



Backup4all

Take full control of your backup

Backup4all User Manual

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Backup4all User Manual

for Backup4all version 4

by Softland

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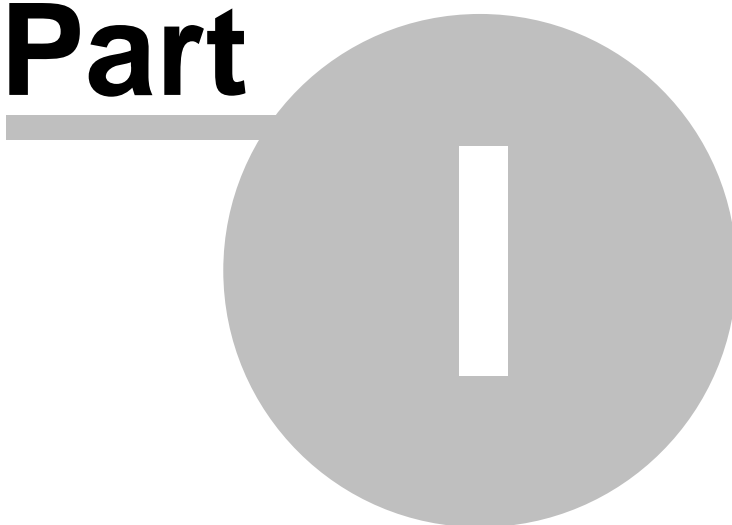
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Introduction

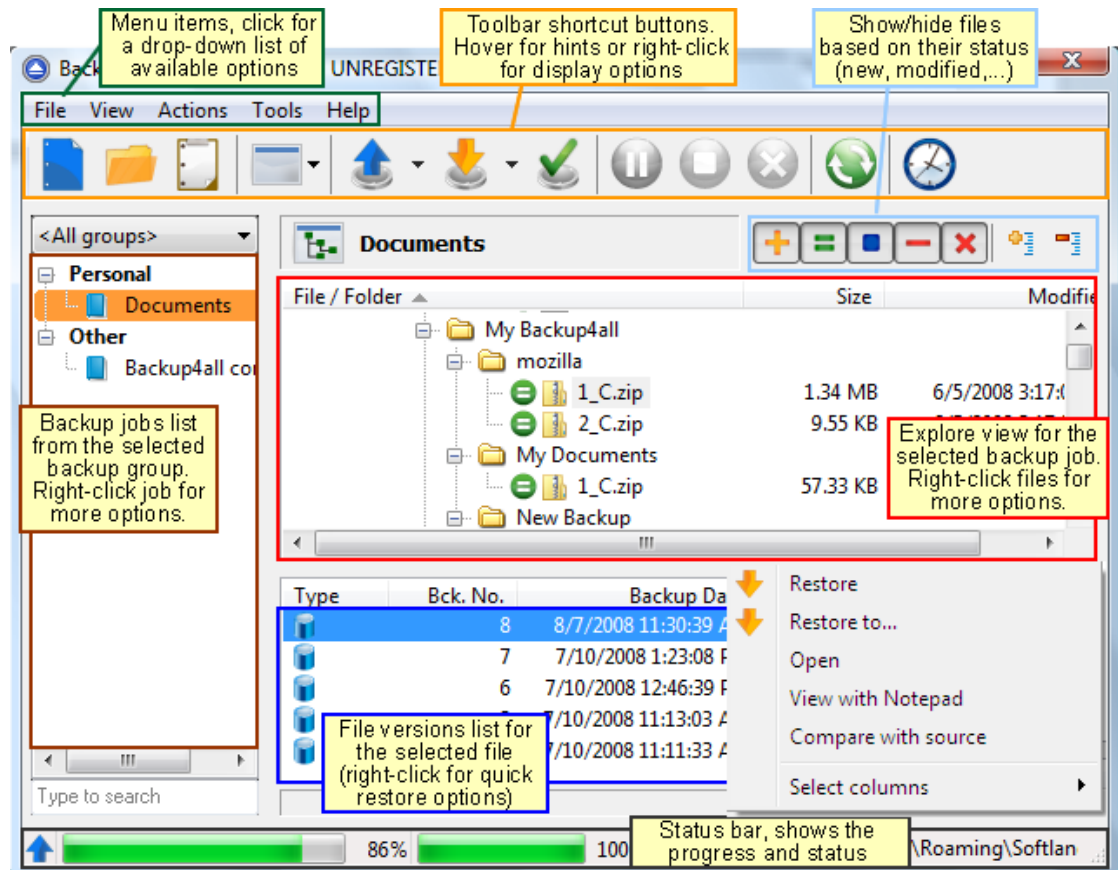
Part



1 Introduction

1.1 Product Description

Backup4all is an award-winning backup software for Windows. Backup4all protects your valuable data from partial or total loss by automating backup tasks, password protecting and compressing it to save storage space. Using Backup4all you can easily backup to any local, network drive, backup to CD, DVD or Blu-ray disc, or other removable media (such as USB or Firewire drives).



Backup4all can backup open/locked files (if the files are located on local partitions on Windows XP/2003/Vista/Windows 7) and it can perform full, differential, mirror backups. When defining a backup you can also set file filters and schedule the backup for automatic execution. Once a backup is performed, you can see what files have been changed since the last backup or you can read the statistics about the next backup execution. You can use the context menu from the tree to run standard actions associated with the file type.

There is also the option to run predefined backups, such as My Documents, My Pictures, Internet Explorer Favorites, Mozilla FireFox Profiles, Mozilla Thunderbird or Outlook Express emails and settings.

Backup4all has ZIP64 support (can create backups over 2 GB) and creates standard zip files, meaning that you can access it with any zip compatible utility.

Backup4all keeps track of file versions. You can easily restore any version of files or a whole

folder. You can filter files to be restored.

Backup4all tests the backup files automatically to ensure the backup is safe and correctly executed (uses CRC32).

Backup4all works with any drive letter, including mapped network drives and UNC paths. It comes with its own built-in CD/DVD/Blu-ray burning support.

Backup4all runs on Windows 2000 Server/2003/XP/Vista/Windows 7/Windows 2008 both 32-bit/64-bit and offers multi language support.

1.2 What Edition to Choose?

There are three editions available: **Lite**, **Standard** and **Professional**.

Backup4all **Lite** edition implements the basic functionalities of a backup application:

- Easy file and folder selection
- File filtering - powerful filtering engine with lots of options (filter by attribute, size, date, name and type)
- Multiple backup job configurations
- Intuitive interface - explorer-like, lets you see all files from the backup and new files that will be stored at the next backup execution
- Backup open files (files in use) - uses the Volume Shadow Copy service that allows you to back up local open files from NTFS partitions in Windows XP/2003 Server
- Predefined backups (My Documents, My Pictures, IE Favorites, Outlook Express, Microsoft Outlook, Vista Mail, Backup4all Configurations)
- Backup summary/statistics
- Backup plugins - possibility to import plugins as Predefined Backups
- Mirror backup with individual file compression and encryption
- Mirror backup that copies NTFS permissions and alternate streams
- Backup and test operations can be paused/resumed/stopped
- Automatic updates
- Back-up empty folders
- Brief view and "Getting Started" window with shortcuts to main operations
- Possibility to set memory usage for backing up
- MSI setup for automatic deployment
- Standard encryption (Zip2 compatible)
- Command line version
- Schedule backups (using Windows scheduler)

Backup4all **Standard** edition has all the features of Backup4all **Lite** plus:

- Full backup - starting point for all other backups, and contains all the data in the folders and files that are selected to be backed up
- Differential backup - contains all files that have changed since the last full backup
- Backup directly to CD, DVD and Blu-ray - Backup4all has its own built-in CD/DVD/Blu-ray burning support
- Version tracking - you can selectively restore any previous version of a backed up file directly from the main window
- Creates standard zip files that can be opened with any zip utility
- Zip64 support (can create zip files over 4GB)
- Disk spanning - automated support for splitting your backup between many removable disks or even on the same media
- Backup on-demand - you can configure Backup4all to execute a backup job or a backup group when a button from an USB enclosure is pressed
- Sound notification - play custom success/warning/error sounds at the end of the backup
- Run action before/after backup
- Create shortcut for backup job/group
- Cleanup operation (which supports pause/stop)

- History window for Backup/Restore/Test/Cleanup operations
- Search as-you-type for backup jobs/groups in backup list
- Use sources from network destinations or mapped network drives
- Scheduled backups (using internal scheduler) - easily setup a powerful scheduler using the available scheduler configurations to make unattended backups
- Create and use predefined filters
- Option to lock program interface
- Backup View that shows the backup versions for each included file

Backup4all **Professional** edition has all the features of Backup4all **Standard**, plus:

- Incremental backup - stores all files that have changed since the last full, differential or incremental backup
- Backup to FTP and SFTP - backup your files to remote locations using the FTP and SFTP service (with SSL support, active/passive transfer modes, firewall support)
- Test FTP backups using XCRC (is supported by server) - this speeds up the testing as Backup4all will verify the backup based on the CRC information received from server
- Email notifications - you can configure Backup4all to send custom emails after a finished backup with success, error, warning notifications
- Run backup at system shutdown
- AES encryption - supports 128-bit, 192-bit and 256-bit AES encryption
- Delete empty directories after backup

See **Feature Matrix** for a more detailed comparison between **Lite**, **Standard** and **Professional** editions.

1.3 System Requirements

To install Backup4all you need Windows 2000/XP/Server 2003/Vista/Windows 7 or Windows 2008 and at least 50 megabytes of free disk space. Installing additional language files may increase the space requirements.

Because the application uses zip compression, additional disk space is needed for the temporary directory. The amount of free space depends on the size of files to backup.

Note: Backup4all can backup open files only if installed on Windows XP, Windows 2003 Server, Windows Vista, Windows 7 or Windows 2008 and if the files are on NTFS partitions. Backup4all works on Windows 2000 too but this feature will not be available on these systems.

1.4 Installation

Install

To install Backup4all on a computer you need to have administrative rights. The installation process does not take much time. All you need to do is to follow the instructions of the Backup4all **Setup Wizard**. A reboot will be required after installing of SPTD driver.

If you have already installed an older version of Backup4all, you can install the new version on top of the older one, no need to uninstall it (the installer will recognize if the program is running and ask if you wish to close it in order to continue). You might need to close Backup4all manually if it is in a middle of an operation.

Note: If you have version 3.x (or previous) installed, you can install version 4.x without uninstalling the other one. Backup4all 4 will be installed and run separately, and will give you the option to import your backup jobs/groups from the previous versions.

When you start the installation process you will be prompted to choose a language for the setup wizard. Later during the setup you can check to install other language files too. If you install multiple language files, Backup4all will use the selected language as the default one. After installation, to switch between them, go to Backup4all's menu, select **Tools->Options->General**

Steps during installation:

- 1) **Select setup language** - you need to choose from the drop-down box a language for the setup wizard
- 2) **Setup welcome message** - press **Next** to continue
- 3) **License agreement** - shows the Backup4all **EULA**. After you read and accept it, check the **I accept the agreement** option and click **Next** to continue.
- 4) **Choose setup type**
 - **Typical** - Backup4all will be installed with the default settings
 - **Custom** - you can choose the features to be installed, select different application folders and additional tasks.
Choose which features will be installed.
You can change the folder where Backup4all will be installed. By default it creates an entry in the **Program Files** directory.
 - **Complete** - Backup4all will be installed with all default settings.
- 5) **Select default settings** - lets you select if you want to have the settings (and backup jobs) kept different for each users (Current User) or shared for all users (All Users). Also it allows to override the location of the default destination and folder where settings will be kept.
- 6). **Select additional tasks**
 - **Create a desktop icon** - checked by default, places a shortcut on desktop
 - **Associate Backup4all 4 with the ".bkc" extension** - checked by default, will associate the .bkc files with Backup4all ("bkc" are catalogs created by Backup4all after each backup)
 - **Start on Windows startup** - if checked Backup4all will load each time Windows starts
 - **Create a Quick Launch icon** - checked by default, places an icon in the Quick Launch toolbar
 - **Check for updates weekly**
 - **Start 'One Touch Backup' Agent**
 - **Install SCSI Pass Through Direct Layer (SPTD)**
- 7) **Select default backup folder** - select a folder where backups will be stored by default
- 8) **Select languages for the interface** - you can check to multiple languages for Backup4all's interface
- 9) **Select default interface language** - if multiple languages were selected, you need to select a default one
- 10) **Ready to install Backup4all**. Click on **Install** to start the installation.

Uninstall

To uninstall Backup4all, first you need to close the application. Then go to the Backup4all application group (from the **Windows Start -> Programs -> Backup4all 4 menu** and click **Uninstall**).

You can also uninstall Backup4all using the Add/Remove Programs option from **Start->Settings->Control Panel**.

1.4.1 Command Line Parameters

Installing Backup4all with command line parameters

Backup4all can be installed with various command line parameters that are useful when an unattended installation is needed.

Syntax

```
msiexec /i Backup4all 4 Standard 4.msi [switches]
```

Switches can be any combination of the following parameters:

/QUIET - Instructs Setup to be quiet. When a setup is quiet, there is no user interaction and the installation progress window is not displayed. However the error messages during installation are displayed.

/PASSIVE - Instructs Setup to be quiet. When Setup is quiet, the wizard and the background window are not displayed but the installation progress window is. Everything else is normal so for example error messages during installation are displayed. If a restart is necessary and the **/NORESTART** command isn't used (see below) and Setup is quiet, it will display a "Reboot now?" message box.

/q[n|b|r|f] - Sets user interface level

n - No user interface

b - Basic user interface

r - Reduced user interface

f - Full user interface (default)

/NORESTART - Do not restart after the installation is complete

APPDIR="installation path" - Overrides the default directory name displayed on the Select Destination Location wizard page. A fully qualified pathname must be specified.

SETTINGS_AVAILABLE_FOR="CurrentUser"|"AllUsers" - Specifies if the settings for Backup4all will be used for the current user only or for all users

DEFAULT_BACKUP_DEST="default backup destination path" - Specifies the path of the folder where program's settings will be kept. If DEFAULT is selected, the path will be "C:\Documents and Settings\<CURRENT USER NAME>\Application Data\Softland\" (same as if <PATH> would be empty). Otherwise if a full path is entered that will be where the settings folder will be kept.

SETTINGS_FOLDER="Backup4all settings path" - Specifies the path of the folder where program's settings will be kept. If DEFAULT is selected, the path will be "C:\Documents and Settings\<CURRENT USER NAME>\Application Data\Softland\" (same as if <PATH> would be empty). Otherwise if a full path is entered that will be where the settings folder will be kept.

Bellow is a list of tasks that should be initially selected or deselected. To select a task, mark it as "TRUE". To deselect a task, use "". Only the specified tasks (and their children) will be selected; the rest will be used as default.

Bellow is a list of tasks that should be initially selected or deselected. To select a task, mark it as "TRUE". To deselect a task, use "". Only the specified tasks (and their children) will be selected; the rest will be used as default.

CREATE_DESKTOP_ICON="TRUE"|" " - Choose if a desktop icon will be created or not.

ASSOCIATE_BKC="TRUE"|" " - Choose if the bkc files will be associated with Backup4all or not.

AUTOSTART="TRUE"|" " - Choose if you want Backup4all to start at system startup or not.

QUICK_START="TRUE"|" " - Choose if you want to create a quick launch icon or not.

CHECK_FOR_UPDATES="TRUE"|" " - Choose if you want to check for updates weekly or not.

START_OTB="TRUE"|" " - Choose if you want to start the OTB agent or not.

REGISTRATION_NAME="registration name" - Backup4all registration name

REGISTRATION_KEY="registration key" - Backup4all Registration key

Uninstalling Backup4all with command line parameters

The uninstaller has also some parameters for silent uninstall.

Syntax

```
msiexec /x b4a-std.msi [switches]
```

Switches can be any combination of the following parameters:

/QUIET - Instructs uninstaller to be very silent during uninstallation. When a setup is very silent the uninstallation progress window is not displayed. However the error messages during uninstallation are displayed.

/PASSIVE - Instructs uninstaller to be silent during uninstallation. When Setup is silent the wizard and the background window are not displayed but the uninstallation progress window is. Everything else is normal so for example error messages during uninstallation are displayed.

/q[n|b|r|f] - Sets user interface level

n - No user interface

b - Basic user interface

r - Reduced user interface

f - Full user interface (default)

1.5 Features Summary

Intuitive interface

The Brief View and Getting Started window allows you to easily define/run backup jobs or restore backed up data. Switching to the Explore View, you can see all the files/folders that are in the backup job and the new files that will be stored at the next backup execution. You can sort and search the file tree in Explore view. You can start this backup application at windows startup or minimize it to the system tray.

Backup locked or open files (XP/2003/Vista/Windows 7)

Backup4all uses the Volume Shadow Copy service that allows you to back up local open files from NTFS partitions in Windows XP/2003/Vista/2008 Server. Now you can backup your emails and settings without closing Microsoft Outlook, Outlook Express or other email clients.

File and Folder Filters

Powerful file and folder filtering engine with lots of options to filter by attribute, size, date, name and type). You can create filters using a combination of restrictions and you can define separate filters for inclusion and exclusion.

Built-in Scheduler

You can easily setup a powerful scheduler using the available scheduler configurations to make unattended backups. Backups can also be scheduled to run when the computer shuts down.

Manage multiple backup jobs

This backup software allows defining multiple backup jobs and saving them for future use. On the main form, you have an overview of all defined backups organized in groups. Backup4all comes with several predefined backup jobs: "My Documents", "My Pictures", "Outlook Express" and allows importing backup plugins for dozens of other applications.

Pause/Resume or Stop operation

The backup operation now supports pausing and resuming, so running a backup job can be interrupted and continued at a later time. There is also a Stop operation now, that when pressed will not Cancel the backup, but instead will save everything until that point when it was pressed.

Automatic updates

Backup4all can now check for updates either manually or automatically at a scheduled date. This allows you to better stay in touch with the latest development of Backup4all.

Backup catalog file

Backup4all stores a summary snapshot of the file and folder information into a backup catalog file (".bkc") each time a backup is executed. This catalog is stored in a different file than the backup itself and it allows Backup4all to keep track of the backed up files. The advantage of using a catalog is faster backup execution. Another advantage is that you can run Backup4all together with other backup applications because they will not interfere with each other.

Backup directly to CD/DVD/Blu-ray

This backup software comes with its own built-in CD/DVD/Blu-ray burning support. Just set the destination on CD/DVD/Blu-ray disc and execute the backup job. However, you can use UDF format (using SPTD driver installed with Backup4all, or other products such as DirectCD or InCD) or the Joliet format. Backup4all also has the possibility to erase CD-RW/DVD-RW/Blu-ray media.

Backup Destination

You can store the backup in a local folder, on another computer in the same LAN, on media such as: CD-R, CD-RW, DVD+R, DVD-R, DVD+RW, DVD-RW, Blu-ray, Blu-ray RW, on USB drives or other removable media.

Extra Actions

Perform extra actions before and/or after backup execution.

Create shortcut for backup job/group

You can create a "shortcut" of a backup job or backup group to a desired location. Whenever you will double-click that shortcut, the backup job defined will start running. You can make it a "one click backup" if you place that shortcut in the Quick Launch menu.

Statistics

You can actually see the number of files that will be processed at next backup (very useful when you have a large number of files). Other information refers to the size and date of the executed backups and the available free space on storage destination.

Play custom sounds

Backup4all can play custom success/warning/error sounds at the end of the backup.

File warnings

File warnings are displayed to the user during backup execution if the user chooses so. These warnings are also written to the log file. Scheduled backups do not show these warnings even when this option is set.

New Backup Wizard

This backup software provides step-by-step instructions to create a new backup job by selecting Where, What, How and When to backup.

Easy File and Folder Selection

You can browse a folder tree to select several files and folders as source of the backup or you can include or exclude them individually. Multiple files/folders can be added as Sources at once (drag-and-drop supported).

Backup Types

Different backup types to choose from: full backup, differential backup, and mirror backup.

Standard Zip Compression and zip64 support

If the zip file size is less than 2 Gbytes, Backup4all creates standard zip files. This format is compatible with any zip utility available on the market. Unlike other backup softwares, for zip files greater than 2 Gbytes, Backup4all uses zip64 technology (which allows unlimited zip file size).

Backup Plugins

Starting with version 3.10 is possible to load plugins to backup/restore the settings of specific programs. A plugin is actually an XML file that once imported in Backup4all adds a predefined backup. For instance, a backup plugin for Mozilla FireFox, when loaded, will automatically add in the Predefined Backup list an entry for Firefox, so when defining a new backup job if that's selected, the FireFox profiles will be added as source for the new backup.

Customized Zip Names

You can customize name prefixes for the zip archives, which store your backup versions. Backup4all also supports file/folder paths longer than 260 characters (turn off file parsing).

Password Protection

You can protect your ZIP files by setting a password for each backup job.

Snapshots

Mirror backup type makes an exact copy of selected files and folders (copying NTFS permissions and alternate streams), including empty folders too (for an exact copy of the source). Optionally, for mirror backups you can choose to zip the backed up files individually.

Disk Spanning

Automated support for splitting your backup between many removable disks or even on the same media. You can specify the maximum size of the zip archives. When performing a mirror backup and using disk spanning you can choose not to split the files. This is an useful option because you can copy your music/movies to CD, DVD or Blu-ray disc and not have them split up when the CD, DVD or Blu-ray disc is full.

Logs

The operations performed by Backup4all are logged. This allows you to see the status of performed operations (backup/test/cleanup/restore). A backup job/group History view is available too (which also lets you export the information as .csv).

Command Line

A command line version of this backup application is available too (that lets you run different operations using parameters).

Restore Wizard

Restore backed up data step-by-step. Allows you to choose the version of files which will be restored and filter them to restore only the needed versions (file versioning applies to full, differential and incremental backups only). You can quickly restore the latest version of a file/folder as well as restoring versions of files backed up at a specific date.

Compatibility

You can restore data using any standard zip software. Backup4all gives you this way more flexibility if you need to restore data on a different computer (if the backup was created using independent splits, see this section on how to restore correctly using 3rd party zip software).

One touch backup

Some USB enclosures have a button to start the execution of an associated program. If you have such a device, you can configure Backup4all to execute a backup job or a backup group when this button is pressed (works only with certain USB enclosures).

Summary

Text description of the full setup for each backup job that allows you to easily review the information regarding the backup.

Program security

Backup4all offers an option to lock its interface so that when it starts you will need to provide a password in order to unlock it and be able to make changes to its settings.

Test backup

The application tests the backups (using CRC32). This ensures that the files have been backed up properly and the backup is safe. You can also test the backup integrity at a later time from Backup4all's main menu. When backing up to removable media, after each media item written the backup test is performed (for spanned backups).

1.6 Feature Matrix

Backup4all comes in three* editions: **Lite**, **Standard** and **Professional**.

Professional is the full edition with all features enabled, while **Standard** and **Lite** are the limited-functionality editions.

Below you can find a comparison of the features available in each edition.

***Backup4all Portable Edition** is a custom version of Backup4all that works only on portable devices.

Interface

	Lite	Standard	Professional	Portable Edition
Start application at Windows startup	✓	✓	✓	✗
Minimize/close application to system tray	✓	✓	✓	✓
Browsable file and folder tree of the backup sources	✓	✓	✓	✓
Add sources with drag-drop	✓	✓	✓	✓
Backup View	✗	✓	✓	✓
Brief view	✓	✓	✓	✓
Backup statistics	✓	✓	✓	✓
Backup summary	✓	✓	✓	✓
Lock program interface with a password	✗	✓	✓	✓
Show "Getting Started" window	✓	✓	✓	✓
Show versions in Explore View	✗	✓	✓	✓
Search as-you-type for backup jobs/groups in backup list	✗	✓	✓	✓
Show History window with backup/restore/test/cleanup logs	✗	✓	✓	✓
Browsable file and folder tree of the backup	✓	✓	✓	✓

contents				
File finder in Explore view (by name)	✓	✓	✓	✓
Sort files in Explore view (by name, size or date)	✓	✓	✓	✓
Available space in destination on Statistics view	✓	✓	✓	✓
Multiple selection in Explore view	✓	✓	✓	✓
Manage multiple backup configurations	✓	✓	✓	✓
Group backup configurations	✓	✓	✓	✓
Create desktop shortcut to backup jobs and backup groups	✗	✓	✓	✗
Predefined backups	✓	✓	✓	✓
Microsoft Outlook backup plugin	✓	✓	✓	✓
Resizable windows. Store window position and size	✓	✓	✓	✓
Resizable columns. Store position, size and visibility	✓	✓	✓	✓
Toggle toolbar buttons hints and captions	✓	✓	✓	✓
Show/hide main toolbar	✓	✓	✓	✓
Visualization modes for application startup	✓	✓	✓	✓
Change background color option	✓	✓	✓	✓
"Show errors in tray" option	✓	✓	✓	✓
View jobs/groups as: Tree, Icons or List	✗	✓	✓	✓
Lock program interface with a password	✓	✓	✓	✗
MSI setup for automatic deployment	✓	✓	✓	✓

Backup

	Lite	Standard	Professional	Portable Edition
Backup open files (locked or in use)	✓	✓	✓	✓
Backup wizard	✓	✓	✓	✓
Browsable file and folder selection	✓	✓	✓	✓
Select individual files and folders to be backed up	✓	✓	✓	✓
Inclusion and exclusion filters for files and folders	✓	✓	✓	✓
Create and use general predefined filters	✗	✓	✓	✗
Possibility to Pause/Resume or Stop the backup	✓	✓	✓	✓
Customize filters	✓	✓	✓	✓

AES encryption (128-bit, 192-bit and 256-bit)	✗	✗	✓	✓
Email notifications on success, errors, warnings	✗	✗	✓	✓
Built-in scheduler	✗	✓	✓	✗
Run program/action before and/or after backup	✓	✓	✓	✓
Run program/action only once	✓	✓	✓	✓
Run at system shutdown	✗	✗	✓	✗
"Clean backup" action with parameters	✗	✓	✓	✓
Clear backup before executing a scheduled job	✗	✓	✓	✓
Erase disc before backup	✗	✓	✓	✓
Use local catalogs	✓	✓	✓	✓
Play sound on success, warning, error	✗	✓	✓	✓
Assign volume labels for removable media	✓	✓	✓	✓
Assign label for each backup version	✓	✓	✓	✓
Set backup thread priority	✓	✓	✓	✓
One Touch Backup feature	✗	✓	✓	✗
Independent spanned backups	✓	✓	✓	✓
Back up empty folders	✓	✓	✓	✓
Delete Sources after successful backup	✗	✗	✓	✓
Create backup log	✓	✓	✓	✓
Create backup catalog file	✓	✓	✓	✓
Run backup at log on OR log off	✗	✓	✓	✗
Free Backup Plugins	✓	✓	✓	✓
Possibility to set memory usage for backing up	✓	✓	✓	✓
Plug-n-backup	✗	✗	✗	✓

Backup types

	Lite	Standard	Professional	Portable Edition
Mirror backup (without zip)	✓	✓	✓	✓
Mirror backup with individual file archiving (zip format)	✓	✓	✓	✓
Full backup	✗	✓	✓	✓
Store multiple versions for full backup type	✗	✓	✓	✓

Differential backup				
Store multiple versions for differential backup				
Incremental backup				
Store multiple versions for incremental backup				
Limit number of backup versions				

Backup format

	Lite	Standard	Professional	Portable Edition
Compress backup files (zip format)				
Support for zip64 technology				
Choose zip compression level				
Password protected zip files				
Customize zip name prefix				
Split zip files				
One to one copy (mirror backup)				
Custom file locations (for temporary, initialization, log, catalog file folder)				

Backup media

	Lite	Standard	Professional	Portable Edition
Backup from/to local hard drives				
Backup from network drives				
Backup to network drives				
Backup from/to external hard drives				
Backup to FTP (SSL support, active/passive transfer modes, firewall support)				
Backup to SFTP				
Backup from/to ZIP drives				
Backup from/to removable media				
Backup from/to CD, DVD or Blu-ray disc (using UDF drivers)				
Backup from/to CD, DVD or Blu-ray disc (using built-in burner)				

Backup execution

	Lite	Standard	Professional	Portable Edition
Show backup progress				

Execute all backup configurations in a group				
Perform unattended backups using built-in schedulers				
Perform unattended backups using built Windows scheduler				
Command line				

Test

	Lite	Standard	Professional	Portable Edition
Test backups (uses CRC32)				
Test FTP backups (uses XCRC)				
Test after backup option				
Set test thread priority				
Backup test performed after writing each disc				
Delete Sources after successful backup				
Create test log				

Restore

	Lite	Standard	Professional	Portable Edition
Restore wizard				
Restore specific backup increments				
Filter files to restore				
Restore all files as of specific date				
Restore to different folder				
Restore selected file				
Restore selected version of a file				
Restore selected folder				
Restore preview				
Set restore thread priority				
Create restore log				

Languages

	Lite	Standard	Professional	Portable Edition
Multi-language support				

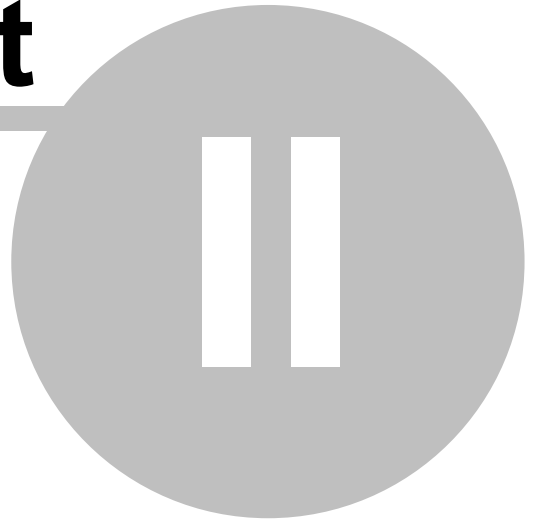
Legend

"New" means the feature is new and is available only from Backup4all 4

"Yes" means the feature was already available in previous Backup4all versions


Getting Started

Part



2 Getting Started

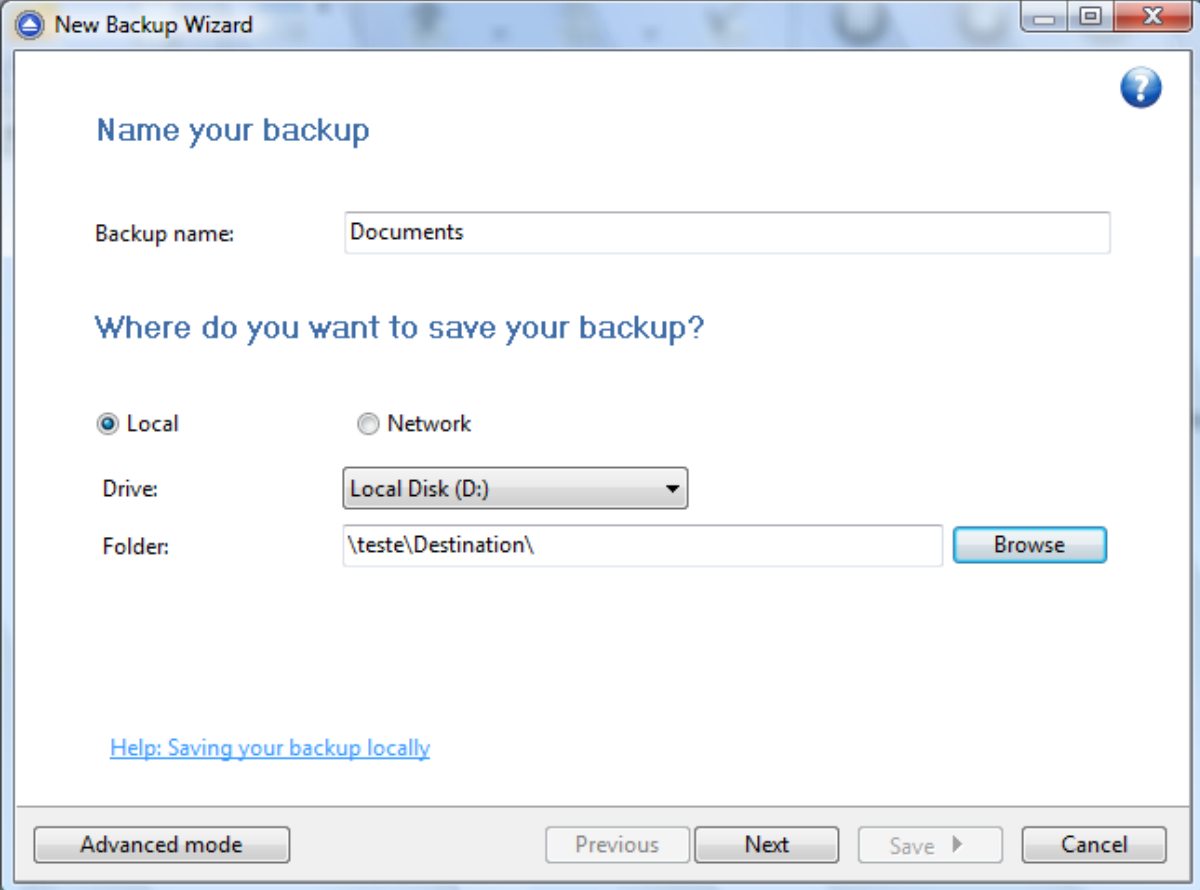
2.1 How to Configure a New Backup?

To create a new backup job, click on the **New Backup Wizard** toolbar button (). For each backup job you must specify at least its name, a valid storage destination and the source files (first two steps of this wizard), the rest of the options not being mandatory. In **New Backup Wizard**, you can switch anytime to **Advanced mode** for more configuration options.

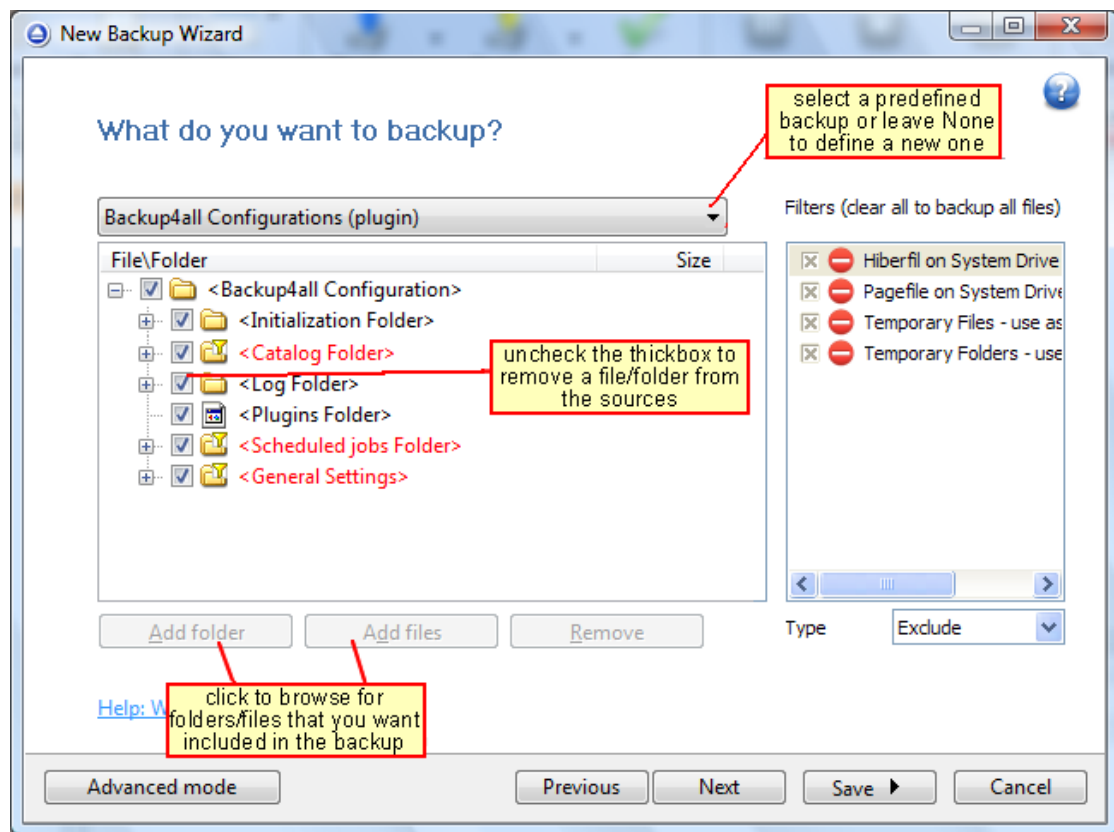
These are the steps you must perform in the **New Backup Wizard**:

- 1) Enter the name of the backup in the **Backup name** field and select a location where you want to save the backup. You can choose as destination:
 - your local hard drive (**Local**)
 - a network computer (**LAN**)

Click **Next** to go to the following step.



- 2) Select the files and folders you want to backup (sources of the backup) or choose a predefined backup from the drop down list and click **Next**.



3) Select how do you want to backup. You can also use encryption for the backup types that creates zip files.

2.2 How to Run a Backup Job?

To start a backup click the **Backup** button () from the application's toolbar or press F6.

During the execution of the backup, you will see a **Backup** image appear in front of the icon chosen for the backup job. If the backup is finished successfully (without errors and warnings) this image will disappear restoring the initial view of the backup jobs' icon.



If one or more files could not be backed up (not enough user rights etc.), then the **Warning** icon appears in front of the default backup job icon, after the backup finished. Read the log files (from **View->Job Logs->Last Backup log**) for details about the files that were not backed up. The **Warning** icon will disappear when the backup is executed again and all files were backed up.



If an error occurred during backup and the backup was aborted, the **Error** icon appears in front of the backup job. Read the log files (from **View->Job Logs->Last Backup log**) for details about the errors. The icon will disappear when the backup is executed again and the execution is successful.




2.3 How to Manage Backup Jobs?

Copy an Existing Backup Configuration

You can use the **Create Like** (Ctrl+L) option from the **File** menu to create a duplicate of the selected backup job and after that you can easily modify its configuration. This option can also be selected from the right-click menu of the backup job.

Modify a Backup Job Configuration

First you must select the backup job you wish to modify. Then press the **Properties** button () from the application's toolbar. This will open the **Backup Properties** window. You can also change its configuration by choosing **Properties** from the right-click menu of the backup job. After the **Properties** window is opened, go to the page with the settings you want to modify.

Delete a Backup Job

Select the backup job you want to delete and select **Delete Backup** option from the **File** menu. Another possibility is to choose **Delete** from the right-click menu of the backup job. Files and folders from the source and destination will not be deleted, by any of these operations.

2.4 How to Restore from a Backup?

With Backup4all you can do the following restore operations:

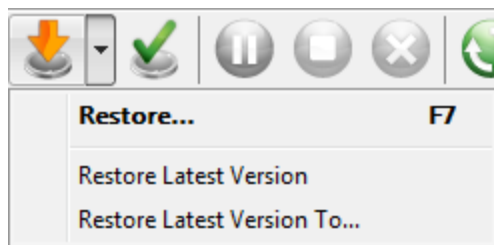
- restore the latest version of all files
- restore all files as they were on a specified date
- filtered restore
- restore all files from a folder
- restore the latest version of a particular file
- restore the latest version of multiple selected files
- restore any version of a particular file

To make a full or a filtered restore start the **Restore Wizard** by pressing the **Restore** button (



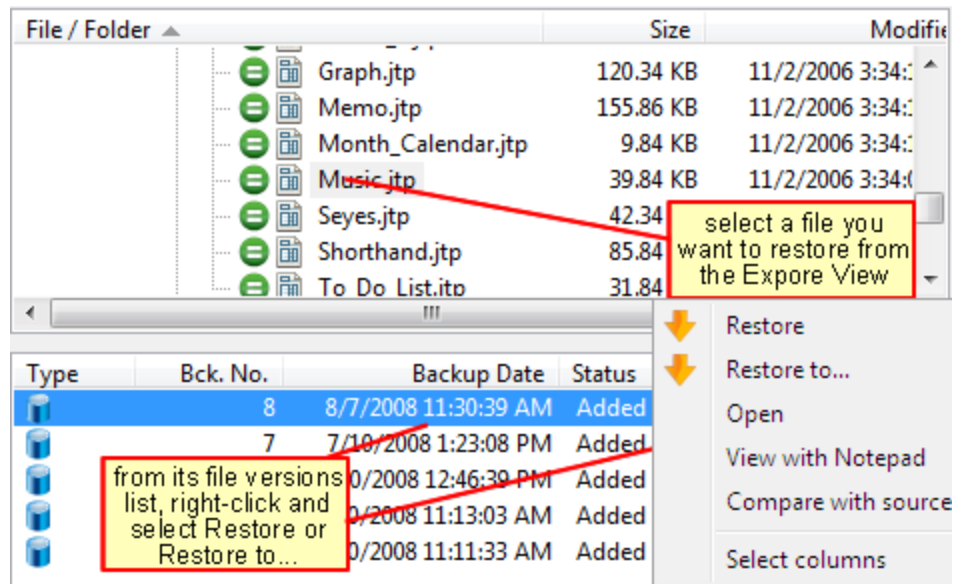
) from the application's toolbar. You can restore to the original location or to a different location of your choice.

You can restore the latest version of a file, several selected files or all files from a folder by selecting the files or folder in the **Explore View**, right-click and select **Restore Latest Version** or **Restore Latest Version To...**



If you want to restore a particular file version, switch to the **Explore View**, select the targeted file in the tree, right-click on a file version from the bottom list and choose **Restore** or **Restore**

to...




Beside files, folder information is also added to backup, so a restore process can recreate the original folder structure.

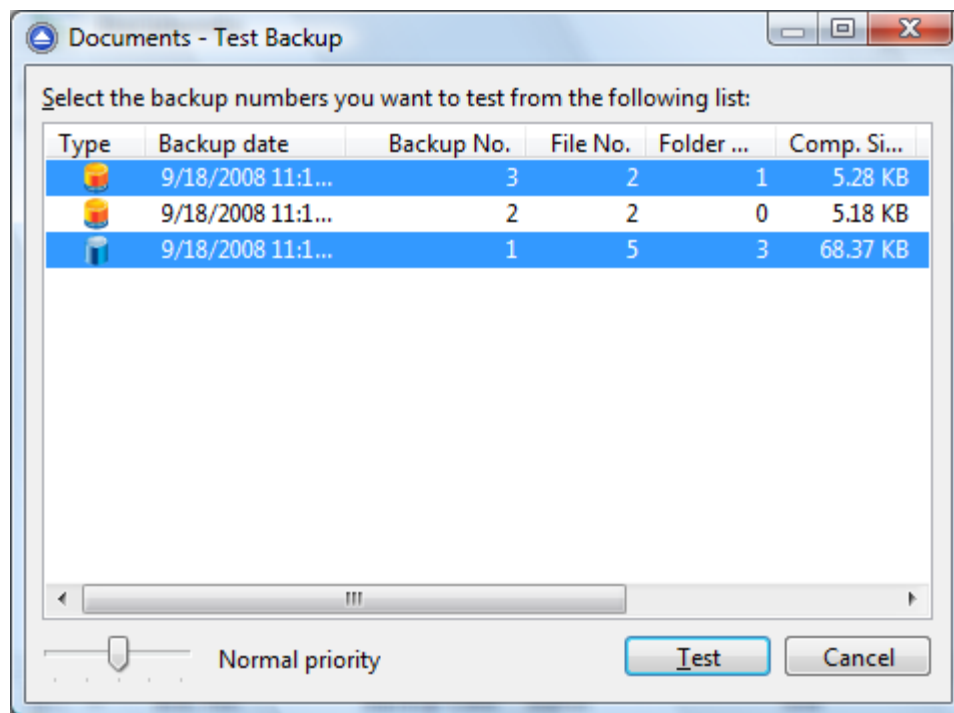
2.5 How to Test a Backup?

With Backup4all you can:

- test one or more versions of a backup (you can select any version for testing)
- automatically test latest version of a backup at each backup job execution

To test a selection or all the versions for the selected backup job, open the **Test Backup** window

by pressing the **Test** button () from the application's toolbar (or using the keyboard shortcut **F9**).




In the test window, select the backup versions you wish to test and press the **Test** button. You can also modify the priority of the test process by moving the slider to a lower or higher priority (default is Normal). A **High priority** process finishes faster but consumes more resources than a **Normal priority** process.

You can also test a backup execution if you switch to **Backup View**, right-click on a version and select **Test**.

While performing the operation, a **Test** icon appears in front of the icon of the backup job being tested.



To be sure the test automatically runs after each backup, you should open the **Backup**

Properties window by pressing the **Properties** button () from the application's toolbar and in the **Advanced** tab make sure the **Test after backup** option is checked.

If the test was executed automatically after backup and it failed, the **Error** icon appears in front of the backup job icon. Read the log file for details about the errors (**View->Job Logs->Last Test log**). The icon will disappear when the backup job will be successful.



2.6 How to Password Protect a Backup?

Passwords are used to protect your backup files from unauthorized access.

Setting the Password

The **Encryption Settings** window is shown in the **Compression** page under the **Type** section of

the **Backup Properties** window or in the **New Backup Wizard**. The button is available only for full, incremental, differential and mirror with zip backup types (not available for mirror without zip).

By default the **No encryption** option is selected.

If you want to protect your backup, you can choose the type of the encryption to be used.

The **Zip(2) compatible encryption** offers moderate security but is compatible with all third party zip applications.

You should manually enter the password in the **New password** field and re-enter it in the **Confirm new password** field to avoid typing errors.

The **Old password** field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field.

This way only the owner of the backup will be allowed to change the password.

The system makes it possible to set different passwords for the same backup job, so the backup may contain zip files with different passwords. Backup4all does not store passwords. Make sure that you remember all passwords that have been used for a backup job, or you will not be able to restore your files.

How to Remove the Password?

In the **Backup Properties->Compression** page, go to **Encrypt the zip file** section, select the **No Encryption** option and enter the password that you used in the **Old password** field. You cannot remove the password if you don't provide the old one.


Using Passwords when Restoring

During the restore process of backups with password protection, the **Enter Password** dialog will appear. Enter the password and press **OK**. If you do not know the password for this backup number you can:

- press **Skip backup** to go to the next archive - the restore may be incomplete in this case.
- press **Stop restore** to stop the whole process - the restore will be incomplete, because only a part of the files were restored.

2.7 How to Schedule a Backup?

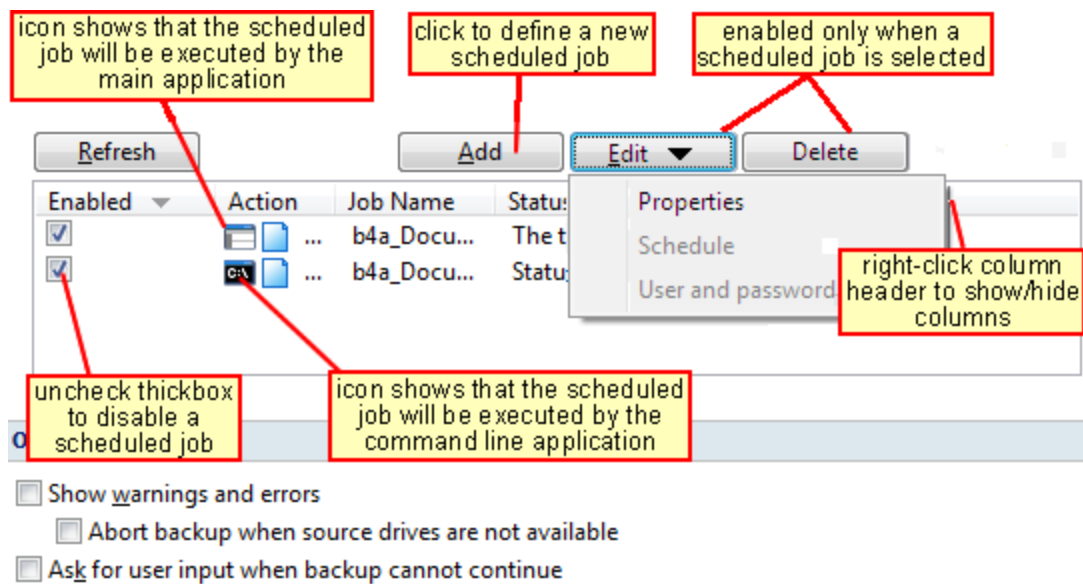
You can schedule a backup either from the **Backup Properties** window or from the **Schedulers** window.

Open the **Backup Properties** window by pressing the **Properties** button () from the application's toolbar and go to **Scheduler** page, or open the **Schedulers overview** window by

pressing the **Scheduler** button ().

The difference between the two methods is that the first displays the scheduled tasks only for the selected backup job, while the second will show you the scheduled tasks for all the backup jobs and groups.

Backup4all uses by default the **Windows Task Scheduler** in order to run the scheduled backups so you need to make sure that the **Task Scheduler** service is enabled on your computer. Use the Windows Help in order to find out more information about scheduling a task using the Task Scheduler. If you don't want to use the Windows Task Scheduler, you can use Backup4all's standalone scheduler by selecting **Use Standalone Scheduler**.



In order to add a new scheduled backup press the **Add** button and select the needed configuration in the newly opened window.

If your user account has a password make sure that you enter it by pressing the **Set Password** button. We do not save your password but it is needed in order to set up the scheduled task in the **Windows Task Scheduler**.

If your user account does not have a password you must select the **Allow blank passwords when scheduling** option from the **Preferences** page in the **Tools->Options** window.

After defining the scheduled backup you must set its run time by pressing the **Schedule** button. If you skip this step the default Windows value will be used (usually is Daily at 9:00 am). Use the Windows Help in order to find out more information about scheduling a task using the Task Scheduler.

The scheduled backup jobs can be easily recognized because they have the clock icon displayed



over the job's icon.

2.8 How to Backup to USB or Firewire drives?

You can backup your data to an USB or Firewire drive and from an USB or Firewire drive using Backup4all. This is a practical backup destination as it allows you to store important files to external devices, offering increased portability. It can be considered as an additional protection against data loss as the result of hardware failure or other disasters.

There are external USB hard drives with performance comparable to conventional hard drives. These portable drives (called enclosures) are composed of devices that connect through USB on one side and to conventional hard drives on the other side. A hard drive is installed into the enclosure and then the enclosure is plugged into the computer, thus creating a normal USB backup device. Given the size of nowadays hard drives, this can be considered a mass storage device for backup purposes.

There are external hard drives that beside the USB technology use also Firewire as a connection port. On one side Firewire hard drives tend to have increased speed over USB, but on the other side USB ports are more common on computers.

Steps in backing up to USB drive with Backup4all:

- 1) **Start your USB device.** Before starting the backup process make sure that the USB drive is started and working. Usually the enclosure should have a start button and display the status of the drive using led displays. When it is started a green led should be lighted.
- 2) **Make sure your drive is formatted.** If you have just purchased the drive and didn't use it yet, you might have to format it (only if you didn't use it before, since formatting will erase everything from it). Formatting the USB drive in Windows Vista:
 - Go to Start->Settings->Control panel->System and Maintenance->Administrative Tools->Computer Management
 - If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
 - Under **Storage** click **Disk Management**
 - To format the volume with the default settings, in the **Format** dialog box, click **OK**, and then click **OK** again.
 - **Test** to see if the drive is now recognized by going to **Windows Explorer** (a new drive letter should appear)
- 3) **Configure Backup4all.** If the drive is formatted and recognized by Windows, it will be recognized by Backup4all too. Now, to backup to the USB drive you should define a backup job in Backup4all that has the destination set to the USB drive. To ensure this, please select the backup job you want to run, press **CTRL+P** in order to open the **Backup Properties** window and select the **USB and Firewire** page under **Destination**. Select a drive from the **External hard drive** drop down list. You can also define a new backup job and in the "Where do you want to save your backup" section, select the USB drive.

Some USB drives have a button to start the execution of an associated program. If you have such a device you can configure Backup4all to execute a backup job or a backup group when the button is pressed. After the USB drive is ready, go to the **Tools->Options** menu of Backup4all, select **Backup on demand** and press **Detect** to check if the USB drive is compatible with the **One Touch Backup** feature of Backup4all.

2.9 How to Configure One Touch Backup?

Some USB enclosures have a button to start the execution of an associated program. If you have such a device, you can configure Backup4all to execute a backup job or a backup group when this button is pressed. If your **One Touch Backup** device is not detected by Backup4all (Backup4all is not natively compatible with the device), you could use the command line parameters to create a command that can be associated to the One Touch button of your device.

If the One Touch Backup option is enabled when the application starts and there is no backup job or backup group set to be executed when the One Touch button of the USB enclosure is pressed, the user will be asked to choose one from the options displayed in the One Touch Backup dialog:

- Create a new backup job for **One Touch Backup**. If you select this, the **New Backup Wizard** will start and you can create a new backup job to be used with the **One Touch Backup** feature
- Select an existing backup job or backup group for **One Touch Backup**. If you select this, the **Backup on demand** page of the **Options** window will open and you can select the backup job or group you want to use. This option is disabled when there is no backup job to select.
- Disable this feature (you can activate it back at any time from **Options**). This will disable the **One Touch Backup** feature. You can activate it again from the **Backup on demand** page of the **Options** window.

If you press **Cancel**, Backup4all will open, but when you will press the **One Touch** button of the USB device the same dialog will be displayed. This dialog will appear again if the backup job (executed when the One Touch button is pressed) was deleted.

2.10 How to Use One Touch Backup?

You enable the **One Touch Backup** support from **Options->Backup on demand** page. At first run there is no backup job configured to execute when the **One Touch** button is pressed, so you will have to configure it as explained in the How to Configure One Touch Backup? tutorial.

Once everything is configured, you will just have to push the **One Touch** button and the selected backup job or backup group will be executed.

If Backup4all is not started, it will start automatically. If it is already started, but minimized it will show a pop-up window or the main window while backing up (depending on the settings from the Options window).

When the backup finishes Backup4all is minimized, if the **Hide when finished** option is checked. If the main window of the application was already open when the One Touch button was pressed, the **Hide when finished** option will be ignored.

2.11 How to Enable Detailed Logging?

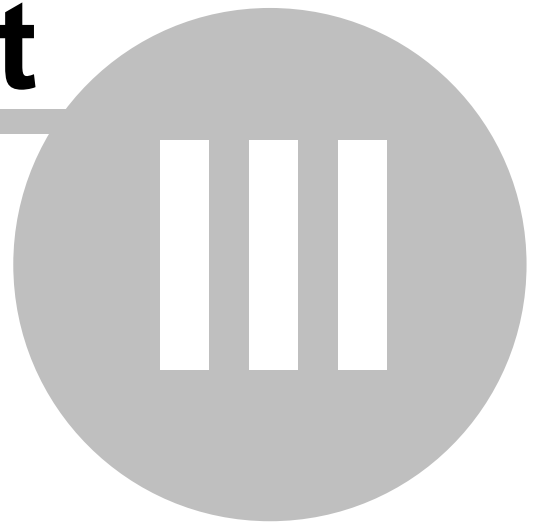
Backup4all allows you to log detailed information about the operations executed (backup, restore or test). Practically, this means that beside the warnings and errors, the log file will contain detailed information about all files handled by the backup, restore or test process.

To enable detailed logging:

- 1) Go to **Tools** menu and open the **Options** window
- 2) Switch to the **Logs and history** page
- 3) Check the **Log detailed information** option
- 4) Check the **Include summary in log** option (this will include in the log file all the information available from the **Summary** view)
- 5) Additionally you can limit the size of the log folder too. Just select in the **Restricted to** section the maximum values you want to allow the log folder to grow to.
- 6) From the **Log Viewer** section, you can change the program to open the log files. From the drop down list you can select Notepad or Wordpad. You can also browse the computer to select another text editor.
- 7) From the log file extension list, you can select the extension of the generated log file: .log or .txt
- 8) Click **OK** to close the window and save the changes

Backup Types

Part



3 Backup Types

3.1 Backup Types

Backup4all stores a summary snapshot of the file information into a backup catalog file (".bkc") each time a backup is executed. For every file backed up, the snapshot contains the file name, size and attributes as well as the date and time of creation, latest modification and latest access.

Legacy backup applications inspect each file's archive flag to identify which files have been changed. Backup4all will not interfere with any other backup software, because it does not read or change the archive flag, it uses the catalog file to decide which files have to be backed up and which not.

Full Backup

Full backup is the starting point for all other backups and contains all the data in the folders and files that are selected to be backed up. Because full backup stores all files and folders, frequent full backups result in faster and simpler restore operations. Remember that when you choose other backup types, restore jobs may take longer.

Differential Backup

A differential backup contains all files that have changed since the last full backup. The advantage of a differential backup is that it shortens restore time compared to an incremental backup. However, if you perform the differential backup too many times, the size of the differential backup might grow to be larger than the baseline full backup.

Mirror Backup

A mirror backup is identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like Windows Explorer.

Using the mirror backup type, you can also choose to zip each file individually, preserving the folder structure. This allows you to use the zip compression and encryption features.

Save storage space

In Backup4all you have two options for saving the storage space. You can use the **Yes, limit number of file versions** and **Yes, limit maximum number of stored backups to** options to reduce the backup size. When you limit the number of backups, you can also use the **Merge backups** option to perform an internal merge operation between backups to maintain the maximum limit. These options can be used only for Full, Differential and Incremental backup type.

3.2 Full Backup

What is Full Backup?

Full backup is the starting point for all other backups, and contains all the data in the folders and files that are selected to be backed up. Because the full backup stores all files and folders,

frequent full backups result in faster and simpler restore operations. Remember that when you choose other backup types, restore jobs may take longer.

Description of the Full Backup Type

It would be ideal to make full backups all the time, because they are the most comprehensive and are self-contained. However, the amount of time it takes to run full backups often prevents us from using this backup type. Full backups are often restricted to a weekly or monthly schedule, although the increasing speed and capacity of backup media is making overnight full backups a more realistic proposition.

Full backups, if you have the time to perform them, offer the best solution in data protection. In effect, a single backup can provide the ability to completely restore all backed-up files.

However, you should be aware of a significant security issue. Each full backup contains an entire copy of the data. If the backup media were to be illegally accessed or stolen, the hacker or thief would then have access to an entire copy of your data.

Advantages

- Restore is the fastest

Disadvantages

- Backing up is the slowest
- The storage space requirements are the highest (compared to incremental or differential backups)

Full Backup Type in Backup4all

Backup4all supports the full backup type and offers a solution for the storage space requirement issue. You can use the **Yes, limit number of file versions** and **Yes, limit number of backups** options to reduce the backup size. The output of a full backup is a container file, which is created with zip compression. You can select the zip compression ratio from the **Compression** page in **Backup Properties**. Backup4all also offers an option to encrypt your backup. This gives you the option to protect your important backed up data in case a backup got lost or stolen.

3.3 Differential Backup

What is Differential Backup?

A differential backup contains all files that have changed since the last full backup. The advantage of a differential backup is that it shortens restore time compared to a full backup or an incremental backup. However, if you perform the differential backup too many times, the size of the differential backup might grow to be larger than the baseline full backup.

Description of the Differential Backup Type

There is a significant, but sometimes confusing, distinction between differential and incremental backup.

Incremental backup stores all the new and modified files since the last **full, differential or incremental backup**.

Differential backup offers a middle ground by backing up all the new and modified files since the last **full backup**. That is where it gets its name: it backs up everything that's different since the last full backup.

Restoring a differential backup is a faster process than restoring an incremental backup because only two backup container files are needed: the latest full backup and the latest differential backup.

Backup4all uses the information it has recorded in its catalog file (".bkc") to determine whether a file has changed since the last full backup or not.

Use differential backup if you have a reasonable amount of time to perform backups. The upside is that only two backup container files are needed to perform a complete restore. The downside is if you run multiple differential backups after your full backup, you're probably including some files in each differential backup that were already included in earlier differential backups, but haven't been recently modified.

Advantages

- Restore is faster than restoring from incremental backup
- Backing up is faster than a full backup
- It uses less storage space than full backup

Disadvantages

- Restore is slower than restoring from full backup
- Backing up is slower than incremental backup
- It uses more storage space than incremental backup

Differential Backup Type in Backup4all

Backup4all supports the differential backup type and offers a solution for the slow backup issue. In time, the differential can grow to a size that is equal or larger than the full version. Therefore the following options can be used to trigger the creation of a new full backup:

- **Automatically make full backup if the differential exceeds ...% of full backup size** (default is 50%)
- **Automatically make full backup if the differential exceeds ...** (default is 100 MB)

The system calculates the backup size for the differential backup and if the selected condition is met it performs a full backup.

3.4 Mirror Backup

What is Mirror Backup?

A mirror backup is identical to a full backup, with the exception that the files and folders are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup source data. It has the benefit that the backup files can also be readily accessed using tools like **Windows Explorer**.

Description of the Mirror Backup Type

A mirror backup is an exact copy of the selected folders and files at a given time. Mirror backup is the fastest backup method because it copies files and folders to the destination without any compression. However, the increased speed has its drawbacks: it needs larger storage space and it cannot be password protected.

While the other backup types collect all the files and folders being backed up each time into a single compressed container file, a mirror backup keeps all the individual files separately in the

destination. That is, the destination becomes a mirror (exact copy) of the source. You can even directly access files in the destination without needing to use Backup4all's restore feature, because each file is just an exact copy of the original.

One handy feature of mirror backup is Backup4all's **Fast mirror** option. When this option is selected, any mirror operation after the first will only copy new and modified files, making the operation very fast.

Another important feature is that users can choose to zip each file individually using the **Zip the files** option. In this case, the compression and encryption options can be used.

A mirror backup cannot keep track of different versions of files. However, Backup4all provides an option to customize destination folder names using user-defined parameters, giving you the ability to save each mirror backup in a different folder location. Restore using Backup4all is possible only from the latest mirror backup, but all previous mirror backups remain available in the destination and can be accessed manually.

Advantages

- The fastest backup type, especially in conjunction with the **Fast mirror** option
- It creates a snapshot of the selected files and folders in the destination which you can browse and access later without needing to run Backup4all
- If used with **Zip the files** option, a selective restore is faster than in any other backup type with zip.

Disadvantages

- If not zipped, it needs more storage space than any other backup type
- Cannot track different versions of files

3.5 Backup Types in Backup4all

How are the Backup Types Implemented in Backup4all?

Backup4all creates two main types of backups:

- Backup types with zip compression
- Mirror backup type

User can change the backup type from the **Type** page in **Backup Properties**, or from a specific type page, by checking the box to select that type as default backup type.

Backup Types with Zip Compression

Full, differential and incremental backup use zip compression to reduce the size of the stored backup versions. To keep the number of stored zip files at a reasonable number, the application provides three options: **Yes, limit number of file versions**, **Yes, limit number of backups** and **Merge backups**. These options either delete older stored backups or perform an internal merge to keep the number of stored backups or file versions under the selected limit.

The **Yes, limit number of file versions**, **Yes, limit number of backups** and **Merge backups** options cannot be used when the backup destination is on a removable media: floppy disk, CD, DVD, Blu-ray disc etc.

Customize zip name prefix

Typically the name of the zip file is something like: "1_C.zip", "1_D.zip" etc. (one zip for each drive). The names of these zip files do not make much sense for the user but they can be customized by pressing the **Insert tag** button. Following tags are predefined:

- Backup Name (<BACKUP NAME>)
- Backup Number (<BACKUP NUMBER>)
- Backup Type (<BACKUP TYPE>)
- Backup Date (<DATE>)
- Backup Time (<TIME>)
- Backup Year (<YEAR>)
- Backup Month (<MONTH_MMM>)
- Backup Month - numeric (<MONTH_MM>)
- Backup Week (<WEEK>)
- Backup Day of Week (<DAY OF WEEK>)
- Backup Day (<DAY>)

You can also add your text in the edit tag field. Use the **Preview** button to see how the names of the zip files will look like.

Windows does not allow the following characters in the file name: / \ * ? : " < > |

Therefore Backup4all will prompt you to change these characters if present in the **Customize prefix of backup files** field.

Full Backup Type

The full backup type will always backup all the files defined in the sources. Incremental and differential backups will create a full backup first, because they will back up the new files (all files are new if the backup was never executed).

Differential Backup Type

For a differential backup the system will always backup the differences from the last full backup, regardless of the intermediate versions between the latest full and the current differential backup. The first execution of a differential backup is a full backup, because it backs up the new files (and all the files are new if the backup was never executed).

Backup4all can generate custom zip file names, set a size limit for zip files and encrypt them. For more details look at the **Compression** page from the **Backup Properties** window.

If a new backup job is created and the backup type is set to incremental or differential, then when the backup job is first run, the application will perform a full backup. This also happens when the catalog (".bkc") file is not found in the destination folder or the **Clear backup** action was executed before backup (see the **Advanced** page of the **Backup Properties** window).

Mirror Backup Type

The mirror backup implementation provides some useful options to improve the backup quality.

Since the mirror backup keeps only one version of each file, you can use the **Create subfolder (s) in destination with following name** option to copy the files to customized subfolders, therefore keeping more versions of the files. Backup4all can only use the latest version for the **Restore** or **Test** operations. You can restore older versions manually.

If the **Copy files in a subfolder** option is checked, the files will be copied in a subfolder of the destination folder (typically you will see a ".bkc" file and a folder with the same name). If the option is not set, the files (and folder structure) will be copied directly into the destination folder.

When the **Fast Mirror (copy only new or modified files)** option is used, Backup4all uses the information stored in ".bkc" files to copy only new or modified files to the destination. If this

option is not set, the system will copy all files each time the backup is executed.

Using the mirror backup type, you can also choose to **Zip the files**. This option will zip each file individually, preserving the folder structure. In this case, you can use the zip compression and encryption.

When changing the backup type between Full, Incremental or Differential the older backups are not deleted, only the type of the next backup is changed. If the **Yes, limit number of file versions**, **Yes, limit number of backups** and **Merge backups** options are used, the application will delete or merge older backups so that the number of versions is less or equal to the specified limit. However when changing between Mirror and Full, Incremental or Differential, the older versions are deleted.

By default the **Yes, limit number of file versions** and the **Yes, limit number of backups** options are not enabled. This means that the system will keep all the stored backup versions. If you choose to enable the **Merge backups** option, when the limit is reached the system will perform an internal merge between the older versions keeping the number of stored backups equal to the specified limit (the merge between zip files is necessary to keep at the latest file version from each zip file to be merged).

However when changing between Mirror and Full, Incremental or Differential, the older versions are deleted.

Backup to CD, DVD or Blu-ray

Part



IV

4 Backup to CD, DVD or Blu-ray

4.1 Backup to CD, DVD or Blu-ray

Backing up to CD, DVD or Blu-ray media has become increasingly common due to mature technology and cheap CD, DVD or Blu-ray burners.

If you plan to do a backup to a CD, DVD or Blu-ray disc, please consider our recommendations:

- Do not use the same CD, DVD or Blu-ray disc to store consecutive backup versions. It's better to use different CD, DVD or Blu-ray media for each backup version (change the CD, DVD or Blu-ray disc at each backup run). Use a set of CD, DVD or Blu-ray media and rotate them periodically (e.g.: take 7 CD media, one for each week day; start with the first CD again every 7 days). The reason for this is that in case the burn process fails or the CD, DVD or Blu-ray data becomes corrupted, you still have the previous backup version on a different disc.
- Rewritable CD, DVD or Blu-ray media can be burned only a limited number of times. When strange errors happen you should consider that the CD, DVD or Blu-ray disc might be over-burned (worn out).
- Always test the backed up data after burning. Backup4all has a special option to automate the test after backup and also in case you are spanning multiple CD, DVD or Blu-ray discs, Backup4all test each CD, DVD or Blu-ray disc before writing the next one.

Backup4all makes the backup to CD, DVD or Blu-ray disc process to be easy to perform: just set the backup destination to the CD, DVD or Blu-ray burner drive and run the backup. By default Backup4all uses its own built-in burning engine to backup to CD, DVD or Blu-ray media (you do not need third party drivers or burning software to be installed).

If you prefer packet writing (using third party software) you can select it in the **Write method** section.

If the backup does not fit onto one CD, DVD or Blu-ray disc, Backup4all will automatically span the backup over multiple media. Each disc is assigned a different label for future identification. We recommend marking the CD, DVD or Blu-ray disc with this label.

A few recommendations before backing up to CD, DVD and Blu-ray discs:

- Before backup execution, be sure to insert the CD, DVD or Blu-ray disc containing the latest ".bkc" file if you have the option **Use local catalogs** unchecked (in **Backup Properties->Advanced->Backup options** section, default is checked)
- On backups to hard disk, you can limit the number of stored zip backups by using the **Yes, I limit number of file versions**, **Yes, limit number of backups** and **Merge backups** options. These options do not apply to CD, DVD or Blu-ray media, you cannot limit the number of stored backups on removable media.
- A mirror backup copies every file matching the sources and the file filter to CD, DVD or Blu-ray disc. On a mirror backup to hard disk, files that are deleted and excluded from sources can be deleted from destination too if you want so. This is not possible on the CD, DVD or Blu-ray disc, so deleted and excluded files are just left there as they were burned before, but the catalog (".bkc") file is updated and the restore operation will not copy these files back.
- When backing up to CD, DVD or Blu-ray discs Backup4all requires additional free space on the drive where the **Temporary Folder** is located (at least 700Mb when backing up to CDs, or 4.7Gb when backing up to DVDs)

4.2 Use Built in Driver

Backup4all does not need third party drivers or other CD, DVD or Blu-ray burning software to be installed (like ActiveX, ASPI, etc) to be able to burn a CD, DVD or Blu-ray. Backup4all has a built-

in CD, DVD or Blu-ray burner to backup to CD, DVD or Blu-ray disc directly.

Set Up Internal CD, DVD or Blu-ray Burner

There are three simple steps to set up the internal CD, DVD or Blu-ray burner:

- 1) Open the **Backup Properties** window and go to the **Destination** page.
- 2) Select the drive letter for the CD, DVD or Blu-ray burner device you want to use. If the CD, DVD or Blu-ray device is compatible with the built-in burner, you will see the following message: **[Device name] Using internal burner**
- 3) In the same page, you can:
 - configure the burn speed
 - set the **Erase disk before writing** option
 - switch the write method between build-in driver and UDF file system
 - use a custom prefix

You can use two burners for UDF disc format: **Use SCSI Pass Through Direct layer (SPTD)** and **Use native Win32 interface (SPTI)**. This format can be used to write on CD-R/CD-RW/DVD-R/DVD+R/DVD-RW/DVD+RW/DVD-DL/HD-DVD/Blue-ray/Blu-ray DL.

Use internal CD, DVD or Blu-ray burner

Typically, a backup to CD, DVD or Blu-ray disc performs additional steps shown in the status bar at the bottom of the main window: **burning**, **finalizing**, and **loading disc**. During the last operation, the CD, DVD or Blu-ray disc is ejected and reloaded. After this step the backup is tested and the CD, DVD or Blu-ray disc ejected again (if these options are set).

Backup4all can also perform an additional **Erase CD/DVD/Blu-ray...** action for appropriate media (rewritable CD, DVD or Blu-ray discs)

4.3 Use Packet Writing



If you do not wish to use the built-in burner or your CD, DVD or Blu-ray device is not compatible, you can use third party packet writing software.

Packet Writing Software

Packet writing software can write only to CD-RW, DVD-RW or DVD+RW if the disks are formatted using the **Universal Data Format (UDF)** file system.

The advantage of packet writing is that your rewritable media can be used like a floppy or zip disk (drag and drop from **Windows Explorer** is also possible). The disadvantage of using packet writing is that CD, DVD or Blu-ray discs written with this method are recognized on other computers only if the same third party packet writing software is installed there too.

Here are the most important free packet writing applications:

- 1)  DELL DLA, distributed by **DELL** (free) (for Windows XP)
- 2)  IBM DLA, distributed by **IBM** (free) (for Windows XP)

Set Up Packet Writing

There are three simple steps to set up the packet writing to work with Backup4all:

- 1) Open **New Backup Wizard** or **Backup Properties** and go to the **Destination** page.
- 2) Select the drive letter for the CD, DVD or Blu-ray burner device you want to use.
- 3) You must select **Use UDF file system**. Here you can also set the **Erase disk before writing option**. Press the **OK** button.

4) If packet writing is set, you will see the following message on the **Destination** page:
[Device name] Writing method is UDF

Use Packet Writing

Backup4all detects if the CD-RW, DVD-RW, DVD+RW or Blu-ray RW disc is UDF formatted. If the disc is not UDF formatted it will show the following message: **Disk in drive [drive letter] is not UDF formatted. Please insert a UDF formatted disc.**

4.4 Writing to CD, DVD or Blu-ray disc

By default, the backup catalog (.bkc) is stored both on the destination CD, DVD or Blu-ray disc and locally. To see if the catalog will be stored locally too, select **Backup Properties** for a backup job, go to **Advanced** and see if the **Use local catalogs (.bkc)** option is checked. If it is unchecked the backup catalog is stored only on the destination. The recommended option is to leave it checked.

When the backup process starts, Backup4all searches for the ".bkc" file locally (by default, assuming that you didn't uncheck the option **Use local catalogs**), then:

- If the catalog file is found, Backup4all will make a new version for the backup job. If you wish to write the new backup version on a separate CD, DVD or Blu-ray disc (this is recommended) then you should set the **Ask for a new disk before backup** option.
- If the backup catalog is not found locally (was deleted by mistake) or if the **Use local catalogs** option is unchecked, Backup4all will ask for the last CD, DVD or Blu-ray disc used for the backup. When it finds the backup catalog, Backup4all will make a new version for the files in the backup job.
- If the catalog file is not found on the destination either, Backup4all will start with a new full backup

Backup4all will automatically span the backup over multiple media if the size of the backup job does not fit on a single CD/DVD/Blu-ray disc. For each disc Backup4all will assign a different label for future identification. We recommend marking the CD, DVD or Blu-ray disc with this label. When spanning multiple CD, DVD or Blu-ray discs, Backup4all will create independent zip files, meaning that if you have a backup that spans over 3 CDs and if one of the CDs becomes unreadable, you will still be able to access and recover the data on the other 2 CDs.

It is recommended to always leave the **Test after backup** option (**Backup Properties->Advanced**) checked, especially if your backup is written on CD, DVD or Blu-ray disc. In case of disk spanning, Backup4all will test your backed up data after each individual written disc. This way if one of the discs has errors you know before the backup job is finished and you can interrupt the backup process in time.

Note that when backing up to CD, DVD or Blu-ray disc Backup4all requires additional free space on the drive where the Temporary Folder is located (at least 700Mb when backing up to CDs, 4.7Gb when backing up to DVDs or 25GB when backing up to Blu-ray discs).

4.5 Other CD/DVD/Blu-ray Settings

The **Tools->Options->CD, DVD or Blu-ray** window contains various settings related to the burn process.

CD, DVD or Blu-ray

Use SCSI Pass Through Direct Layer (SPTD)

Selected by default. Backup4all uses this internal burning engine to write CD, DVD, HD-DVD or Blu-ray discs. SPTD is a new method of access to storage devices and has the ability to provide direct control of devices without risk of compromising it by some malicious 3rd party filter drivers or other "rootkit" applications.

SPTD is currently supported only on Microsoft OS Windows 2000 and above. SPTD (similar to other access layers) is not removed from your system after Backup4all uninstall, in order not to disrupt other applications that may use it.

Use native Win32 Interface (SPTI)

If you have problems backing up using the SPTD method, we recommend you to use this option.

Eject CD, DVD or Blu-ray disc After Backup

You can leave the CD, DVD or Blu-ray disc ejected after the backup is finished (and tested). To do so, go to **Tools->Options->Backup** and check the **Eject CD, DVD or Blu-ray after backup** option.

Ask for a New Disk Before Backup

You can start with a new CD, DVD or Blu-ray disc each time the backup is executed. To do so, go to **Tools->Options->Backup** and set the **Ask for a new disk before backup** option.

Warn Before Completely Erasing a Disk

If the **Erase disk before writing** option is set, then each disk you insert is erased before the backup (or backup span) is written. If you set this option in **Tools->Options->Backup**, Backup4all will always ask you to confirm disk erasing.

Show disk label message after writing a disk

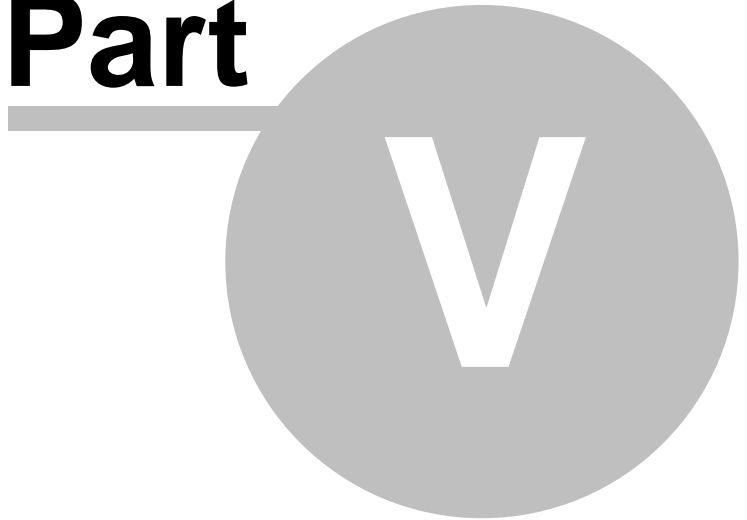
If this option is set in **Tools->Options->Backup**, you will be asked to mark the disc (CD, DVD or Blu-ray) with a label after each disk is completely written. The system suggests you the disk labels and will refer to each disk using its label (while restoring). By default this option is checked.

Note:

- The **Use SCSI Pass Through Direct Layer (SPTD)** and **Use native Win32 interface (SPTI)** burning methods use the UDF disc format.

Main Window

Part



5 Main Window

5.1 Commands

Toolbar

The toolbar contains a selection of the most important Backup4all functions.



New - starts the New Backup Wizard



Open - creates a new backup job from the opened ".bkc" or ".ini" file



Properties - opens a dialog to edit the backup job configuration



Views - clicking this button will show the following drop-down menu:

- **Brief** - switches to Brief view
- **Explore** - switches to Explore view
- **Backup** - switches to Backup view
- **Statistics** - switches to Statistics view
- **Summary** - switches to Summary view



Backup - starts the backup process for the currently selected backup job. Clicking the small arrow displays the following drop-down menu:

- **Make** - performs the backup type defined in backup properties
- **Make Full** - performs a full backup regardless of the backup type
- **Make Differential** - performs a differential backup regardless of the backup type defined in backup properties



Restore - starts the **Restore Wizard**

- **Restore Latest Version** - restores the latest version to its original location without showing the Restore wizard
- **Restore Latest Version To** - restores the latest version to another location (prompts for one) without showing the Restore wizard



Test - opens the **Test Backup** window



Pause - pause the backup, test or restore process



Resume - resume the backup, test or restore process



Stop - stops the backup, test or restore process



Cancel - cancels the backup, test or restore process



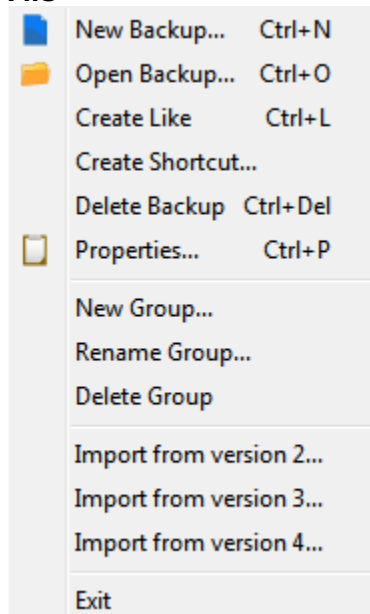
Refresh - reloads the backup catalog



Scheduler - opens the Schedulers window to see the scheduled tasks

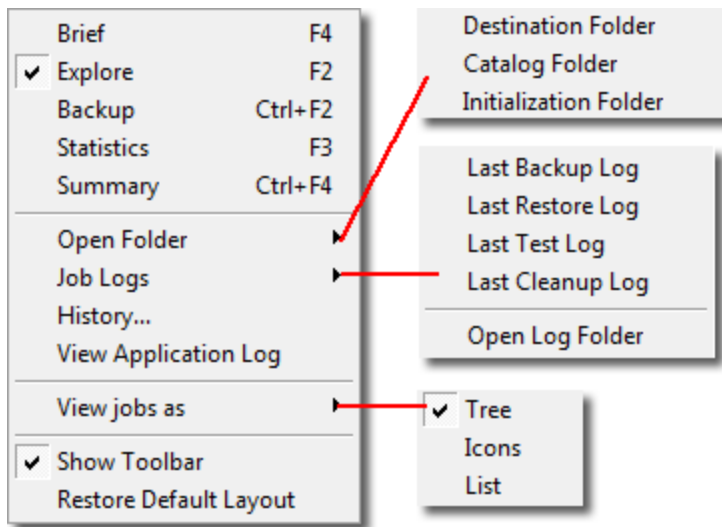
Menu commands

File



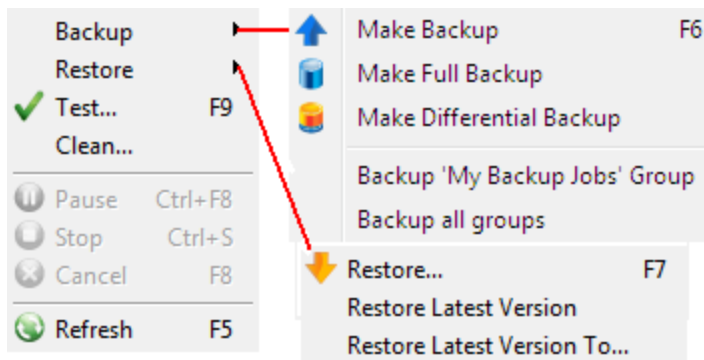
- **New Backup...** starts the **New Backup Wizard**, same as the New toolbar button or keyboard shortcut **Ctrl+N**
- **Open Backup...** creates a new backup job from the opened ".bkc" or ".ini" file, same as the **Open** toolbar button or the keyboard shortcut **Ctrl+O**
- **Create Like** duplicates the selected backup job, same as the toolbar button **Create Like** or the keyboard shortcut **Ctrl+E**
- **Create Shortcut...** creates a shortcut to a backup job (for easy backup execution from outside the program) on your desktop, quick launch or other location
- **Delete Backup** - removes the current selected backup, same as the toolbar button **Delete** or the keyboard shortcut **Ctrl+Del**
- **Properties...** opens the backup properties window, same as the toolbar button **Properties** or the keyboard shortcut **Ctrl+P**
- **New Group...** creates a new backup group
- **Rename Group...** renames the current expanded group
- **Delete Group** - removes the current expanded backup jobs group
- **Import from version 2...** imports ".ini" files from version 2 of Backup4all
- **Import from version 3...** imports ".ini" files from version 3 of Backup4all
- **Import from version 4...** imports ".ini" files from version 4 of Backup4all
- **Exit** - exits the application, same as the keyboard shortcut **Alt+F4**

View



- **Brief** - switches to **Brief view**, same as the Explore toolbar button or keyboard shortcut **F4**
- **Backup** - switches to **Backup view**, same as the Explore toolbar button or keyboard shortcut **CTRL + F2**
- **Explore** - switches to **Explore view**, same as the Explore toolbar button or keyboard shortcut **F2**
- **Statistics** - switches to **Statistics view**, same as the Statistics toolbar button or keyboard shortcut **F3**
- **Summary** - switches to **Summary view**, same as the Summary toolbar button or keyboard shortcut **CTRL + F4**
- **Open Folder** - shows list of folders that can be opened with **Windows Explorer**
 - **Destination Folder** - folder containing the destination files
 - **Catalog Folder** - folder containing the ".bkc" files
 - **Initialization Folder** - folder containing the ".ini" files
- **Job Logs** - contains a list of available logs
 - **Last Backup Log** - shows the latest backup log for the selected backup job. If there is no log file, the menu is disabled.
 - **Last Restore Log** - shows the latest restore log for the selected backup job. If there is no log file, the menu is disabled.
 - **Last Test Log** - shows the latest test log for the selected backup job. If there is no log file, the menu is disabled
 - **Last Cleanup Log** - shows the latest cleanup log. If there is no log file, the menu is disabled
 - **Open Log Folder** - opens **Windows Explorer** showing the contents of the log folder
- **History** - opens the **History** window. If there are no items in history, this option is disabled.
- **View Application Log** - shows the application's log file. If there is no log file, the menu is disabled.
- **View jobs as** - change the display mode of the backup list
 - **Tree** - the backup groups and jobs will be shown in a tree
 - **Icons** - the backup jobs will be shown with large icons
 - **List** - the backup jobs will be shown in a list
- **Show Toolbar** - if not selected, the toolbar will be hide. By default this option is selected.
- **Restore Default Layout** - restores Backup4all's windows size, position and columns

Actions



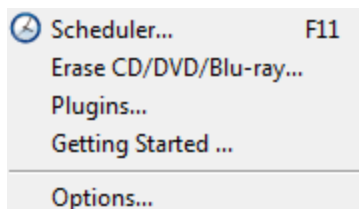
• Backup

- **Make Backup** - starts the backup process for the selected backup job, same as the Backup toolbar button or keyboard shortcut F6
- **Make Full Backup** - performs a full backup regardless of the backup type
- **Make Differential Backup** - performs a differential backup regardless of the backup type
- **Backup <Name of group> Group** - starts the backup process for each backup job in the opened group, one backup job at a time. Backup jobs are executed in the same order as they are visible in the backup group
- **Backup all groups** - starts the backup process for all groups. The backup groups will be processed in the same time, one backup job from each group will be executed at a time.

• Restore

- **Restore...** starts the Restore wizard same as the Restore toolbar button or the keyboard shortcut F7
- **Restore Latest Version** - restores the latest version to its original location without showing the Restore wizard
- **Restore Latest Version To...** - restores the latest version to another location (prompts for one) without showing the Restore wizard
- **Test...** opens the Test Backup window, same as the Test toolbar button or the keyboard shortcut F9
- **Clean** - opens the **Clean Backup** window that shows a list of backup numbers that can be removed
- **Pause (CTRL + F8)** - pause the backup, test or restore process, same as the Pause toolbar button
- **Stop (CTRL + S)** - stops the backup, test or restore process, same as the Stop toolbar button
- **Cancel (F8)** - cancels the backup, test or restore process, same as the Cancel toolbar button
- **Refresh (F5)** - reloads the backup catalog

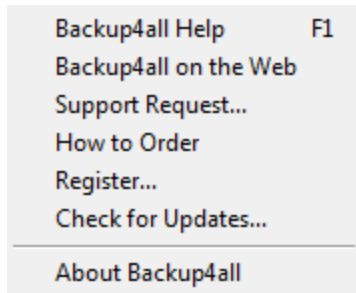
Tools




- **Schedulers... (F11)** - opens the **Schedulers** window
- **Erase CD/DVD/Blu-ray** - opens the **Erase CD/DVD/Blu-ray** window

- **Plugins** - opens the Manage Plugins window
- **Getting Started** - opens the Getting Started window
- **Options** - opens the **Options** window

Help

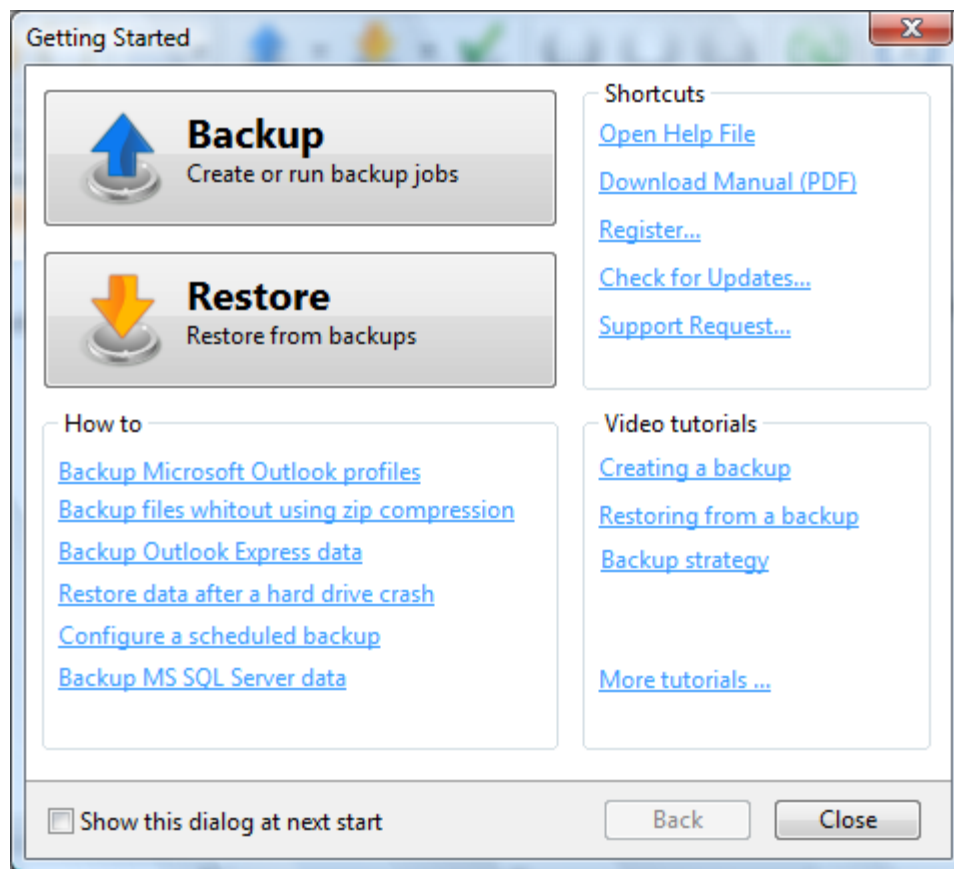


- **Backup4all Help (F1)** - opens the help file
- **Backup4all on the Web** - opens  <http://www.backup4all.com/>
- **Support Request...** starts a new email message that will be sent to the support team
- **How to Order** - provides information about where and how to buy the application
- **Register...** opens the Register Backup4all window
- **Check for updates** - displays a window with the available updates
- **About Backup4all** - opens the About box of Backup4all

5.2 Getting Started

This window is displayed when you first run Backup4all. You can also access this window if you select **Getting Started** from the **Tools** menu.

There are two large buttons for backup and restore and a list of articles about Backup4all.



Backup

Press this button to create or run backup jobs.

Create a new Backup

Press the **New** button to start creating a new backup job using the New Backup Wizard.

If you want to assign the new backup job to your One touch device, check the **Use the new job for One Touch Button** option.

Run Selected Backup

Select an existing backup job from the list and press **Backup** to run the selected job.

If you want to assign the selected backup job to your One touch device, check the **Use the new job for One Touch Button** option.

Restore

Open an Existing Backup

Use the **Open** button to recreate a backup job from the backup catalog (.bkc) or from the initialization file (.ini).

The recreated backup job will be added to the backup list.

Restore Selected Backup

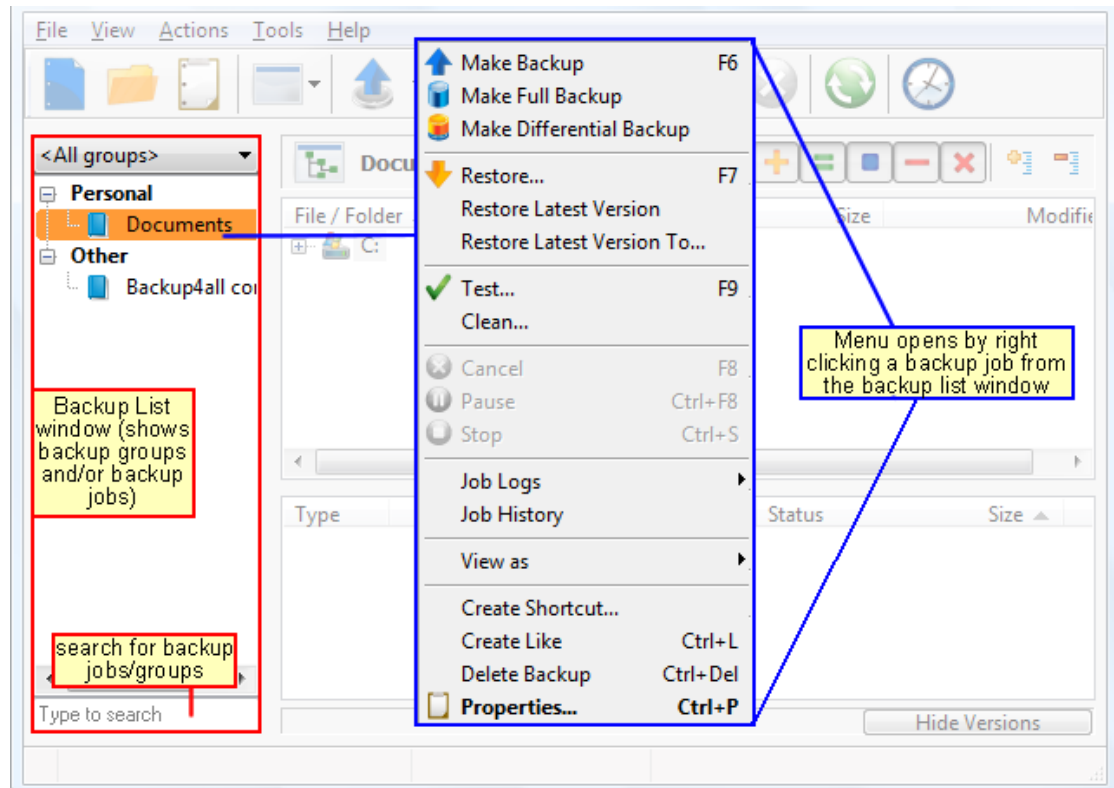
Select an existing backup job from the list and press **Restore** to open the Restore Wizard.

If you don't want to show the **Backup4all Startup** window next time you open Backup4all, uncheck the **Show this dialog at next start** option.

By default this option is checked.

5.3 Backup List

Backup list contains all the defined backups visible in the left side of Backup4all's main window. The backup jobs are grouped into backup groups, for easy handling.



To configure a backup job's appearance (icon and label) in the backup list, you have to open the **Backup Properties** window, switch to the **General** tab, change the name of the backup job, choose the group of the backup job and select a backup job icon. If you have several backup jobs defined in the same group, you can check the option **Sort backup jobs alphabetically** in a group from **Tools->Options->Preferences** to have them ordered by name. When you backup an entire group, the backup jobs are backed up in the order that they are displayed in the group.

When right clicking a backup job, a menu is displayed giving the following options:

- **Make Backup** - starts the backup process for the selected backup job
- **Make Full Backup** - performs a full backup regardless of the backup type
- **Make Differential Backup** - performs a differential backup regardless of the backup type
- **Restore** - opens the **Restore Wizard** window for the currently selected backup job
- **Restore Latest Version** - starts the latest version restore process for the selected backup job
- **Restore Latest Version To** - opens a window to select the folder where you want the backup to be restored
- **Test...** starts the test process for the currently selected backup job
- **Clean** - opens the **Clean Backup** window for the selected backup job
- **Cancel** - aborts current backup process
- **Pause** - pause the current backup/test/cleanup/restore process
- **Stop** - stops the current backup/test/cleanup/restore process
- **Job Logs** - lets you open and view the **Last Backup Log**, **Last Restore Log**, **Last Test Log** and **Last Cleanup Log**

- **Job History** - opens the **History** window for the current backup job
- **Group History** - opens the **History** window for the current backup group
- **Create Shortcut...** creates a shortcut to the backup job
- **View as** - lets you select one of the view types: **Tree**, **Icons** and **List**
- **Backup <Selected Group Name> Group** - executes all backup jobs from the group
- **New Group...** adds a new group
- **Rename group...** renames the selected group
- **Delete Group** - deletes the selected group and all its backup jobs
- **Create Like** - duplicates a backup job
- **Delete Backup** - deletes a backup job
- **Properties...** opens the **Backup Properties** window

Backup4all can process multiple backup jobs at the same time. You can filter the backup list to see which backup jobs are executed at a certain time.

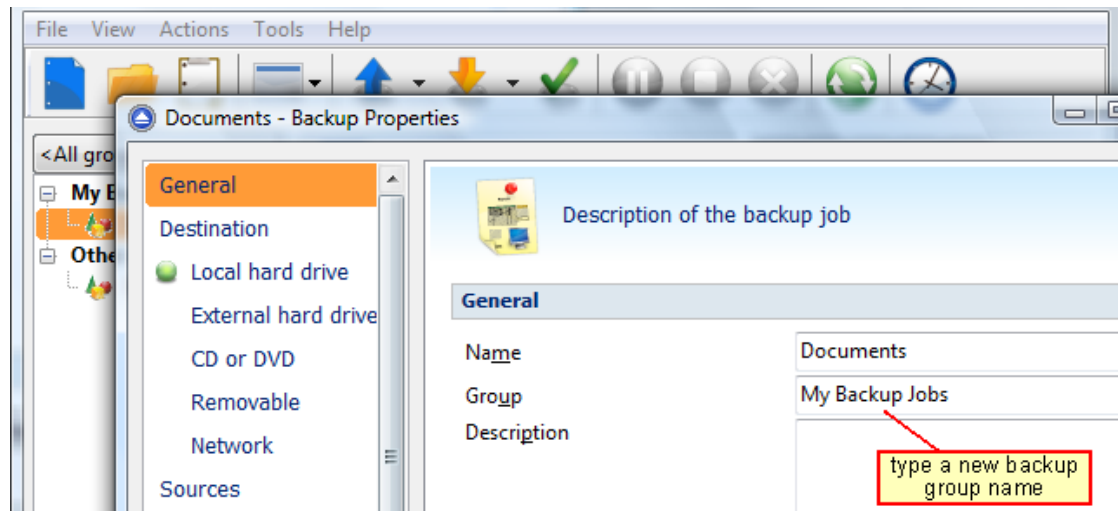
From the drop-down list above the backup list, you can filter the backup jobs in list. You can choose to see all groups, only the active jobs or only a specified group.

If there are many backups listed, you can search for a backup job by typing its name in the **Type to search** box on the bottom of the **Backup List**.

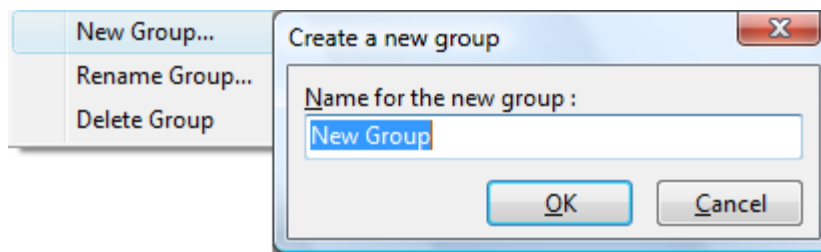
5.4 Manage Backup Groups

Create a new backup group

- 1) When creating (or editing) a backup job using the **New Backup Wizard** in **Advanced mode** (or **Backup Properties**), type a new name (that does not exist) for the backup group. The new group will be created when the wizard is finished.



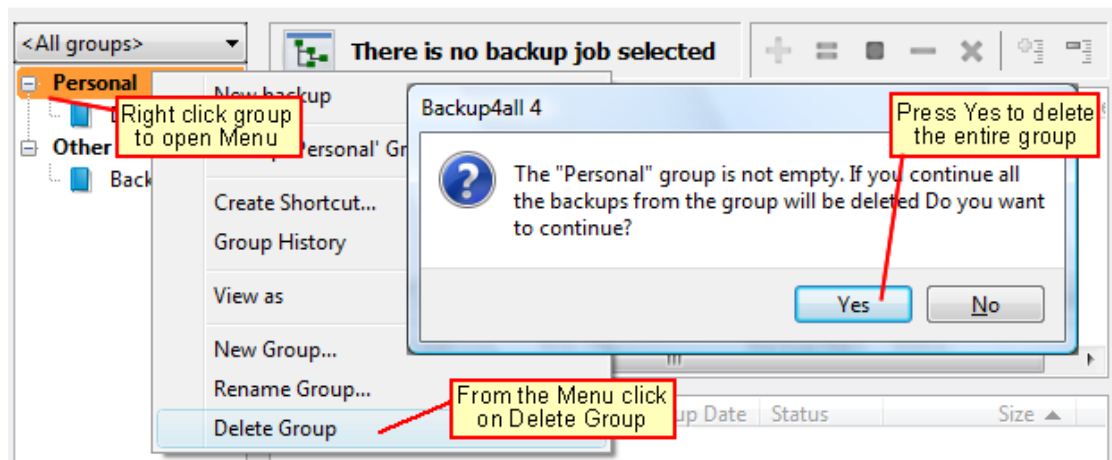
- 2) Right click on backup list (left panel of the main window) and choose **New Group**. The **Create a new group** window will appear and you can enter the name of the group. A new empty group will be created (which can be selected later from the **Groups** combo of the **New Backup Wizard** or from the **Backup Properties** window).



Rename a backup group

Select the backup group from the groups drop-down list. Open the **File** menu or right click on the backup list and choose **Rename Group**. A window similar with the one for **Create a new group** will appear. You can enter the new name and press **OK**. The group will be renamed and it will keep all the backup jobs it had.

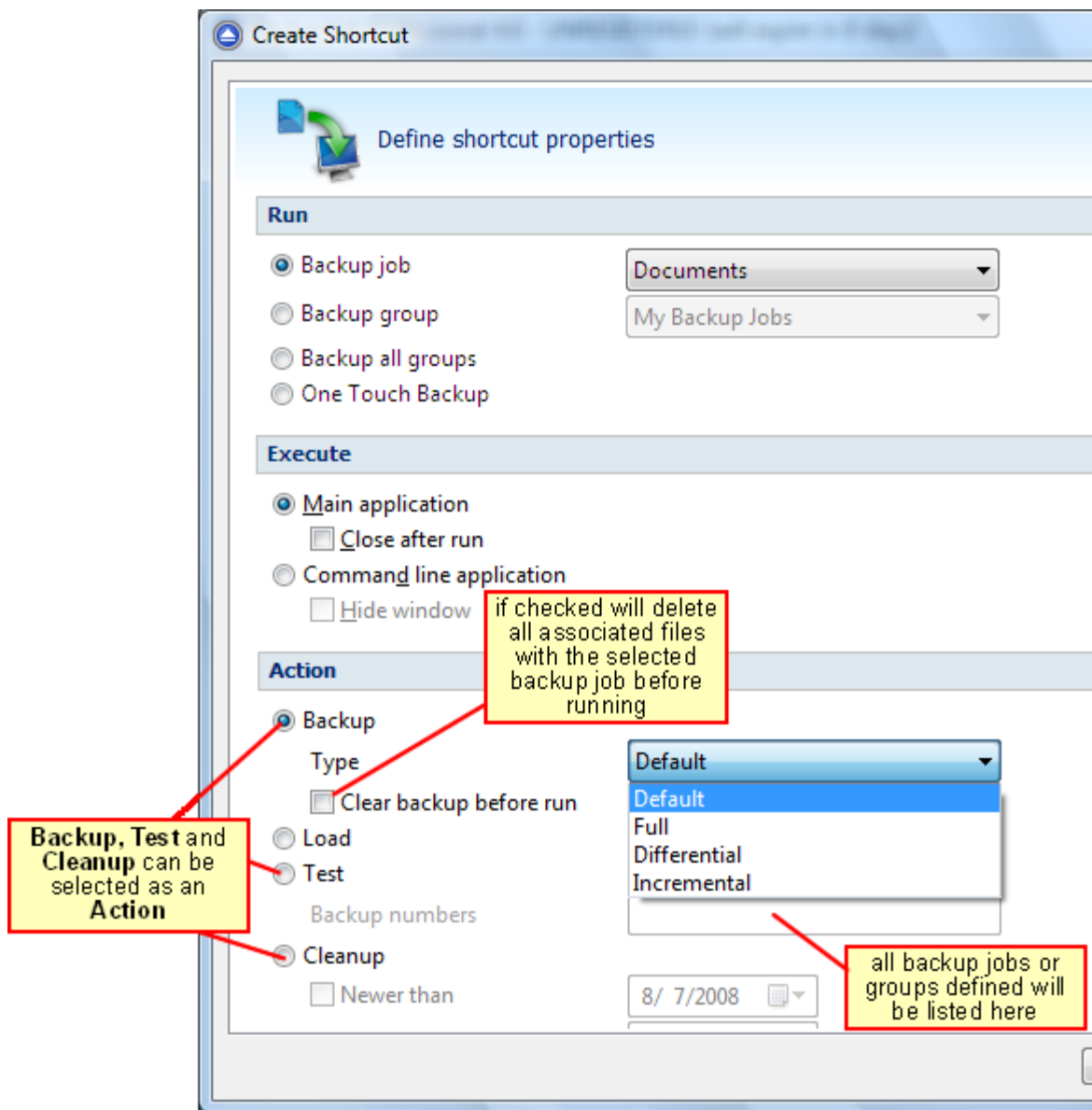
Delete a backup group



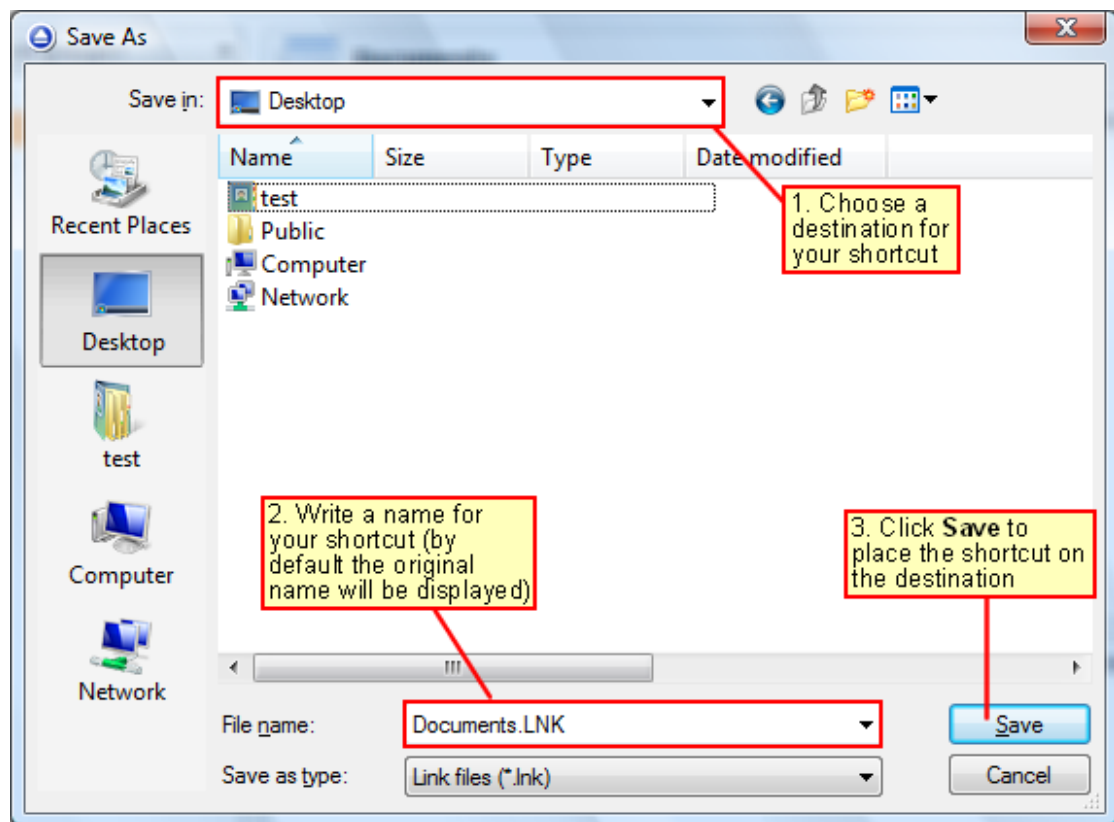
Select the backup group from the groups drop-down list. Go to **File** menu or right-click in the backup list and choose **Delete Group**. A warning message will appear before the deletion. If you choose **Yes**, the backup group will be deleted with all its backup jobs. To move backup jobs to a different backup group, you must edit the backup job's properties and select a different group for them.

5.5 Create Shortcut

The **Create Shortcut** window can be opened from the **File->Create Shortcut...** menu item or by right-clicking the backup job from the backup list and selecting **Create Shortcut...** It creates a shortcut for the backup job on a designated location and you can simply run the backup job by double-clicking it.



Once you have selected the Action to be performed and the backup job/group to run, press OK to create the shortcut. A window will prompt you to select a name for your shortcut and its destination. Once that's completed, the shortcut will be placed in the selected destination.



Run

- **Backup job** - Select a backup job from the list to be executed
- **Backup group** - Select a backup group from the list to be executed
- **Backup all groups** - The shortcut will start the back up for all groups
- **One Touch Backup** - The shortcut will start the backup job/group assigned to One Touch Backup

Execute

Main application

Option set by default. When you will double-click the backup shortcut, the main application will start and the backup will be executed. Furthermore, if the **Close after run** option is checked, Backup4all will be closed after the backup job is executed.

Command line application

Backup4all has also a command line version. If this option is selected, instead of the main application window a command line window will appear when the shortcut will be double-clicked. After the backup finishes the window is closed. If you want the backup to be executed in the background, you can check the **Hide Window** option.

Action

You can select an action to perform when you double-click on the shortcut:

- **Backup**
Type

- **Default** - executes the default backup type defined in the backup job
- **Full** - executes a full backup, no matter what the backup type defined in the backup job is
- **Differential** - executes a differential backup, no matter what the backup type defined in the backup job is

Clear backup before run

If this is checked, Backup4all will first delete the ".bkc" file and all zip files associated with the current backup job and after that execute the action.

- **Load** - at the scheduled date it opens Backup4all and selects the backup job
- **Test** - you can create a shortcut to a test operation instead of a backup. When Test is selected, the **Backup Numbers** box is displayed . You can type in there the backup numbers you want to test. The order you type them in is the order they will be tested in. Use the * character to test all backup numbers, or the # character to test only the last backup.
- **Cleanup** - you can create a shortcut for a scheduled **Cleanup** operation, that will delete the selected backup numbers at the scheduled date. When **Cleanup** is selected, other options become available to filter the backup numbers that will be deleted:
 - **Newer than** - if checked backup numbers that are newer than the selected date will be deleted when the shortcut is double-clicked
 - **Older than** - if checked backup numbers that are older than the selected date will be deleted when the shortcut is double-clicked
 - **Older than (fixed date)** - backup numbers that are **Older than** a certain fixed date will be deleted when the shortcut is double-clicked
 - **Do not delete full backups** - if this is checked, the full backups will be kept even if they fall into the range of files filtered for deletion
 - **Do not delete differential backups** - if this is checked, the differential backups will be kept even if they fall into the range of files filtered for deletion
 - **Clear the destination folder** - deletes any files and folders inside the destination folder even if they are not related to the backup job.

Priority

User can change the priority of the action started by the shortcut: backup, load, test or cleanup. Just move the cursor to a lower or higher priority level.

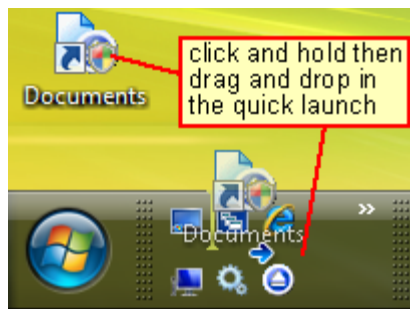
Icon

Use icon from backup job

If this option is checked, the shortcut placed on the desktop, quick launch or other location, will have the same icon as the one it has in the backup list. If unchecked, the default Backup4all icon will be displayed.

Tip:

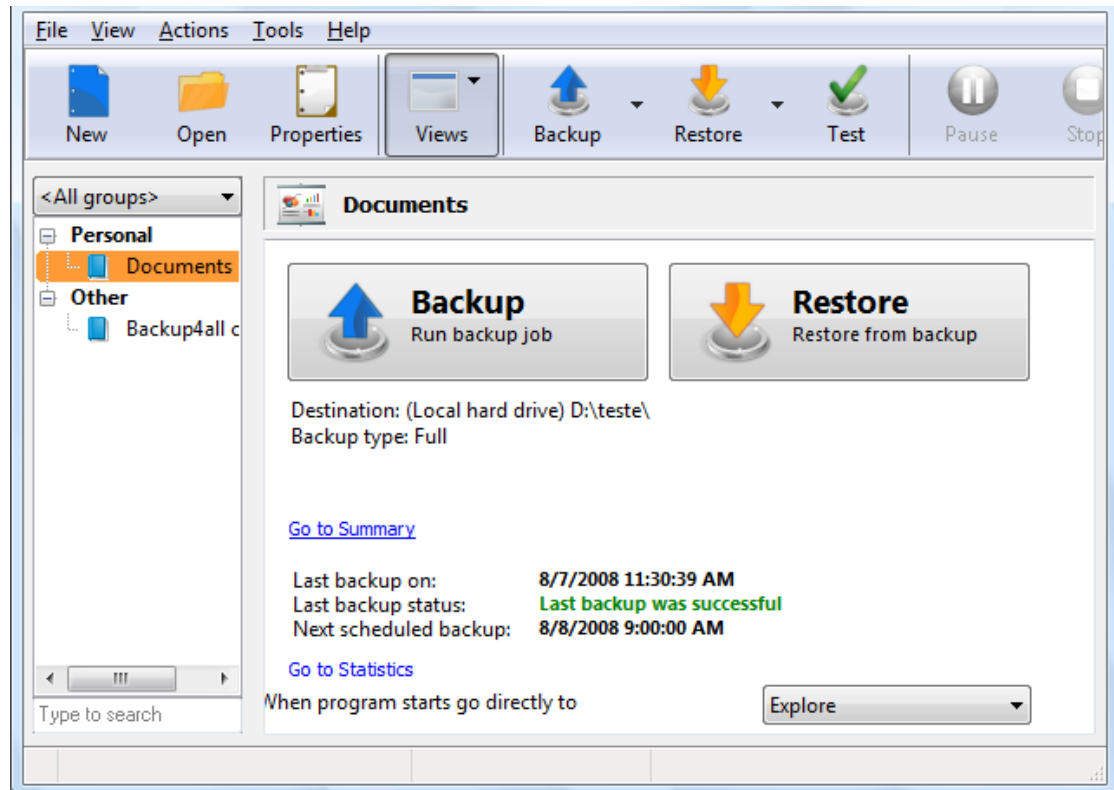
- drag-and-drop the shortcut in **Quick Launch** to create a 1-click-backup action (this way when you do a single click on the icon the shortcut action will be executed)



5.6 Brief View

You can activate **Brief** view by:

- selecting the **Brief** menu item from the **View** menu
- pressing **F4** keyboard shortcut
- selecting **Brief** from the **Views** drop-down list



This view provides basic details and buttons for the selected backup job.

Backup

Pressing this button starts the backup process for the currently selected backup job.

Restore

Pressing this button starts the **Restore Wizard**.

Destination

Shows the destination of the backup job.

Backup type

Shows the backup type of the backup job.

Go to Summary

This link will lead you to the Summary view for a complete description of the backup

Last backup on

Date and time of the last backup

Last backup status

Displays the following information:

- **Last backup** was successful when everything went OK
- **Last backup failed** when the backup was aborted due to an error
- **Last backup had <X> warnings when the backup was done, but <X> files could not be backed up**
- **Last backup was canceled** when the user canceled the backup execution

Next scheduled backup

Date and time when the backup is scheduled to be executed again

Go to Statistics

This link will lead you to the Statistics view for a complete statistics listing

View configuration errors

Press this link to open a new window with the configuration errors found in the current backup job. For each error there is a suggestion about how to fix the problem.

When the program starts, go directly to

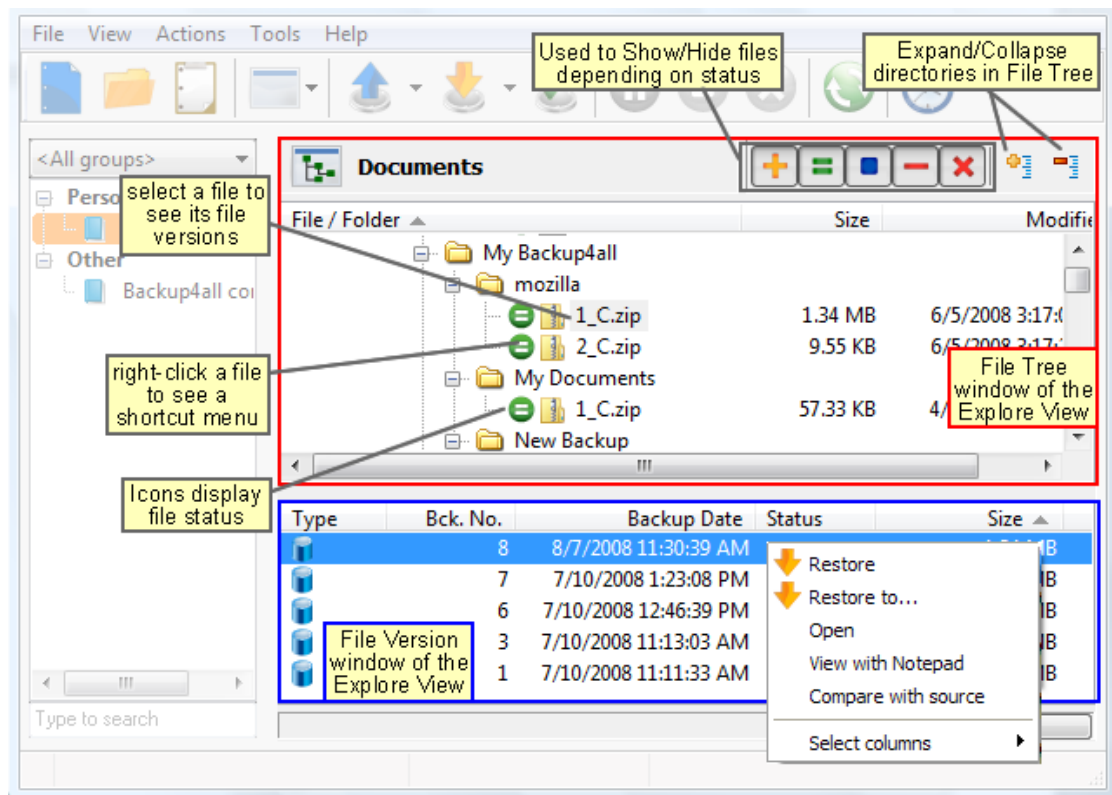
Check this option if you want to can change the default action of the **Views** button. The available options are: Explore, Backup, Statistics and Summary.

The default action of the **Views** button can also be changed from **Tools->Options->Preferences**.

5.7 Explore View

You can activate **Explore** view by:

- selecting **Explore** from the **Views** drop-down list
- selecting the **Explore** menu item from the **View** menu
- pressing **F2** keyboard shortcut



The **Explore View** consists of a File Tree on top and a File Version List at the bottom.

File Tree

The file tree content depends on the backup sources and file filters defined for the selected backup job. You can right-click on the folders and files in the tree to open the same context menu that is available from **Windows Explorer** if the option **Show context menu** from **Tools->Options->Preferences** is checked. If that option is unchecked, the right-click operation will display only the **Restore Latest Version** and **Restore Latest Version to...** You can select multiple files.













Be careful about handling files in the **Explore** view with the **Show context menu** option checked: all actions are performed on the hard disk and any deletion will actually remove the file from your hard disk!

Beside the **Windows Explorer** context menu items, there are also two custom menu items, which enable the restore of the last version of a file: **Restore Last Version** and **Restore Last Version To...**

If you want to exclude a file/folder from the backup sources, you can right-click that file/folder and choose **Exclude from backup sources** option. This action will uncheck the file/folder in Backup Properties->Sources.





The file tree shows the last modified date, size and attributes for each file in additional columns. This information is the same as shown in **Windows Explorer**. You can sort the files by name, date, size or attributes by simply clicking on the appropriate column header. The files are sorted within their folders. **Size**, **Modified** and **Attributes** columns can be hidden if you right click on the column header and uncheck the names of the columns that you want to remove.

There are seven buttons on top of the file tree that help you show/hide files depending on their status:

-  If pressed, files that will be added to the backup are shown in the tree. All files with this status will have  picture in front of them.
-  If pressed, files that have not been changed since last backup are shown in the tree. All files with this status will have  picture in front of them.
-  If pressed, files that have been changed since last backup are shown in the tree. All files with this status will have  picture in front of them.
-  If pressed, files that are already present in backup and are now excluded by new changes in file filter are shown in the tree. All files with this status will have  picture in front of them.
-  If pressed, files that have been deleted from hard disk are shown in the tree. All files with this status will have  picture in front of them.
-  If pressed, all directories in the tree will be expanded. For a large number of files and directories, this operation can take a longer time. Press the ESC key to stop the process.
-  If pressed, all directories in the tree will be collapsed.

If you do not want to see empty folders when clicking on **Expand all**, check **Hide empty folders on expand all** in the **Tools->Options->Preferences** window and click **Expand all** again. The tree will show only folders containing at least one file.




There is an easy way to search for a file in the files and folder tree: simply start typing the file's name and the matching file name will be selected. Only files that are visible in the tree are found, so if you want to search in all files, you have to do an **Expand all** first.

If you want to see only the backed up files press these buttons:    

For the files that will be added to the next backup press:  

File Version List

If a file is selected in the tree, at the bottom of the view, you can see the list of the file's versions from the backup. Information provided for each version:

- **Type** - Type of the Backup. Each of the backup types is represented by a descriptive icon:  Full,  Differential,  Mirror
- **Ver.** - File version number
- **Bck. No.** - Number of the backup
- **Backup Date** - Date and time when the version was added to the backup
- **Status** - Status of operation performed on that file version (added, excluded...)
- **Size** - Size of the file version
- **Modified** - Date and time when the file version was last modified (at backup execution)
- **Attributes** - Attributes of the file version at backup execution (read-only, hidden, archive). This column is hidden by default
- **Bkc. Label** - Label of the backup increment. This column is hidden by default

The file versions in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **Version** column which is grayed out).

Backup4all provides an easy way to restore any file version. Just right-click on the file version you want to restore and:

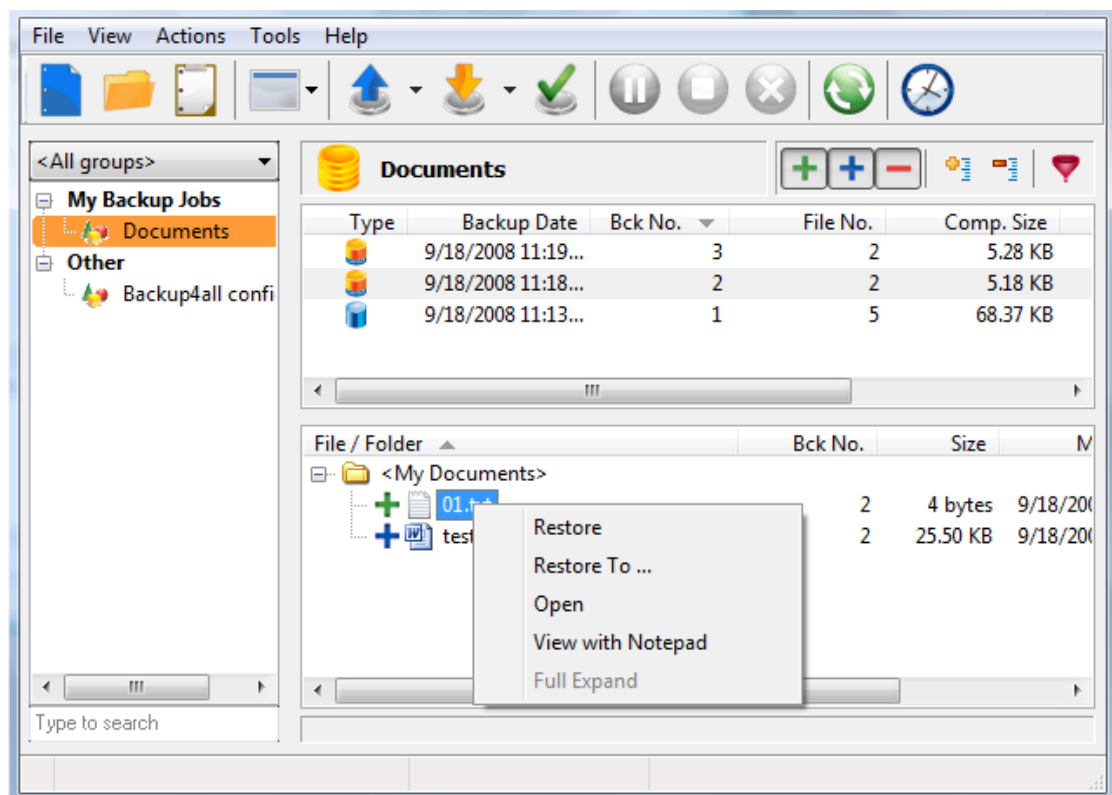
- choose **Restore** if you want to restore the version in the original location
- choose **Restore to...** if you want to restore the version in another location

- choose **Open** if you want to open/view that version of the file with the associated **Windows** application
- choose **View** with **Notepad** if you want to open/view that version of the file with **Notepad**
- choose **Compare with source** if you want to compare the selected version with the existing source
- choose **Compare versions** if you want to compare the selected versions
- choose **Select columns** to enable/disable the columns displayed

5.8 Backup View

You can activate **Backup** view by:

- selecting **Backup** from the **Views** drop-down list
- selecting the **Backup** menu item from the **View** menu
- pressing **CTRL + F2** keyboard shortcut



The **Backup View** consists of a Backup Version List on top and a File Tree at the bottom.

Backup Version List

If a backup version is selected, at the bottom of the view, you can see the list of the files in that backup and their status before that backup. Information provided for each version:

- **Type** - Type of the Backup. Each of the backup types is represented by a descriptive icon: Full, Incremental, Differential, Mirror
- **Backup Date** - Date and time when the backup was created
- **Bck No.** - Number of the backup
- **File No.** - Number of files in that backup
- **Folder No.** - Number of folders in that backup

- **Comp. Size** - Compressed size of the file version
- **Uncomp. Size** - Uncompressed size of the file version
- **Label** - Label of the backup increment.

The backup version list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **Type** column which is grayed out).

Backup4all provides an easy way to restore or test a backup version. Just right-click on the backup version and:

- choose **Restore** if you want to restore the version in the original location
- choose **Restore to...** if you want to restore the version in another location
- choose **Test** if you want to test that backup version
- choose **View Backup Log** if you want to open/view that log with the selected log viewer. Initially the default text editor is used.



File Tree



The file tree content depends on the files from the selected backup version. You can right-click on the folders and files in the tree to open a menu that allows you to choose the following options:



- **Restore** if you want to restore the version in the original location
- **Restore to...** if you want to restore the version in another location
- **Open** if you want to open/view that version of the file with the associated **Windows** application
- **View** with **Notepad** if you want to open/view that version of the file with **Notepad**
- **Full expand** to expand all the tree


The file tree shows the file/folder name, bck no. size, last modified date, attributes and status for each file in additional columns. You can sort the files by simply clicking on the appropriate column header. The files are sorted within their folders. Except **File/Folder**, each column can be hidden if you right click on the column header and uncheck the names of the columns that you want to remove.


There are seven buttons on top of the file tree that help you show/hide files depending on their status:


 If pressed, files that were added to the backup as new are shown in the tree. All files with this status will have  picture in front of them.

 If pressed, files that were added to the backup as modified are shown in the tree. All files with this status will have  picture in front of them.

 If pressed, files that had been in backup and were excluded by new changes in file filter are shown in the tree. All files with this status will have  picture in front of them.

 If pressed, all directories in the tree will be expanded. For a large number of files and directories, this operation can take a longer time. Press the ESC key to stop the process.

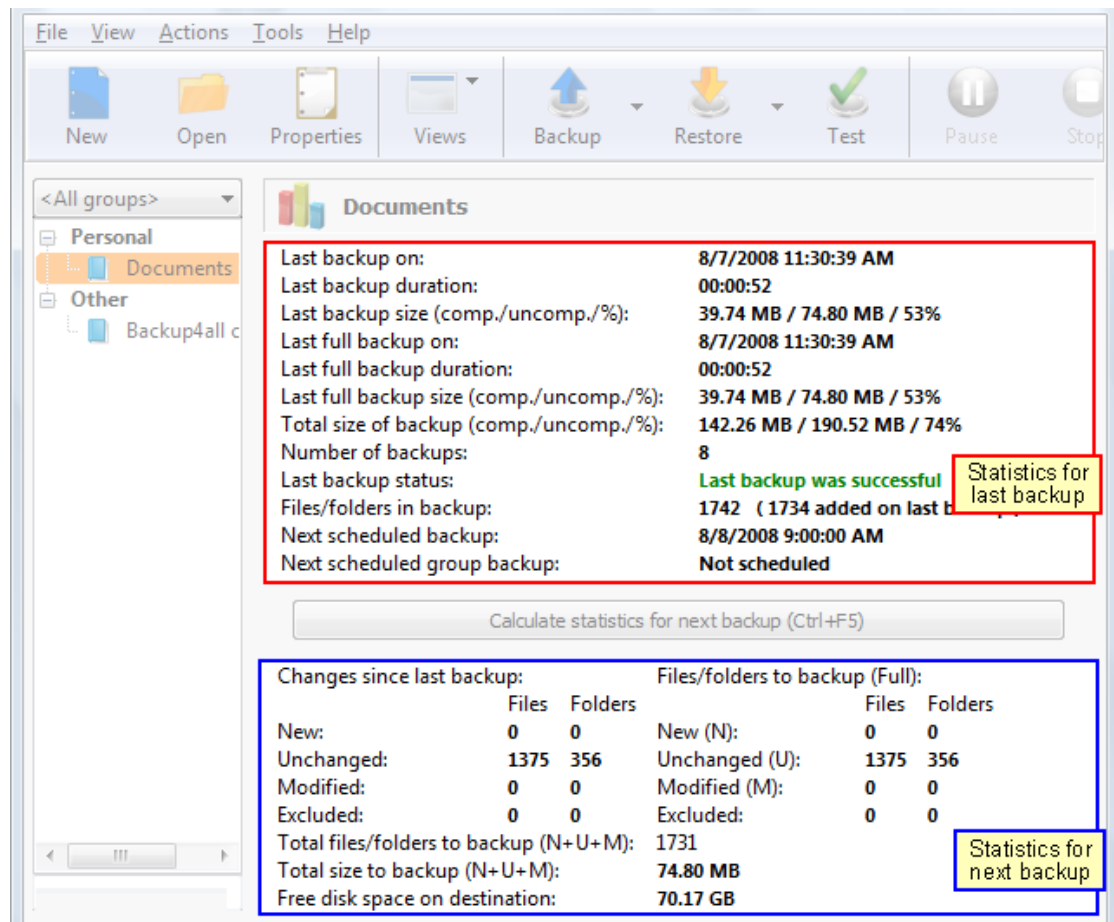
 If pressed, all directories in the tree will be collapsed.

 If pressed, the Filter window will be shown. Use this option to filter the files displayed in the tree.

5.9 Statistics View

You can activate **Statistics** view by:

- selecting **Statistics** from the **Views** drop-down list
- selecting from the **View** menu the **Statistics** menu item
- pressing the **F3** keyboard shortcut



This view provides statistical information about the last backup performed and calculates statistics about the next backup, based on the current backup job configuration.

Information list:

Last backup on

Date and time of the last backup

Last backup duration

Shows the duration of the last backup execution

Last backup size

Shows the size of the last backup (compressed) / size of all files present in backup (uncompressed) / compression percentage

Last full backup on (not displayed for mirror backup type)

The date and time when the last full backup was executed. Note that the first backup is always a full backup, even if the backup type is set to differential.

Last full backup duration (not displayed for mirror backup type)

Shows the duration of the last full backup execution

Last full backup size (not displayed for mirror backup type)

Shows the size of the last full backup (compressed) / size of all files present in backup (uncompressed) / compression percentage.

For example 10 MB/30 MB/33% means that the size of the last full backup was 10 MB, the uncompressed size of the files backed up was 30 MB and the compression ratio was 33%.

Total size of backup (not displayed for mirror backup type)

Total size of the backup takes into consideration all backup increments, ".bkc" file and any folders that might have been created. It shows the total size after compression / without compression / compression percentage. For mirror backup the compressed values are not shown, because there is no compression.

Number of backups

Number of times the backup job was executed

Last backup status

Displays the following information:

- **Last backup** was successful when everything went OK
- **Last backup failed** when the backup was aborted due to an error
- **Last backup had <X> warnings when the backup was done, but <X> files could not be backed up**
- **Last backup was canceled** when the user canceled the backup execution

Files/folders in backup

Shows the number of files in the backup. The number between the brackets is for the files added at the last backup. For full backup the number of files added to the last backup will be always the same with the total number of files. The same for mirror backup without the **Fast mirror** option activated.

Next scheduled backup

Date and time when the backup is scheduled to be executed again

Next scheduled group backup

Date and time when the backup group is scheduled to be executed again.

Statistics for next backup:

The **Calculate Statistics for Next Backup (Ctrl+F5)** button will start counting the new, modified, unchanged and excluded files since the last backup execution. The counters will be shown in the labels below, divided into two sections: Files to backup containing the counters for the files that will be added to the next backup, and Changes since last backup containing the counters for the files changed since the last backup. For a large number of files, counting can be time consuming. If you want to stop the counting process press the Cancel button from the toolbar. **Calculate Statistics for Next Backup (Ctrl+F5)** uses the catalog file (".bkc"). If this catalog is on a CD, DVD or Blu-ray disc and you enter a previous backup version, the counters will be different. Files to backup counters are calculated depending on the backup job settings: backup type, <Clear backup> action etc. Changes since last backup counters are always the same no matter the backup job settings.

Files/Folders to backup

For full and differential backup types these counters are calculated based on the changes since the last full backup. For the backup type, the counts are based on the changes since the last backup (differential, full or incremental).

New files/folders

The number of new files/folders that will be added to backup. For mirror backup (with the Fast mirror option unchecked), the new files/folders counter equals the total number of files/folders.

Modified files/folders

Shows the number of modified files/folders to be added to backup. For mirror backup (with the "Fast mirror" option unchecked), this number will always be 0.

Unchanged files/folders

Shows the number of unchanged files/folders to be added to backup. For differential, mirror backup with **Fast mirror** option unchecked, this number will always be 0.

Excluded files/folders

Shows the number of excluded files/folders, which will be removed from the backup.

Changes since last backup

Counts the changes since the last backup, regardless of the backup settings

New files/folders

Shows the number of new files/folders since last backup.

Modified files/folders

Shows the number of modified files/folders since last backup.

Unchanged files/folders

Shows the number of unchanged files/folders since last backup.

Excluded files/folders

Shows the number of excluded files/folders. A file/folder gets excluded because of the changes in file/folder filter or because it was deleted or moved from the backup sources.

Total files/folders to backup

Shows the total number of files and folders that will be added to backup next time. This should be the sum of the new, modified and unchanged file and folder counters.

Total size (uncompressed) to backup

Shows the sum of all file sizes to be included in the backup next time it is executed.

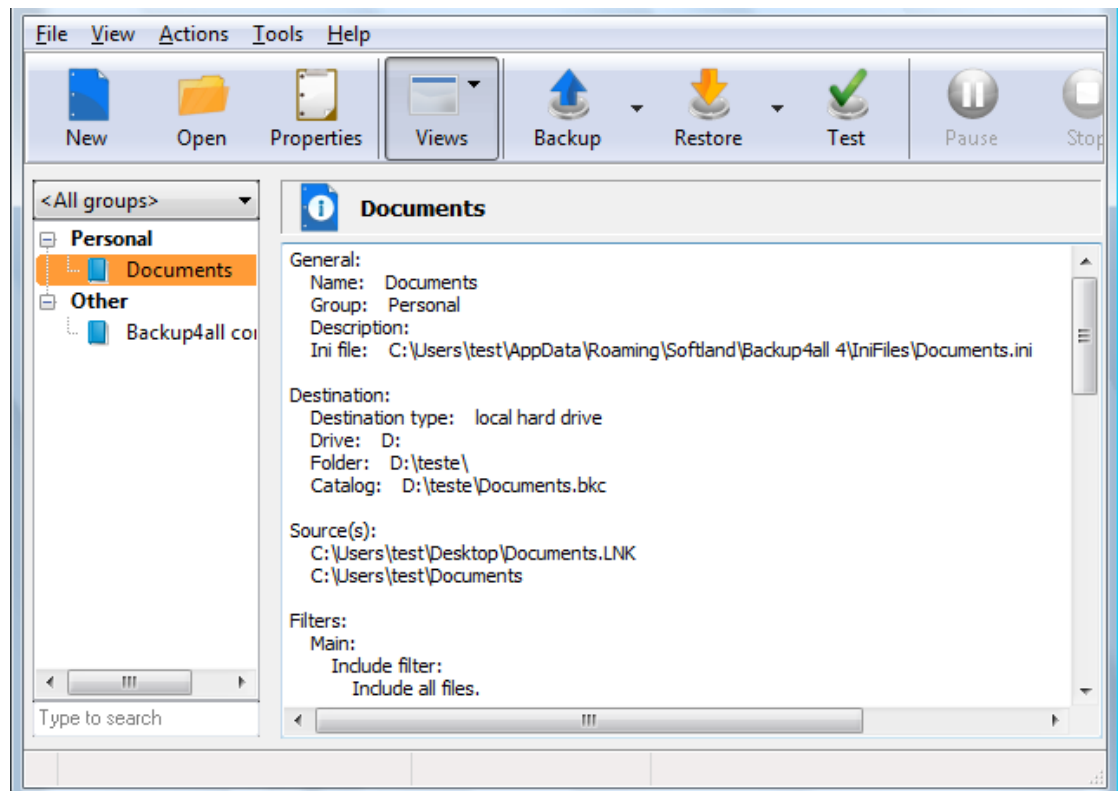
Free disk space on destination

Shows the available free disk space on the destination drive.

5.10 Summary View

You can activate the **Summary** view by:

- selecting **Summary** from the **Views** drop-down list
- selecting from the **View** menu the **Summary** menu item
- pressing the **CTRL + F4** keyboard shortcut



This view provides a text description containing all the configurations made for a backup job. You can copy this text description and put it in a file for later use.

Information included in the **Summary**:

- General:
 - Name:
 - Group:
 - Predefined backup:
 - Description:
 - Ini file:
- Destination:
 - Destination type:
 - Drive:
 - Folder:
 - Catalog:
- Source(s):
- Filters:
 - Main:
 - Include filter:
 - Exclude filter:
 - Customize
- Backup type:
 - Type:
 - Save storage space:
 - Clear archive bit:
 - Folder name prefix:
 - Fast mirror:
 - Create full paths:
 - Copy files in a subfolder:

- Remove excluded or deleted files from backup:
- Zip the files:
- Sort mirror files for optimized spanning:
- Compression level:
- Do not compress files of type:
- Always use temporary folder to create zip files:
- Use alternate zipping mode:
- Password:
- Zip split size:
- Create independent splits:
- Advanced settings:
 - Backup:
 - Use local catalog:
 - Test after backup:
 - Delete sources after successful backup:
 - Ask for backup label before execution:
 - Backup open files:
 - Backup execution priority:
 - Actions:
 - Action before backup:
 - Action after backup:
 - Comparison:
 - Comparison criteria:
 - Sounds:
- Scheduler:
 - Show warning and error messages when scheduled:
 - Abort backup when network sources are not available:
 - Ask for user input when backup cannot continue:

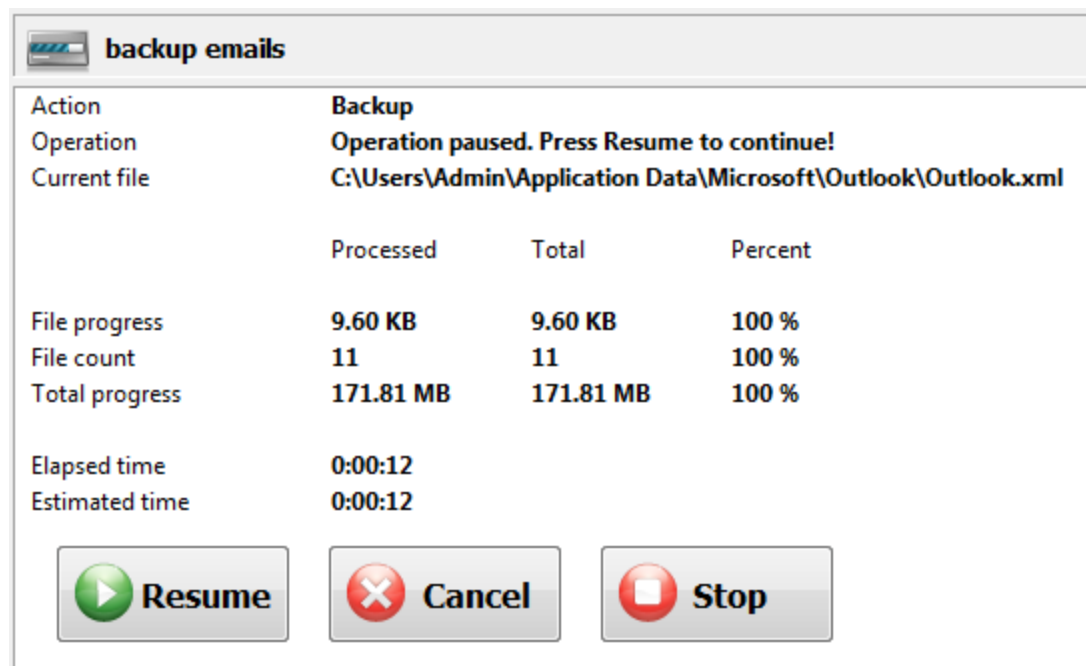
5.11 Progresss View

You can activate the **Progress** view by:

- selecting **Progress** from the **Views** drop-down list
- selecting from the View menu the **Progress** menu item
- pressing the **CTRL+F3** keyboard shortcut

Please note **Progress** view is active only when the backup is running. When the backup is not running, that option is grayed out.

When the backup is started, Backup4all will switch automatically to **Progress** view and after the backup is done it will switch back to your previous view.



Action: Indicate the action in progress: Backup, Restore, Test, Clean

Operation: Indicate the operation in progress: Creating file list, Updating catalog, Testing backup etc

Current file: Displays the current file processed

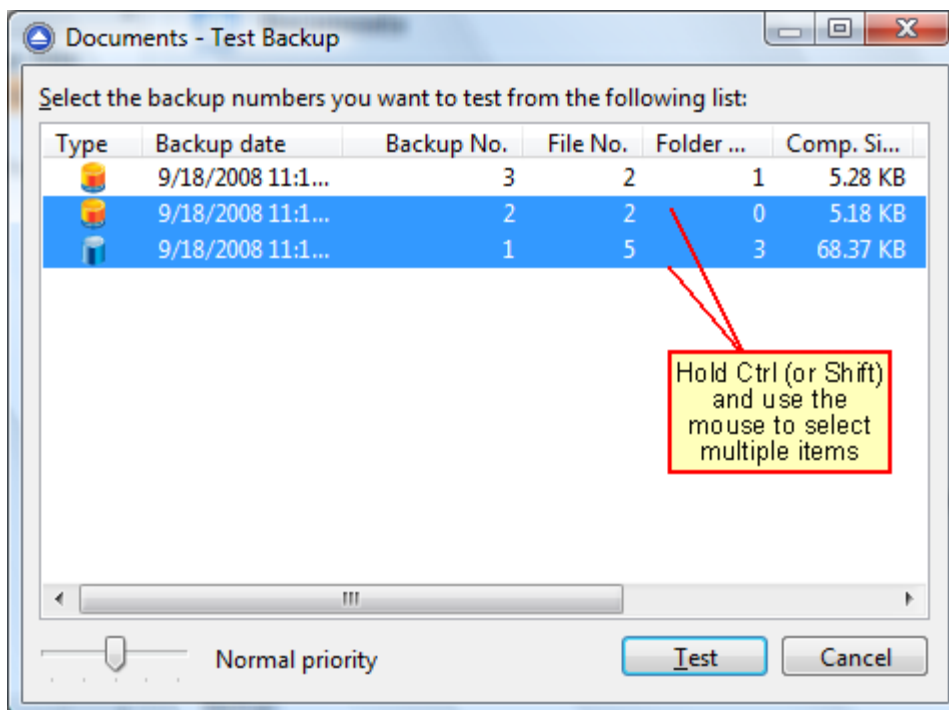
On the Progress view page you can also see the file progress, file count, total progress, elapsed time and estimate time.

The Pause, Cancel and Stop buttons at the bottom of Progress view can be used for a better control of the backup jobs.

5.12 Test




The backup test is meant to ensure the validity and the integrity of the backup files and the backup catalog. During test, all files and folders from destination will be tested to make sure they were safely copied. The files in destination are not compared with the backup sources but with the information stored in backup catalog.

The **Test** window can be opened from **Actions->Test...** menu item or by pressing the F9 keyboard shortcut. It lists all the available information about the backup versions of the current backup job.



When you open the window all the backup versions that can be tested are selected. You can select/deselect multiple backup versions you want to be tested using batch selection on that list. To define the selection, keep the **Shift** key pressed and use the up and down arrow keys from your keyboard or the mouse. If you want to select multiple individual items, press and hold the **Ctrl** key and select using the mouse the items you want tested. Some backup versions created with older releases of Backup4all cannot be tested. These versions are disabled and cannot be included in test selection.

There are several columns in the **Test** window that provide information for each backup version:

- **Type** - Type of the backup. Each of the backup types is represented by a descriptive icon:
 Full,  Differential,  Mirror
- **Backup No.** - Number of the backup
- **Backup date** - Date and time when the version was added to the backup
- **File No.** - Number of files included in that backup
- **Folder No.** - Number of folders included in that backup
- **Comp. Size** - The compressed size of the backup
- **Uncomp. Size** - The uncompressed size of the backup
- **Label** - Label of the backup increment.

The backup versions in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **Type** column which is grayed out).

Using the **Priority** slider you can set the test execution speed compared to the rest of the running processes on your computer. Default is **Normal priority**, but there are other 4 priority levels: **Lowest priority**, **Low priority**, **High priority** and **Highest priority**. On **Lowest priority** the test process will consume the minimum amount of computer resources but will take the longer to complete, while **Highest priority** will consume the highest amount of computer resources but will take the least to complete.

To test the selected backup versions press the **Test** button, or press **Cancel** (or the **Escape** key) to close the window.

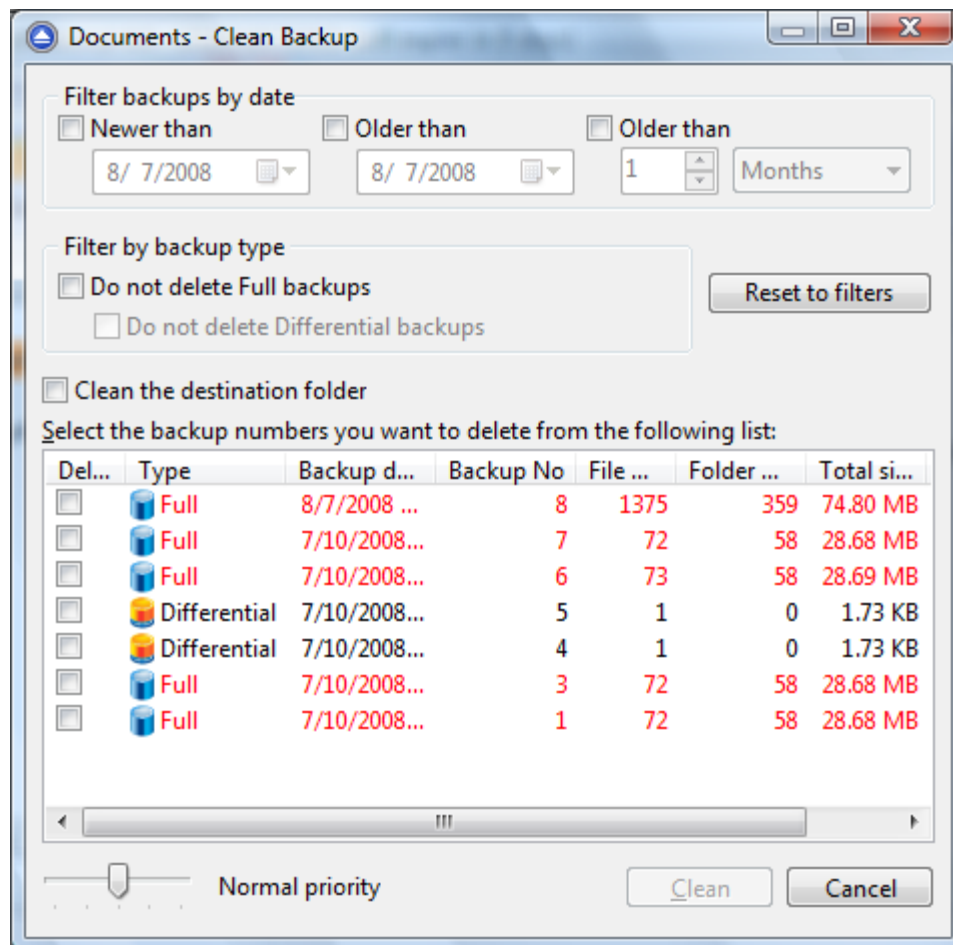
After finishing the test, a pop-up message is displayed with the test results:

- **Testing <backup name> found no errors** - means that there are no corrupted/missing files in the backup
- **Testing <backup name> found error(s). Do you want to see the log file?** - means that some files are corrupted or missing from the backup; you should press **Yes** to see the test log file (also available from the **View->Job Logs->Last Test Log** menu too)

Backup4all has also the option to test the files automatically after backup. This option is checked by default and it is recommended to leave it this way. However, if you want to modify it, you can find the Test after backup option in the Backup Properties- >Advanced window for the selected backup job.

5.13 Clean backup

The **Clean backup** window can be opened from the **Actions->Clean** menu item. It gives options to delete backup numbers based on certain criteria.






When you open the window all the backup numbers are displayed. You can either manually check multiple backup numbers you want deleted or use the filter options to have them automatically selected if they match a certain criteria. Once you select a type of backup, if there are other backup numbers depending on it they will automatically be selected too. For instance, selecting a

Full Backup (marked with red in the list) will also batch select the other differential backup numbers that depend on the selected full backup (to keep some of the backup numbers that depend on the full backup, you will have to start unselecting them in the order they were created).

Please note that when you delete a certain backup number using the Clean Backup tool, all the files in the destination that were created for that backup number will be removed.

There are several columns in the **Clean Backup** window that provide information for each backup number:

- **Delete** - Shows if a backup number is selected for deletion. You can manually check/uncheck the backup numbers you want deleted. Once selecting a backup number all the other backup numbers that depend on it will also be selected.
- **Type** - Type of the backup. Each of the backup types is represented by a descriptive icon and text:  Full,  Differential,  Mirror. Additionally, full backups are marked with red.
- **Backup No.** - Number of the backup
- **Backup date** - Date and time when the backup was executed
- **File No.** - Number of files included in that backup
- **Folder No.** - Number of folders included in that backup
- **Total size** - Size of the backup
- **Label** - Label of the backup increment.

The backup numbers in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns.

You can select a backup number by right-clicking it and choosing **Check Selected** (or uncheck it using **Uncheck Selected**). The right-click menu also allows selecting all backup numbers (**Check all**) or unselecting them (**Uncheck all**).

Using the **Priority** slider you can set the execution speed compared to the rest of the running processes on your computer. Default is **Normal priority**, but there are other 4 priority levels: **Lowest priority**, **Low priority**, **High priority** and **Highest priority**. On **Lowest priority** the process will consume the minimum amount of computer resources but will take the longer to complete, while **Highest priority** will consume the highest amount of computer resources but will take the least to complete.

Filter backups by date

Newer than

If checked backup numbers that are newer than the selected date will be removed when the Clean operation is executed.

Older than

If checked backup numbers that are older than the selected date will be removed when the Clean operation is executed.

Older than (fixed date)

The backup numbers that are Older than a certain fixed date will be deleted when the Clean operation is executed.

Filter by backup type

Do not delete full backups

If this is checked, the full backups will be kept even if they fall into the range of files filtered for deletion.

Do not delete differential backups

If this is checked, the differential backups will be kept even if they fall into the range of files filtered for deletion. Note that this option is available only when **Do not delete full backups** is checked, because differential backups depend on full backups.

Reset to filters

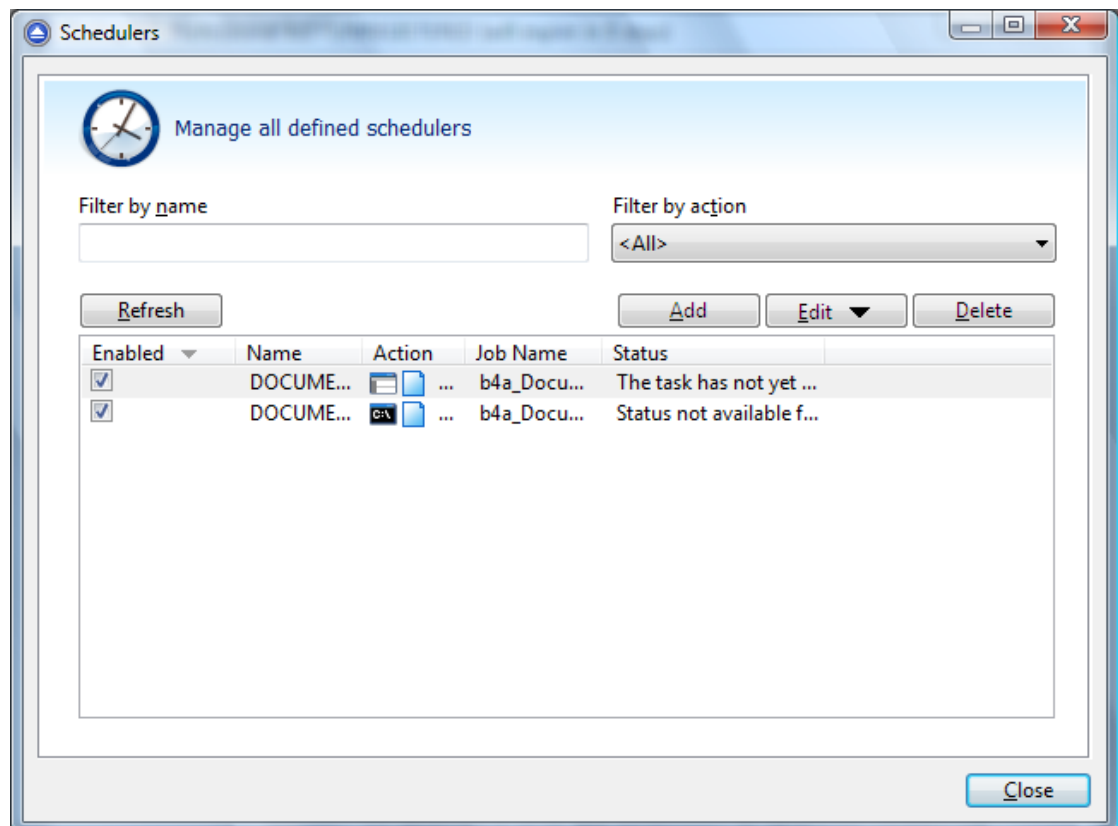
Pressing this will ignore any manual selection done and restore the default selection based on the filters applied.

Clean the destination folder

Deletes any files and folders inside the destination folder even if they are not related to the backup job.

5.14 Schedulers

The **Schedulers** window can be opened from the **Tools->Schedulers** menu, by pressing the **Scheduler** button from the toolbar or by pressing the **F11** keyboard shortcut. It lists all the available information about the scheduled tasks and allows you to **Add**, **Edit**, **Delete** and **Schedule** the tasks.



Right-clicking an existing scheduled task will display the following options:

- **Add** - allows you to easily add a new scheduled task
- **Edit**
 - **Properties** - opens the Scheduler Properties window where you can edit selected task's options

- **Schedule** - opens the Windows Scheduled Tasks properties window (or the standalone scheduler properties window, if this is the one used instead of the Windows Task Scheduler) that allows you to set the time and frequency for the selected scheduled task. By default, when you add a new scheduled task, Windows schedules the task for 9 a.m. each day.
- **User and password** - opens a window where you can set the username and the password.
- **Delete** - removes the selected scheduled task
- **Refresh** - refreshes the scheduled tasks list
- **Select columns** - select which columns will be displayed

Filter tasks:

- **Filter by name** - you can filter by name the existing scheduled tasks by writing the backup job name in the Filter by name field. As you write, you will see that only the matching tasks will be displayed.
- **Filter by action** - lets you select additional filters that show only scheduled tasks that have a certain action defined: Full backup, Differential backup, Default backup, Load backup job, Group backup, OTB backup, Test backup, Clean backup, INVALID. Its default value is <All> that shows all the scheduled tasks no matter the type of action.

There are several columns in the **Schedulers** window that provide information for each scheduled task:

- **Enabled** - if the checkbox is marked then the scheduled task will run, if is unchecked it will not be executed
- **Name** - displays the name of the backup job as defined in its backup properties
- **Job Type** - displays the type of the job: job or group
- **Scheduler** - displays the scheduler used
- **Run with** - displays if the scheduler will be run using main application or command line application
- **Action** - shows the type of action associated with the scheduled task (default, full, differential, cleanup, test)
- **Task file** - displays the name of the task file as you can find it on your computer
- **Status** - displays the status of the scheduled task
- **Next Run Time** - calculates the date and time when the scheduled task will run next
- **Last Run Time** - shows the date and time when the scheduled task last ran
- **Schedule** - shows the scheduler time and frequency
- **User** - shows the user name for which the job is scheduled to run

The scheduled tasks in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **Enabled** and **Name** columns which are grayed out).

You can also schedule a task from the **Backup Properties->Scheduler** window. The difference between the two methods is that the **Backup Properties->Scheduler** window displays the scheduled tasks only for the selected backup job, while **Tools->Schedulers** will show you the scheduled tasks for all the backup jobs and groups.

Backup4all uses by default the Windows Task Scheduler in order to run the scheduled tasks so you need to make sure that the Task Scheduler service is enabled on your computer. Use the Windows Help in order to find out more information about scheduling a task using the Task Scheduler. If you don't want to use the Windows Task Scheduler, you can use Backup4all's standalone scheduler by selecting Use Standalone Scheduler.

The scheduled backup jobs in backup list will have the clock icon displayed over the job's icon.



5.14.1 Scheduler Properties

Once you click on **Add** from **Tools->Schedulers**, the **Scheduler Properties** window will be shown.

Run	
<input checked="" type="radio"/> Backup job	Documents
<input type="radio"/> Backup group	Personal
<input type="radio"/> Backup all groups <input type="radio"/> One Touch Backup	
Execute	
<input checked="" type="radio"/> Main application <input type="checkbox"/> Close after run <input type="radio"/> Command line application <input type="checkbox"/> Hide window	
Scheduler	
<input checked="" type="radio"/> With Windows scheduler User account: Vista32\test Password: <input type="button" value="Set password"/> No password <input type="radio"/> With built-in scheduler	
Action	
<input checked="" type="radio"/> Backup Type: Default <input type="checkbox"/> Clear backup before run <input type="checkbox"/> Erase disc before backup <input type="radio"/> Load <input type="radio"/> Test Backup numbers: <input type="text"/>	
<input type="radio"/> Cleanup <input type="checkbox"/> Newer than: 8/ 7/2008 <input type="checkbox"/> Older than: 8/ 7/2008 <input type="checkbox"/> Older than: 0 Days <input type="checkbox"/> Do not delete full backups <input type="checkbox"/> Do not delete differential backups <input type="checkbox"/> Clear the destination folder	
Priority	
Priority	<input type="range"/> Normal

Execute backup using

Main application

Option set by default. If Backup4all is closed when a scheduled task needs to be executed, the main application starts and the task runs. Furthermore, if the Close after run option is checked, Backup4all will be closed after the task is executed.

Command line application

Backup4all has also a command line version. If this option is selected, instead of the main application window a command line window will appear when a scheduled task runs. After the task finishes the window is closed. If you want the task to be executed in background, you can check the Hide Window option.

Scheduler

Select Scheduler type allows scheduling a task to run either using the Windows scheduler, the built-in scheduler or at system shutdown:

- **With Windows scheduler** - If this is selected, the tasks will be scheduled and executed using the internal scheduler from Windows. Over the standalone scheduler (Backup4all's internal scheduler), the Windows Scheduler has the advantage of being able to run the task even if there is no user logged in or if the computer is in hibernation/stand by.
- **With built-in scheduler** - If this is selected, the tasks will be scheduled and executed using Backup4all's internal scheduler. If this option is selected, the **User account** field is grayed out since the Windows login username/password are not required. Using the built-in scheduler tasks cannot be executed if there is no user logged in to Windows. To be able to run tasks when no user is logged in you have to use the Windows Scheduler option.

User account

In this field, by default, the current logged in user's login name will be displayed. If your user account has a password make sure that you enter it by pressing the **Set password** button. We do not save your password but it is needed in order to set up the scheduled task in the **Windows Task Scheduler**. If your user account does not have a password you must select the **Allow blank passwords when scheduling** option from **Tools->Options->Preferences**. Also, make sure that you enter the correct password - if the password is wrong the scheduled task will not run.

Run

- **Backup job** - This option allows you to schedule a backup job from the ones already defined. You can choose the backup job from the **Select a backup job** box and select an action to perform when the backup job runs.
- **Backup group** - This allows you to schedule a backup group. In the **Select a backup group** you can choose a group to execute but you can't select an action. Each backup job from that group will perform the backup type defined in its configuration.
- **Backup all groups** - This allows you to run all backup groups. Inside each group, the jobs will be executed one after another.
- **One Touch Backup** - If this is selected, the scheduled task will run the backup using settings from **Tools->Options->Backup on demand**. If the option **Enable "One Touch Backup" support** is not enabled, the scheduled task will not run.

Action

You can select an action to perform when the scheduled task for a backup job or group runs:

- **Backup type**
 - **Default** - executes the default backup type defined in the backup job

- **Full** - executes a full backup, no matter what the backup type defined in the backup job is
- **Differential** - executes a differential backup, no matter what the backup type defined in the backup job is

Clear backup before run

If this is checked, Backup4all will first delete the ".bkc" file and all zip files associated with the current backup job and after that execute the scheduled backup.

Erase disk before backup

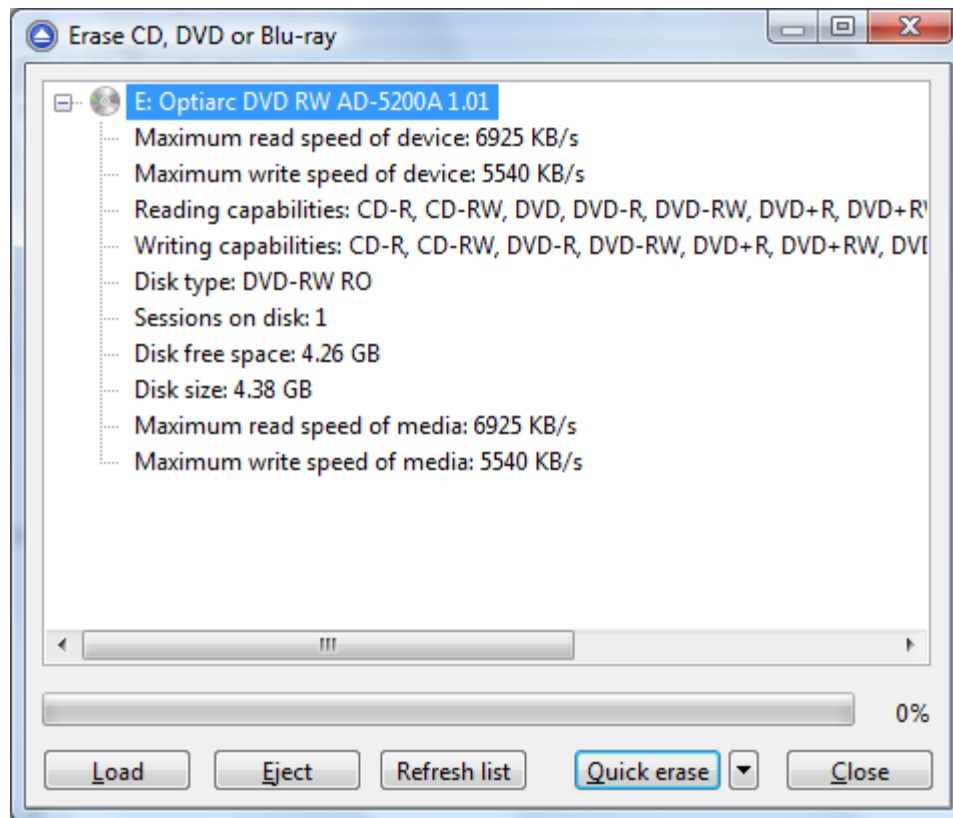
This option is available only when the destination of the backup job is on removable media. If this is checked, Backup4all will first erase the disk (if supported) and after that execute the scheduled backup.

- **Load** - at the scheduled date it opens Backup4all and selects the backup job
- **Test** - you can schedule a test operation instead of a backup. When Test is selected, the **Backup Numbers** box is displayed . You can type in there the backup numbers you want to test. The order you type them in is the order they will be tested in. Use the * character to test all backup numbers, or the # character to test only the last backup.

- **Cleanup** - at the scheduled date it deletes the selected backup numbers. When **Cleanup** is selected, other options become available to filter the backup numbers that will be deleted:
 - **Newer than** - if checked backup numbers that are newer than the selected date will be deleted when the scheduled **Cleanup** operation runs
 - **Older than** - if checked backup numbers that are older than the selected date will be deleted when the scheduled **Cleanup** operation runs
 - **Older than (fixed date)** - backup numbers that are **Older than** a certain fixed date will be deleted when the scheduled **Cleanup** operation runs
 - **Do not delete Full backups** - if this is checked, the full backups will be kept even if they fall into the range of files filtered for deletion
 - **Do not delete Differential backups** - if this is checked, the differential backups will be kept even if they fall into the range of files filtered for deletion. Note that this option is available only when **Do not delete full backups** is checked, because differential backups depend on full backups.
 - **Clear the destination folder** - deletes any files and folders inside the destination folder even if they are not related to the backup job.

5.15 Erase CD/DVD/Blu-ray

The **Erase CD/DVD/Blu-ray** window can be opened from the **Tools->Erase CD/DVD/Blu-ray...** menu item.



When the window is shown, devices capable of writing to CD, DVD or Blu-ray disc are listed in it. The first device from the list is selected by default.

A summary of properties is shown for each device (calculated by Backup4all's internal burner):

- **Maximum read speed of device** - shows the maximum reading speed of the device (kb/s)
- **Maximum write speed of device** - shows the maximum writing speed of the device (kb/s)
- **Reading capabilities** - displays a list of media the device can read from
- **Writing capabilities** - displays a list of media the device can write to
- **Disk type** - shows the type of media inserted
- **Sessions on disk** - number of sessions on the disk
- **Disk free space** - free space on disk
- **Disk size** - total size of disk
- **Maximum read speed of media** - maximum reading speed of media
- **Maximum write speed of media** - maximum writing speed of media

When an erase is performed, the progress bar shows the percentage of the operation completed.

Options

Erase

Erases the CD/DVD/Blu-ray based on the selection from the combo:

- **Quick erase** - disk appears to be empty, but the data is not physically erased (selected by default)
- **Full erase** - will physically erase all data on disk. Takes longer to perform

Load

Closes the CD/DVD/Blu-ray tray. The button is enabled only when a device is selected.

Eject

Opens the CD/DVD/Blu-ray tray. The button is enabled only when a device is selected.

Refresh

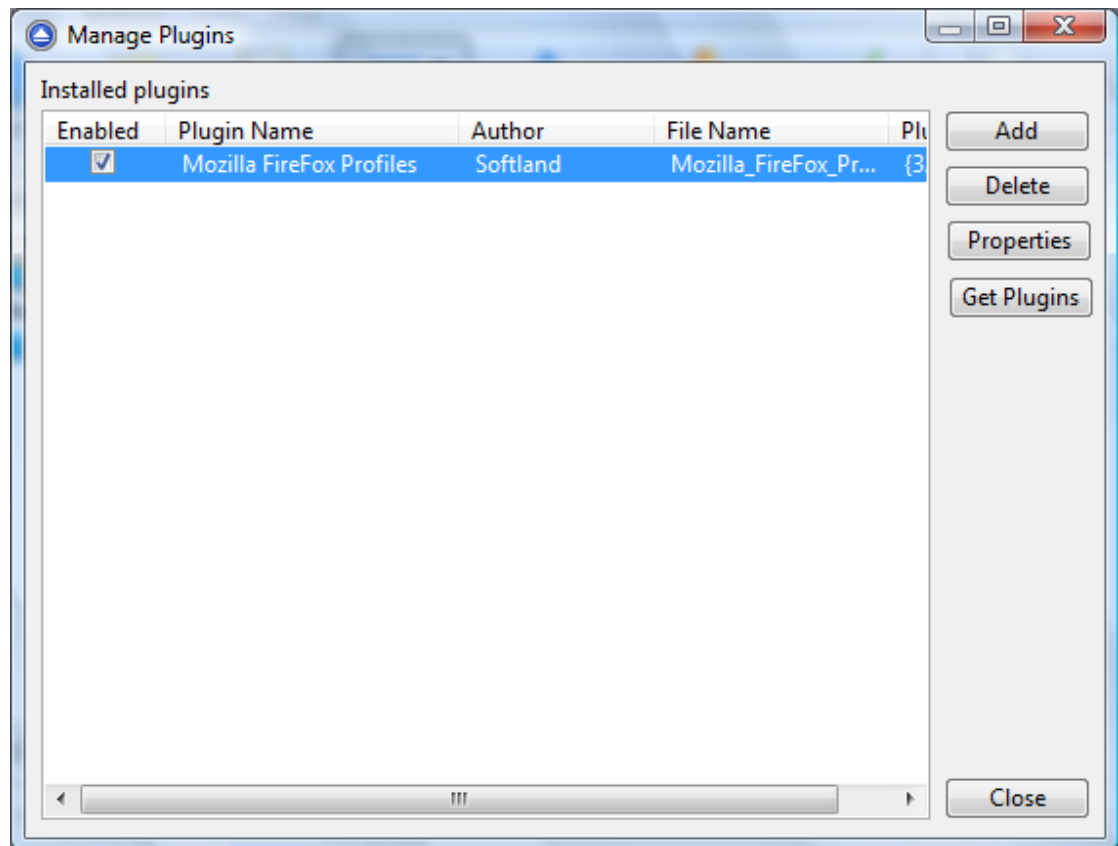
Will reload all information about the CD/DVD/Blu-ray burners.

Close

Closes the Erase CD/DVD/Blu-ray window.

5.16 Plugins

The Manage Plugins window allows you to add, remove, enable or disable the Backup4all plugins. After installing a plugin, you can use it on the **What do you want to backup page** when creating a new backup job using the **New Backup Wizard** or on the **Sources** page using **Advanced mode** (Backup Properties).

**Add**

Press this button to install a new backup plugin.

You will be asked to select the plugin file location from your computer. Multiple plugin files can be selected and open.

Delete

Use this button to remove one or more selected plugins from the list. This plugins will be removed from the **New Backup Wizard** too.

Please note that if you delete a plugin from Backup4all, all backup jobs using that plugin will be

removed when you restart Backup4all.

Properties

Pressing this button will open a window with details about the selected plugin and its creator as: Plugin Name, File Name, Plugin GUID, Company, Company Site and Company E-mail.

Get Plugins

Pressing this button will open our internet website on the Free Backup Plugins page. Here you can download plugins to be used when creating backup jobs.

Close

Press this button to close the Manage Plugins window.

5.17 Logging

Backup4all provides a log engine that helps you track the backup, restore and test operations. It is composed of four subsystems: backup logging, restore logging, test logging and cleanup logging. Log files are accessible from the **View->Job Logs** menu item. You can also see an "overview" of all three subsystems by selecting the **View Application Log** menu item.

For each operation the system logs:

- start time and date
- the operation
- errors or warnings
- end time and date

The **Tools->Options->Logs and history** configuration window provides additional options that you can select to further customize the logging process.

Content

Log detailed information

If this option is enabled, the logs will contain information about every file used in the backup, restore or test process.

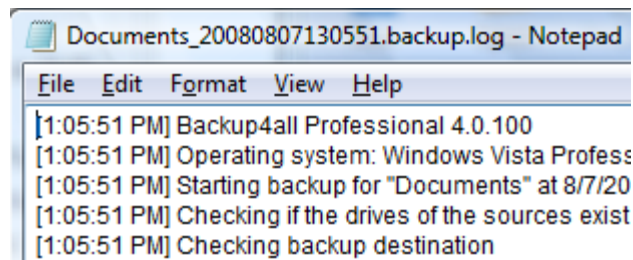
Include summary in log

If this option is checked, the logs will include all the text available in the **Summary** view.

Log folder

After a long period the application will generate a large number of log files. Since all the log files are stored in the same folder, the system has an option to limit the size of the log folder. Just select **Restricted to** and choose a **Size** and **Unit** for the log folder (default is 10MB). If the log file of the running backup job is larger than the limit, it will still be stored in the log folder. When the same operation will run again, the previous log file will be deleted.

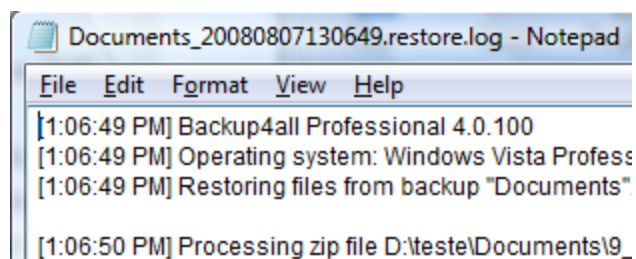
Backup Logging



- Checking sources/destination
- Creating file list
- Archiving files
- Merging files
- Burning CD, DVD or Blu-ray
- Saving catalog

Other information added to the logs: the total number of files added to backup, the total size of files added to backup and the number of files excluded.

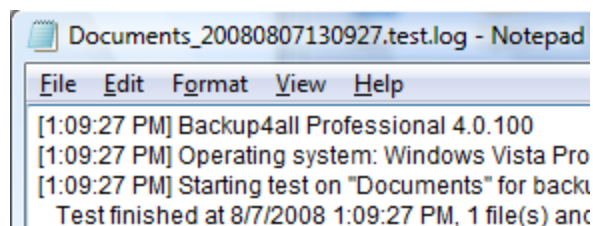
Restore Logging



Logged operations:

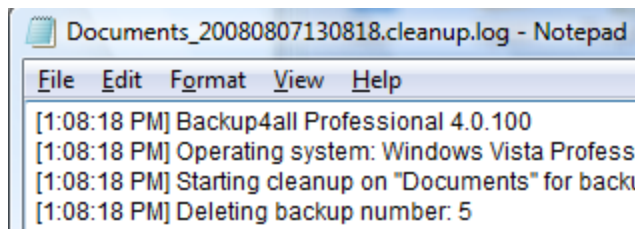
Logged operation (except mirror backup): **Processing zip file**. The total number of restore files is logged and the start/end time of restoring.

Test Logging



Logged operations: **Testing zip file** or **Testing files** (for mirror backup without zip). The result of the operation is also logged.

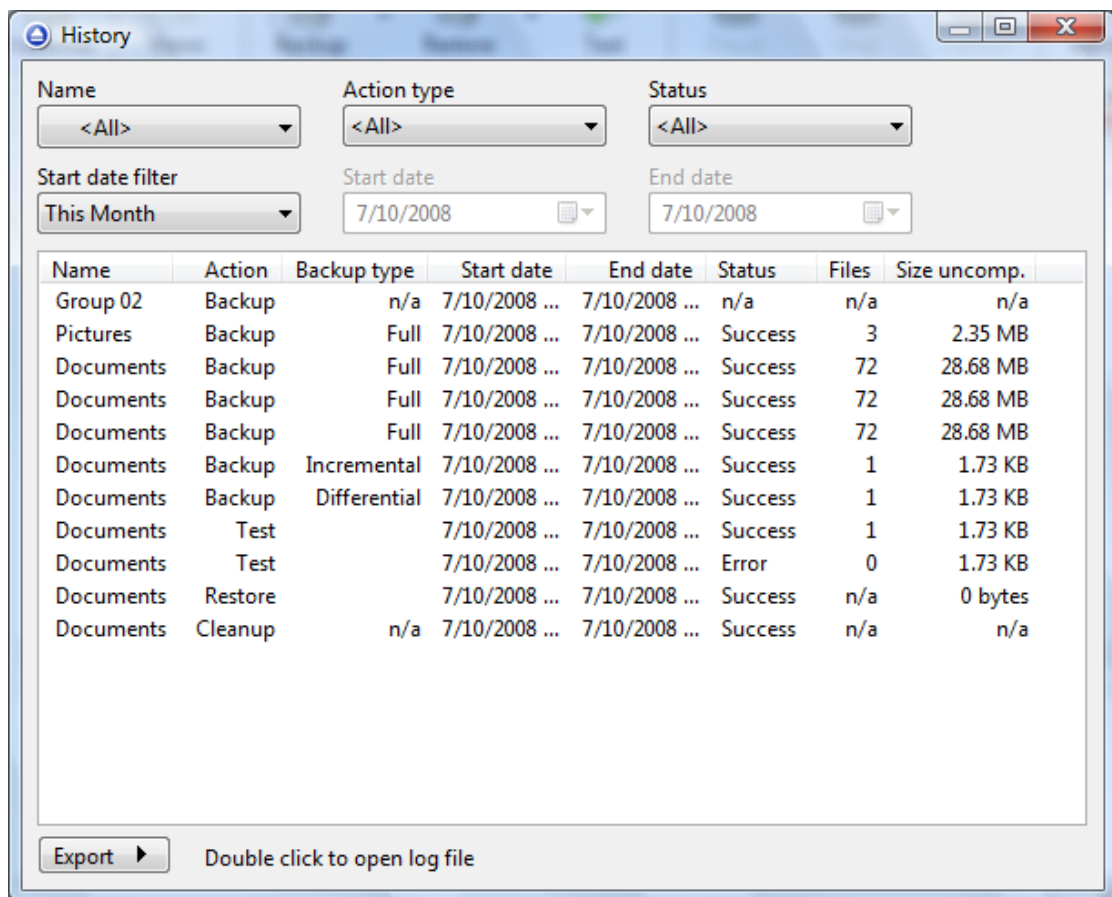
Cleanup Logging



Logged operations: **Cleanup**. Shows the backup numbers that are deleted and logs the result of the operation.

5.18 History

The History window can be open from **View->History**.



In **History** window you can see all logs for the backup, restore, test and clean actions. The logs can be filtered by job/group name, action type, status (success, warning or error) and date.

Double click or right-click on a log to open it.

You can also open the **History** window if you right-click the job/group in the backup list and choose the **Job History/Group History** option.

In this case, the History window will be automatically filtered for that backup job/group.

You can customize the History window if you right-click on the header and check another columns.

The available columns are:

- **Name** - shows the name of the backup job/group. It cannot be unchecked
- **Type** - shows the type of the backup: job or group
- **Default Backup Type** - shows the default backup type for each backup job
- **Action Type** - shows what action was performed: backup, restore, test or cleanup
- **Action Backup Type** - shows what type of backup was performed: full, differential, mirror
- **Forced** - shows if the backup type was forced or it was the default one
- **Application** - shows if the main application or command line was used to run that backup
- **Start Date** - shows the backup start date
- **End Date** - shows the backup end date
- **Duration** - shows the backup duration
- **Status** - shows the backup status: success, warning or error
- **Files** - shows the number of files backed up
- **Folders** - shows the number of folders backed up
- **Size Uncomp** - shows the uncompressed backup size
- **Size Comp** - shows the compressed backup size
- **Log Path** - shows the path of the log file

Under the history list, there is the **Export** button which can be used to **Export all columns** or **Export all visible columns**.

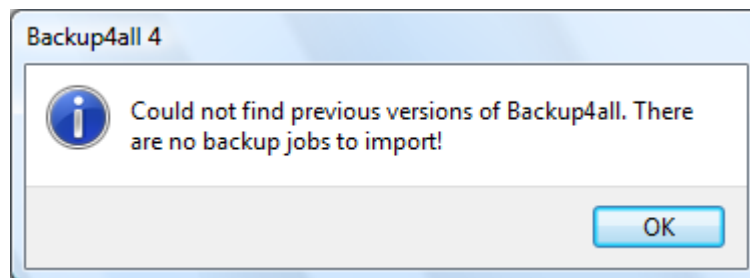
Selecting one of these two options, will open the **Save statistics as** window where you can type a name and select the path for the file.

The history will be exported into a CSV file format.

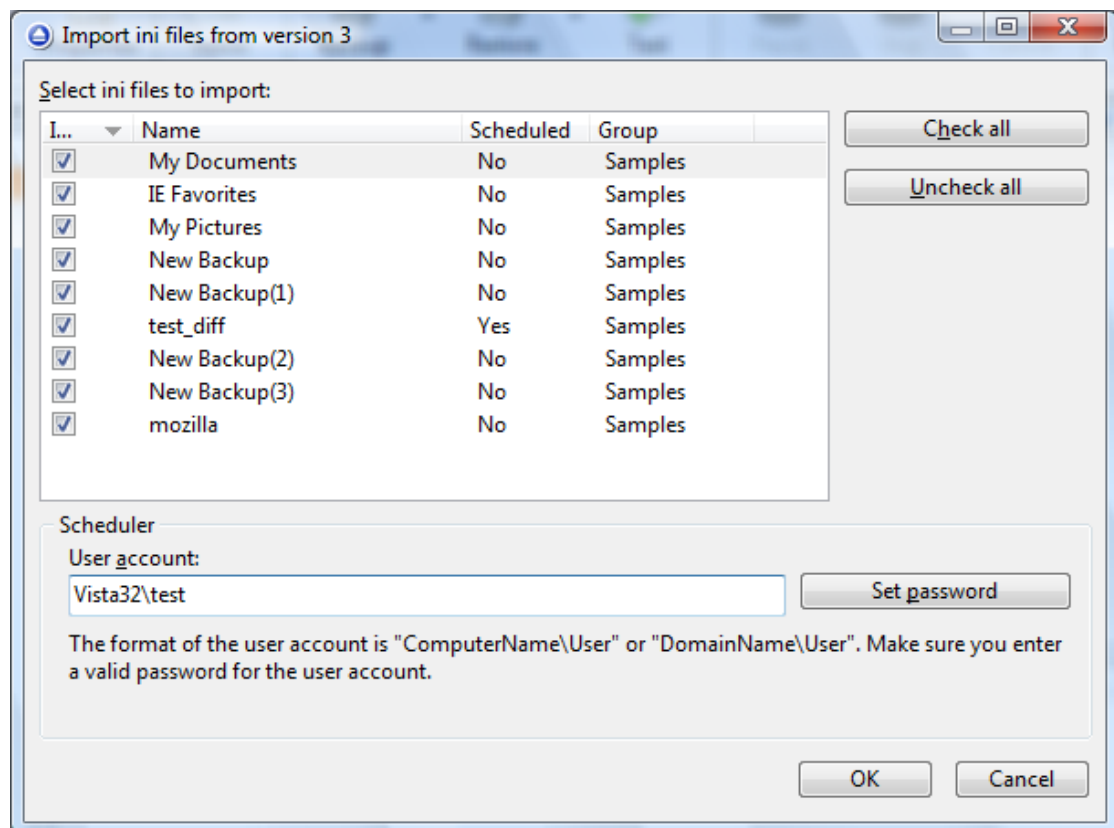
5.19 Import

The **Import** window can be opened from the **File** menu. Depending on your previous Backup4all version, you can select one of these two options: **Import from version 2...**, **Import from version 3...** or **Import from version 4...**

The **Import from version 3** option also appear when you run for the first time a newly installed Backup4all major version on a computer where a previous major version of Backup4all is installed. If you select this option and no previous major versions were installed, you'll be informed that there are no backup jobs to import.

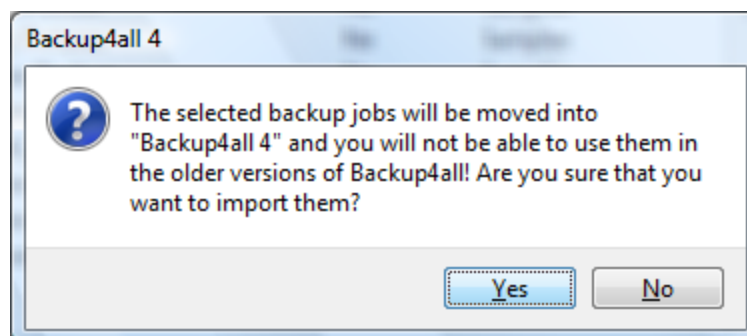


If you had previous major versions installed, you'll have the option to import the backup jobs and backup groups from a previous major version of Backup4all.



Select ini files to import

When the **Import** window is opened, a list with all the **.ini** files found from a previous version is displayed and you can check the ones that you want to import in the backup list of the new version. For your convenience, you can use the **Uncheck all** or **Check all** options if you have lots of **.ini** files and want to deselect/select them all at once. Note that the backup jobs will be actually moved into the latest version, thus you will not be able to use them in the previous version.



There are three main columns in the display list:

- **Import** - if the checkbox is marked, the backup job will be imported
- **Name** - it displays the name of the backup job as it was defined in the previous version
- **Scheduled** - it shows if the respective backup job was a scheduled backup or not
- **Group** - shows the group name the backup job belonged to

Scheduler

If the backup jobs were scheduled to run in the previous version, when importing the scheduled tasks, you will be asked to type the password for your current Windows login account in order to have them correctly set up.

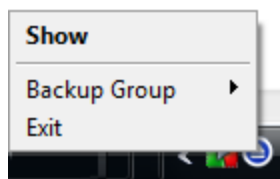
Tip:

- if you want to open an .ini file of a current version instead, you can use the **File->Open backup** (Ctrl+O) option - this will recreate the backup job opened (if is not in the backup list already)

5.20 System Tray

When is Backup4all shown in the system tray?

Backup4all is minimized to the system tray when the **Minimize to tray** option from the **Tools->Options->Startup** window is checked and the user minimizes the main window. When the **Close to tray** option is checked Backup4all will not exit when you press the **Close** button, but instead it will always be displayed in the system tray .

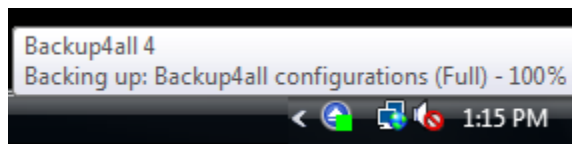


The right-click menu of the tray icon allows to:

- **Show/Hide** - shows/hides Backup4all's main window
- **Backup Group** - lists all the existing groups, to back them up without opening the main window
- **Exit** - closes Backup4all completely and removes it from the system tray.

Tray Icon Hints:

- 1) When backups are executed, restored or tested, the tray icon is animated and the name of the backup jobs are shown in the hint along with the current operation.



- 2) If the application is idle the Backup4all 4 text is displayed in the hint.
- 3) When a backup is finished with errors, these are shown in the tray icon too. The information will disappear when the main window of the application is opened. If you do not wish to see the information in case of errors, just uncheck Show errors in tray from the Tools->Options->Startup window.



5.21 Keyboard Shortcuts

Keyboard shortcuts configured in Backup4all:



New backup wizard - **CTRL + N**



Open backup - **CTRL + O**



Backup job properties - **CTRL + P**



Brief - **F4**

- Explore - **F2**
- Backup view - **CTRL + F2**
- Statistics - **F3**
- Summary - **CTRL + F4**



Refresh - **F5**



Execute backup - **F6**



Restore - **F7**



Pause - **CTRL + F8**



Stop - **CTRL + S**



Cancel - **F8**



Test - **F9**



Scheduler - **F11**



Show New Files - **CTRL + 1**



Show Unchanged Files - **CTRL + 2**



Show Modified Files - **CTRL + 3**



Show Excluded Files - **CTRL + 4**



Show Deleted Files - **CTRL + 5**



Expand All - **CTRL + 6**



Collapse All - **CTRL + 7**



File View Actions Tools Help

Focus menu - **F10**

New Backup Wizard

Part



VI

6 New Backup Wizard

6.1 Overview

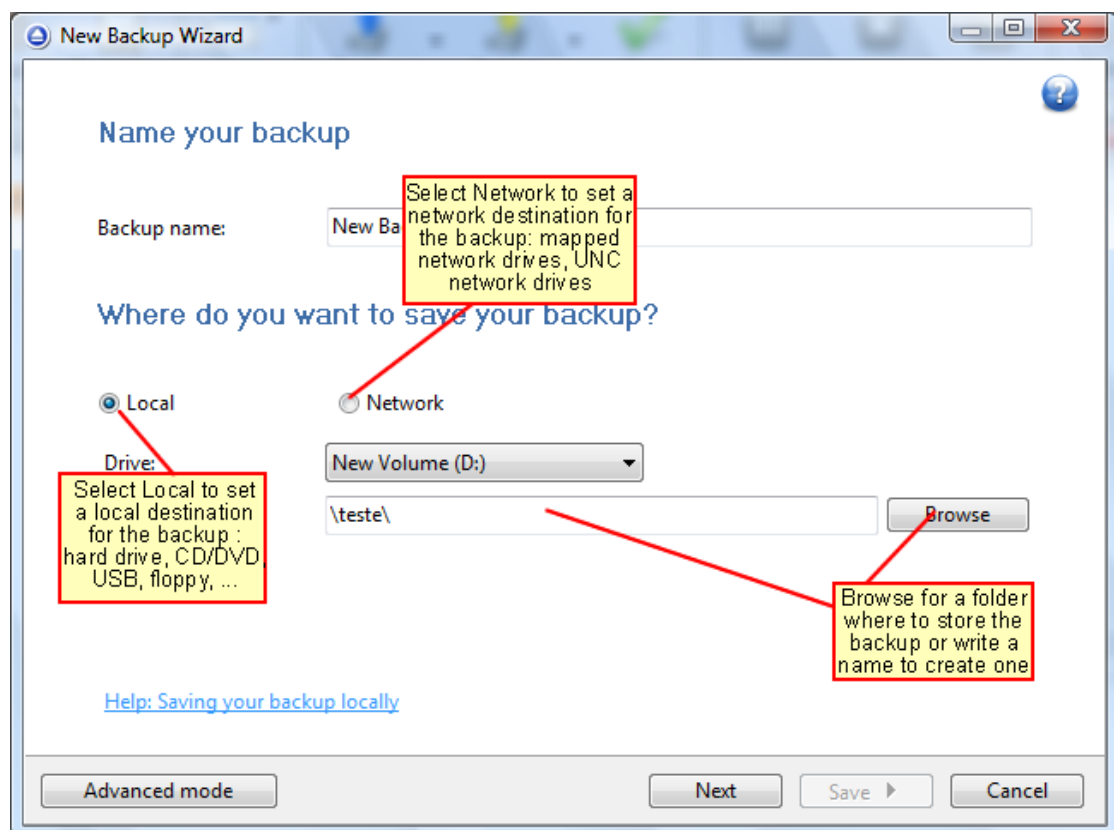
Using the **New Backup Wizard** you can easily create a new backup job. The steps in wizard must be followed in the given order.

If you want to create a new backup job using advanced options, you can do that by pressing the **Advanced mode** button that will open the **Backup Properties** window. All settings from the **New Backup Wizard** are included in the **Backup Properties**.

The **New Backup Wizard** will be used to create new backup jobs, if the **Use New Backup Wizard to create backup jobs** option (from the **Other** section in **Tools->Options->Preferences**) is checked. If that option is not checked, the **Backup Properties** will be used to create new backup jobs.

6.2 Name and destination

In the first step of the **New Backup Wizard** you can configure the backup name and the backup destination.



Name your backup

Backup Name

Enter the name of the backup job. This name will appear in the backup list, right under the

chosen picture. This field is mandatory.

The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.

If the destination is on HDD (local), LAN (network) the name of the subdirectory and the name of the catalog can be changed, except for the case when you do not have enough permission to rename or some files are locked.

If the destination is on a removable disk CD, DVD or Blu-ray disc, floppy disc and you have run the backup job, the catalog and the subdirectory in destination are already created and they will not be changed. If the backup job has not been run yet, then the catalog and the subdirectory will be created with a name similar to the backup job at first backup run.

Where do you want to save your backup

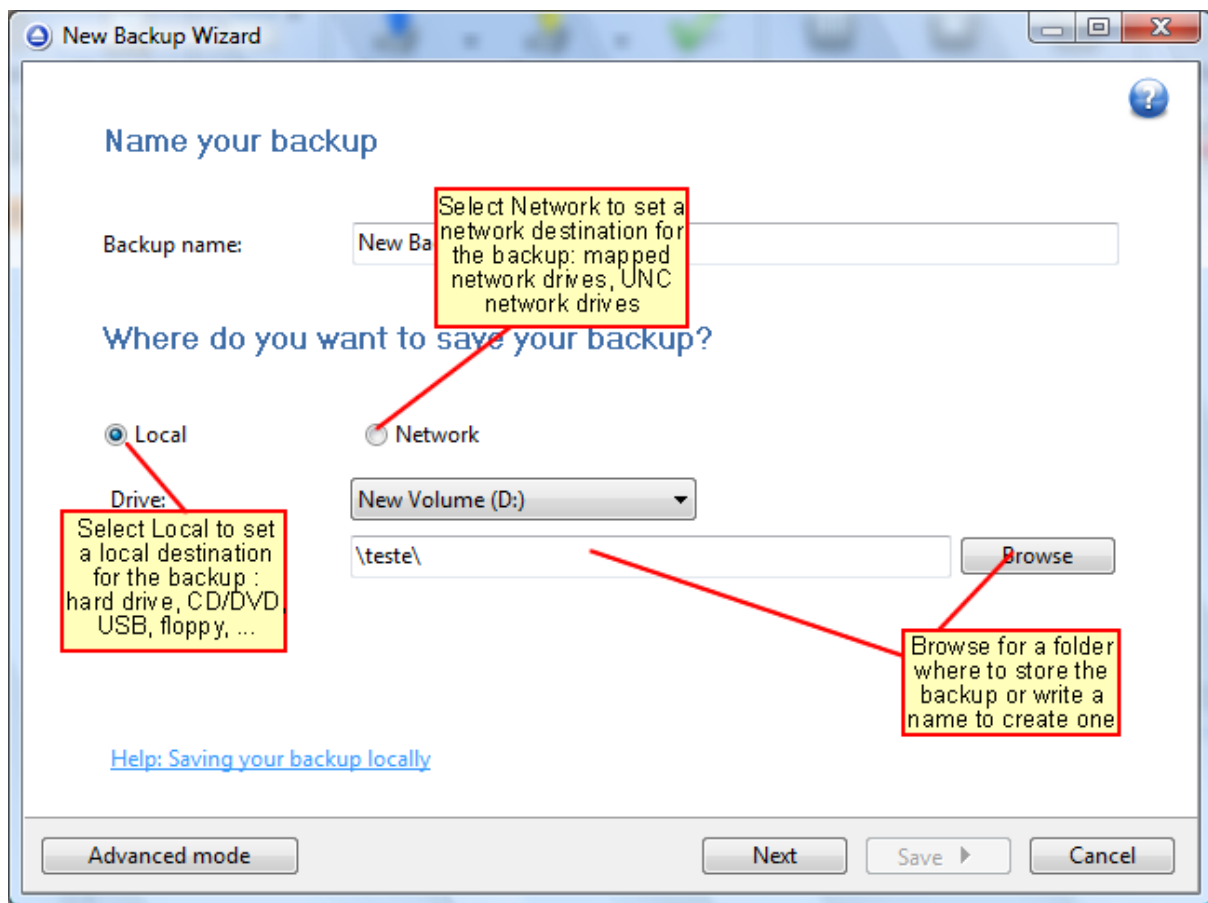
User can select one of the available destinations:

- **Local:** hard disk drive, floppy drive, zip drive, CD/DVD/Blu-ray drive, USB drive, mapped network drive
- **Network:** UNC network drive

6.2.1 Local

You can use a valid local destination for your backup: hard disk drives, floppy disk drives, zip drives, CD, DVD or Blu-ray drives, USB drives or other removable media.

The **Local** option is selected by default when you define a new backup. From the **Drive** list, you can select either one of your hard disk partitions, mapped network drives, the floppy disk, CD/DVD/Blu-ray drive or other removable drive. By default, the first partition is selected (usually **C:**).

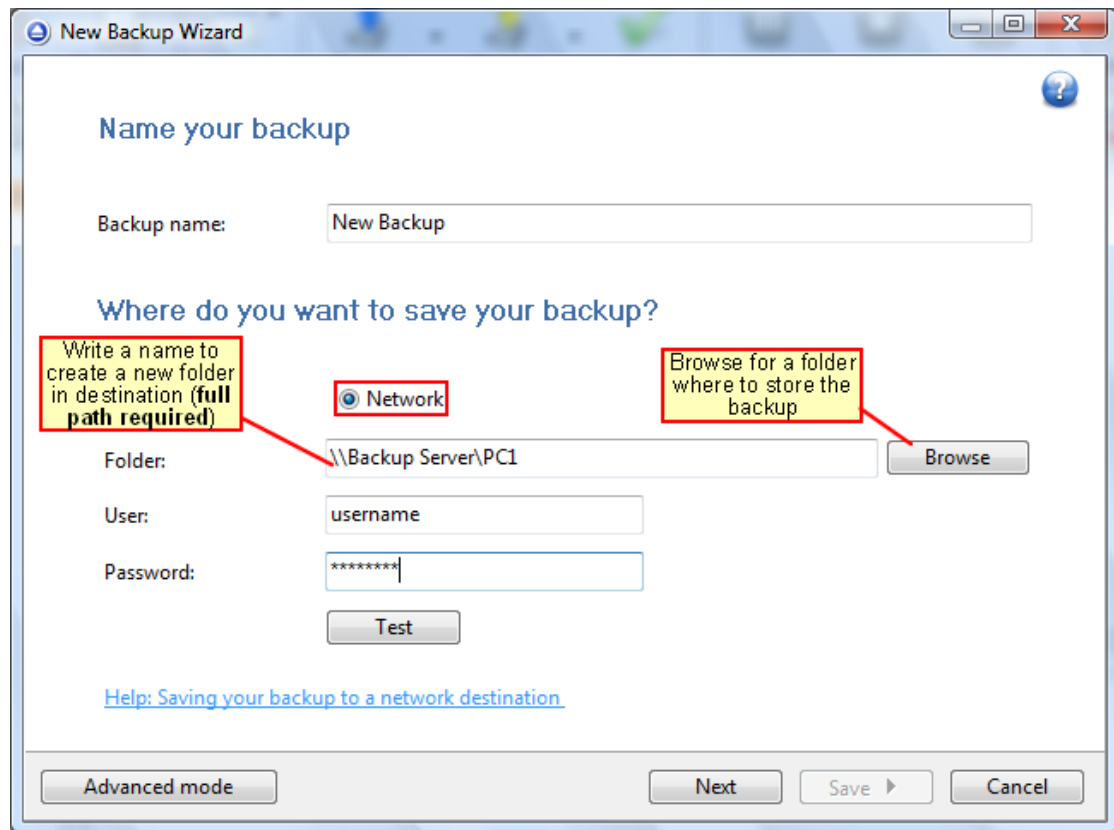


In the **Folder where to perform the backup** field by default it is the path to the **My Backup4all 4** folder (\Users\<user name>\Documents\MyBackup4all 4). You can click the **Browse** button and select a destination folder of your choice where the backup will be stored.

If the destination drive is missing (when the network is disconnected for instance or floppy, CD, DVD or Blu-ray is missing), an error message is shown containing the list of missing drives. The user can choose **Cancel** to stop the backup process or **Retry** to check the drive again. If the scheduler starts the backup then the system will retry as many times as set in the **Tools->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

6.2.2 Network

You can use a network destination for your backup by selecting the **Network** option in the **Where do you want to save your backup?** section.



Click the **Browse** button and go through the **My Network Places** to select a destination where the backup will be stored.

You can also enter network paths in the **Folder** field. Only a full path is allowed. For example, suppose **\\Backup_Server\\PC1** is mapped on your workstation as drive **X**, then the following paths are both valid and indicate the same folder: **\\Backup_Server\\PC1\\Backup** or **X:\\Backup**.

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an **User name** and **Password** to access the network destination if it requires authentication. If you are logged in as an user that has rights to write to the specified network destination, you can check the **First use Windows auth.** option. What this option does is that it checks on the network destination if the logged in user has rights to access it.


After entering the path and eventually the username and password, use the Test button to see if the destination is reachable and that you have sufficient rights to access it. The **network connection was tested successfully** pop-up message means that the network destination was accessible. In case of insufficient rights the following error message will appear: **Network connection error. Access is denied**. In this case you have to either make sure that the entered username and password values are correct, or contact the network administrator to obtain the necessary rights.

If the destination is missing (when the network is disconnected), an error message is shown. The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again. If the scheduler starts the backup then the system will retry as many times as set in the **Tools->Options->Backup** window and if still is not possible to access the network destination, it will abort the backup process.

6.3 What do you want to backup?

In the second step of the **New Backup Wizard**, you must select the files and folders to be used by Backup4all for the backup.

You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the checkbox 

You must add at least one file or directory in order to continue with the next step of the wizard.

During backup, if the source drive is missing (when the network is disconnected for instance or CD/DVD/Blu-ray is missing), a warning message is shown containing the list of missing drives. The user can choose **Abort** to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources. If the backup is started by the scheduler, then the system will try to access the sources for as many times as set in the **Tools->Options->Backup** window. When all retries are done with no success, the backup will abort.

If you have filters defined in Tools->Options->Filters, they will be listed in the **Filters** list. You can use this filters to customize the backup sources selection. All filters listed are include filters. Do not select any filter if you want to backup all files.

Filters list

In the right side of the New Backup Wizard window there is the Filters list. You can use these filters to customize the file selection.

The filters are defined in **Tools->Options->Filters**. Only the filters that have "**Show filter in New Backup Wizard**" option set are shown. Filters can be of type include (backup files that match the filter) or exclude (do not backup files that match the filter).

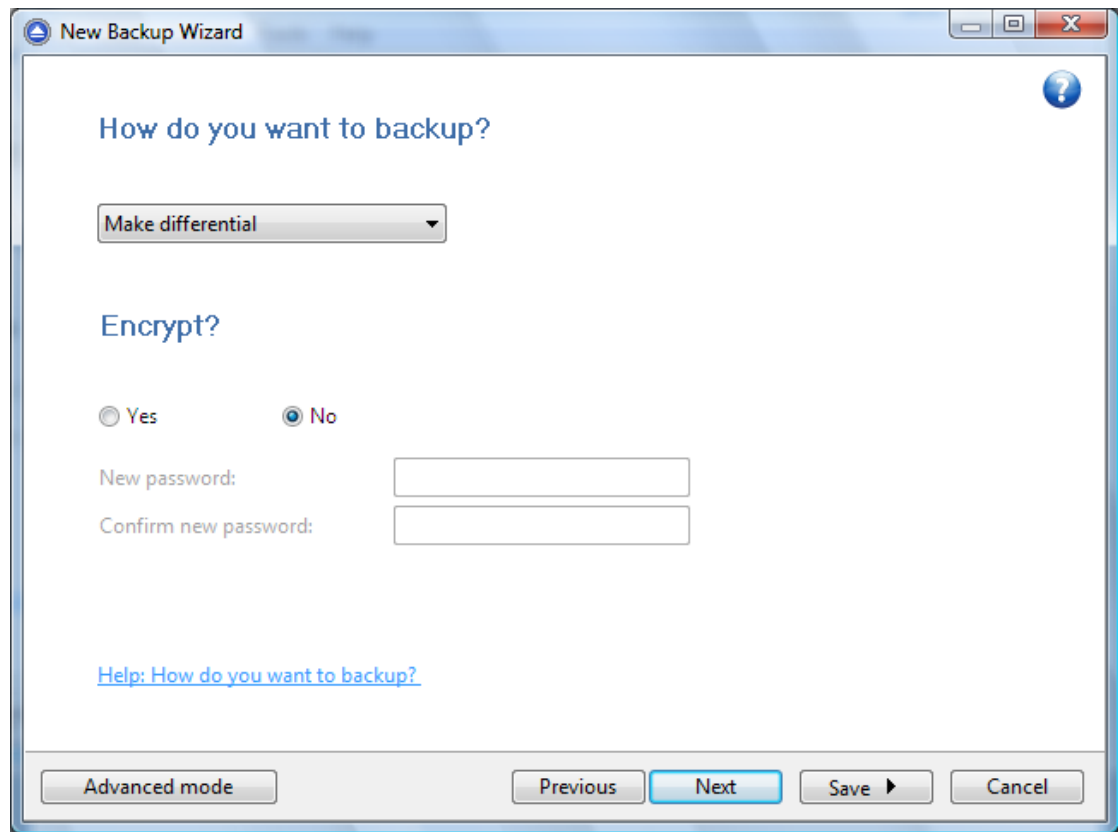
By default, the list contains filters to exclude temporary and system files/folders such as: hiberfil.sys, pagefile.sys, System Volume Information, Temp, etc. If you don't want to use a filter from that list, simply clear (un-check) it. Clear all filters if you want to backup all files.

Tips:

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/folders to the **Sources** window by dragging and dropping them from **Windows Explorer**.

6.4 How do you want to backup?

In the third step of the **New Backup Wizard** you can choose the backup type.



How do you want to backup?

From the drop-down list, you can choose one of the available options:

- Make full
- Make differential
- Make mirror

Make full

Full backup is the starting point for all other backups and contains all the data in the folders and files that are selected to be backed up. Because full backup stores all files and folders, frequent full backups result in faster and simpler restore operations. Remember that when you choose other backup types, restore jobs may take longer.

Make differential

A differential backup contains all files that have changed since the last full backup. However, if you perform the differential backup too many times, the size of the differential backup might grow to be larger than the baseline full backup.

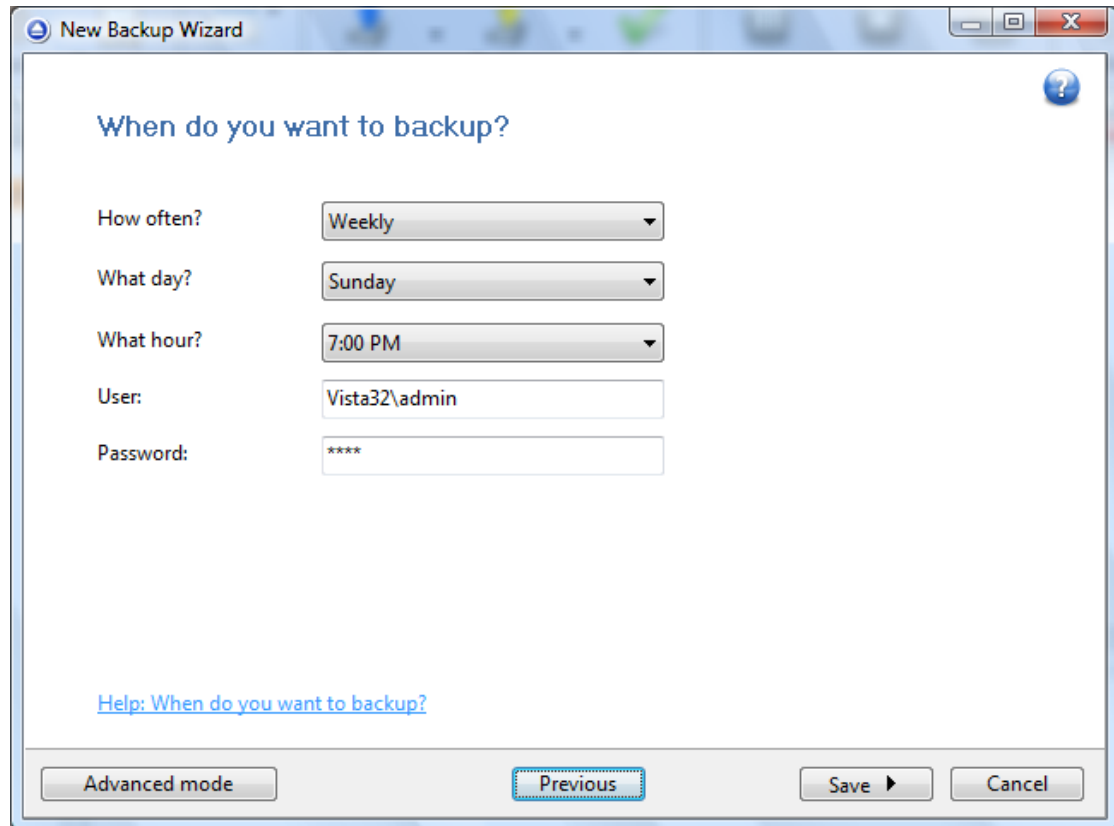
Make mirror

A mirror backup is identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like Windows Explorer.

If you choose the **Make mirror** option, you can also check the **Compress** option to zip each file individually, preserving the folder structure. This allows you to use the zip compression and encryption features.

6.5 When do you want to backup?

On the last page of the **New Backup Wizard**, you can choose **When to run the backup**.



How often?

From the drop-down list, you can select one of the available option:

- **Manually** - the backup job will be started manually by the user
- **Daily** - the backup job will be started daily at its scheduled time
- **Weekly** - the backup job will be started weekly at its scheduled time
- **Monthly** - the backup job will be started monthly at its scheduled time

By default, the selected option is Manually.

What day?

This field is activated only when the **Weekly** or **Monthly** option is selected in the **How often** list.

If the **Weekly** option is selected, you can choose the day of the week when to run the backup.

If the **Monthly** option is selected, you can choose the day number of the month when to run the backup.

What hour?

From this field, you can select the hour for the backup job to start.

User

In this field, by default, the current logged in user's login name will be displayed.

Password

If your user account has a password make sure that you enter it by pressing the **Set password** button. We do not save your password but it is needed in order to set up the scheduled task in

the **Windows Task Scheduler**. If your user account does not have a password you must select the **Allow blank passwords when scheduling** option from **Tools->Options->Preferences**. Also, make sure that you enter the correct password - if the password is wrong the scheduled task will not run.

Backup Properties

Part

VII

7 Backup Properties

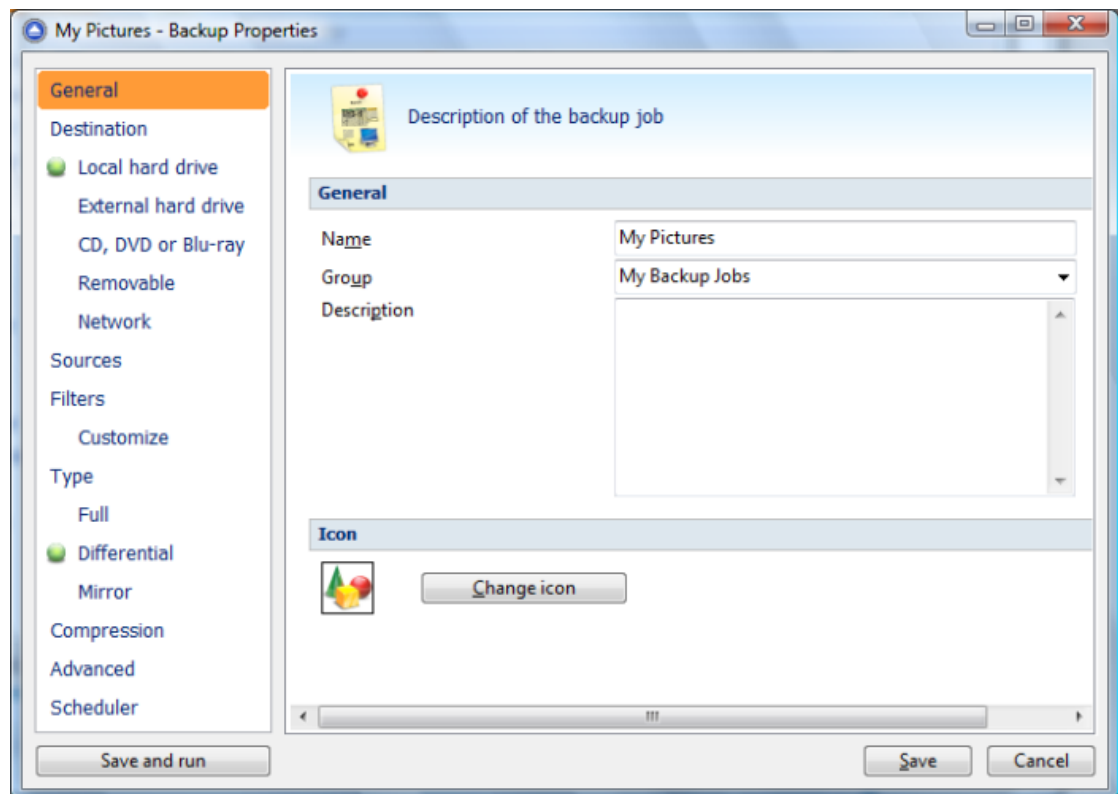
7.1 Overview

The **Backup Properties** window can be used to create new backup jobs in the advanced mode, or to edit an existing backup job.

By default, the **New Backup Wizard** will be used to create new backup jobs. To use the **Backup Properties** when creating new jobs, uncheck the **Use New Backup Wizard to create backup jobs** option from the **Other** section in **Tools->Options->Preferences**.

7.2 General

The **General** page defines the appearance of the backup job in the backup list.



Name

Enter the name of the backup job. This name will appear in the backup list, right under the chosen picture. This field is mandatory.

The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.

If the destination is on HDD (local), LAN (network) the name of the subdirectory and the name of the catalog can be always changed, except for the case when you do not have enough permission to rename or some files are locked.

If the destination is on a removable disk, CD, DVD or Blu-ray disc, floppy disc and you have run the backup job, the catalog and the subdirectory in destination are already created and they will not be changed. If the backup job has not been run yet, then the catalog and the subdirectory will be created with a name similar to the backup job at first backup run.

Group

Select the group where you want the backup job to appear. If no group is available or you want to define a new group, just type the name of the group and it will be created. This field is mandatory.

Description

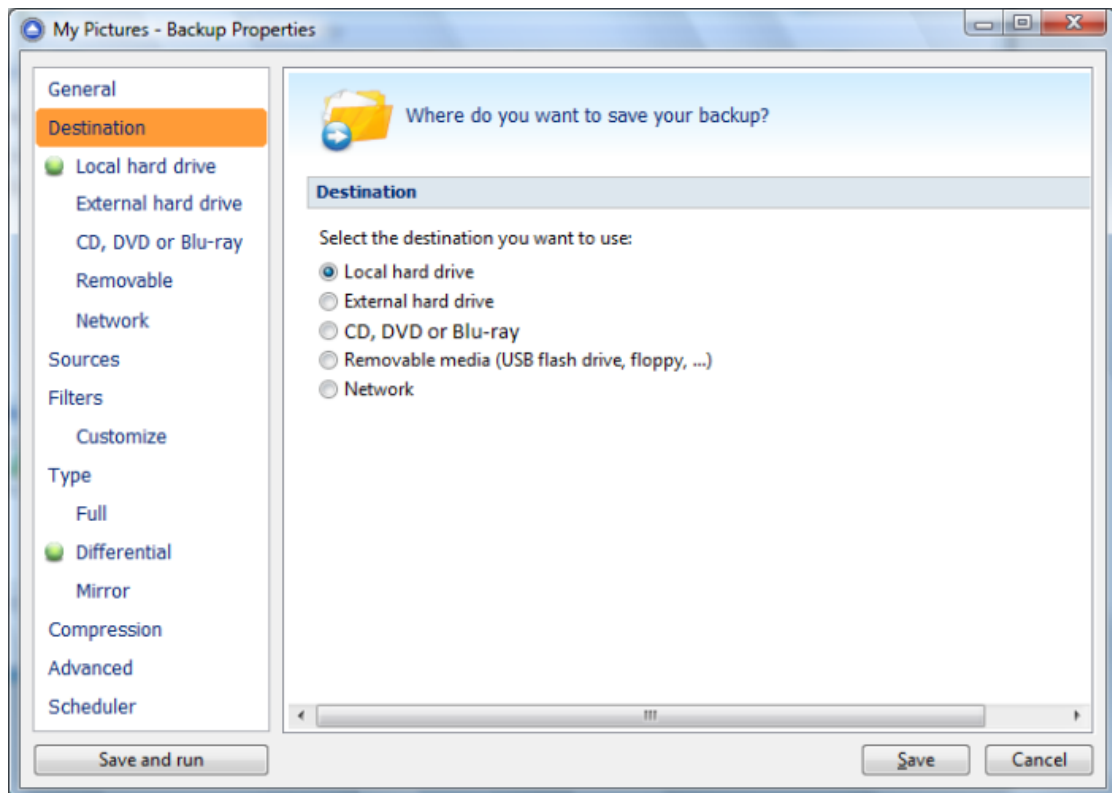
You can write in here a text describing the backup job defined

Icon

Press the **Change Icon** button to manage the backup job icons. This icon will be shown in the **Backup List**. You can add a new icon by clicking on the **Add** button. Only Windows icons (files with ".ico" extension) or bitmaps (files with ".bmp" extension) can be added to the list. To remove an icon from the list, you have to select it and then click on the **Delete** button. By default, each new backup job icon will be the first icon from the **Change Icon** list.

7.3 Destination

The **Destination** page defines where the backup archive will be stored.



Destination

Valid destination types:

- **Local hard drive**
- **External hard drive**
- **CD, DVD or Blu-ray**
- **Removable**
- **Network**

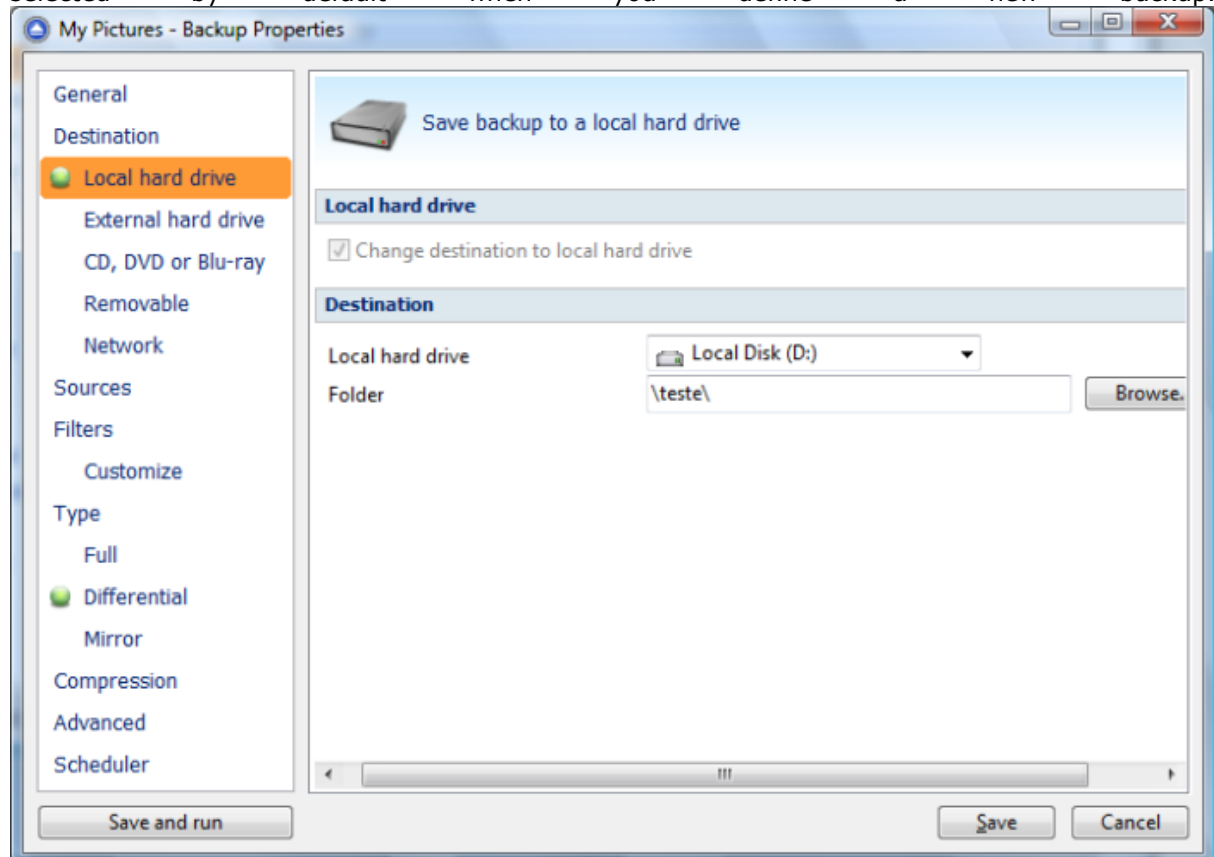
Selecting a backup destination type on the **Destination** page, will enable the options on the corresponding type page.

You can also change the backup destination from any destination type page by checking the **Change destination to...** option.

If you lost your backup job from the backup list and you want to recreate it, you can do so by using the **File->Open backup** option and selecting an existing ".bkc" or ".ini" file. The same action takes place if you double click on the ".bkc" file. A new backup job configuration will be added to the backup list and the configuration of the new backup job is copied from the ".bkc" file.

7.3.1 Local hard drive

You can use a valid local hard disk destination for your backup. The **Local hard drive** option is selected by default when you define a new backup.



Destination

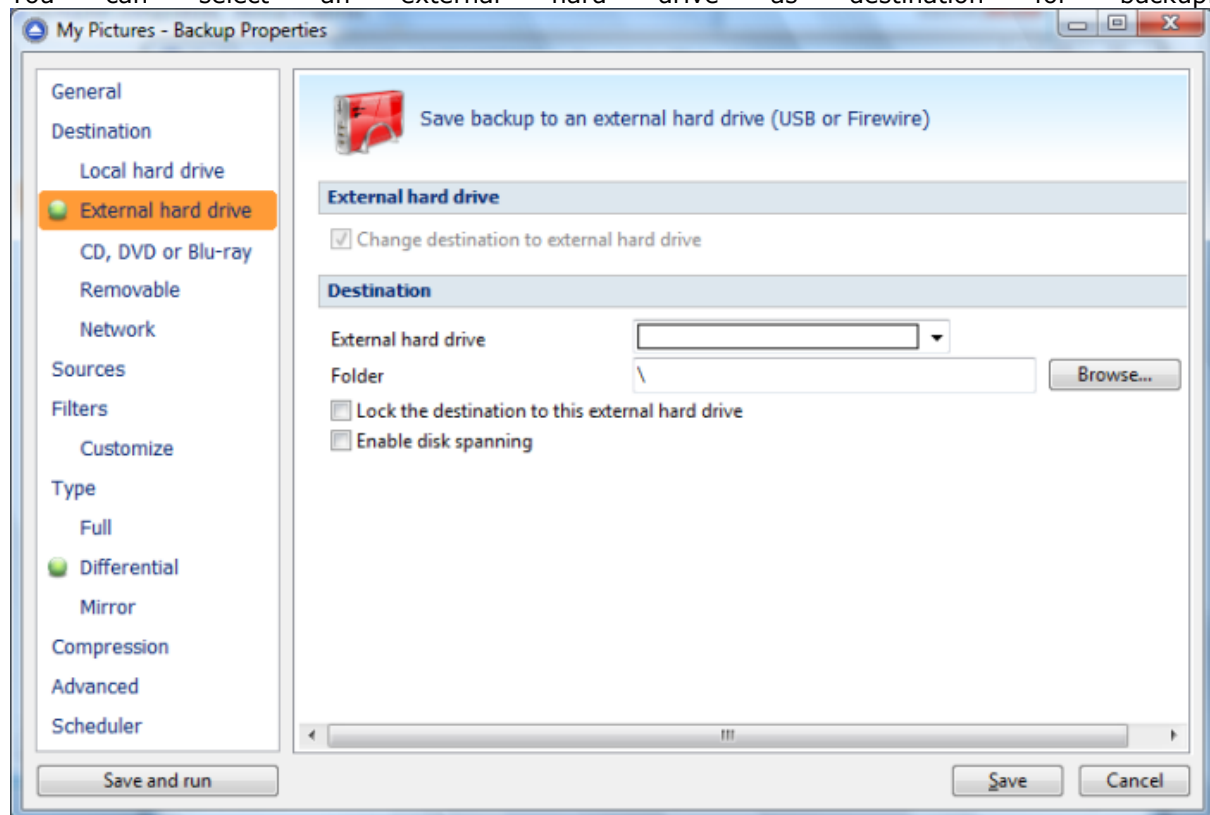
If the current backup destination is not a local hard drive, you can change it by checking the **Change destination to local hard drive** option.

In the **Folder where to perform the backup** field by default it is the path to the **My Backup4all 4** folder (\Documents and Settings\<>user name>\My Documents\MyBackup4all 4). You can click on the **Browse...** button and select a location of your choice where the backup will be stored.

In destination folder field, you can use Environment Variables as %Computename%, %SystemDrive%, %UserName% etc.

7.3.2 External hard drive

You can select an external hard drive as destination for backup.



Destination

If the current backup destination is not an external hard drive, you can change it by checking the **Change destination to local hard drive** option.

From the **External hard drive** list, you can select either an USB or a Firewire external hard drive. You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.

In destination folder field, you can use Environment Variables as %Computename%, %SystemDrive%, %UserName% etc.

Lock the destination to this external hard drive

When disconnecting and reconnecting an external drive, your computer may not assign it the same drive letter. If the drive letter was changed, the backup might fail because Backup4all is trying to backup to the same old drive letter which probably does not exist.

Use this option if you want Backup4all to detect the external drive after its own serial number and

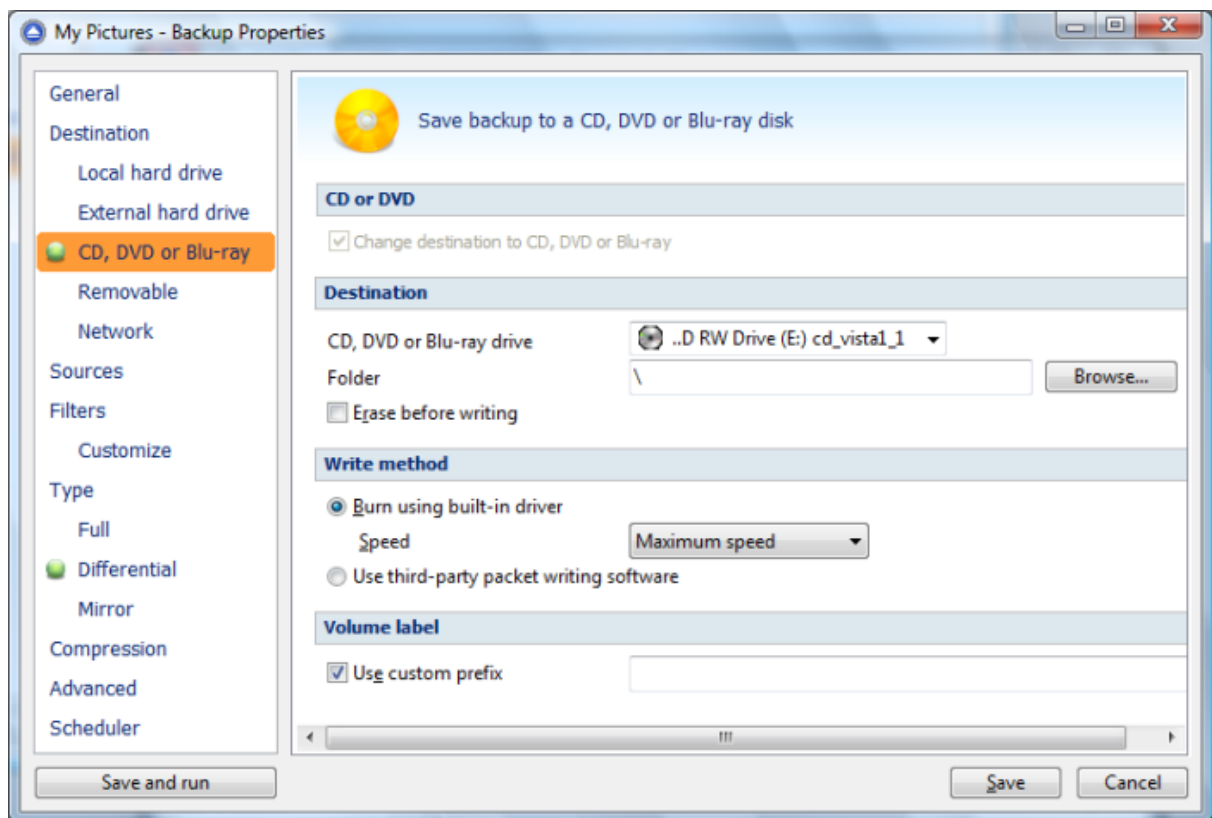
automatically change the backup destination according with the new drive letter.
 You should not check this option if you use a rotation backup scheme with two or more external hard drives.
 By default, this option is not checked.

Enable disk spanning

The option is effective when there is not enough space to copy all files in the external drive destination. If checked, the application will copy files to the destination until a file will not fit. Then it will ask you for another drive to continue with the rest of the files. If the option is not set, Backup4all will stop when the destination drive is full.
 By default, this option is not checked.

7.3.3 CD, DVD or Blu-ray

You can select a CD, DVD or Blu-ray drive as destination for backup.



Destination

If the current backup destination is not a CD, DVD or Blu-ray drive, you can change it by checking the **Change destination to CD, DVD or Blu-ray** option.

You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.

In destination folder field, you can use Environment Variables as %Computename%, %SystemDrive%, %UserName% etc.

Erase disk before writing

When this option is checked, the rewritable CD, DVD or Blu-ray disc is erased before burning the

backup files. By default this option is not marked.

Write method

Burn using built-in driver

Backup4all has built-in burning capabilities. Depending on the option selected in CD, DVD or Blu-ray (from Tools->Options->Backup), one of the internal burners will be used to write the CD, DVD or Blu-ray disc. This option is checked by default.

Speed

Use this option to specify a different speed for burning the CD, DVD or Blu-ray disc. By default this option is set to **Maximum** speed.

Use third-party packet writing software

UDF is a platform-independent file system; the same media can be written and read by any operating system or vendor. Each CD, DVD or Blu-ray disc must be UDF formatted before burning otherwise the backup will fail. The limitation of this type is that you must have an UDF reader installed on each computer you wish to use the CD, DVD or Blu-ray disc.

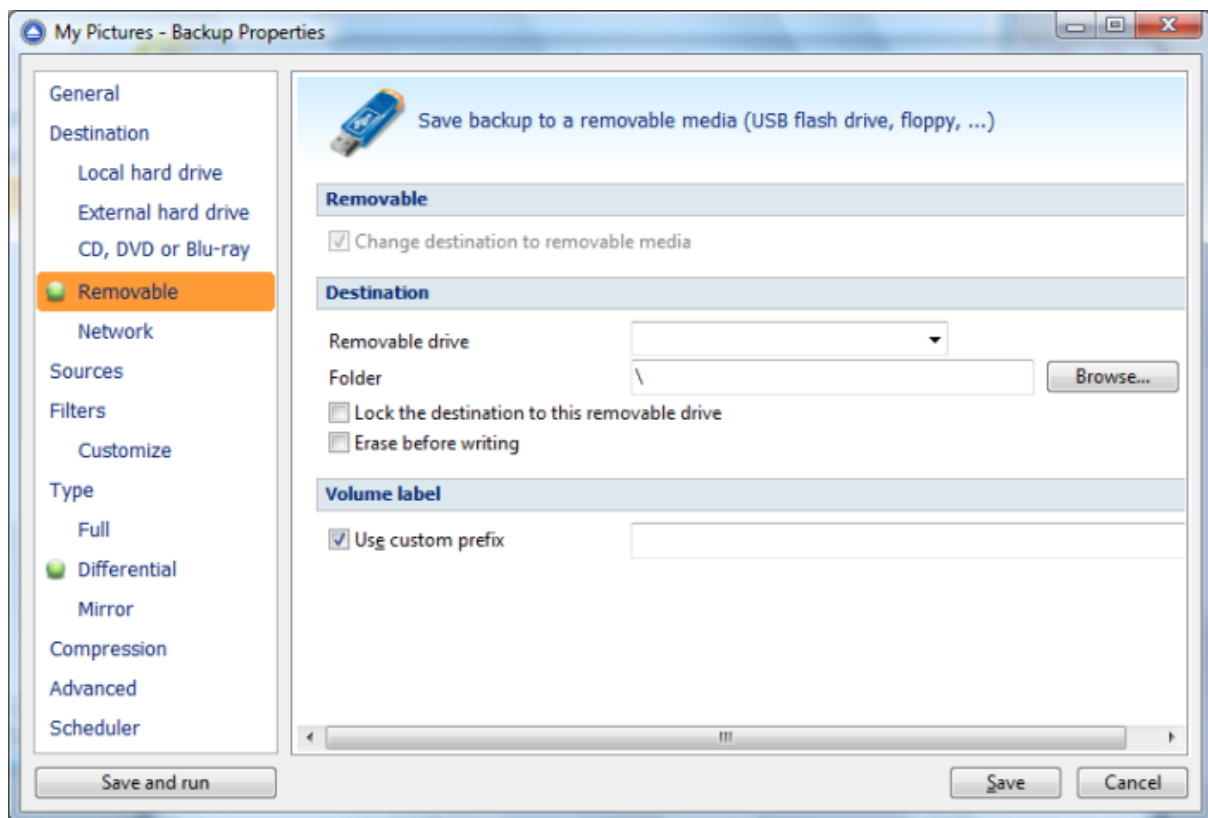
Volume label

Use custom prefix

You can type your own volume label prefix to customize the backups.

7.3.4 Removable

You can save your backup to a removable drive (USB flash drive, floppy etc) as destination for backup.



Destination

If the current backup destination is not a removable drive, you can change it by checking the **Change destination to removable disk** option.

You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.

In destination folder field, you can use Environment Variables as %Computername%, %SystemDrive%, %UserName% etc.

Lock the destination to this external hard drive

When disconnecting and reconnecting an external drive, your computer may not assign it the same drive letter. If the drive letter was changed, the backup might fail because Backup4all is trying to backup to the same old drive letter which probably does not exist.

Use this option if you want Backup4all to detect the external drive after its own serial number and automatically change the backup destination according with the new drive letter.

You should not check this option if you use a rotation backup scheme with two or more external hard drives.

By default, this option is not checked.

Erase disk before writing

When this option is checked, the removable disk is erased before burning the backup files. By default this option is not marked.

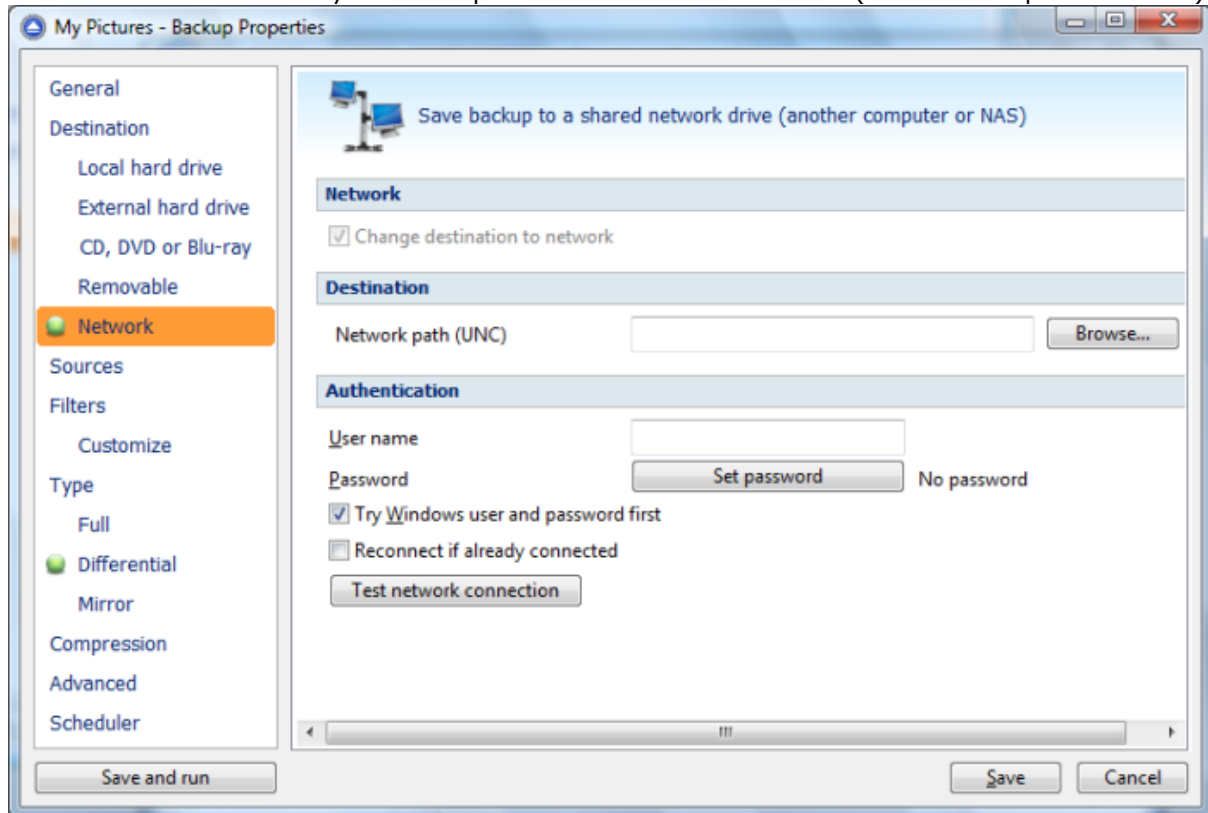
Volume label

Use custom prefix

You can type your own volume label prefix to customize the backups.

7.3.5 Network

You can choose to save your backup to a shared network drive (another computer or NAS).



Destination

You can use a network destination for your backup by selecting the **Network** option from the **Destination** window or by checking the **Change destination to network** option from the network page.

Click the **Browse** button to open **My Network Places** and select a destination where the backup will be stored.

You can also enter network paths in the **Network path (UNC)** field. Only a full path is allowed. For example, suppose **\\Backup_Server\PC1** is mapped on your workstation as drive **X**, then the following paths are both valid and indicate the same folder: **\\Backup_Server\PC1\Backup** or **X:\Backup**.

In destination folder field, you can use Environment Variables as %Computername%, %SystemDrive%, %UserName% etc.

Authentication

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an **User name** and **Password** to access the network destination if it requires authentication. If you are logged in as an user that has rights to write to the specified network destination, you can check the **Try Windows user and password first** option. What this option does is that it checks on the network destination if the logged in user has rights to access it.

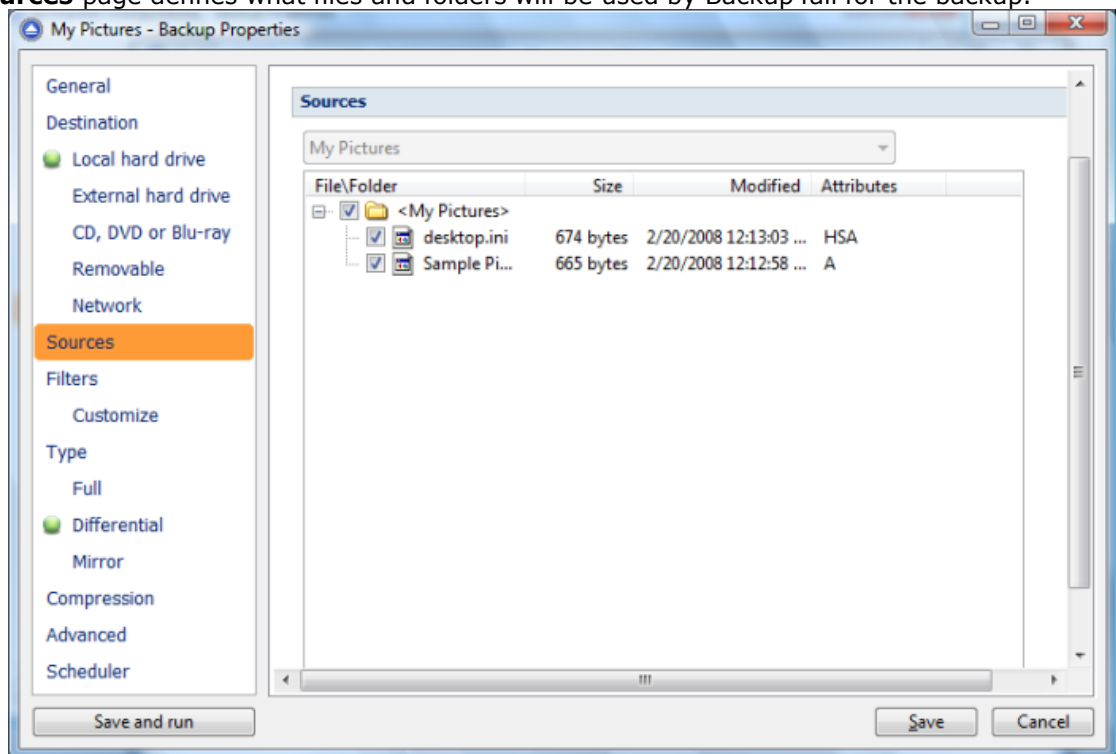
You can set Backup4all to disconnect and reconnect the network drive if already connected by checking the **Reconnect if already connected** option. By default, this option is not checked. After entering the path and eventually the username/password, use the **Test network connection** button to see if the destination is reachable and that you have sufficient rights to access it. The **network connection was tested successfully** pop-up message means that the network destination was accessible. In case of insufficient rights the following error message will appear: **Network connection error. Access is denied**. In this case you have to either make sure that the entered username/password values are correct, or contact the network administrator to obtain the necessary rights.

If the destination is missing (when the network is disconnected), an error message is shown.

The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again. If the scheduler starts the backup then the system will retry as many times as set in the **Tools->Options->Backup** window and if still is not possible to access the network destination, it will abort the backup process.

7.4 Sources

The **Sources** page defines what files and folders will be used by Backup4all for the backup.



You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the thickbox ☒
- select all files and folders by pressing the **Check all** button
- unselect all files and folders by pressing the **Uncheck all** button

At least one source must be added to the backup job.

If the source drive is missing (when the network is disconnected for instance or CD/DVD/Blu-ray is missing), a warning message is shown containing the list of missing drives. The user can choose **Abort** to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources. If the scheduler starts the backup then the system will retry as many times as set in the **Tools->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

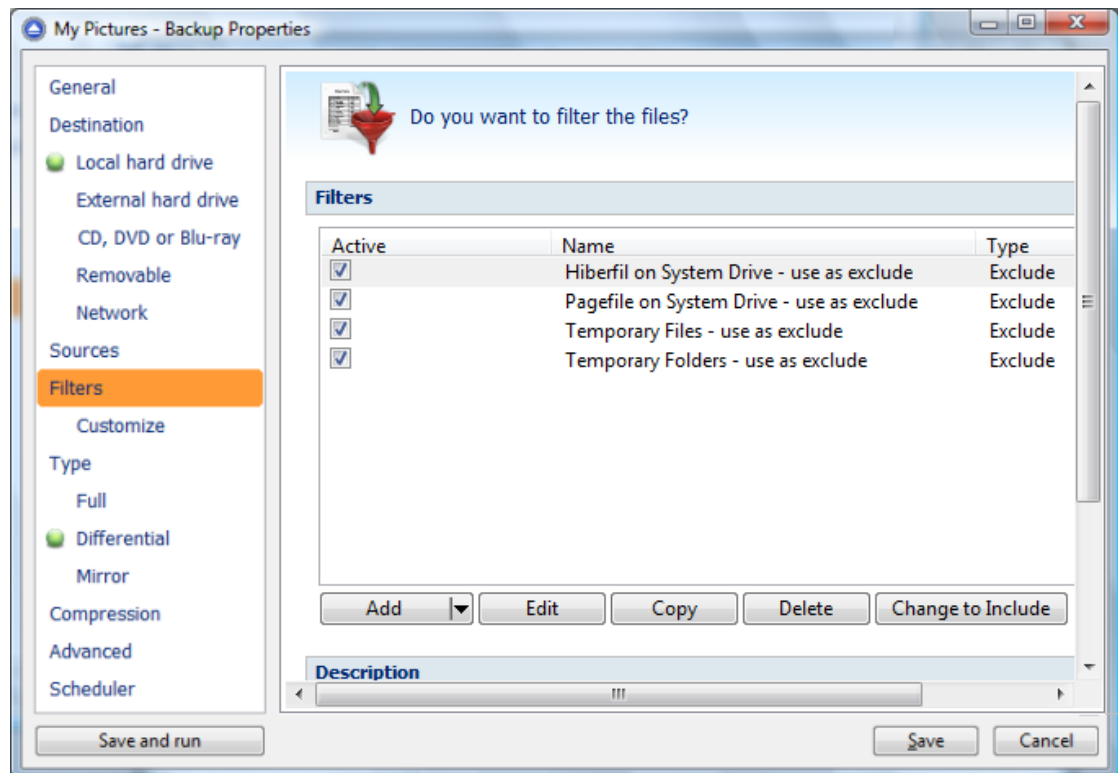
Tips:

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/folders to the **Sources** window by dragging and dropping them from **Windows Explorer**

7.5 Filters

The **Filters** page defines files and folders filters to be applied to backup sources. Only files and folders that match the filters will be added to backup.

You can use the **Add include** and **Add exclude** buttons to add filter rules for the current backup job.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will be excluded.

Include and exclude filters are composed from filter restrictions. Two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be included in the backup. Two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

All filters with the **Active** box checked will be used by the current backup job. To disable a filter, just uncheck the **Active** box.

Note:

Filters on files and filters on folders must be created individually. If you use a file and a folder filter condition in the same filter, files will be filtered only if both filter conditions were met.

Example:

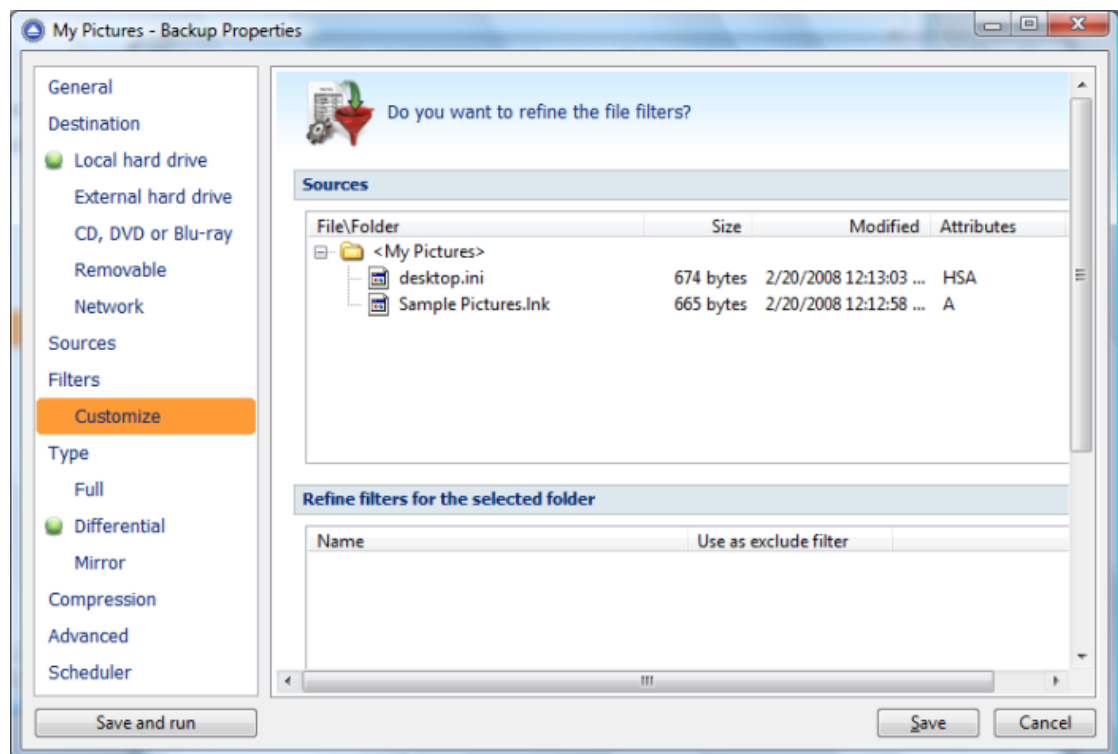
If you use a single filter for .jpg files and Temp folder, only the .jpg files from Temp folder will be filtered. If you use separate filters for files and folders, all .jpg files and whole Temp folder will be filtered.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new Filter Properties window from where you can add a new include restriction to the filters list.
- **Add exclude** - this will open a new Filter Properties window from where you can add a new exclude restriction to the filters list.
- **Edit** - will open the selected filter's properties window. You will be able to modify the selected restriction.
- **Copy** - this will create a copy of the selected filter.
- **Delete** - will remove the selected filter from the list of include or exclude filters.

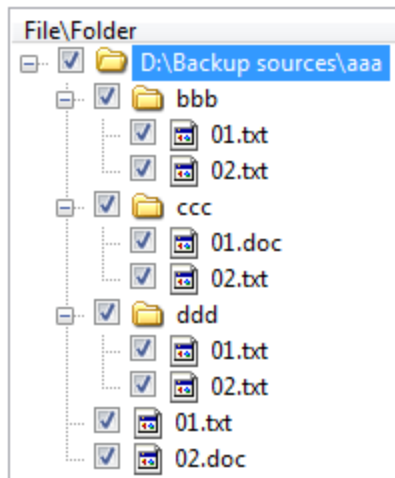
7.5.1 Customize

On the **Customize** page you can override the main backup filter. It will show a tree with all selected sources for the backup job.



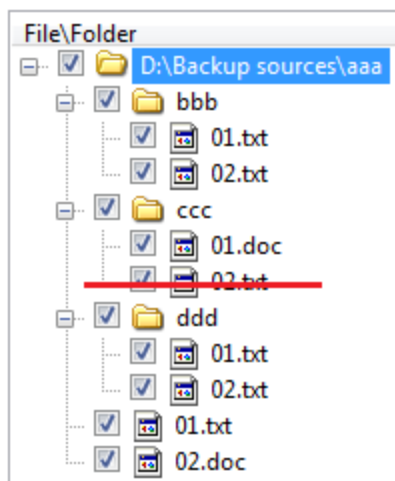
The customized filter can be defined only for folders. That is why add button is not enabled for files.

Any customized filter completely replaces the main filter. Once defined, the customized filter applies on the current folder and recursively on all its subfolders until another customized filter is met. The behavior is the same for include and exclude filters.



Suppose we have the folder structure in the picture above. Backup source is "D:\Backup sources". A main filter is defined to include all .txt and .doc files. Suppose we do not want to backup .txt files from "ccc" folder. For this we define a customized filter on "ccc" that includes only .doc files.

The result is that all .txt and .doc files will be included except the .txt files inside "ccc" folder as in the picture bellow:

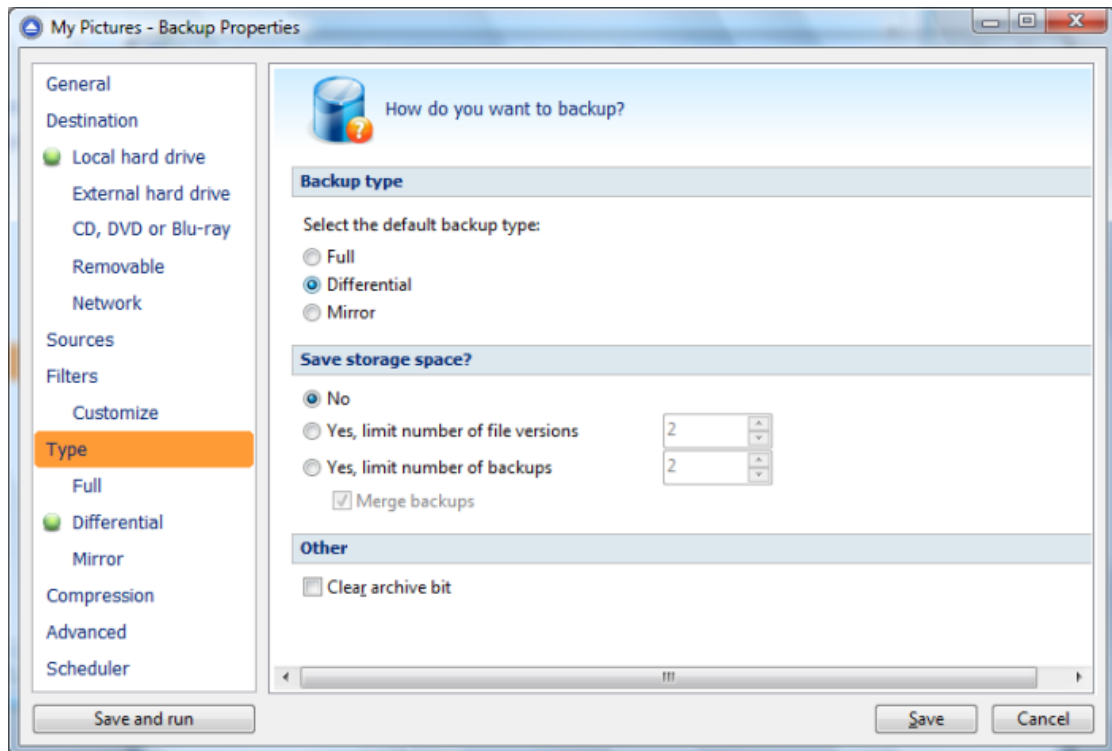


When a folder is selected, the **Add include** and **Add exclude** buttons from the bottom are activated (these are activated only for folders, not for individual files). That means you can replace the main filter with a different one. The customized filter is valid only for the selected folder and its descendants. Click the **Add include** or **Add exclude** button to define the customized filter. This will open a Filter Properties window. You can define include or exclude filters in this window just as you do in the **Filter** page.

All files and folders for which a customized filter is applied are shown in red color. You can **Edit**, **Copy** or **Delete** a customized filter by selecting the folder and clicking one of the buttons bellow.

7.6 Type

Backup type



User can select one of these backup types:

- Full
- Differential
- Mirror

The backup type can be changed from the **Type** page in **Backup Properties**, or from a specific type page, by checking the box to select that type as default backup type.

Full, differential backup types use zip compression to reduce the size of the stored backup versions.

The mirror backup type creates in destination an exact copy of the source file without zipping them.

Save storage space?

To keep the number of stored zip files at a reasonable number, the application provides three options: **Limit number of file versions**, **Limit number of backups** and **Merge backups**. These options either delete older stored backups or perform an internal merge to keep the number of stored backups or file versions under the selected limit.

The **Limit number of file versions**, **Limit number of backups** and **Merge backups** options cannot be used when the backup destination is on a removable media, CD, DVD or Blu-ray disc etc.

By default the **Limit number of file versions** and the **Limit number of backups** options are not enabled. This means that the system will keep all the stored backup versions. If you choose to enable the **Merge backups** option, when the limit is reached the system will perform an internal merge between the older versions keeping the number of stored backups equal to the specified limit (the merge between zip files is necessary to keep at the latest file version from each zip file to be merged).

However when changing between Mirror and Full or Differential, the older versions are deleted.

The **Limit number of file versions** option will delete from the backups only the files that have more versions than the maximum allowed limit, to keep the number of versions under the specified limit.

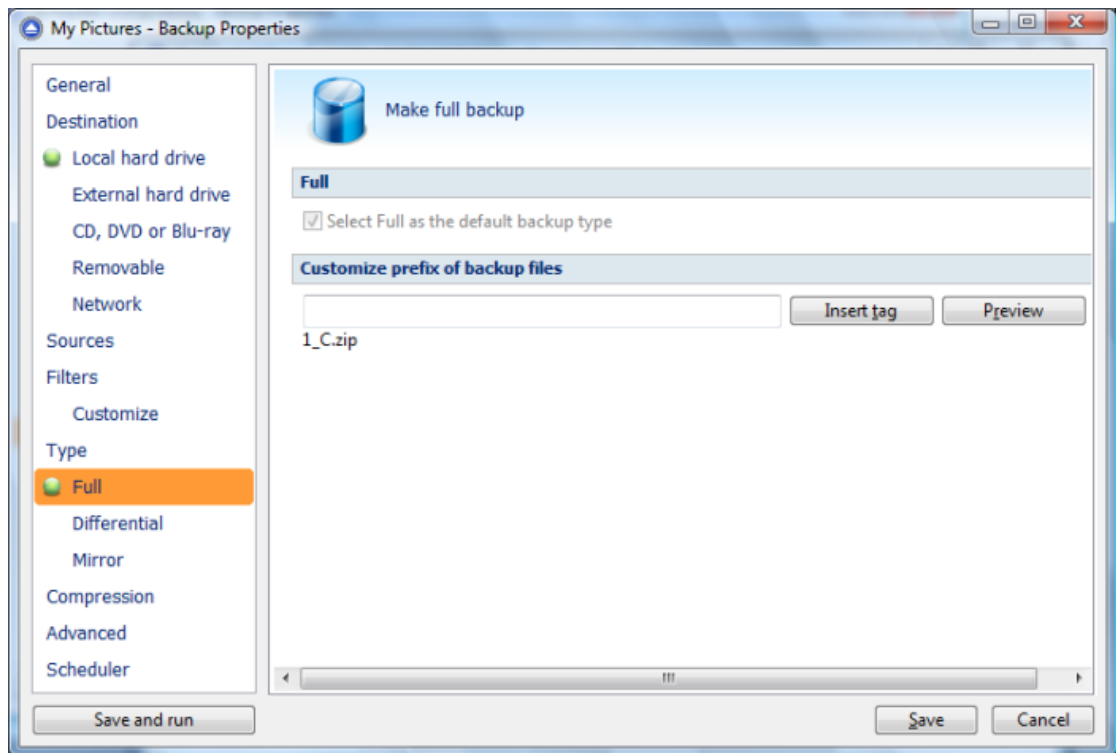
The **Limit number of backups** option will delete the backups to maintain the maximum limit.

Other

If the **Clear archive bit** option is checked, the application will remove the Archive flag of the files that were added to the backup. By default Backup4all uses the current comparison criteria and the information from catalog file to detect if a file was modified or not since the last backup, which is more accurate than using only the Archive bit (as other backup programs do). However, if you want to backup files based only on the Archive bit attribute, you can change the comparison criteria from the **Properties->Type** window.

7.6.1 Full

Full backup is the starting point for all other backups, and contains all the data in the folders and files that are selected to be backed up. Because the full backup stores all files and folders, frequent full backups result in faster and simpler restore operations. This backup type is slow on large volumes of data, so it is recommended to be done periodically (each Week/Month) and in between to use other backup types like **Differential**. The advantage is that you only need the result of one backup execution to make a full restore.



If the **Full** type is not your default backup type, you can check the **Select Full as the default backup type** option.

Customize prefix of backup files

Typically the name of the zip file is something like: "1_C.zip", "1_D.zip" etc. (one zip for each drive). The names of these zip files do not make much sense for the user but they can be customized by pressing the **Insert tag** button. Following tags are predefined:

- Backup Name (<BACKUP NAME>)
- Backup Number (<BACKUP NUMBER>)
- Backup Type (<BACKUP TYPE>)
- Backup Date (<DATE>)
- Backup Time (<TIME>)
- Backup Year (<YEAR>)
- Backup Month (<MONTH_MMM>)
- Backup Month - numeric (<MONTH_MM>)
- Backup Week (<WEEK>)
- Backup Day of Week (<DAY OF WEEK>)
- Backup Day (<DAY>)

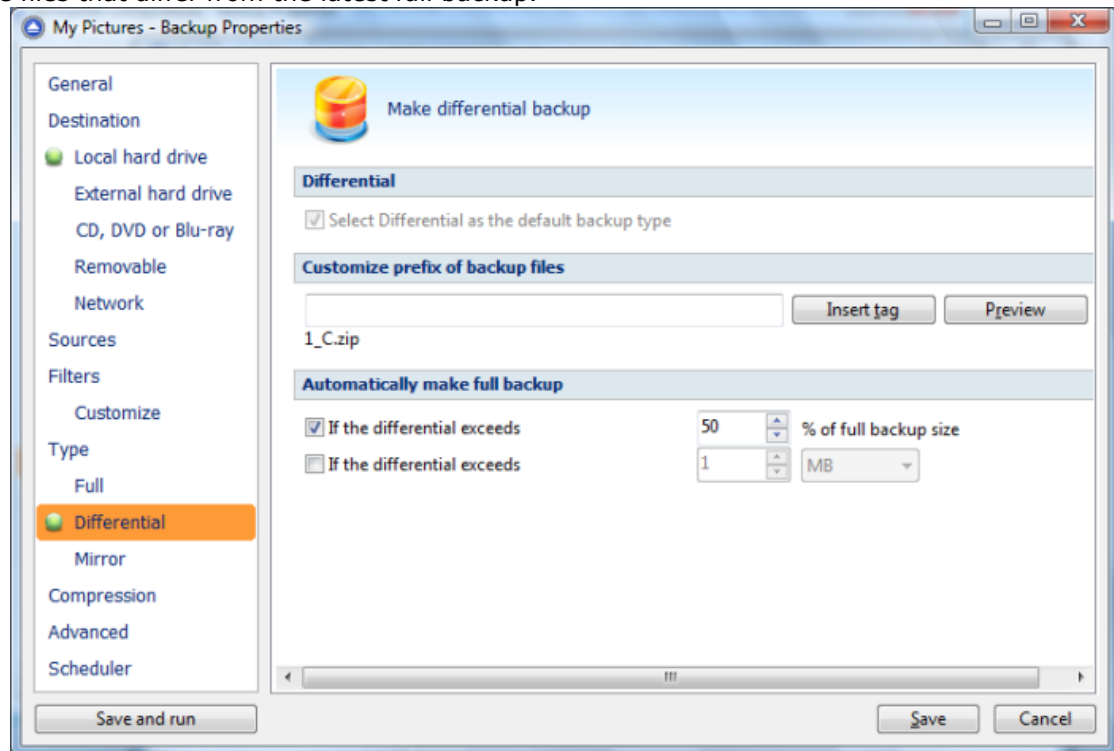
You can also add your text in the edit tag field. Use the **Preview** button to see how the names of the zip files will look like.

Windows does not allow the following characters in the file name: / \ * ? : " < > |

Therefore Backup4all will prompt you to change these characters if present in the **Customize zip name prefix** field.

7.6.2 Differential

A **differential backup** contains all files that have changed since the last full backup. The advantage of a differential backup is that it shortens restore time compared to a full backup. However, if you perform the differential backup too many times, the size of the differential backup might grow to be larger than the baseline full backup. At the first backup execution the catalog was not created yet, so the application will perform a full backup. The rest of the backups contain only the files that differ from the latest full backup.



If the **Differential** type is not your default backup type, you can check the **Select Differential as the default backup type** option.

Customize prefix of backup files

Typically the name of the zip file is something like: "1_C.zip", "1_D.zip" etc. (one zip for each drive). The names of these zip files do not make much sense for the user but they can be customized by pressing the **Insert tag** button. Following tags are predefined:

- Backup Name (<BACKUP NAME>)
- Backup Number (<BACKUP NUMBER>)
- Backup Type (<BACKUP TYPE>)
- Backup Date (<DATE>)
- Backup Time (<TIME>)
- Backup Year (<YEAR>)
- Backup Month (<MONTH_MMM>)
- Backup Month - numeric (<MONTH_MM>)
- Backup Week (<WEEK>)
- Backup Day of Week (<DAY OF WEEK>)
- Backup Day (<DAY>)

You can also add your text in the edit tag field. Use the **Preview** button to see how the names of the zip files will look like.

Windows does not allow the following characters in the file name: / \ * ? : " < > |

Therefore Backup4all will prompt you to change these characters if present in the **Customize zip name prefix** field.

Automatically make full backup

If the differential exceeds % of full backup size

In time, the size of the differential can outgrow the full version. For maximum efficiency, the size of the differential should be kept as small as possible. This option will trigger the creation of a full backup when a certain percentage of the full backup will be exceeded (default is 50%).

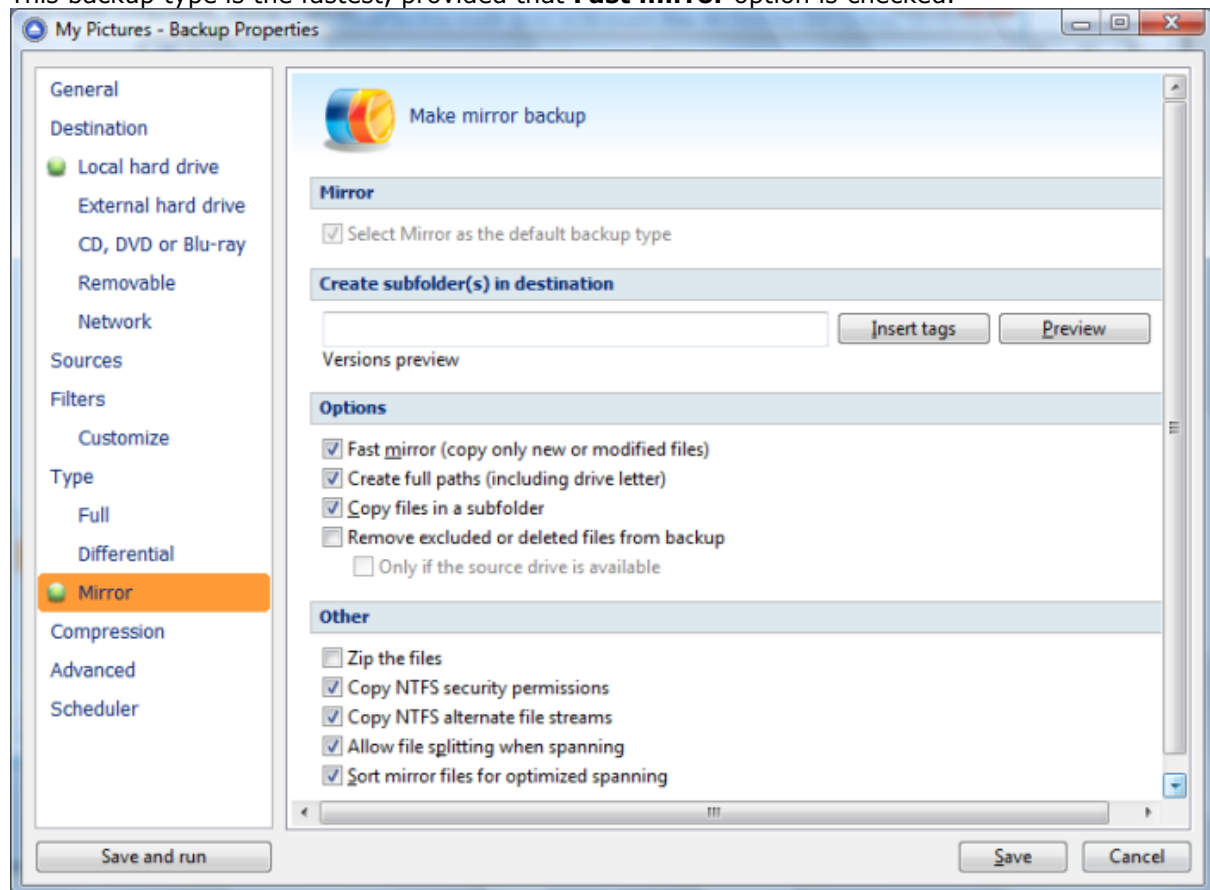
Make full backup when the differential exceeds

If this is checked, Backup4all will trigger the creation of a full backup when that custom size is reached (default is 1 MBytes).

7.6.3 Mirror

A **mirror backup** is identical to a full backup, with the exception that the files and folders are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup source data. The sources folder tree will be recreated in the destination.

This backup type is the fastest, provided that **Fast mirror** option is checked.



If the **Mirror** type is not your default backup type, you can check the **Select Mirror as the default backup type** option.

Create subfolder(s) in destination

Use this option to create a subfolder in the destination. The name of the folder can be customized by pressing the **Insert tags** button. Following tags are predefined:

- Backup Name (<BACKUP NAME>)
- Backup Number (<BACKUP NUMBER>)
- Backup Type (<BACKUP TYPE>)
- Backup Date (<DATE>)
- Backup Time (<TIME>)
- Backup Year (<YEAR>)
- Backup Month (<MONTH_MMM>)
- Backup Month - numerical (<MONTH_MM>)
- Backup Week (<WEEK>)
- Backup Day (<DAY>)

You can also add your text in tag field. Use the **Preview** button to see how the name of the subfolder will look like.

Note that the **Fast mirror** option will be ignored if you choose to create subfolders in the destination with a different name each time.

The option is useful to store "snapshots" of the backup sources at different points in time. For example, if you insert a <DATE> tag in the **Create subfolder(s) in destination with following name** and schedule Backup4all to do a mirror backup daily, Backup4all will create every day a copy of your backup sources in a subfolder named as the date when the backup was executed. On the other hand, if you insert a <MONTH_MMM> tag and execute the backup daily, the first time your sources will be copied entirely in a subfolder named as the month when it was performed, but in the other remaining days of the month only the new or changed files will be copied in the same subfolder - when the month name will change another subfolder will be created and the procedure repeated.

Options

Fast mirror (copy only new or modified files)

Use this option to make mirror backups even faster. When this option is set, Backup4all uses the information stored in ".bkc" files to copy only new or modified files to the destination. If this option is not set, the system will copy all files each time the backup is executed. By default this option is checked.

Create full paths (including drive letter)

Sometimes there can be sources with the same names. The system will detect this conflict situation and will show a warning message.

To avoid files to be overwritten check the **Save full folder info** option. This will create the full path of the source in the destination.

For example, suppose we have the backup source "C:\My Documents\My Pictures". Without this option, only the **My Pictures** folder will be created and its subfolders. With this option set, the destination will contain the **C** folder, **My Documents** inside **C** folder, **My Pictures** inside **My Documents** folder and so on. By default this option is unchecked.

Copy files in a subfolder

If checked, the files will be copied in a subfolder of the destination folder (typically you will see a ".bkc" file and a folder with the same name). If the option is not set, the files (and folder structure) will be copied directly into the destination folder. By default this option is checked.

Remove excluded or deleted files from backup

Use this option to remove from the backup the files that were deleted (or excluded) from the backup sources. When you select this option (unchecked by default), you'll get a warning

message that the deleted files will be removed from the backup too - press **Yes** if you want to continue.

Only if the source drive is available

Use this option to avoid removing your files from backup if the sources are not available all the time.

If you don't use this option, when the source files are not reachable, Backup4all will consider them as being deleted or excluded.

The deleted or excluded files will be removed from the backup.

Others**Zip the files**

Use this option to zip each file individually. The folder structure will be preserved, only the files will be zipped.

Copy NTFS security permissions

Use this option to copy the files NTFS security permissions

Copy NTFS alternate file streams

Use this option to copy the NTFS alternate file streams

Allow file splitting when spanning

The option is effective only when there is not enough space in the destination to copy all files (removable media is full, USB drive is full, etc.). If checked, the application will copy files to the destination until a file will not fit. Then it will split that file and continue with the rest of it on the next disk. If the option is not set, files are not split. If you are backing up media files (music, videos) you should uncheck this option so that you will not have any melody/movie split. By default this option is checked.

Sort mirror files for optimized spanning

This option is useful when spanning the backup over multiple removable drives. If this is checked, Backup4all will sort the files by size (descending) before copying them on the removable drive. This way it will start with the larger files and put the smaller ones towards the end of the backup (optimizing the space used on the removable drive). By default this option is not checked.

Be aware that you can restore only from the latest version of a mirror backup from the Backup4all interface. You can restore however manually previous versions as they are accessible from any file manager, like **Windows Explorer**.

7.7 Compression

On the **Compression** page, you can configure the compression and encryption settings.

Zip compression

Level
Normal compression (Medium)

Do not compress files of type
.zip|.rar|*.mp3|*.avi|*.7z|*.gif|*.png|*.jpeg|*.jpg|*.mpg|*.gz|*.gzip

☐ Always use temporary folder to create zip files

☐ Use alternate zipping mode

Encrypt the zip files

☒ No encryption

☐ Standard encryption (Zip2 compatible)

Password
Set password
No password

Split (does not apply to Mirror backup type)

Split by size type
☒ Automatic

☐ Predefined
4.70 GB (DVD)

☐ Custom size
2
GB

Split by file number type
☒ None

☐ Custom files and folders number
1000000

☐ Create independent splits

Restoring split files with standard zip utilities requires extra steps. Read the help file for further details.

Compression

Level

You can set different compression levels for the backup:

- **Zip without compression (Fastest)** - files are just copied inside the zip archive, without any compression
- **Low compression (Fast)** - select this option if the size of the zip archive is not important, but the speed of the backup is
- **Normal compression (Medium)** - this is usually the best choice because it provides the optimum rate between zip archive size and the backup speed
- **Best compression (Slow)** - use this compression level to reduce the zip archive size as much as possible (the backup speed is reduced)

Use **No compression** or **Low compression** if you backup large files to speed up the backup process. Use **High compression** when you want to create the smallest archive possible. This option takes more time if the files included in archive are large.

Do not compress files of type

The filter can be applied to increase the compression performance. It defines what types of files to be stored uncompressed in the zip file. These are files that are already compressed (e.g. zip, rar, mp3 or avi) and using the zip compression on them wouldn't result in a smaller sized backup. You can use the already defined file types or you can add others using the **Default compression filter list** in **Tools->Options->Backup**. The result will be that the backup will take less time

when using compression.

Always use temporary folder to create zip files

If checked, the zip files are created in the temporary folder and then moved to the destination folder. This means that there should be enough free disk space on the drive where the temporary folder is located.

When backing up to removable media (CD, DVD or Blu-ray disc, floppy, zip disk, etc.) this option is ignored, the zip files are always created in the temporary folder and then copied to the destination. When backing up to internal hard drives or LAN, you should uncheck this option to speed up the backup execution. By default this option is not checked.

Use alternate zipping mode

If not checked (default zipping mode), each file is compressed in blocks that are immediately added to the final zip file. If checked (alternate zipping mode), each file is compressed in blocks in a temporary file. When the whole file is compressed in the temporary file, it is added to the final zip file.

This option has effect only when backing up to internal hard drives and LAN. In all other cases this option is ignored. When backing up to LAN drives, it is recommended to check this option and uncheck **Always use temporary folder to create zip files** option. When backing up to internal hard drives, it is recommended to uncheck both options. By default this option is not checked.

Encrypt the zip files**No encryption**

The zip files created are not protected by password for unauthorized access.

Standard encryption (Zip2 compatible)

This is the standard Zip 2.0 encryption: an older encryption technique that provides relatively weak security compared to AES encryption. Zip 2.0 encryption format cannot provide protection from individuals with access to specialized password recovery tools. Its advantage over AES encryption is the compatibility with all third party zip applications.

Set password

After you press this button, a windows with the following fields will appear:

- **New password**
Manually enter the password you want to use for your zip files in this field
- **Confirm new password**
Re-enter the password in this field to avoid typing errors.
- **Old password**

This field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field. This way only the owner of the backup will be allowed to change the password.

The system makes it possible to set different passwords for the same backup job, so the backup may contain zip files with different passwords.

Tips:

- when choosing a password, it is recommended that you use a combination of letters and numbers and at least 8 characters.
- Backup4all does not store passwords. Make sure that you remember all passwords that have been used for a backup job, or you will not be able to restore your files.

Split (does not apply to Mirror backup type)**Split by size type**

- **Automatic**

This is the default split option, meaning that the size of the zip is limited to the maximum file size allowed by the file system.

- **Predefined**

The predefined values are provided for floppy disks, zip disks and different CD media types.

- **Custom size**

Sometimes these predefined values are not enough. Therefore you can select **Custom** size in the combo and specify the maximum archive size you want. The minimum span size is 512 kilobytes. The value in the **Size** field means that each span should not exceed this value. However, because of the zip algorithm limitation, the system might create spans with size up to 32-64 kilobytes smaller than this value.

Split by file number type

- **None**

The split by file number option is disabled

- **Custom files and folders number**

Specify the maximum number of files and folders to be included in a zip file. This option is useful if the application is using a lot of computer memory

Create independent splits

Using this option, each backup split can be independently restored.

If you have a large backup that spans over several removable media (CD/DVD/Blu-ray, floppy) each spanned backup can be independently restored. Thus, if one of the spanned backup disks is corrupted you can still restore the other files.

Example: you have a backup that was spanned over 20 CDs, and you didn't leave the **Create independent splits** option checked. If you need to do a restore and one of the zip files is damaged, you lose all the data from the 20 CDs. Now, if the **Create independent splits** would have been checked, even if one zip file would have been damaged, the data from the other 19 could have been recovered.

Each zip file created with Backup4all can be extracted with standard zip utilities. However, when using the **Create Independent Splits** option and backing up a file big enough to be split into more than one zip file, you will need to perform an additional operation if you want to restore that file manually (without using Backup4all).

7.8 Advanced

Options on this page affect the way a particular backup job is executed. Options that are marked with (*) might not be available in your edition - check Feature Matrix for detailed information on differences between editions.

Backup options

- ☒ Use local catalogs
- ☒ Test after backup
 - ☐ Delete sources after successful backup
- ☐ Ask for backup label before execution
- ☒ Backup open files
- ☒ Store temporary catalog data in memory

Backup priority



Normal priority

Run action before backup

- ☐ Run program or action
- ☒ Run only once
- ☐ Abort backup when action fails

Run action after backup

- ☐ Run program or action
- ☐ Run only once
- Run program or action on:
 - ☒ Success
 - ☐ Warnings
 - ☐ Errors

Comparison☒ Criteria

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Size (FAT/NTFS) | <input type="checkbox"/> CRC32 (FAT/NTFS) | <input checked="" type="checkbox"/> Hidden (FAT/NTFS) |
| <input checked="" type="checkbox"/> Date modified (FAT/NTFS) | <input checked="" type="checkbox"/> Read-Only (FAT/NTFS) | <input checked="" type="checkbox"/> System (FAT/NTFS) |
| <input checked="" type="checkbox"/> Date created (FAT/NTFS) | <input checked="" type="checkbox"/> Archived (FAT/NTFS) | <input type="checkbox"/> Compressed (only NTFS) |

☐ Legacy (use archive bit)**Play sounds after backup**☐ Play sounds

On success:



On warning:



On error:



Backup options**Use local catalogs (.bkc)**

If this option is checked, Backup4all will keep a local copy of the backup catalog for the current backup job. Keeping a local copy of the catalog is recommended in most cases, except when

using a backup rotation scheme to back up to CD, DVD or Blu-ray disc, USB or external drives.

Test after backup

If this option is set Backup4all will test the resulting backup for data integrity after every backup process. Only the latest backup number will be tested after the backup execution. If you wish to test other backup numbers you can do so from the Test Backup window.

Delete sources after successful backup

If this option is checked the backup sources will be deleted after performing the backup. This option is disabled if the **Test after backup** option is not enabled.

Ask for backup label before execution

If this option is set a window will be shown and will prompt the user to enter the label description of the backup increment.

If you do not want to give a label to the current backup, leave the edit control empty. Check the **Don't label next backups** if you do not want to see this window when the current backup job is executed in the future. These labels are visible on the **Versions** page of the **Restore Wizard** and in the list of file versions in the **Explore view**.

Backup open files

If checked, the application will back up open files. Please note backing up open files is possible only on Windows XP or higher, if the file is stored on a local NTFS hard drive and the VSS service is running and properly configured.

Store temporary catalog data in memory

If checked, the catalog file will be stored in RAM memory. If you receive an "Out of memory" warnings or you have a large catalog file, we recommend you to uncheck that option. If unchecked, the catalog file will be stored in a temporary file on your hard drive.


Backup priority

Using the slider you can set the backup execution priority compared to the rest of the running processes on your system. Setting it to **Highest priority**, for instance, will determine the system to allocate most of its resources for this backup execution.

Run action before backup

Run program/action

Check this option and select one of the predefined actions or choose a different executable file.

You can either enter directly the path to the program (has to be between quotes) or click the  button to browse for the file. Backup4all waits until the action is finished before proceeding with the actual backup process.

The **<Clear backup>** predefined action deletes the ".bkc" file and all zip files associated with the current backup job. If this action is set, then the backup performed is a full backup, even if the backup type is set to differential. You can customize it with the following parameters (numbers can be changed as necessary):

- **<Clear backup d=7>** - Clear backup is executed only if 7 days have passed since the first backup increment (the full backup).
- **<Clear backup n=10>** - Clear backup is executed only if the number of file versions is 10.
- **<Clear backup d=7 n=10>** - Clear backup is executed if 7 days have passed since the first backup increment (the full backup) or if the number of file versions is 10.
- **<Clear backup dw=1,2,7>** - Clear backup is executed only in the first, second and seventh day of the week (Monday, Tuesday and Sunday in the given example). Valid values: 1-7 (if a parameter outside of these values is set, it will be ignored).
- **<Clear backup dm=23, 30>** - Clear backup is executed only in the 23rd and 30th day of the month. Valid values: 1-31 (if a parameter outside of these values is set, it will be ignored).

ignored, same as using the value 31 for a month having only 30 days).

Run only once

If this option is set, the action will run only once at the next backup execution and the **Run program/action** option will be reset and disabled afterwards.

Abort backup when action fails

User can check this option to abort the backup if the action ran before the backup failed. Backup4all uses the exit codes returned by the applications.

If the exit code is 0 (zero), it means the action was successful.

If the exit code is different than 0 (zero), the action was not successful and the backup will be aborted.

Backup4all returns exit codes after each task execution (backup, independent test or cleanup).

As a general case, if the backup was successful, the exit code is 0, otherwise is different.


Here are the possible exit codes:

- if backup was successful, the exit code is 0
- if there are parameter errors or syntax errors, the exit code is 1
- if backup was aborted, the exit code is 2
- if backup was finished with warnings, the exit code is 3
- if the independent test was finished with errors, the exit code is 4
- if cleanup was finished with errors, the exit code is 5
- if B4aCmd was not correctly installed, the exit code is 6

Run action after backup

Run program/action

Check this option and select one of the predefined actions or choose a different executable file.

You can either enter directly the path to the program (has to be between quotes) or click the  button to browse for the file. Backup4all does not wait for the action to be finished before proceeding.

Available predefined actions:

- **<Stand by>** - The computer will enter in the **Stand by** state after the backup is executed.
- **<Hibernate>** - Computer enters in **Hibernate** (if available) after the backup execution.
- **<Log off>** - **Logs off** current user.
- **<Shut down>** - **Shuts down** the computer after the backup was executed.

Run only once

If this option is set, the action will run only once at the next backup execution and the **Run program/action** option will be reset and disabled.

Run program or action on

You can set conditions to run the action after the backup: on **Success**, on **Warnings** or on **Errors**. You can check multiple options or a single one, but at least one option must be checked.

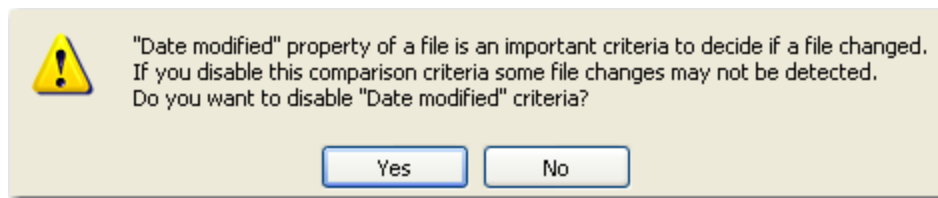
Comparison

Criteria

This section contains special settings for advanced file comparison. You can set what properties of a file will be used when deciding if a file was modified or not.

There is a list of quick sets to choose for predefined comparison criteria:

- **None** - if this is selected, a warning window is shown asking you to confirm if you want the **Date modified** criteria disabled or not. If this criterion is disabled, Backup4all will only backup files that have the size changed.



- **Custom** - this is the default option and has several important file properties and attributes selected as comparison criteria (Size, Date modified, Date created, Archived, Hidden, System, Read-Only).
- **Archive attribute only** - if this is selected, a warning window is shown asking you to confirm if you want the **Date modified** criteria disabled or not. If this criteria is disabled, Backup4all will only backup files that have the archive attribute changed.
- **FAT attributes** - if this is selected, a set of File Allocation Table attributes will be used for comparison
- **NTFS attributes** - if this is selected, a set of NTFS (New Technology File System) attributes will be used for comparison. Note that these attributes are available only on Windows 2000, Windows XP, Windows Server 2003, Windows Vista and Windows 7.

Available file properties are:

- **Size** - file size (it is mandatory)
- **Date modified** - the latest date and time when the file was modified (a warning message is displayed if you uncheck it)
- **Date created** - the date and time when the file was created
- **CRC32** - the most comprehensive criteria because it calculates a checksum based on file contents and compares it with the checksum from the backup (this slows the process)

Available file attributes are:

- **Read-Only** - file can be read, but not modified or deleted
- **Archived** (unavailable when the **Clear archive bit** option is checked from the **Backup Properties->Type** window) - file attribute used for backup. When a file is created, the archive bit is turned on. When a backup program copies the file, it turns off the archive attribute.
- **Hidden** - files marked Hidden do not normally display unless the file manager option to display them is selected
- **System** - files marked System do not normally display unless the file manager option to display them is selected
- **Compressed (only NTFS)** - file that is made generally much smaller than the original size of file. Decompression occurs automatically when the file is read. The file is compressed again when it is closed or saved.
- **Temporary (only NTFS)** - the file is being used for temporary storage.
- **Encrypted (only NTFS)** - file is encrypted on a NTFS volume to protect it from unauthorized access
- **Not indexed (only NTFS)** - file not indexed by the content indexing service
- **Offline (only NTFS)** - content of the file is not immediately available. This attribute indicates that the file data has been physically moved to an offline storage.
- **Reparse point (only NTFS)** - reparse points are used as building blocks by Microsoft and third-parties to enhance NTFS file system behavior.
- **Sparse file (only NTFS)** - in a sparse file, large ranges of zeroes may not require disk allocation. Space for nonzero data will be allocated as needed as the file is written.

If you select more than one attribute, Backup4all will consider the file for backup if any of the attributes selected is changed.

Legacy (use archive bit)

If this is selected, Backup4all will determine which files will be backed up by verifying if the archive bit attribute is set. If the archive bit attribute for a file is not set, that file will be ignored (even if its size was modified for instance). Our recommendation is to use the **Criteria** option

since it's more accurate than using the archive bit alone.



Play sounds after backup

Use this section to set sound notifications to be played when the backup is finished. There are three types of sound notifications depending on the backup status: success, warning and error.



Play sounds

If checked then success, warning and error sounds will be played at the end of the backup. By default this option is not checked.



On success

It indicates the sound that will be played when the backup is finished with success. The default sound is **<Default beep sound>**, but you can change it using the **Open** button . If you press the **Play** button  you can hear the selected sound file. To disable this sound you can select from the drop-down box **<No success sound>**.

On warning

It indicates the sound that will be played when the backup is finished with warnings. The default sound is **<Exclamation sound>**, but you can change this using the **Open** button . If you press the **Play** button  you can hear the selected sound file. To disable this sound you can select from the drop-down box **<No warning sound>**.

On error

It indicates the sound that will be played when the backup has failed because of an error. The default sound is **<Asterisk sound>**, but you can change this using the **Open** button . If you press the **Play** button  you can hear the selected sound file. To disable this sound you can select from the drop-down box **<No error sound>**.

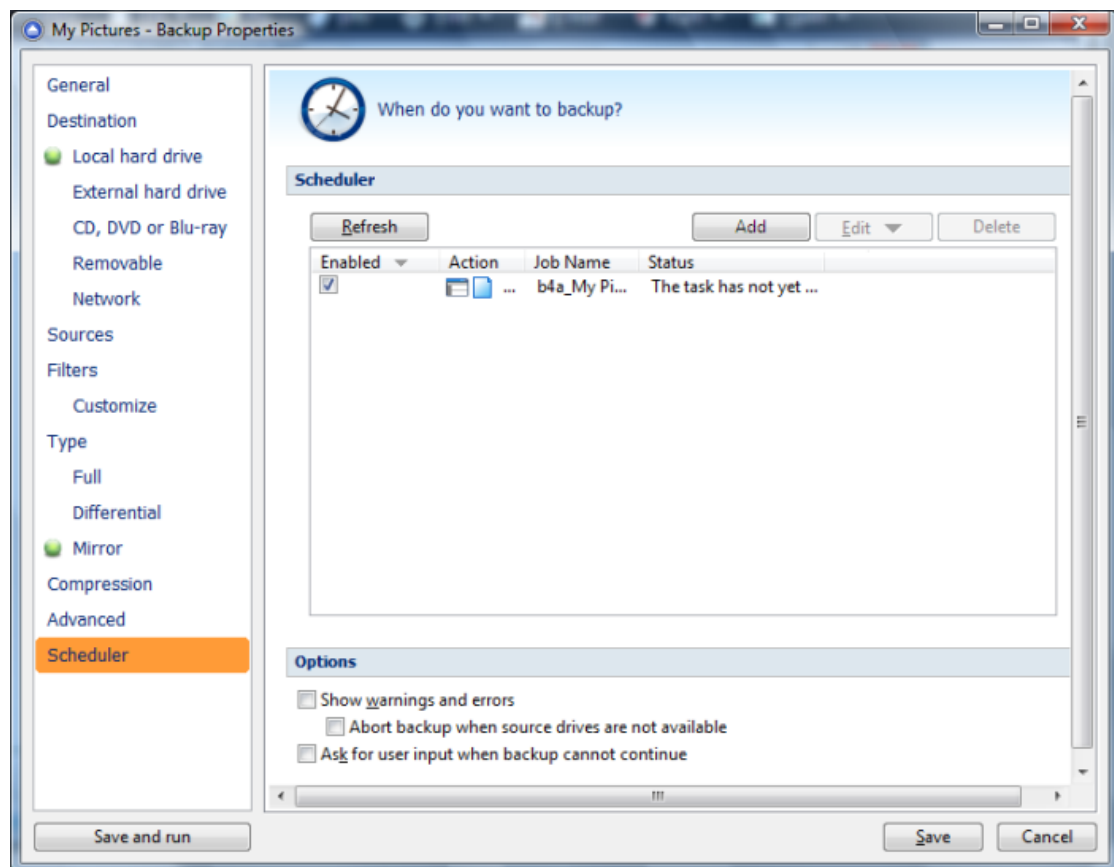
Open sounds

This button will open the standard **Sounds and Multimedia Properties->Sounds** window of the operating system (that can also be opened from the Control Panel). You can use this to configure or troubleshoot your sounds settings.

7.9 Scheduler

Scheduler

Scheduler lists all the available information about the scheduled tasks and allows you to Add, Edit, Delete and Schedule new tasks. This only applies to the current backup job.



Right-clicking an existing scheduled task (or using the top buttons) will display the following options:

- **Add** - opens the Scheduler Properties window and allows you to add a new scheduled task
- **Edit**
 - **Properties** - opens the Scheduler Properties window where you can edit selected the scheduled task
 - **Schedule** - opens the Windows Scheduled Tasks properties window that allows you to set the time and frequency for the selected scheduled task.
- **User and password** - opens a window where you can set the username and the password.
 - **Delete** - removes the selected scheduled task
 - **Refresh** - refreshes the scheduled tasks list

There are several columns in the **Schedulers** window that provide information for each scheduled task:

- **Enabled** - if the checkbox is marked then the scheduled task will run, if is unchecked it will not be executed
- **Scheduler** - shows the scheduler type: Windows, Standalone or Shutdown.
- **Action** - shows the type of action associated with the scheduled task (default, full, differential, incremental, cleanup, test)
- **Job Name** - shows the task name assigned by the scheduler
- **Status** - displays the status of the scheduled task
- **Next Run Time** - calculates the next date and time when the scheduled task will run.
- **Last Run Time** - shows the last date and time when the scheduled task ran.
- **Schedule** - shows the type of schedule selected for the task
- **User** - shows the user name for which the job is scheduled to run

The scheduled tasks in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide columns (except the Enabled which are grayed out).

Options

Show warnings and errors

If this is checked, when errors/warnings occur for the scheduled task, a window will prompt the user that there were errors/warnings and give an option to open the log file for more details.

Abort backup when source drives are not available

If this option is checked the backup will be aborted when using sources from unavailable drives

Ask for user input when backup cannot continue

If this is checked, the scheduled task will be paused when errors/warning occur and the user will be prompted to take an action (skip/retry/continue).

Backup4all uses by default the Windows Task Scheduler in order to run the scheduled tasks so you need to make sure that the **Task Scheduler** service is enabled on your computer. Use the **Windows Help** in order to find out more information about scheduling a task using the **Task Scheduler**. If you don't want to use the **Windows Task Scheduler**, you can use Backup4all's standalone scheduler by selecting **Use Standalone Scheduler**.

The scheduled backup jobs in backup list will have the clock icon displayed over the job's icon.



7.9.1 Scheduler Properties

The **Scheduler Properties** window will be displayed when you click on the **Add** or **Edit** button in the main **Scheduler** window or in the **Scheduler** page of the **Backup Properties**. This allows you to add or edit a scheduled task for the current backup job.

Execute

☒ **M**ain application

☐ **C**lose after run

☐ **C**ommand line application

☐ **H**ide window

Scheduler

☒ **W**ith Windows scheduler

User account

Vista32\test

Password

Set password

No password

☐ **W**ith built-in scheduler

Execute

Main application

This is the option set by default. If Backup4all is closed when a scheduled task needs to be

executed, the main application starts and the task runs. Furthermore, if the **Close after run** option is checked, Backup4all will be closed after the task is executed.

Command line application

Backup4all has also a command line version. If this option is selected, instead of the main application window a command line window will appear when a scheduled operation runs. After the backup finishes the window is closed. However, if you want this to be executed in the background, you can check the **Hide Window** option.

Scheduler

Select Scheduler type allows scheduling a task to run:

- **With Windows scheduler** - If this is selected, the tasks will be scheduled and executed using the internal scheduler from Windows. Over the standalone scheduler (Backup4all's internal scheduler), the Windows Scheduler has the advantage of being able to run the task even if there is no user logged in or if the computer is in hibernation/stand by.
- **With built-in scheduler** - If this is selected, the tasks will be scheduled and executed using Backup4all's internal scheduler. If this option is selected, the **User account** field is grayed out since the Windows login username/password are not required. Using the standalone scheduler tasks cannot be executed if there is no user logged in to Windows. To be able to run tasks when no user is logged in you have to use the Windows Scheduler option.

User account

In this field, by default, the current logged in user's login name will be displayed. If your user account has a password make sure that you enter it by pressing the **Set password** button. We do not save your password but it is needed in order to set up the scheduled task in the **Windows Task Scheduler**. If your user account does not have a password you must select the **Allow blank passwords when scheduling** option from **Tools->Options->Preferences**. Also, make sure that you enter the correct password - if the password is wrong the scheduled task will not run.

Action

You can select an action to perform when the scheduled task for the current backup job runs:

• Backup Type

- **Default** - executes the default backup type defined in the backup job's properties
- **Full** - executes a full backup, no matter what the backup type defined in the backup job is
- **Differential** - executes a differential backup, no matter what the backup type defined in the backup job is


Clear backup before run

If this is checked, Backup4all will first delete the ".bkc" file and all zip files associated with the current backup job and after that execute the scheduled backup.

Erase disk before backup

This option is available only when the destination of the backup job is on removable media. If this is checked, Backup4all will first erase the disk (if supported) and after that execute the scheduled backup.

- **Load** - At the scheduled date it opens Backup4all and selects the backup job
- **Test** - you can schedule a test operation instead of a backup. When Test is selected, the

Backup Numbers box is displayed . You can type in there the backup numbers you want to test. The order you type them in is the order they will be tested in. Use the * character to test all backup numbers, or the # character to test only the last backup.

- **Cleanup** - at the scheduled date it deletes the selected backup numbers. When **Cleanup** is selected, other options become available to filter the backup numbers that will be deleted:
 - **Newer than** - if checked backup numbers that are newer than the selected date will be deleted when the scheduled **Cleanup** operation runs
 - **Older than** - if checked backup numbers that are older than the selected date will be deleted when the scheduled **Cleanup** operation runs
 - **Older than (fixed date)** - backup numbers that are **Older than** a certain fixed date will be deleted when the scheduled **Cleanup** operation runs
 - **Do not delete Full backups** - if this is checked, the full backups will be kept even if they fall into the range of files filtered for deletion
 - **Do not delete Differential backups** - if this is checked, the differential backups will be kept even if they fall into the range of files filtered for deletion. Note that this option is available only when **Do not delete full backups** is checked, because differential backups depend on full backups.
 - **Clear the destination folder** - deletes any files and folders inside the destination folder even if they are not related to the backup job.

Restore Wizard

Part

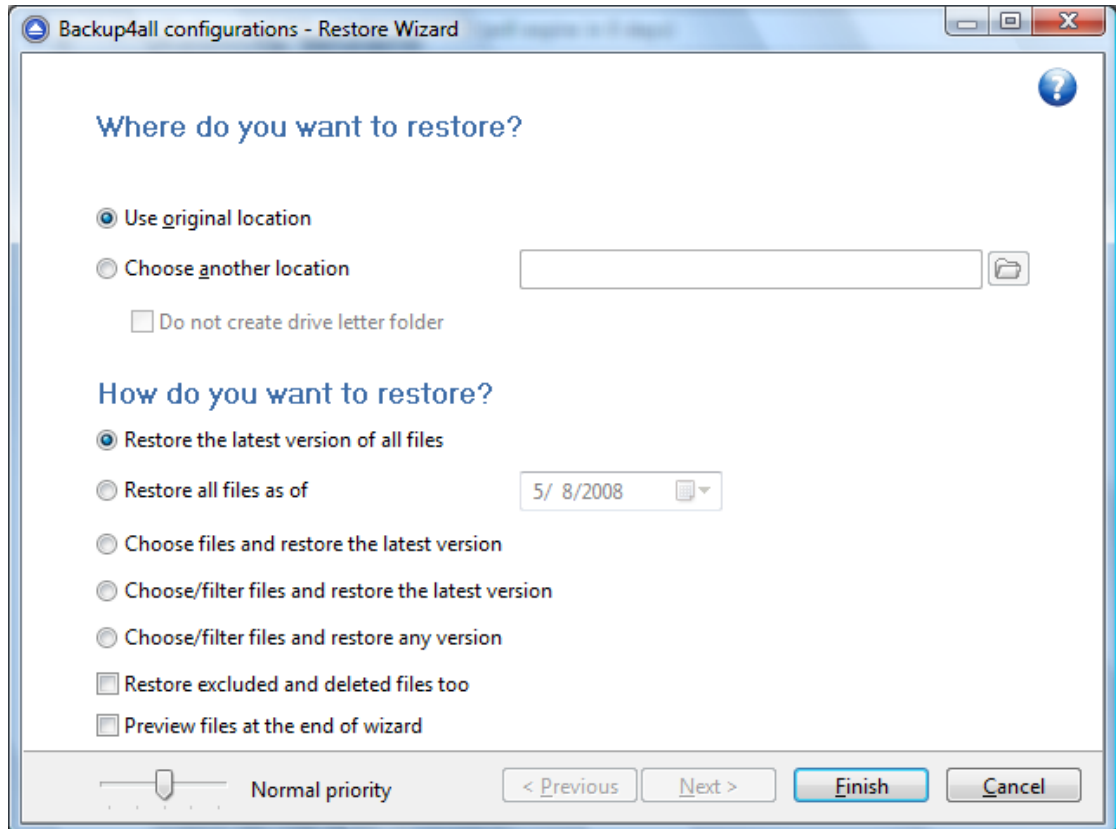


VIII

8 Restore Wizard

8.1 Where and how to restore

Using the **Restore Wizard** you can restore from a backup job. In the first step you can choose the destination, the priority of the execution and customize the restore operation if you wish.



Where do you want to restore?

Use original location

Copies the files from the zip backup into the original location. If a file with the same name already exists, a dialog will be shown prompting for an action before the restore can continue.

Choose another location

Copies files from the zip backup to a different folder. If selected, you can choose a different folder to restore files from the backup.

Do not create drive letter folder

If checked, Backup4all will restore the files in the designated location using the original directory structure. If you select this option and you have files from multiple drives, some files might get overwritten. For example, if you backed up your **Documents and Settings** folder from your **C** drive, when you restore it to a different location having the **Do not create drive letter folder** unchecked, Backup4all will first create a folder named **C** and in it place the **Documents and Settings** folder. If you would have checked the **Do not create drive letter folder** option, the folder named **C** wouldn't have been created.

How do you want to restore?

Restore the latest version of all files

Backup4all will restore the latest version for all the files in the backup.

Restore all files as of

Choose the date to which you want to restore the files. The restored files will be exactly as they were on the selected date.

Note: If you used the **Limit number of file versions** option, restoring the files as of a specified date could not restore all your files if some of them were deleted by the file version limitation.

Choose files and restore the latest version

Backup4all will restore the latest version for all the files in the backup. You will be able to filter the files using the **Preview** page.

Choose/filter files and restore the latest version

Backup4all will restore the latest version of the files. Files that are excluded from backup are not restored. Check the status of the files in the **Explore** view of the main screen.

Choose/filter files and restore any version

Lets you specify which version of the files will be restored. For example, you might restore all files in their original state from the first backup number.

Restore excluded and deleted files

If this option is checked, the latest version of all files will be restored, even if these files were excluded from the backup.

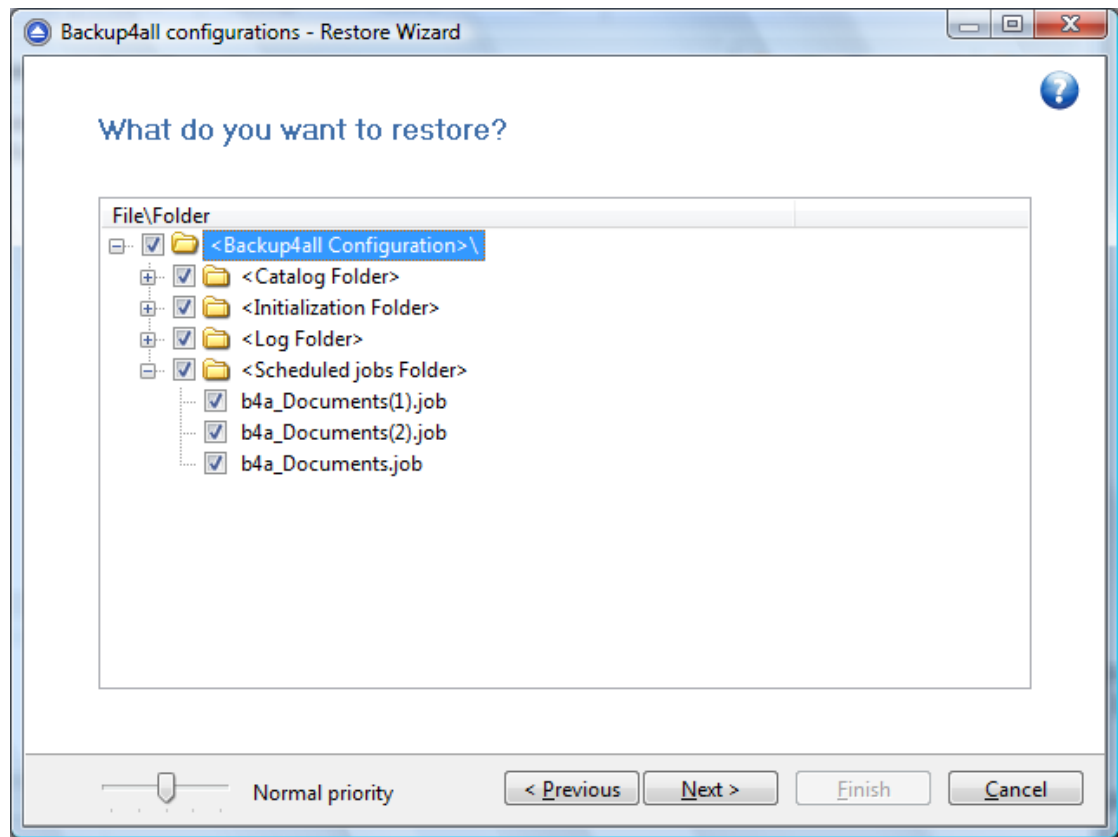
Preview files at the end of wizard

If checked, a preview page with the files to be restored will be shown at the end of wizard.

Using the slider from the bottom of the Restore Wizard window, you can set the restore execution priority compared to the rest of the running processes on your system. For example, setting the priority to **Highest priority**, will determine the system to allocate most of its resources for the restore execution.

8.2 What do you want to restore

This is the second step of the **Restore Wizard**. It appears only for **Choose files and restore from the latest version**, **Choose/filter files and restore the latest version** and **Choose/filter files and restore from any version** options.



You can uncheck the files you don't want to restore. By default, all files are checked.

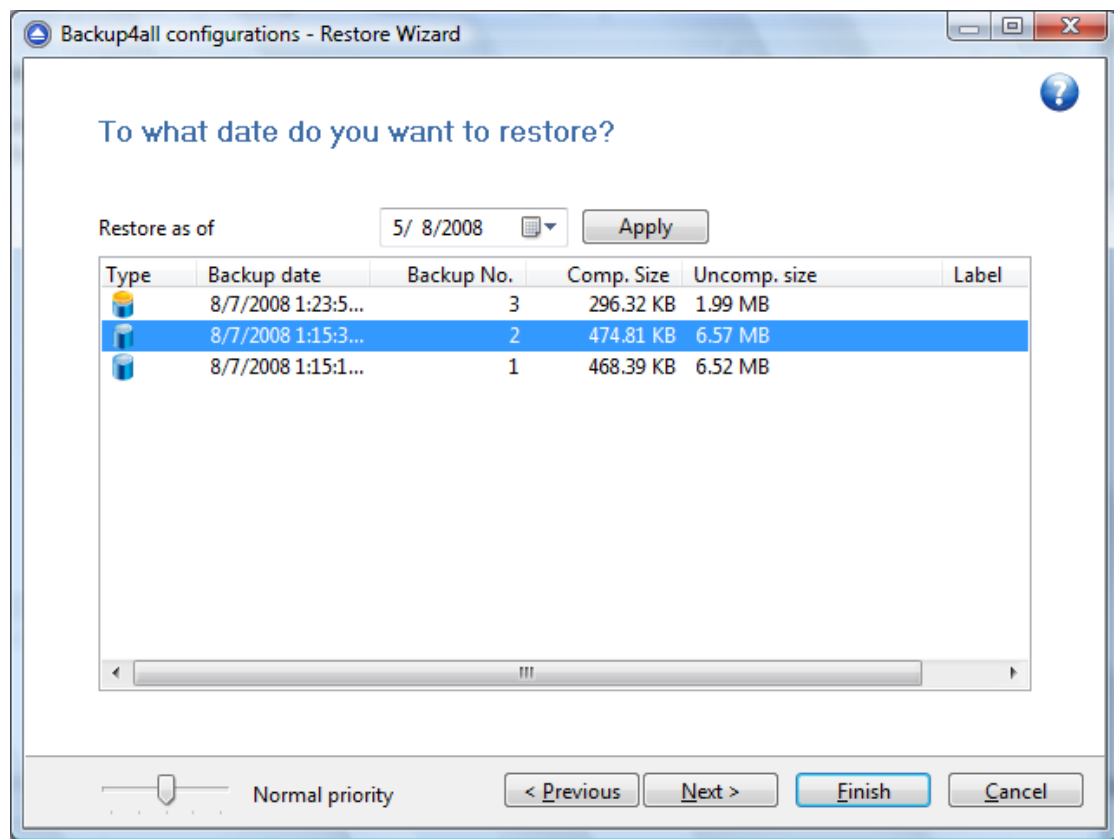
Information provided for each file:

- **File/Folder** - Name of the file/folder
- **Size** - Size of the file
- **Modified** - Date and time when the file version was last modified (at backup execution)
- **Backup no.** - The last backup number containing the file

The file versions in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **File/Folder** column which is grayed out).

8.3 To what date do you want to restore

This is the third step of the **Restore Wizard** if the **Choose/filter files and restore any version** option was chosen.



Restore as of

This option allows you to restore your files and folders to a specified date. Just select the data, press **Apply** and then press **Finish**.

The purpose of this step is to let you select versions to restore. Use left mouse clicks together with SHIFT and/or CTRL keys to select several backup numbers to restore. The most recent version of a file in the selected backup number will be restored. If you select all backup numbers, then a full restore is performed just as the **Choose/filter files and restore the latest version** restore option.

Note: If you used the **Limit number of file versions** option, restoring the files as of a specified date could not restore all your files if some of them were deleted by the file version limitation.

If you use the Mirror backup type, the **Restore as of** feature is not available. The Mirror backup type does not keep track of file versions. Only the last version is available for restore.

Information provided for each version:

- **Type** - Type of the Backup. Each of the backup types is represented by a descriptive icon: Full, Differential, Mirror
- **Backup Date** - Date and time when the version was added to the backup
- **Backup No.** - Number of the backup increment
- **File No.** - Number of files in the backup
- **Folder No.** - Number of folders in the backup
- **Comp. Size** - Size of the file version (compressed)
- **Uncomp. Size** - Size of the file version (uncompressed)
- **Label** - Label of the backup number. This column is hidden by default

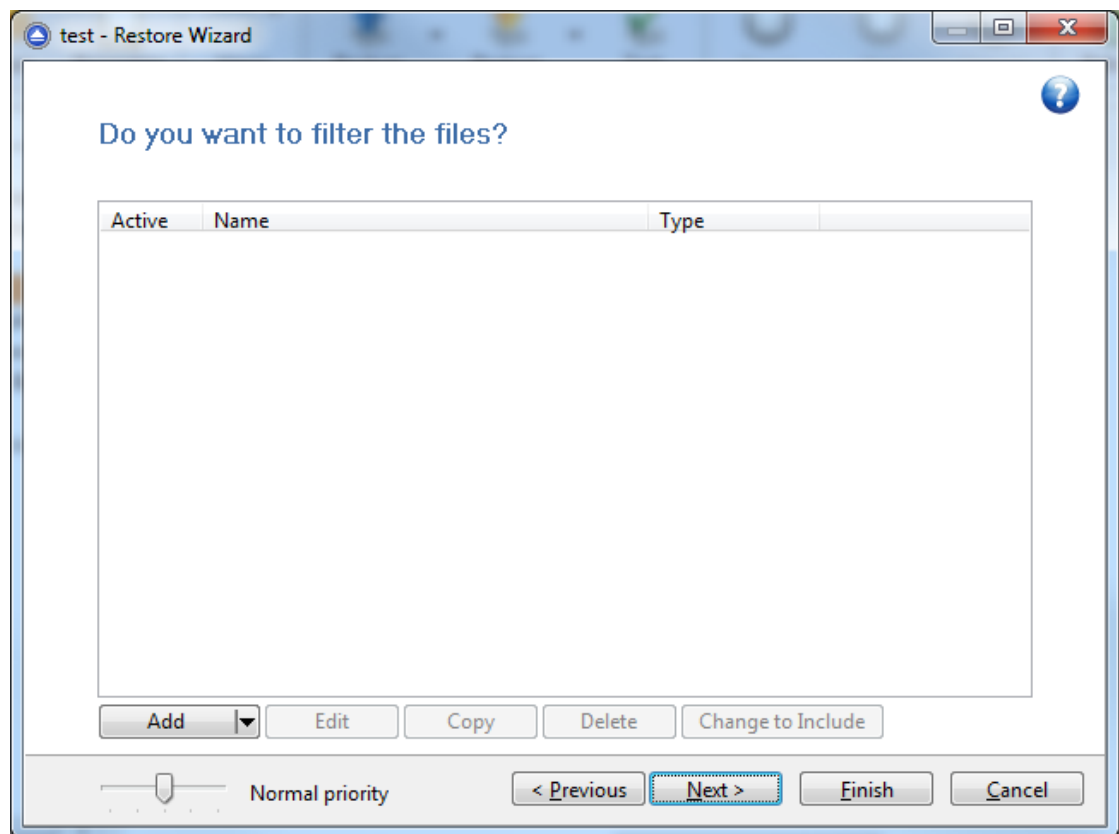
8.4 Do you want to filter the files

This is the third step of the **Restore Wizard** for **Choose/filter files and restore the latest version** restore type. For **Choose/filter files and restore any version** restore type, this is the fourth step. You can filter the files to be restored.

Its behavior is the same as the **Filters** page of the **New Backup Wizard** or the **Backup Properties** window, except that the process is restore and not backup.

The **Filters** page defines files filters to be applied to files that are going to be restored. Only files and folders that match the filters will be restored.

You can add include or exclude filters. By default all files are included in the list to be restored.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will not be processed by the system.

Include and exclude filters are composed from filter restrictions:

- two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be restored.
- two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

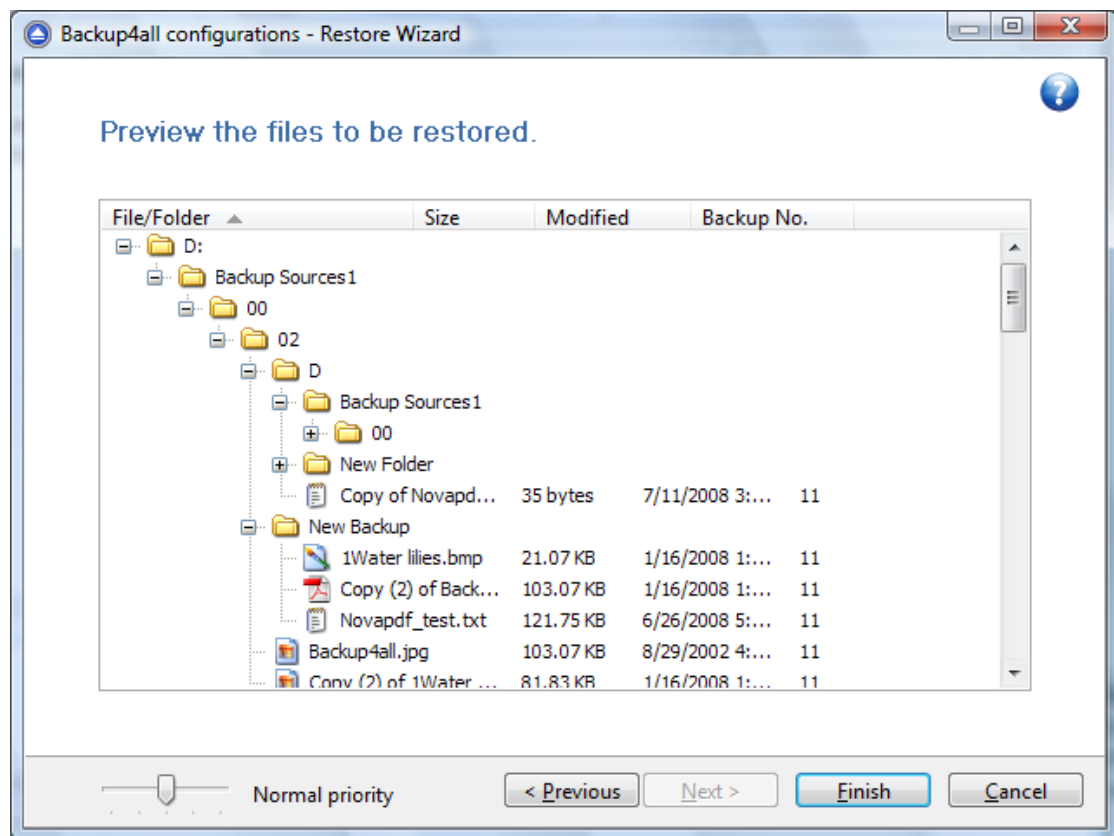
In the **Type** column you can see if the filter is for include or exclude. To change the filter type, press the "Change to Include" or "Change to Exclude" button.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new window from where you can add a new restriction to the list of include filters.
- **Add exclude** - this will open a new window from where you can add a new restriction to the list of exclude filters.
- **Edit** - will open the same window as **Add**, with the selected filter's properties. You will be able to modify the selected restriction.
- **Copy** - will create a copy of the selected filter.
- **Delete** - will delete the selected filter from the list.

8.5 Preview the files to be restored

This page is the final step of the **Restore Wizard**. It appears only if the **Preview files at the end of wizard** option is checked. The purpose of this step is to show a preview of the files that will be restored. If any other customization is required, user must go back and reselect the files to be restored.



For the **Choose/filter files and restore any version** restore type, files and folders shown in the tree are calculated based on selected backup versions. Files that have not been backed up in the selected backup versions or were filtered will not be shown in the tree. Selecting all backup versions in the **Choose/filter files and restore any version** restore type is the same as using the **Choose/filter files and restore the latest version** type.

File Filtering

Part



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9 File Filtering

9.1 Overview

File filtering in Backup4all provides an intuitive way to define what files and folders to back up or restore.

Select Folders and Files for filtering

The files can be filtered when added to backup. On the "What do you want to backup" page, from the Backup Wizard or Backup Properties->Sources page each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

After applying filters, each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

Filter

The role of the filter is to restrict the files from the sources or destination that will participate in the backup or restore process. The filter actually consists of two filters: the include filter and the exclude filter.

Include filter shows which files will be included in the backup or restore process. If the filter type is "Include", it means the files which match the filter will be included in backup.

Exclude filter shows the files that will be excluded from the backup or restore. If the filter type is "Exclude", it means the files which match the filter will be excluded from backup.

You can change the filter type from Include to Exclude or from Exclude to Include if you press the "Change to Include"/"Change to Exclude" button. If no filters are defined, then all the files and folders from sources will be backed up or restored.

Customize

There are special situations when the main filter is not enough to define the files to be backed up or restored. In this case, you can refine the filters adding individual filters for folders. The refined filter applies to all the files and subfolders of that folder. All files and folders for which a refined filter is applied are marked with red.

To remove a refined filter, select the folder, select the filter and press the **Delete** button.

9.2 File Filter

The **Edit file filter item** window is shown every time a file filter restriction is added or modified. It can be opened by pressing the **Add** button from the **Filters** page (New Backup Wizard, Backup Properties, Restore Wizard window or Tools->Options) or the **Edit** button (if filters are already defined).

What do you want to do?

- ☒ Create new
☐ Create new starting from
☐ Use existing

General

Filter name

File name

☒ Enable

Add

Edit

Delete

Folder name

☒ Enable

Add

Edit

Delete

File attributes

☒ Enable

Custom

- ☐ Read-Only (FAT/NTFS)
- ☐ Archived (FAT/NTFS)
- ☐ Hidden (FAT/NTFS)
- ☐ System (FAT/NTFS)
- ☐ Compressed (only NTFS)

File dates

☒ Enable

Custom date

 End date

File size

☒ Enable

What do you want to do?

User can **Create new** filter, **Create new starting from existing** filter or **Use existing** filter. The existing filters are listed in the drop down list and they can be added, edit or deleted from **Tools->Options->Filters**

General

In the **Filter name** field you can type the name of the created filter. By default, the "New filter configuration" name is assigned. If you use an existing filter, the name of that filter is used.

File name

Enabling this will allow defining filters based on file name pattern.

Press **Add** and select an existing file extension from the **Filter** combo (*.doc, *.pdf, *.zip etc.). If the extension does not exist in the combo, just type it in and press OK. You can use the **Edit** or **Delete** buttons to modify/remove the file name filters defined.

File name patterns can include:

- ***** - it matches one or more letters. For example **a*.doc** matches all files that start with **a** and have **.doc** extension
- **?** - it matches only one letter. For example **a*.do?** matches all files that start with **a** and have any extension composed of three letters, the first two being **do**

Folder name

Enabling this will allow defining filters based on folder name pattern.

Enter the directory name that you want to filter in the following format: ***\directory_name*** (leading ***** and ending ***** are required). Backup4all will apply the filter to all the directories that are called **directory_name**. If you want to apply the filter to directories containing a specific word, you must enter it in the following format ****keyword****. Now Backup4all will apply the filter to all the directories that have the word **keyword** in their names. You can use the Edit or Delete buttons to modify/remove the folder name filters defined.

You can also use environment variables when creating filters: **%temp%**, **%SystemRoot%** etc.

File attributes

Enabling this section allows the user to specify file filters depending on the file attributes.

There is a list of quick sets to choose for predefined filter criteria:

- **Custom** - this is the default option and allows you to check whatever attributes you want
- **None** - if this is selected all the file attributes check boxes are unchecked
- **FAT attributes** - if this is selected, a set of **File Allocation Table attributes** will be used for file filtering.
- **NTFS attributes** - if this is selected, a set of NTFS (New Technology File System) attributes will be used for filtering. Note that these attributes are available only on Windows 2000, Windows XP, Windows Server 2003, Windows Vista and Windows 7.

File attributes available for file filters:

- **Read-Only** - if checked files with **read-only** attribute will be selected
- **Archived** - if checked files with archived attribute will be selected
- **Hidden** - if checked files with hidden attribute will be selected
- **System** - if checked files with system attribute will be selected
- **Compressed (only NTFS)** - if checked files with compressed attribute will be selected
- **Temporary (only NTFS)** - if checked files with temporary attribute will be selected
- **Encrypted (only NTFS)** - if checked files with encrypted attribute will be selected
- **Not indexed (only NTFS)** - if checked files with "not indexed" attribute will be selected
- **Offline (only NTFS)** - if checked files with offline attribute will be selected
- **Reparse point (only NTFS)** - if checked files with **reparse point** attribute will be selected

- **Sparse file (only NTFS)** - if checked files with **sparse file** attribute will be selected

For example, if you want to include files with **read-only** and **archived** attributes set, you have to check both attributes checkboxes in a single restriction. If you want to include files with **read-only** or **archived** attributes set, you have to make two separate restrictions: one for **read-only** and another for **archived**.

File dates

This section allows the user to build restrictions based on file dates and times. To enable options in this section, check the **Filter by date** option.

Filters in this section can be applied by selecting one of the available date filters:

- **date accessed**
- **date and time accessed**
- **date modified**
- **date and time modified**
- **date created**
- **date and time created**

You can compare these dates and times with a **fixed date** or a relative date: **today**, **yesterday**, **one week ago** or **one month ago**.

Comparison operators available:

- **< >** date (and time) not equal to fixed or relative date
- **< =** date (and time) less than or equal to fixed or relative date
- **> =** date (and time) greater than or equal to fixed or relative date
- **<** date (and time) less than fixed or relative date
- **>** date (and time) greater than fixed or relative date
- **in interval** - date (and time) in a particular time interval between the **Start date** and **End date**

File size

This section provides the possibility to build restrictions based on the file size. To enable the options in this section, check the **Filter by size** option. You can enter a file size in the **Size** field and select a measurement **Unit**. The filter will compare the file size on disk with the size you enter using the comparison filters you selected:

- **< >** file size on disk not equal to the value in the **Size** field
- **< =** file size on disk less than or equal to the value in the **Size** field
- **> =** file size on disk greater than or equal to the value in the **Size** field
- **<** file size on disk less than the value in the **Size** field
- **>** file size on disk greater than the value in the **Size** field

Note:

Filters on files and filters on folders must be created individually. If you use a file and a folder filter condition in the same filter, files will be filtered only if both filter conditions were met.

Examples

- If you use a single filter for .jpg files and Temp folder, only the .jpg files from Temp folder will be filtered. If you use separate filters for files and folders, all .jpg files and whole Temp folder will be filtered.
- Suppose you want to backup (or restore) all **.pdf** files accessed in the last month and all **.doc** files modified in the last week, but you don't want to backup (or restore) system or hidden files.

Here are the steps to define this filter starting from the default filter:

- 1) Add a new restriction in the include filter: enable **File name**, add ***.pdf** file pattern and set date accessed to be **greater than or equal to fixed date one month ago**; click **OK**
- 2) Add a new restriction: add ***.doc** file pattern and set date and time modified to be **greater**

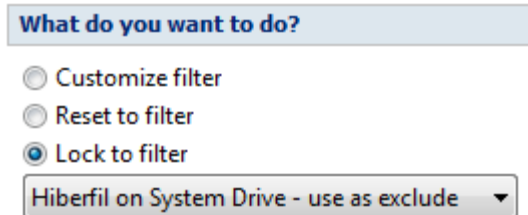
than or equal to fixed date one week ago; click **OK**

3) Add a new restriction: enable **File attributes** and the **System** checkbox, then click **OK**

4) Add a new restriction: enable **File attributes** and the **Hidden** checkbox, then click **OK**

5) For the last two restrictions, check the **Use as exclude filter** boxes.

If filters predefined in Tools->Options->Filters are used in Backup Properties->Filters, you have the possibility to lock that filter selecting the "Lock to filter" option.



What do you want to do?

☐ Customize filter

☐ Reset to filter

☒ Lock to filter

Hiberfil on System Drive - use as exclude ▼

By locking a filter in Backup Properties to a predefined filter (Tools->Options->Filters), all changes of the predefined filter will propagate to the job filter. This is useful when you want to use the same predefined filter in several backup jobs. All locked job filters will be updated when the predefined filter is changed in Options->Filters.

Command Line

Part



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10 Command Line

10.1 Command Line Parameters

Backup4all can be started with various command line parameters to execute different actions on backup jobs or groups, load backup jobs, run the application minimized to tray or run the backup configured for the **One Touch Backup** button. The parameters can be used to create shortcuts which start actions automatically or load directly a specified backup job. Also if your **One Touch Backup** button device is not detected by Backup4all (Backup4all is not natively compatible with the device), you could use the command line parameters to create a command that can be associated to the **One Touch Backup** button of your device.

Syntax

Backup4all [[{/l|f|d|r|e|t|c|x}] *name* | /g *group* | /otb] [/s]

Formatting legend

Italic - Information that must be supplied by the user

Bold - Elements that the user must type exactly as shown

/ - Switches are preceded by slash

[] - Elements between square brackets are optional

| - Vertical line separates possible choices

{ } - Items between braces are a set of choices from which the user must choose only one

Valid parameter is an ".ini" file (with its full path), a ".bkc" file (with its full path) or the name of the backup job. The ".ini" or ".bkc" file must exist in the specified path, the backup job must be defined in Backup4all or otherwise the backup will not run.

Switches that apply to this parameter (case insensitive, preceded by "/" or "-"):

- **/l** - load the specified backup job, **.ini** file or **.bkc** file
- **/f** - force the execution of a full backup
- **/d** - force the execution of a differential backup
- **/r** - execute the backup with its defined type (this is the default behavior when the backup name is specified without switches)
- **/e** - erase the disc (FDD/CD/DVD/Blu-ray) before backup
- **/t** - tests the named backup job. Supports also an additional parameter **[/TN 1,2,5..20|*|#]** - if no TN is set then it will test all backup jobs same as using *****; if **#** is used it will test only the last backup job (**#** can be used in the same time with other numbers too).
- **/c** - deletes the .bkc file and all zip files associated with the named backup job
- **/x** - cleans the backup. Supports additional parameters:
 - **[/IE mm.dd.yyyy]** - clean the backups older than the specified date
 - **[/IS mm.dd.yyyy]** - clean the backups newer than the specified date
 - **[/OT n /OTU {D|W|M|Y}]** - n is the number of days (D), weeks (W), months (M) or years (Y)
 - **[/KD]** - keep Differential backups
 - **[/KF]** - keep Full backups

If the backup job to be executed has the backup type set to Mirror, then a mirror backup will be performed and the **/f**, **/d**, **/i** switches will be ignored even if they are set.

You can also have as parameter an existing backup group. This group must be defined in Backup4all, otherwise the backup will not run. Switch to apply to this parameter (case insensitive, preceded by "/" or "-"):

- **/g** - execute the jobs in the backup group with their defined types (the switch is mandatory if you want to execute a backup group)

When called without parameters, but with the **/otb** switch, Backup4all executes the backup job or backup group specified in the OTB settings (from the **Options->One Touch Backup** page of Backup4all).

There is an extra switch, **/s**. You can use it to start Backup4all minimized to the system tray. This switch can be used in combination with the other parameters and switches to run backup jobs or backup groups minimized to the system tray, or to load a specific backup job, while the application is still in minimized state.

Examples:

To force a full backup on the backup job associated with the **IE Favorites..bkc** located in the "E:\Backup Destination" folder, use:

Backup4all /f "E:\Backup Destination\IE Favorites.bkc"

To execute all backup jobs from the Samples group, use:

Backup4all /g Samples

To execute the backup job or backup group associated with **One Touch Backup**, use:

Backup4all /otb

To execute a test for all backup numbers of the **My Pictures** backup job

Backup4all /t "My Pictures" /tn *

To execute a test for first two and last backup number of the **My Pictures** backup job

Backup4all /t "My Pictures" /tn 1,2,#

To clean all backup versions older than two weeks and keep the full and differential backups of the **My Pictures** backup job, use:

Backup4all /x "My Pictures" /OT 2 /OTU W /KF / KD

Backup job definitions (".ini" files) are saved separately for each Windows user. These files can be found in the "Application Data\Softland\Backup4all 4\IniFiles" folder of your user profile (if it's not changed in the **Tools->Options->File locations** window). Backup catalogs (".bkc" files) are saved locally and in the backup destination together with the backup files. When a backup job is executed for the first time, a .bkc file is created. There is only one .bkc file for each backup job.

When valid parameters are provided with valid switches Backup4all will execute the commands.

10.2 Command Line Application

B4aCmd (the command line application of Backup4all) is a small application that runs independently from the main application. It can be used to create batch files. Also if your **One Touch Backup** button device is not detected by Backup4all (Backup4all is not natively compatible with the device), you could use the command line parameters to create a command that can be associated to the **One Touch Backup** button of your device. When executed without any parameters it displays the usage information.

Syntax

B4aCmd [{/f|/d|/r|/e|/t|/c|/x}] *name* | /g *group* | /otb

Formatting legend

Italic - Information that must be supplied by the user

Bold - Elements that the user must type exactly as shown

/ - Switches are preceded by slash

[] - Elements between square brackets are optional

| - Vertical line separates possible choices

{ } - Items between braces are a set of choices from which the user must choose only one

Command line backup can have as parameters an ".ini" file (with its full path), a ".bkc" file (with its full path) or the name of the backup job. The ".ini" or ".bkc" file must exist in the specified path, the backup job must be defined in Backup4all or otherwise the backup will not run.

Switches that apply to this parameter (case insensitive, preceded by "/" or "-"):

- **/f** - force the execution of a full backup
- **/d** - force the execution of a differential backup
- **/r** - execute the backup with its defined type (this is the default behavior when the backup name is specified without switches)
- **/e** - erase the disc(Floppy/CD/DVD/Blu-ray) before backup
- **/t** - starts the test operation for the named job. Supports also an additional parameter [**/TN** 1,2,5..20|*|#] - if no TN is set then it will test all backup jobs same as using *; if # is used it will test only the last backup job (# can be used in the same time with other numbers too).
- **/c** - deletes the **.bkc** file and all zip files associated with the named backup job
- **/x** - clean the backup. Supports additional parameters:
 - [**/IE** mm.dd.yyyy] - clean the backups older than the specified date
 - [**/IS** mm.dd.yyyy] - clean the backups newer than the specified date
 - [**/OT** n **/OTU** {D|W|M|Y}] - n is the number of days (D), weeks (W), months (M) or years (Y)
 - [**/KD**] - keep Differential backups
 - [**/KF**] - keep Full backups

If the backup job to be executed has the backup type set to Mirror, then a mirror backup will be performed and the "/f", "/d", "/i" switches will be ignored even if they are set.

You can also have as parameter an existing backup group. This group must be defined in Backup4all, otherwise the backup will not run.

Switch to apply to this parameter (case insensitive, preceded by "/" or "-"):

- **/g** - execute the jobs in the backup group with their defined types (the switch is mandatory if you want to execute a backup group)

When called without parameters, but with the "/otb" switch, Backup4all executes the backup job or backup group specified in the OTB settings (from the Tools->Options->One Touch Backup page of Backup4all).

Examples

To force a full backup on the backup job associated with the **IE Favorites.bkc** located in the "E:\Backup Destination" folder, use:

B4aCmd /f "E:\Backup Destination\IE Favorites.bkc"

To execute all backup jobs from the **Samples** group, use:

B4aCmd /g Samples

To execute the backup job or backup group associated with the **One Touch Backup**, use:

B4aCmd /otb

To execute a test for all backup numbers of the **My Pictures** backup job

B4aCmd /t "My Pictures" /tn *

To execute a test for first two and last backup number of the My Pictures backup job

B4aCmd /t "My Pictures" /tn 1,2,#

To clean all backup versions older than two weeks and keep the full and differential backups of the **My Pictures** backup job, use:

B4aCmd /x "My Pictures" /OT 2 /OTU W /KF / KD

Backup4all returns exit codes after each task execution (backup, independent test or cleanup). As a general case, if the backup was successful, the exit code is 0, otherwise is different.

Here are the possible exit codes:

- if backup was successful, the exit code is 0
- if there are parameter errors or syntax errors, the exit code is 1
- if backup was aborted, the exit code is 2
- if backup was finished with warnings, the exit code is 3
- if the independent test was finished with errors, the exit code is 4
- if cleanup was finished with errors, the exit code is 5
- if B4aCmd was not correctly installed, the exit code is 6

Backup job definitions (".ini" files) are saved separately for each Windows user. These files can be found in the "Application Data\Softland\Backup4all 4\IniFiles" folder of your user profile (if it's not changed in the Tools->Options->File locations window). Backup catalogs (".bkf" files) are saved locally and in the backup destination together with the backup files. When a backup job is executed for the first time, a .bkf file is created. There is only one .bkf file for each backup job.

If the parameters are not valid you will be shown the start screen with an appropriate error message. When valid parameters are provided with valid switches B4aCmd will execute the commands. There is a progress meter showing the progress of the backup execution in percents. When the backup finishes and if you have the **Test after backup** option enabled, then the test operation starts with its own progress.

The command line application uses the same engine, same configuration files and the same log files as the main application. It always performs an unattended backup. You can use Backup4all's interface to define backup jobs and backup groups which can be used later as parameters for the command line application. You can create a shortcut to a backup job or to a backup group so you won't have to use complicated paths. To create a shortcut, use the **Create Shortcut** menu item from the **File** menu.

The same license is valid for the command line application as for the main application. Once the main application is licensed the command line application automatically recognizes the license.

Options

Part

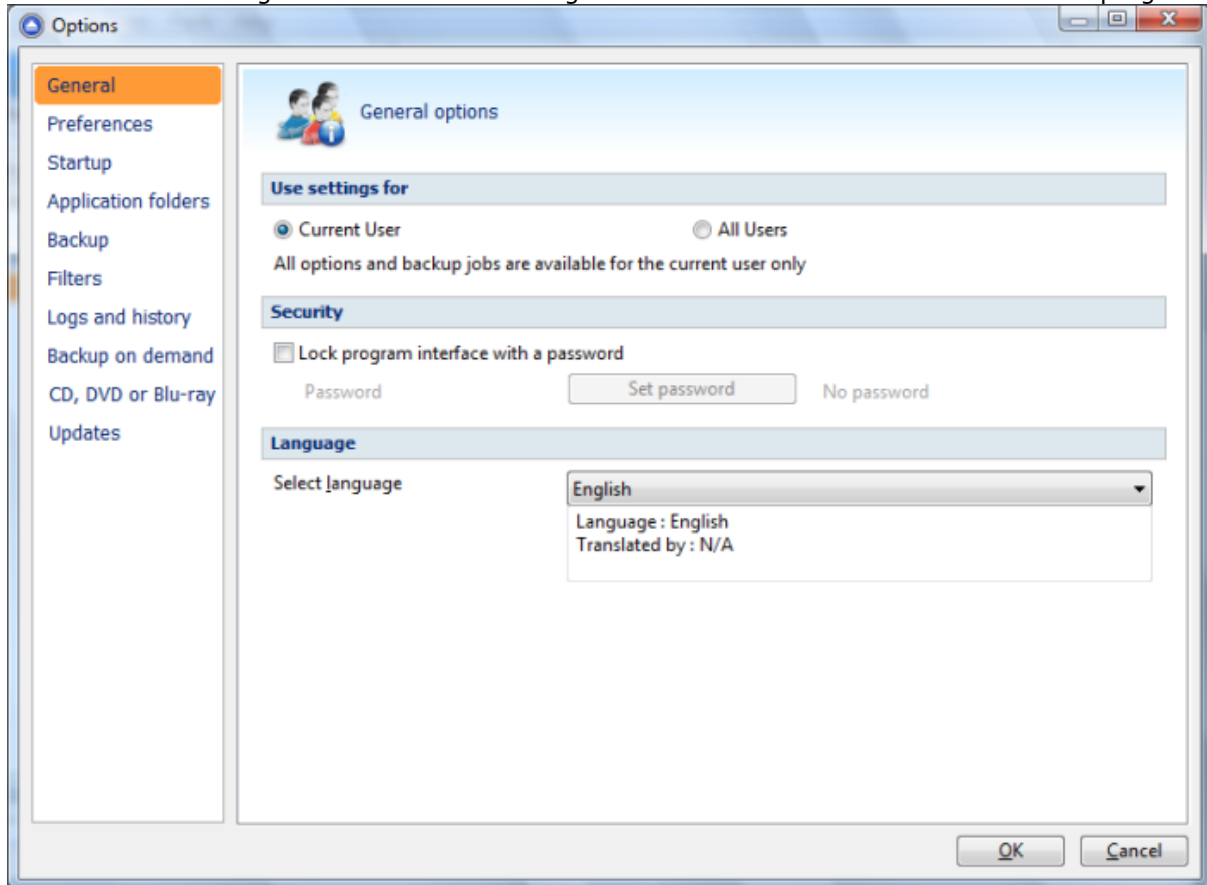


XI

11 Options

11.1 General

The **General** page of the **Options** window (accessible from the Tools, Options menu item) contains general settings of the program.



Use settings for

Current User

If this is selected, the settings used in Backup4all (including backup jobs) are available only for the current logged in user. This way if there are 3 people using the same computer and each logging in through a different account, Backup4all will have different settings and jobs for each account. This can be selected upon installation too, in the **Select Default Settings** step. These settings are kept in a file whose location is customizable.

All Users

If this is selected, the settings used in Backup4all (including backup jobs) are available for all users on the computer where it's installed. This way if there are 3 people using the same computer and each logging in through a different account, Backup4all will have the same settings and jobs for each account (kind of like a shared profile). This can be selected upon installation too, in the **Select Default Settings** step. These settings are kept in a file whose location is customizable.

Security

Backup4all allows you to lock the program interface, using a password.

Press the **Set password** button to add or change the password. Near this button, the security status is displayed: "No password" or "Password protected".

When opening the program's interface, if the interface is locked, you will be asked for the password.

To remove the password, press the **Set password** button, type the old password and press **OK**.

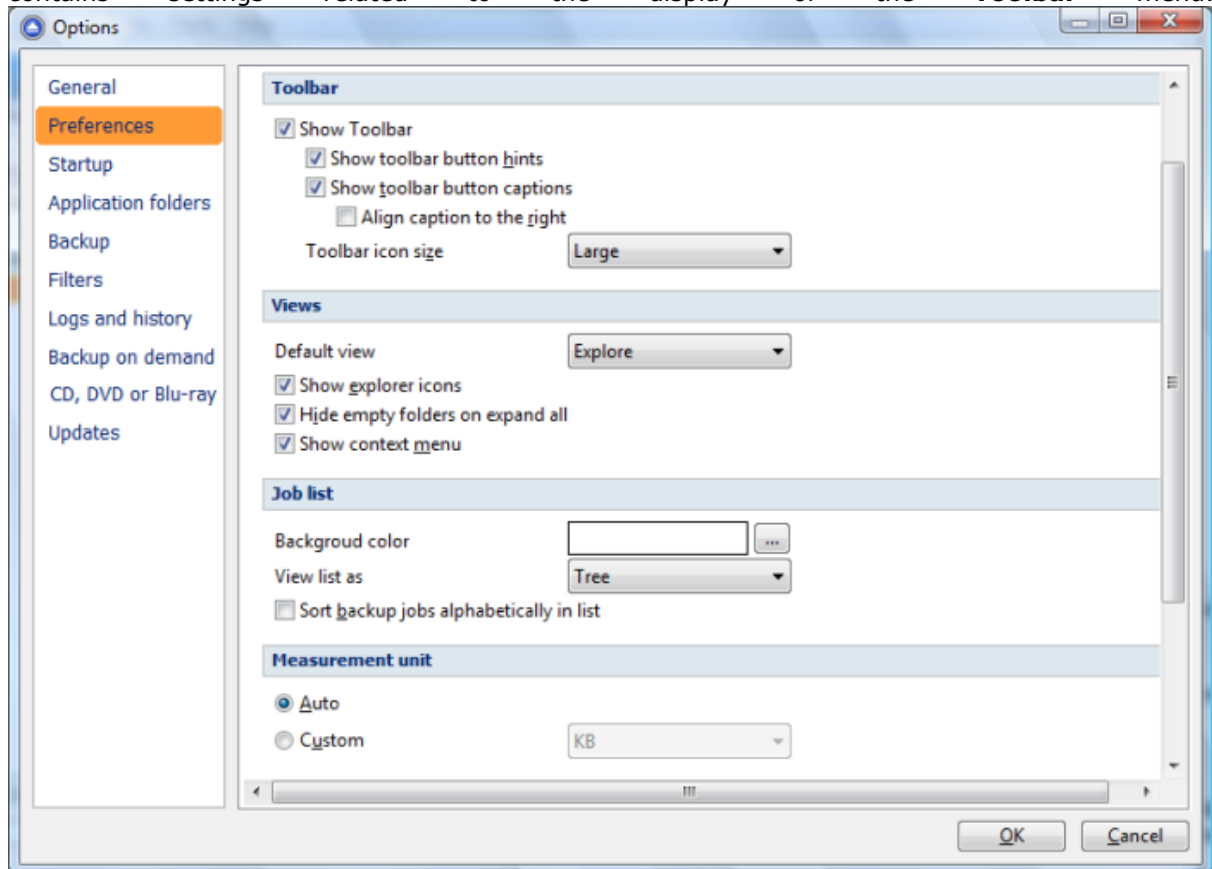
Language

In the **Language** section you can select the language of the program interface by choosing another one from the drop down list. Only the languages that were installed with the program are displayed. The language of the interface changes only after the **Options** window is closed by pressing the **OK** button. The selected language is kept as long as you don't change it or it becomes invalid due to software updates.

The text box below the **Language** field shows details about the selected language (like translator name and contact information).

11.2 Preferences

The **Preferences** page of the **Options** window (accessible from the Tools, Options menu item) contains settings related to the display of the **Toolbar** menu.



Toolbar

Show Toolbar

User can choose if the toolbar will be displayed or not. By default, this option is checked.

Show toolbar button hint

If checked a hint will be displayed when hovering over a toolbar button with the mouse. By default this option is checked.

Show toolbar button captions

If checked the toolbar buttons will display their caption. Uncheck if you need more space in the main window. You can use the button hints in this case. By default this option is checked.

Align caption to the right

If checked the toolbar buttons will have their caption displayed on the right of the icons, if not they will be shown below the icons. This option is only valid if the **Show toolbar button captions** option is checked. By default this option is not checked.

Toolbar icon size

You may use this drop down list to select the size of the toolbar buttons. Possible choices are: **Small**, **Medium** and **Large**. By default this option is set to Small.

Views**Default view**

The selected view will be assigned as default to the **Views** button from the application toolbar. The possible views are: **Brief**, **Explore**, **Backup**, **Statistics** and **Summary**.

Show explorer icons

If checked a small icon is shown for each file in the Explore view. The icon is the standard icon associated with the type of the file. You will see the same icons as in **Windows Explorer**. If the Explore view contains a large number of files, you can uncheck this option to show files faster. By default this option is checked.

Hide empty folders on expand all

If checked the folders that do not show any file in the **Explore** view will be automatically hidden when pressing the **Expand All** button. By default this option is not checked.

Show context menu

If checked it will display the context menu when right clicking on a file or folder in the main window's **Explore** view or the **Sources** page of the **Backup Properties** and **New Backup Wizard** windows. By default this option is checked.

Job list**Background color**

Press the (...) button if you want change the background color of the main window's **Backup List** and the button list of the **Backup Properties** window.

View list as

Choose the listing mode for the backup jobs and groups in the **Backup List**. The possible choices are: **Tree**, **Icons** and **List**.

Sort backup jobs alphabetically in a group

If checked the backup jobs are sorted alphabetically in each backup group. By default this option is not checked.

Measurement unit

Auto

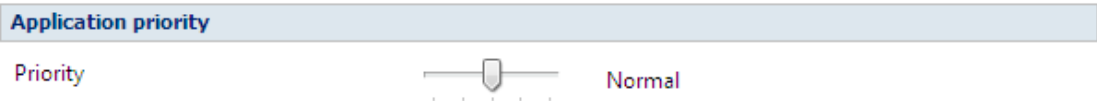
If checked the file sizes are shown like in Windows Explorer. By default this option is checked.

Custom

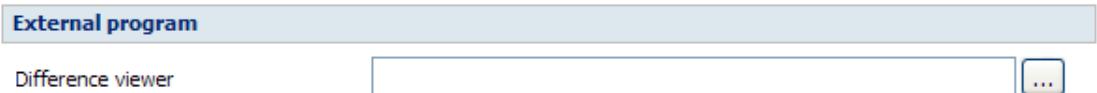
If checked you can see all file sizes in the same unit. You can set the desired unit from the drop down list. Possible choices are: Bytes, KB (kilobytes), MB (megabytes) or GB (gigabytes). Be advised that if you select GB as a unit, for files under 10MB the size will be shown as 0GB. By default this option is not checked.

Application priority

Users can move the application priority cursor to a higher or a lower value.

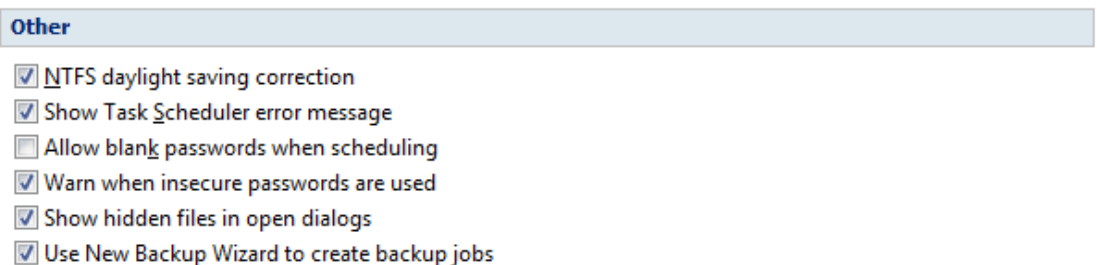


External program



Difference viewer: Choose an application to compare the selected file version with the source file in Explore View. You can also use parameters for difference viewer application.

Other



NTFS daylight saving correction

The Windows NT File System (NTFS) reports wrong file times after the clock changes according to daylight saving time rules. As a consequence, the program sees these files as changed and backs them up. When you check this option these files will not be reported as modified. By default this option is checked.

Show Task Scheduler error message

If checked Backup4all will show an error message when a scheduled backup has errors. This requires user intervention for the backup to continue. By default this option is checked.

Allow blank passwords when scheduling

If checked this option will enable usage of blank passwords in your Windows system and in **Windows Task Scheduler**.

When checking this option you may receive a message from you antivirus, letting you know there is a suspicious activity in Backup4all.exe that might pose a security risk. You don't have to worry, you can press OK because Backup4all just wants to modify a registry entry to allow blank passwords.

Blank passwords are disabled in Windows by default as a security measure. Instead of enabling this option we recommend to set a password for each Windows user account. By default this option is not checked.

If you uncheck this option at a later time, you will be informed that for existing scheduled backups you'll need to provide an username/password in order to be able to run them.

Warn when insecure passwords are used

If checked Backup4all will display a warning window when you enter passwords for zip encryption that contain less than 8 characters.

Show hidden files in open dialogs

If checked files marked as hidden will be displayed in **Open** dialogs. This is very useful if you want to add hidden files to your backup sources. By default this option is checked.

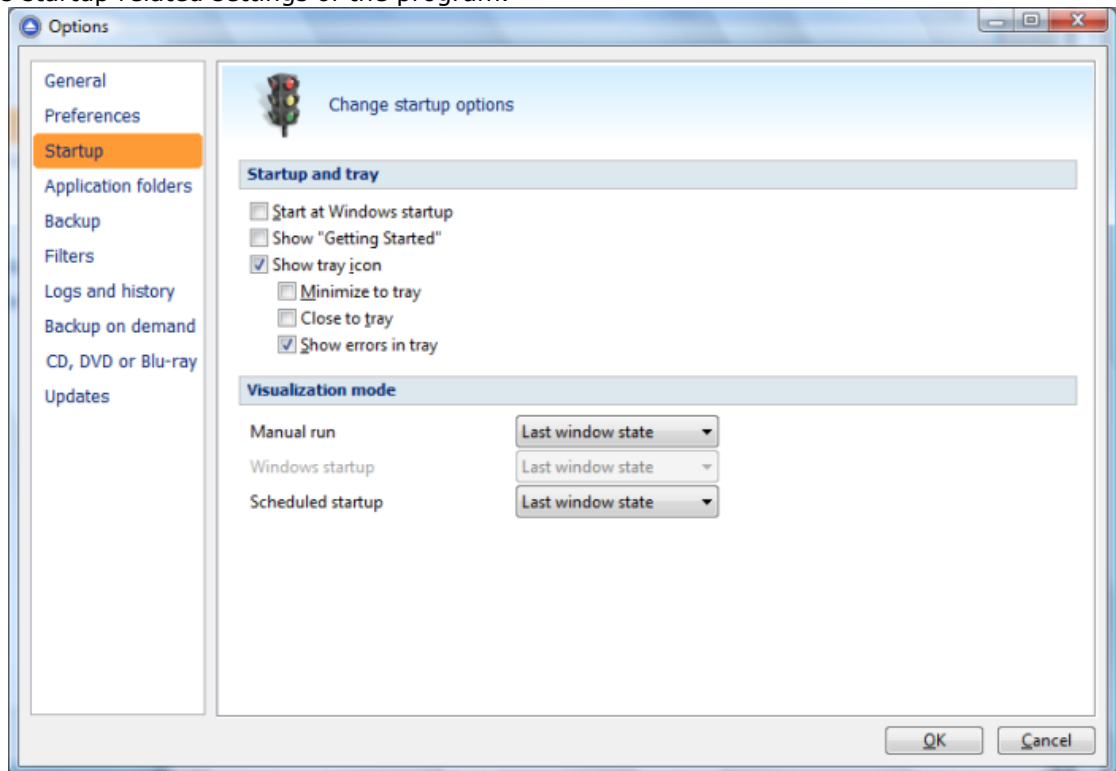
Use New Backup Wizard to create backup jobs

If checked, when pressing the **File->New Backup** button, the **New Backup Wizard** will be open.

If unchecked, the **Backup Properties** will be used to create the new job.

11.3 Startup

The **Startup** page of the **Options** window (accessible from the Tools, Options menu item) contains startup related settings of the program.



Startup and tray

Start at Windows startup

If checked the program is started when Windows starts using the window state set in the **Visualization mode** group. By default this option is not checked.

Show "Getting Started"

If checked, the "Getting Started" window is displayed when you start Backup4all.

Show tray icon

If checked the program icon is displayed in the Taskbar Notification Area.

Minimize to tray - Check this option if you want to show Backup4all in the taskbar tray when the application is minimized. If unchecked, the application is minimized normally to the Windows taskbar. By default this option is not checked

Close to tray - Check this option if you want to show Backup4all in the taskbar tray even when you close it from the **File->Exit** menu or the title bar close button. If unchecked, Backup4all will terminate when you exit the application. By default this option is not checked

Show errors in tray - The error icon appears when the application is minimized to tray and a backup had errors. The error icon will blink over the default Backup4all tray icon. Uncheck this option if you do not want to see the error icon in the tray. By default this option is checked.

Visualization mode

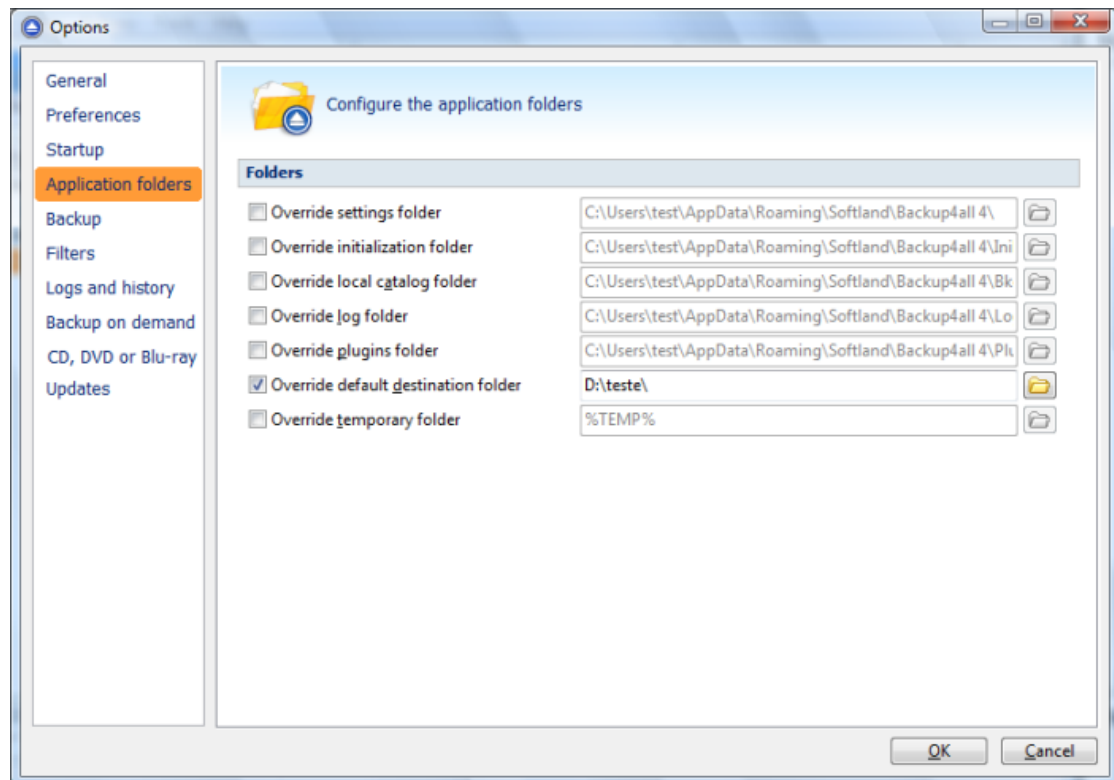
Manual Run - You can select the way Backup4all's main window will be displayed after a normal startup. The options are: Last window state, Normal and Maximized.

Windows Startup - You can select the way Backup4all's main window will be displayed after Windows starts. The options are: Last window state, Minimized, Normal, Maximized and Tray (if the Show tray icon option is checked). This setting is available only if Start at Windows startup is checked.


Scheduled Startup - You can select the way Backup4all's main window will be displayed when a scheduled backup starts it. The options are: Last window state, Minimized, Normal, Maximized and Tray (if the Show tray icon option is checked).

11.4 Application folders


The **Application folders** page of the **Options** window (accessible from the Tools, Options menu item) contains general settings of the program.




Override settings folder

This is the folder where the program's settings are kept. You can use the **Browse** button  to select an existing folder. By default this option is set to the "Application Data\Softland\Backup4all 4\" folder of your Window login account profile.


Override initialization folder

This is the folder where the initialization files are saved. You can use the **Browse** button  to select an existing folder. By default this option is set to the "Application Data\Softland\Backup4all 4\IniFiles" folder of your Window login account profile.


Override local catalog folder

This is the folder where the cached catalog files ("*.bkc") are saved. You can use the **Browse** button  to select an existing folder. By default this option is set to the "Application Data\Softland\Backup4all 4\BkcFiles" folder of your Window login account profile.

Override log folder


This is the folder where the log files are saved. You can use the **Browse** button to select an existing folder. You can change the folder, but the existing log files will not be copied to the new location (you can do this manually, if you wish). You can use the **Browse** button  to select an existing folder. By default this option is set to the "Application Data\Softland\Backup4all 4\Logs" folder of your Window login account profile.

Override plugins folder


This is the folder where the plugin files are saved. You can use the **Browse** button  to select an existing folder. By default this option is set to the "Application Data\Softland\Backup4all 4

\Plugins" folder of your Window login account profile.

Override default destination folder

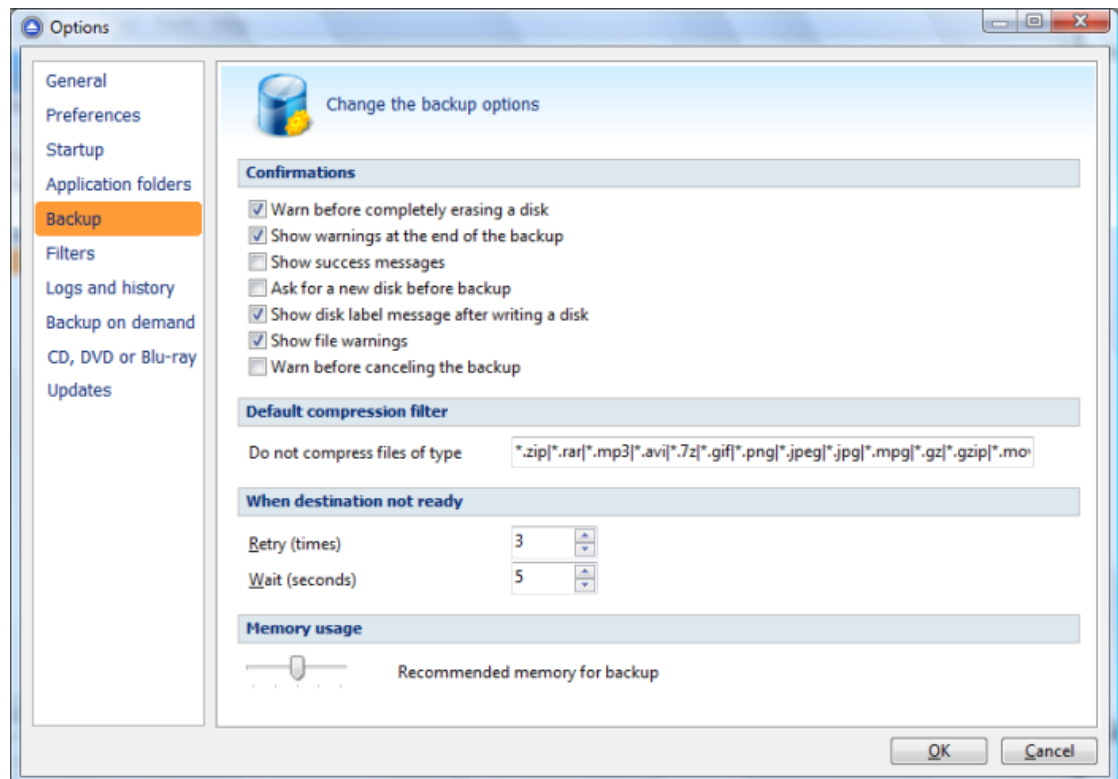
This is the folder used as destination for the newly created backup jobs. The existing backup job destinations will not be affected if you change this option (you have to manually change the destination for them). You can use the **Browse** button  to select an existing folder. By default this option is set to the "My Documents\MyBackup4all 4\" folder of your Window login account profile.

Override temporary folder

This folder is used by the compression engine to handle compressed files (.zip). Only a full path is allowed. The recommendation is to set the temporary directory on the hard disk partition with the most free space available. You can use the **Browse** button  to select an existing folder. By default the option is set to the operating system's temporary folder.

11.5 Backup

The **Backup** page of the **Options** window (accessible from the Tools, Options menu item) contains settings related to the backup operations.



Confirmations

Warn before completely erasing a disk - Check this option if you want to be warned each time Backup4all wants to completely erase a disk. By default this option is checked.

Show warnings dialog at the end of the backup - Check this option if you want to be notified if any warnings or errors appeared while performing the backup. You can always check for

warnings and errors in the log file. The warning or error icon is shown over the backup job no matter if this option is checked or not. By default this option is checked.

Show success messages - Check this option if you want Backup4all to pop-up a success message when the backup or restore operation was executed with no errors or warnings. By default this option is not checked.

Ask for a new disk before backup - Check this option if you want to be asked to enter a new disk before backup execution starts. This way you can have different backup executions on different disks. By default this option is not checked.

Show disk label message after writing a disk - This option applies only when you back up to removable media and the backups are spanned to multiple disks. If this option is set, you will be asked to mark the disk with a label after each disk is completely written. The system suggests you the disk labels and will refer to each disk using its label (while restoring). By default this option is checked.

Show file warnings - If checked file warnings like access denied, locked files etc. are displayed to the user during backup execution. These warnings are also written to the log file. Scheduled backups do not show these warnings even when this option is set. By default this option is checked.

Warn before canceling the backup - If checked a confirmation message will be displayed when a backup is canceled before being completely executed. By default this option is checked.

Default compression filter

This default filter is applied to new backup jobs by default, to increase the compression performance. It defines what types of files to be stored uncompressed in the zip file. These are files that are already compressed (e.g. zip, rar, mp3 or avi) and using the zip compression on them wouldn't result in a smaller sized backup. This can also be modified individually from each backup job's **Properties->Types->Advanced** window in the **Filters** box.

When destination not ready

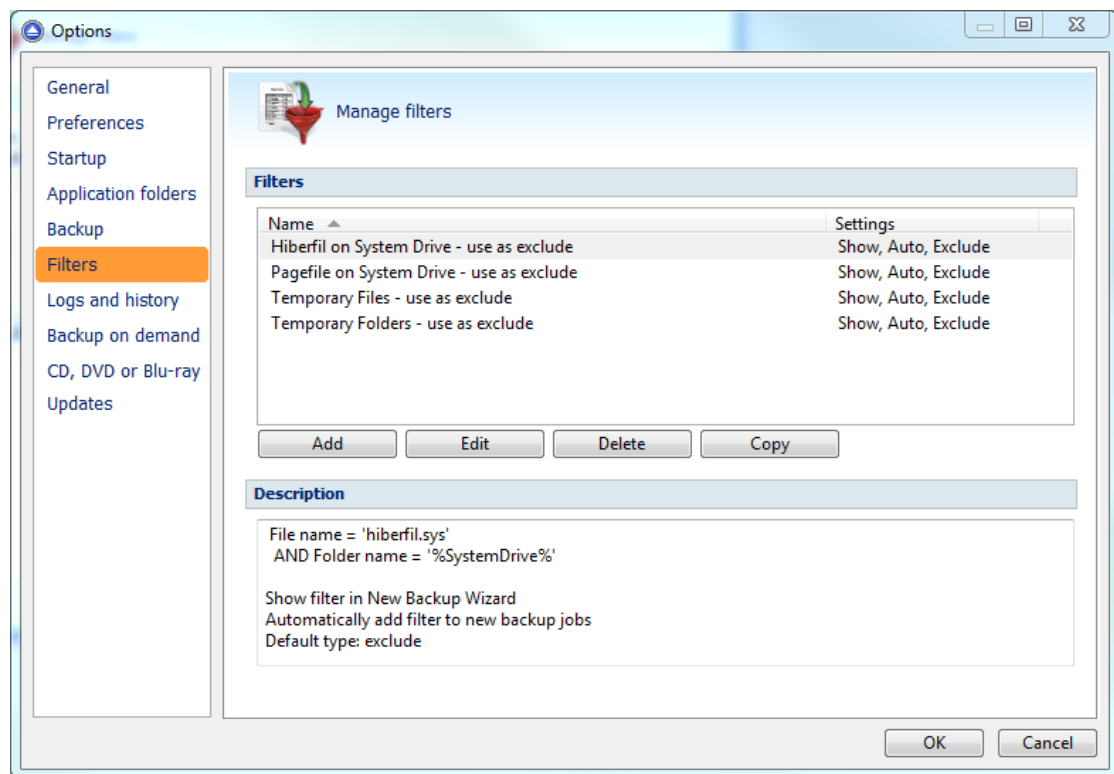
The options from this group affect scheduled backups. The first number (Retry option) indicates how many times the application tries to access the destination location if it is not available. By default this option is set to 3 attempts. The second number (Wait option) indicates how many seconds to wait between two consecutive attempts to access the destination location. By default this option is set to 5 seconds.

Memory usage

This option allows you to change the memory usage level. You can move the memory indicator to a lower or a higher level.

11.6 Filters

On the Filters page of the **Options** window (accessible from the Tools, Options menu item) you can define filters to be used in the application.



File attributes

☒ Enable

Custom

- ☐ Read-Only (FAT/NTFS)
- ☐ Archived (FAT/NTFS)
- ☐ Hidden (FAT/NTFS)
- ☐ System (FAT/NTFS)
- ☐ Compressed (only NTFS)
- ☐ Temporary (only NTFS)

File dates

☒ Enable

date modified >= today

Custom date End date

2/24/2009 0:00:00 2/24/2009 0:00:00

File size

☒ Enable

<= 50 MB

Settings

☒ Show filter in New Backup Wizard

☒ Automatically add filter to new backup jobs

Default type

☒ Include filter

☐ Exclude filter

General

Filter name

Type a name for the filter to be recognized when you want to use it later.

File name

Enabling this will allow defining filters based on file name pattern.

Press **Add** and select an existing file extension from the **Filter** combo (*.doc, *.pdf, *.zip etc.). If the extension does not exist in the combo, just type it in and press OK. You can use the **Edit** or **Delete** buttons to modify/remove the file name filters defined.

File name patterns can include:

- ***** - it matches one or more letters. For example **a*.doc** matches all files that start with **a** and have **.doc** extension
- **?** - it matches only one letter. For example **a*.do?** matches all files that start with **a** and have any extension composed of three letters, the first two being **do**

Folder name

Enabling this will allow defining filters based on folder name pattern.

Enter the directory name that you want to filter in the following format: ***\directory_name***. Backup4all will apply the filter to all the directories that are called **directory_name**. If you want to apply the filter to directories containing a specific word, you must enter it in the following format ****keyword****. Now Backup4all will apply the filter to all the directories that have the word **keyword** in their names. You can use the **Edit** or **Delete** buttons to modify/remove the folder name filters defined.

You can also use environment variables when creating filters: %temp%, %SystemRoot% etc.

File attributes

This section allows the user to specify file filters depending on the file attributes. To enable the filter options in this section you have to check the **Filter by attributes** option.

There is a list of quick sets to choose for predefined filter criteria:

- **None** - if this is selected all the file attributes check boxes are unchecked
- **Custom** - this is the default option and allows you to check whatever attributes you want
- **FAT attributes** - if this is selected, a set of **File Allocation Table attributes** will be used for file filtering
- **NTFS attributes** - if this is selected, a set of NTFS (New Technology File System) attributes will be used for filtering. Note that these attributes are available only on Windows 2000, Windows XP, Windows Server 2003, Windows Vista and Windows 7.

File attributes available for file filters:

- **Read-Only** - if checked files with **read-only** attribute will be selected
- **Archived** - if checked files with archived attribute will be selected
- **Hidden** - if checked files with hidden attribute will be selected
- **System** - if checked files with system attribute will be selected
- **Compressed (only NTFS)** - if checked files with compressed attribute will be selected
- **Temporary (only NTFS)** - if checked files with temporary attribute will be selected
- **Encrypted (only NTFS)** - if checked files with encrypted attribute will be selected
- **Not indexed (only NTFS)** - if checked files with "not indexed" attribute will be selected
- **Offline (only NTFS)** - if checked files with offline attribute will be selected
- **Reparse point (only NTFS)** - if checked files with **reparse point** attribute will be selected
- **Sparse file (only NTFS)** - if checked files with **sparse file** attribute will be selected

For example, if you want to include files with **read-only** and **archived** attributes set, you have to check both attributes checkboxes in a single restriction. If you want to include files with **read-only** or **archived** attributes set, you have to make two separate restrictions: one for **read-only** and another for **archived**.

File dates

This section allows the user to build restrictions based on file dates and times. To enable options in this section, check the **Filter by date** option.

Filters in this section can be applied by selecting one of the available date filters:

- **date accessed**
- **date and time accessed**
- **date modified**
- **date and time modified**
- **date created**
- **date and time created**

You can compare these dates and times with a **fixed date** or a relative date: **today**, **yesterday**, **one week ago** or **one month ago**.

Comparison operators available:

- **< >** date (and time) not equal to fixed or relative date
- **< =** date (and time) less than or equal to fixed or relative date
- **> =** date (and time) greater than or equal to fixed or relative date
- **<** date (and time) less than fixed or relative date
- **>** date (and time) greater than fixed or relative date
- **in interval** - date (and time) in a particular time interval between the **Start date** and **End date**

File size

This section provides the possibility to build restrictions based on the file size. To enable the options in this section, check the **Filter by size** option. You can enter a file size in the **Size** field and select a measurement **Unit**. The filter will compare the file size on disk with the size you enter using the comparison filters you selected:

- **< >** file size on disk not equal to the value in the **Size** field
- **< =** file size on disk less than or equal to the value in the **Size** field
- **> =** file size on disk greater than or equal to the value in the **Size** field
- **<** file size on disk less than the value in the **Size** field
- **>** file size on disk greater than the value in the **Size** field

Settings

Show filter in the New Backup Wizard

If checked, the current filter can be selected from the **Filters** list in **New Backup Wizard**.

Automatically add filter to new backup jobs

If checked, the current filter will be automatically added to backup jobs you create. You can specify the default type as: include filter or exclude filter.

Using this option you can automatically exclude specific file types from your backups.

Example

Suppose you want to backup (or restore) all **.pdf** files accessed in the last month and all **.doc** files modified in the last week, but you don't want to backup (or restore) system or hidden files.

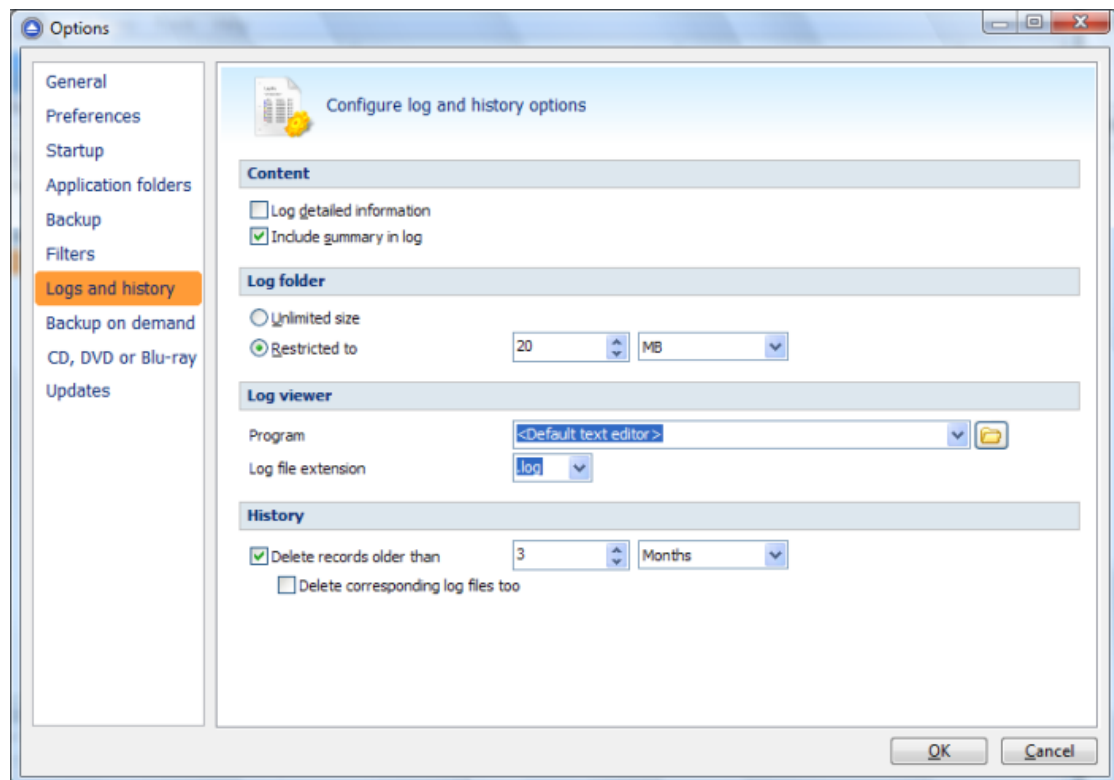
Here are the steps to define this filter starting from the default filter:

- 1) Add a new restriction in the include filter: enable **File name**, add ***.pdf** file pattern and set date accessed to be **greater than or equal to fixed date one month ago**; click **OK**

- 2) Add a new restriction: add ***.doc** file pattern and set date and time modified to be **greater than or equal to fixed date one week ago**; click **OK**
- 3) Add a new restriction: enable **File attributes** and the **System** checkbox, then click **OK**
- 4) Add a new restriction: enable **File attributes** and the **Hidden** checkbox, then click **OK**
- 5) For the last two restrictions, check the **Use as exclude filter** boxes.

11.7 Logs and history

On the **Logs and history** page of the **Options** window (accessible from the Tools, Options menu item) you can change log and history options.



Content

Log detailed information

If checked the program will log detailed information about all files handled by the backup, restore or test process. By default this option is not checked.

Include summary in log

If checked the logs will contain all the text available in the main window's **Summary** view. By default this option is not checked.

Log folder

In this group you can set the size limits for the folder where the logs are stored. The path to the logs is set on the **File Locations** page of the **Options** window.

Unlimited size

If checked the log folder size is not limited, and its size will increase as needed. After a long period the program will generate a large number of log files, so you might want to clean up the log folder manually. By default this option is not checked.

Restricted to

If checked the log folder size is limited to the value set in the Size field below. If the log file of the running backup job is larger than the limit, it will still be stored in the log folder. When the same operation will run again, the previous log file will be deleted. By default this option is checked.

The log folder size will be less or equal then the selected value. By default this option is set to 20 MB.

You can set the desired unit from the drop down list. Possible choices are: **Bytes**, **KB** (kilobytes), **MB** (megabytes) or **GB** (gigabytes). By default this option is set to MB.

Log Viewer**Program**

User can choose which program to be used when opening the log files with Backup4all. The available options are: <Default text editor>, <Notepad> or <Wordpad>. User can also browse the computer to choose another program.

Log file extension

User can change the extension of log files. The available options are: **log** and **txt**.

History**Delete records older than**

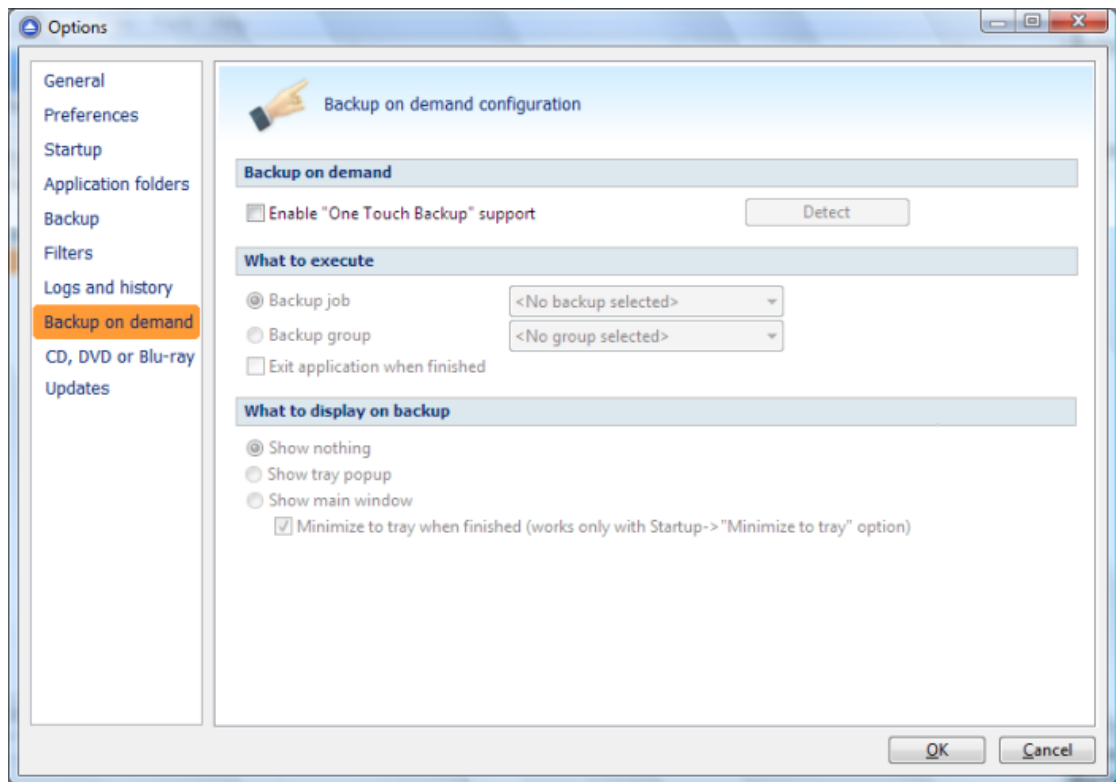
If checked the history records older than the selected period will be deleted. The available time units are: Days, Weeks, Months and Years. By default, this period is set to 3 Months.

Delete corresponding log files too

This option can be used only if the **Delete records older than** option is checked. This option is equivalent with: delete log files older than the period selected above.

11.8 Backup on demand

The **Backup on demand** page of the **Options** window (accessible from the Tools, Options menu item) contains settings for the one touch button of some USB/FireWire devices.



Some USB enclosures have a button to start the execution of an associated program. If you have such a device, you can configure Backup4all to execute a backup job or a backup group when this button is pressed. If your One Touch button device is not detected by Backup4all (Backup4all is not natively compatible with the device), you could use the command line parameters to create a command that can be associated to the **One Touch** button of your device.

Backup on demand

Enable One Touch Backup support

Use this option to enable the **Plug-and-Backup** functionality. If the option is set, you can choose which **Backup job** or **Backup group** will be executed when the portable drive is plugged in. Sometimes (when the backup job or the backup group is deleted or renamed) the target backup cannot be executed. In this case a dialog will be shown asking you to either create a new backup, select another backup or disable the **Plug-and-Backup** functionality.

Detect

Please connect your USB enclosure and make sure it is turned on and ready. Press the **Detect** button to check the compatibility with the **One Touch Backup** feature. If there is at least one compatible device, a message will be shown listing all the disk partitions (drives) on the devices. You will be informed if there are no compatible devices. In this case the Enable One Touch Backup support option will have no effect even if it is set.

What to execute

Backup job

Use this option to select a backup job.

Backup group

Use this option to select a backup group.

What to display

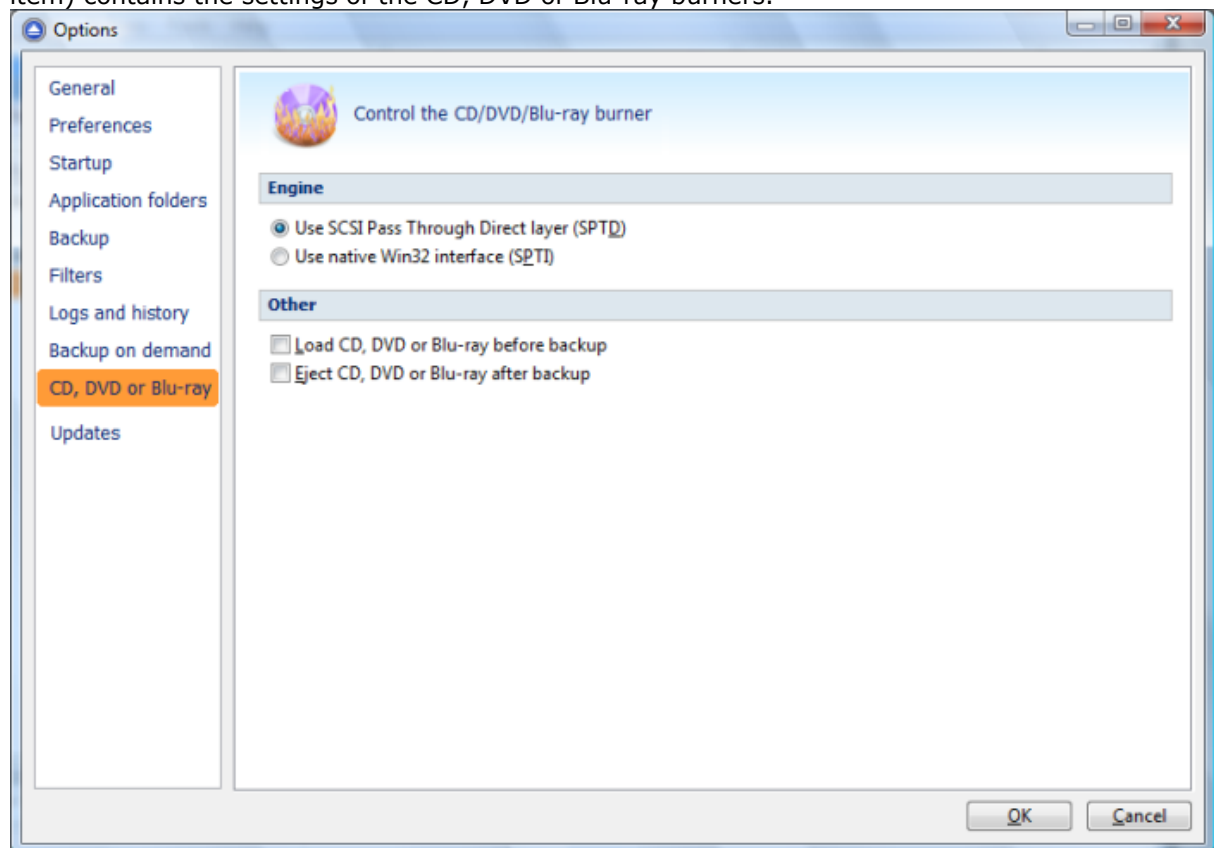
On Backup

You can control the behavior of the application when the One Touch button of your USB device is pressed. The application can: **show nothing**, **show a tray popup** or **show the main window**. By default this option is set to show nothing. If the show the main window option is selected, the **Hide when finished** option becomes available too (checked by default).

Minimize to tray when finished option will minimize the application to tray after the backup finishes. This option works only if the application was started by OTB. If the application was already open, the option does not work.

11.9 CD, DVD or Blu-ray

The **CD, DVD or Blu-ray** page of the **Options** window (accessible from the Tools, Options menu item) contains the settings of the CD, DVD or Blu-ray burners.



Engine

Use SCSI Pass Through Direct Layer (SPTD)

Selected by default. Backup4all uses this internal burning engine to write CD, DVD, HD-DVD or Blu-ray discs. SPTD is a new method of access to storage devices and has the ability to provide direct control of devices without risk of compromising it by some malicious 3rd party filter drivers or other "rootkit" applications.

SPTD is currently supported only on Microsoft OS Windows 2000 and above. SPTD (similar to other access layers) is not removed from your system after Backup4all uninstall, in order not to disrupt other applications that may use it.

Use native Win32 Interface (SPTI)

If you have problems backing up using the SPTD method, we recommend you to use this option.

Other**Load CD, DVD or Blu-ray before backup**

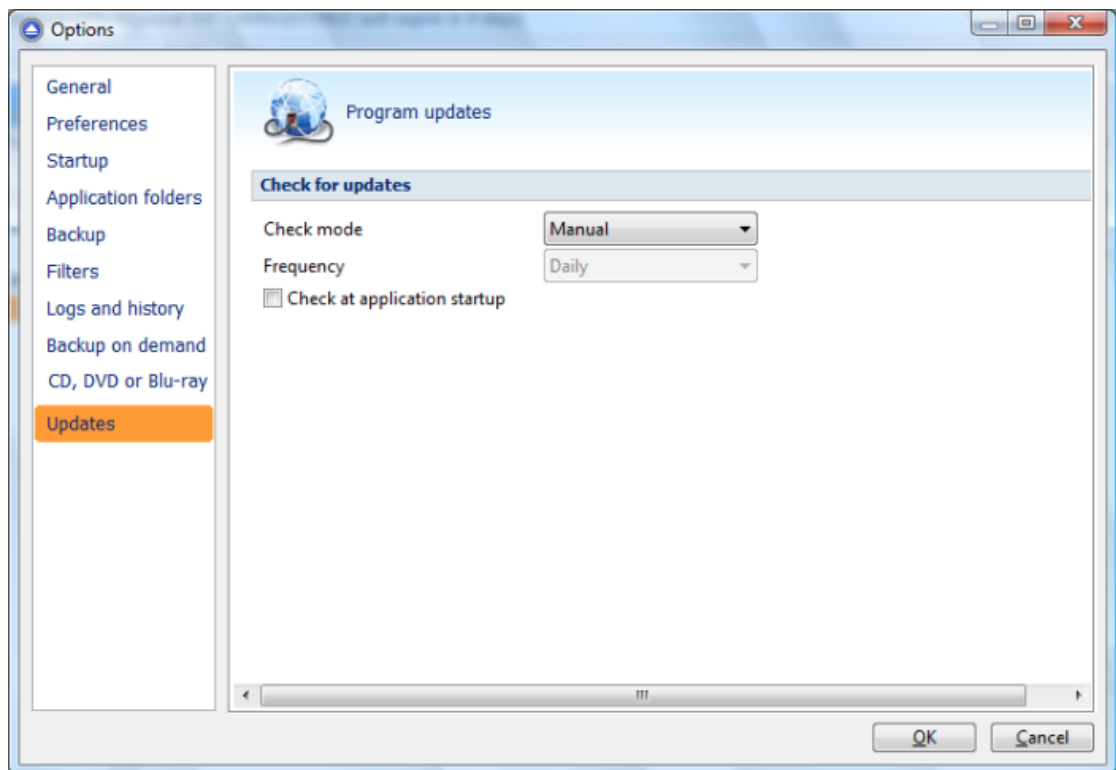
If checked, the CD, DVD or Blu-ray media is loaded before the execution of a backup. This option is useful when the CD, DVD or Blu-ray disc was previously ejected by another process.

Eject CD, DVD or Blu-ray after backup

If checked, the CD, DVD or Blu-ray media is ejected, but not reloaded after burning process is finished. By default this option is not checked.

11.10 Updates

On the **Updates** page of the **Options** window (accessible from the Tools, Options menu item) you can configure Backup4all when to check for updates.

**Check for updates****Check mode**

User can choose one of these modes:

- **Manual** - user will manually check for new updates. This option is selected by default.
- **Reminder** - the program will remind you with the selected frequency to check for new updates

- **Automatically** - the program will automatically check for new updates with the selected frequency.

Frequency

User can set the frequency for Backup4all to remind or to automatically check for new updates.

Check at application startup

If checked, the program will check for new updates at application startup.

Help

Part



XII

12 Help

12.1 Support Request

Before asking for support, please make sure you have installed the latest version of Backup4all. Also visit our online **Knowledgebase**, as it contains valuable information and your questions might already be answered there.

If you can't find an answer to your questions in our Knowledgebase, please go to Backup4all's Help tab and click on Support Request. This will open an email and it will include at the bottom some basic information we would need (application build number, operating system and registration details).

Please include in your support request the following details:

- Exactly what did you do?
- Can you reproduce the problem again?
- If possible send us a screenshot of the error message.

We might ask you for additional information, if we cannot reproduce the problem.

12.2 Purchasing and Registration

How to Know What Edition to Buy?

Backup4all has a trial period of 30 days. During these 30 days you have access to all application features. After this period, you have to decide which edition you want to use: Professional edition (fully featured application), Standard or Lite edition (not all features are available).

Please read the What edition to choose? section for a summary of differences between Lite, Standard and Professional edition. The Feature Matrix section presents in detail the differences between Lite, Standard and Professional edition.

Register

Enter the registration information below. You can copy-paste the information if you wish.

Registration name

Registration key

[Register](#)

[Click here for more information](#)

Buy Now!

Press the "Buy Now" button to purchase online.

[Buy Now!](#)

[Click here for more information](#)

Support

If you have questions or you experience problems while registering (like for example if the key you received doesn't work) please press the "Sales support" button. We will be happy to assist you with the registration process.

If you want to report a bug, suggest a new feature or have general software usage questions please press the "General support" button.

[General Support](#)

[Sales Support](#)

[Click here for contact information](#)

Register

The Register Backup4all window appears when clicking on **Register** menu item from the **Help** menu of Backup4all. This window also appears when the application starts if the trial period has expired (the registration window might be different in the OEM editions).

On the **Register Backup4all** window (Help->Register), please copy and paste the exact values as you received them by email in the **Registration name** and **Registration key** fields. Press the **Register** button below when you are ready.

If the registration information is valid, you will get a confirmation message saying Backup4all has been successfully registered. After the confirmation message, you can see the registration details at the bottom of the about box of Backup4all (Help->About Backup4all).

If you lost your registration key, please send us an email to **Sales Support**. You should specify your purchase information (purchase number and approximate date), the name (or company name) and email address you used to buy your copy of Backup4all. We will send to you the registration key again.

If you have questions or you experience problems related to the registration process, you can use the **General Support** button (from **Help->Register**) under **Support** section to contact us. We will be happy to assist you with the registration.

Buy now

In the **Buy Now!** section you'll see information on how to order Backup4all and pressing the **Buy**

now! button opens the online web-page where you can purchase Backup4all.

After completing the purchase, a registration key will be delivered to you by email. This key is required to register the program. It is recommended that you make a backup copy of this email (e.g. print out a hard copy).

Backup4all is available as Shareware - another way of saying **Try before you buy**. It is fully functional for a period of 30 days. After 30 days, the program will start only if you enter a valid registration key (OEM version users might be asked to enter their registration keys sooner). You can buy Backup4all online if you fill out the online purchase form.

There are two ways to start the order process:

- go to the **Help** menu of Backup4all and click on **How to Order**
- go to the **Help** menu, click **Register** and press the **Buy now!** button from the **Buy Now** section

An online **Buy Now** page will be opened in your browser. After you select the desired edition, press the **Buy Now** buttons (from the online ordering page) and the online ordering form will be displayed.

Support

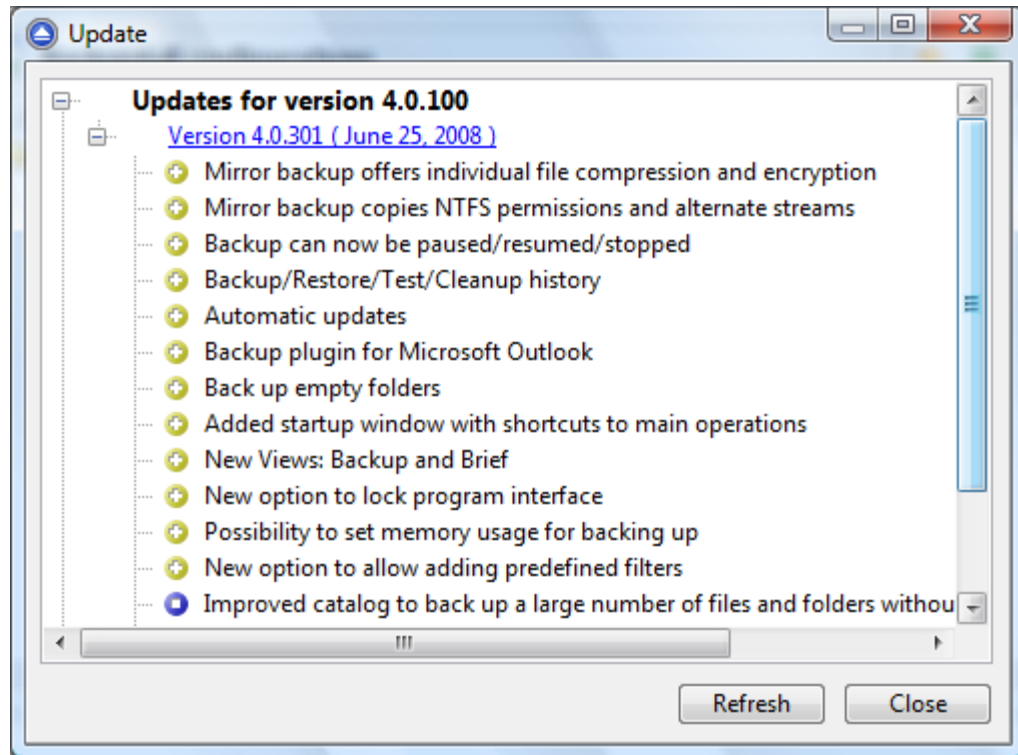
If you want to report bugs, feature requests or want to ask general software usage questions, you can contact our support department.

Pressing the **General Support** button, starts a new email message that will be sent to the support team.

If you experience any problems during the registration process, you can contact our sales department.

Pressing the **Sales Support** button, starts a new email message that will be sent to the sales team.

12.3 Check for Updates



You can manually check for updates from **Help -> Check for Updates**.

In the **Upgrade** window, you can see if there are any updates available and what is new in the update.

12.4 About

The About page of Backup4all contains information about the version and edition you have installed, as well as the information about the registration status. If Backup4all is registered, you can see the Registration Name and Registration Key, otherwise it will show as UNREGISTERED and mention the number of days left until the trial version expires.

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