choose from starting at 10 seconds up to 12 hours.



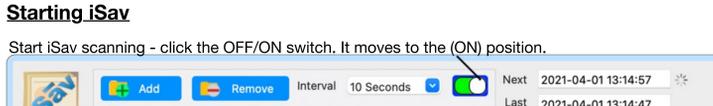
## Time Stamp Preferences:



On an Apple Mac, hold down the command key and press the comma key to open the Timestamp Preferences screen. You can also get to this screen by clicking the iSav (help) icon. The timestamp format can be changed on this screen.

## Starting iSav

Start iSav scanning - click the OFF/ON switch. It moves to the (ON) position.



When turned on, the Next and Last scan completion times populate. Additionally there is a small gray spinning indicator to indicate that it's running.

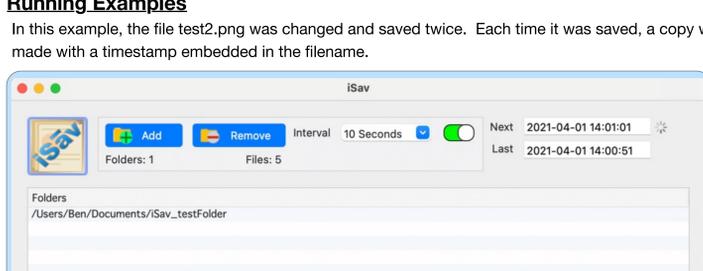
## Granting Permissions

The Mac may prompt you for access to the folder. This is necessary to read and write to the folder.



## Running Examples

In this example, the file test2.png was changed and saved twice. Each time it was saved, a copy was made with a timestamp embedded in the filename.



## Success!

Now the simple action of using the save command will make time stamped copies of your work. No longer do you have to worry about losing your previous save points.