Backup4all

Take full control of your backup

Backup4all User Manual

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for Backup4all version 3.9

by Softland

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Introduction

Part I

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 or network drive, backup to FTP (with support for SSL encryption, proxy server, passive mode), backup to CD/DVD, or other removable media (such as USB drives).
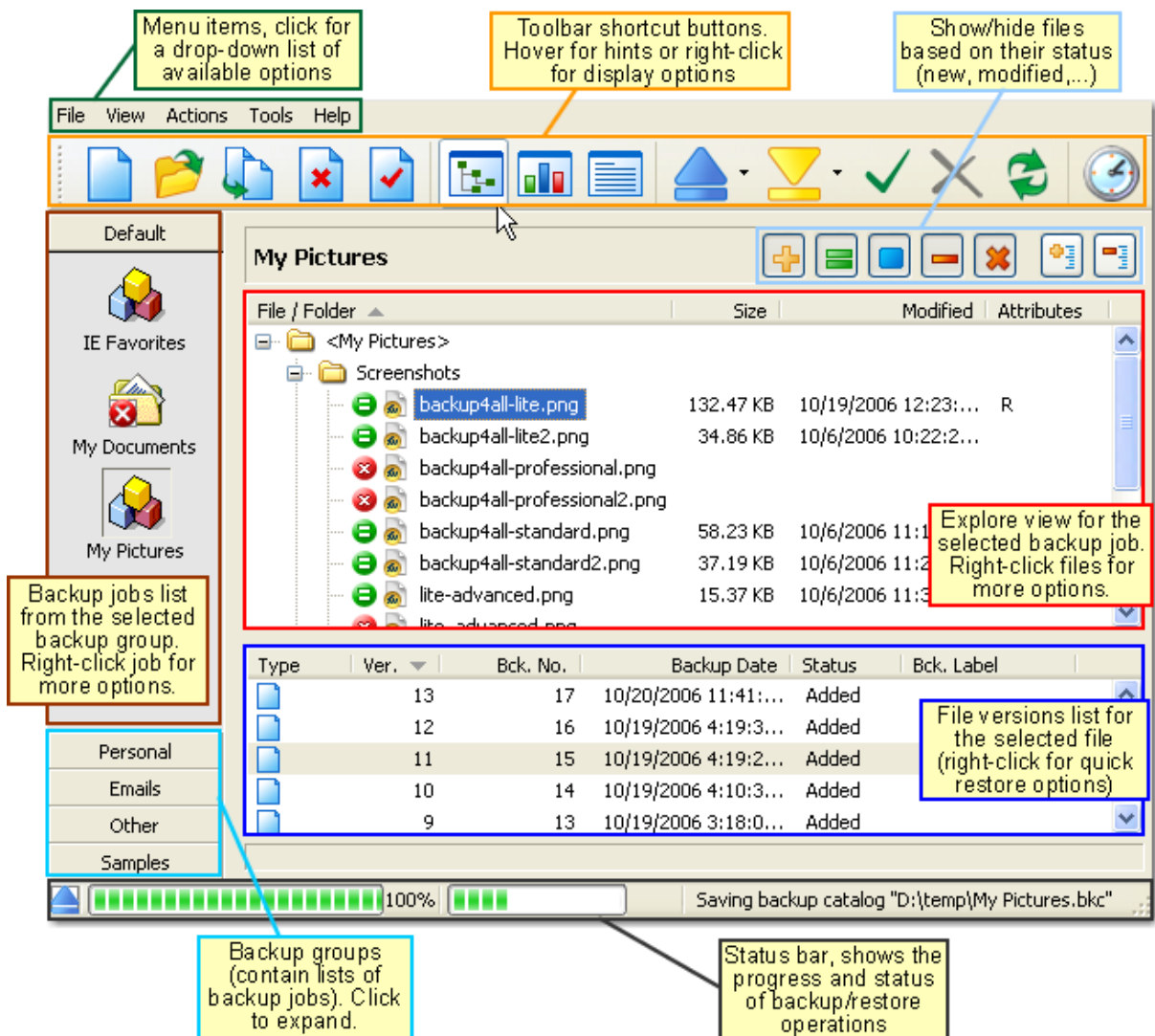
Backup4all can backup open/locked files and it can perform full, differential, incremental and mirror backups. When defining a backup you can also set file filters and schedule the backup for automatic execution. Once a backup is performed, you can see what files have been changed since the last backup 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 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 also allows you to encrypt your backup using AES encryption (128/192/256-bit).

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). You can also enable email notifications to receive an email in case of success/error/warning.

Backup4all works with any drive letter, including mapped network drives and UNC paths. It comes with its own built-in CD/DVD burning support. However, if you prefer, you can use the UDF format.

Backup4all runs on Windows 98/Me/NT/2000/2003/XP/Vista 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
- Multiple backup job configurations
- Intuitive interface
- Disk spanning
- Backup open files (XP/2003/Vista, NTFS)
- Predefined backups (My Documents, My Pictures, Outlook Express, Backup4all Configurations)
- Backup statistics
- Backup summary
- Mirror backup type

Backup4all Standard edition has all the features of **Backup4all Lite** plus:
- Full backup type
- Differential backup type
- Built-in CD and DVD burning support
- Schedule unattended backups
- One Touch Backup

- Sound notification
- Run action before/after backup
- Create shortcut for backup job/group
- Zip password

Backup4all Professional edition has all the features of **Backup4all Standard**, plus:
- Incremental backup type
- Email notifications
- Backup to FTP
- Test FTP backups using XCRC (is supported by server)
- AES encryption (128-bit, 192-bit and 256-bit)
- Run backup at system shutdown
- Delete sources after successful backup
- 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 98/Me/NT 4.0/2000/XP/Server 2003 or Windows Vista and at least 20 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 or Windows Vista and if the files are on NTFS partitions. Backup4all works on Windows 98/Me/NT 4.0/2000 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**. There is no need to reboot at the end of the setup, you can run the program right after it is installed on your machine.

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 2.x (or previous) installed, you can install version 3.x without uninstalling the other one. Backup4all 3 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->Language**.

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) **Destination location** - gives you the option to select a folder where Backup4all will be installed. By default it creates an entry in the **Program Files** directory.
5) **Start menu folder** - lets you select where to place shortcuts in the Start Menu folder
6) **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.
7) **Select additional tasks**
   i) **Create a desktop icon** - checked by default, places a shortcut on desktop
   ii) **Associate Backup4all 3 with the ".bkc" extension** - checked by default, will associate the .bkc files with Backup4all (".bkc" are catalogs created by Backup4all after each backup)
   iii) **Start on Windows startup** - if checked Backup4all will load each time Windows starts
   iv) **Create a Quick Launch icon** - checked by default, places an icon in the Quick Launch toolbar
   v) **Start 'One Touch Backup' Agent**
   vi) **Allow restricted users to use the CD\DVD writer devices** - if checked it will give access to users with restricted rights to select CD/DVD as destination
   vii) **Start the Volume Shadow Service** - checked by default, the VSS is needed by Backup4all to perform open files backup (usually this service is started by Windows, so if this option is checked Backup4all will verify if is started and if not it will start it)
7) **Select default backup folder** - select a folder where backups will be stored by default
8) **Blank Scheduler Password** - if checked it will allow blank passwords when scheduling
9) **Select languages for the interface** - you can check to multiple languages for Backup4all's interface
10) **Select default interface language** - if multiple languages were selected, you need to select a default one
11) A summary is displayed and in the last window 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 3** 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

  b4asetup.exe [switches]

Switches can be any combination of the following parameters:

/SILENT - Instructs Setup to be silent. When Setup is silent 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 silent, it will display a "Reboot now?" message box.

/VERYSILENT - Instructs Setup to be very silent. When a setup is very silent the installation progress window is not displayed and if a restart is necessary it will reboot without asking. However the error messages during installation are displayed.

/SUPPRESSMSGBOXES - Instructs Setup to suppress message boxes. Only has an effect when combined with **/SILENT** and **/VERYSILENT**.

/NOCANCEL - Prevents the user from cancelling during the installation process, by disabling the Cancel button and ignoring clicks on the close button. Useful along with **/SILENT** or /**VERYSILENT**.

/DIR="x:\dirname" - Overrides the default directory name displayed on the Select Destination Location wizard page. A fully qualified pathname must be specified.

/GROUP="folder name" - Overrides the default folder name displayed on the Select Start Menu Folder wizard page.

/LANG="language" - Specifies the language to use for the installation. When a valid **/LANG** parameter is used, the **Select Language** dialog will be suppressed.

/CURRENTUSER=[YES|NO] - Specifies if the settings for Backup4all will be used for the current user only (YES) or for all users (NO)

/SETTINGSFOLDER="DEFAULT|<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\Backup4all 3\" (same as if <PATH> would be empty). Otherwise if a full path is entered that will be where the settings folder will be kept.

/TASKS = "comma separated list of task names" - Specifies a list of tasks that should be initially selected or deselected. To deselect a task, prefix its name with a "!" character. Only the specified tasks (and their children) will be selected; the rest will be deselected. Use the / MERGETASKS parameter instead if you want to keep the default set of tasks and only select/ deselect some of them.
Task names:
- desktopicon - Create a desktop icon
- associate - Associate Backup4all with the .bkc file extension
- autostart - Start on Windows startup
- quicklaunchicon - Create a Quick Launch icon
- startotbagent - Start 'One Touch Backup' Agent
- addburnright - Allow restricted users to use the CD\DVD writer devices
- startVSS - Start the Volume Shadow Service (Needed for open file backup)

/MERGETASKS="comma separated list of task names" - Like the /TASKS parameter, except the specified tasks will be merged with the set of tasks that would have otherwise been selected by default.

/DefaultBackupDest="x:\dirname" - Overrides the default directory name displayed on the Default Backup Folder wizard page. A fully qualified pathname must be specified.

/Languages="language1-language2-..." - Specifies the languages that will be installed. Language codes available in the current version: ITA, CHS, CHT, CSY, DAN, DEU, ELL, ESP, FRA, ITA, JPN, NL, NO, PLK, PTB, ROM, RUS, SV, TRK.

/DefaultLang="language" - Specifies the default language. Language codes available in the current version: ITA, CHS, CHT, CSY, DAN, DEU, ELL, ESP, FRA, ITA, JPN, NL, NO, PLK, PTB, ROM, RUS, SV, TRK

/RegisterName="registration name" - Backup4all registration name

/RegisterKey="license key" - Backup4all Registration key

/NoInstallIfExists - Instructs setup to check if the "Backup4all" is already installed, and if it is, does not start the installation

Uninstalling Backup4all with command line parameters
The uninstaller has also some parameters for silent uninstall.

Syntax
   unins000.exe [switches]

Switches can be any combination of the following parameters:
/SILENT - 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.

/VERYSILENT - 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.

/SUPPRESSMSGBOXES - Instructs uninstaller to suppress message boxes. Only has an effect when combined with /SILENT and /VERYSILENT.

1.5   Notice to Backup4all 2 Users

Backup4all 3 brings new features and enhancements improving its overall functionality:
- **Backup to FTP**. You can now backup your files to remote locations using the FTP service (with SSL support, active/passive transfer modes, firewall support).
- **Email notifications**. You can configure Backup4all to send custom emails after a finished backup with success, error, warning notifications. Additional options allow you to attach the backup log file and send the email to several addresses.
- **AES encryption**. Backup4all supports 128-bit, 192-bit and 256-bit AES encryption. These numbers reflect the encryption key size used to encrypt the data, thus a higher key size provides stronger encryption.
- **Backup locked or open files**. Backup4all uses the Volume Shadow Copy service that allows you to back up local open files from NTFS partitions in Windows XP/2003/Vista. Now you can backup your emails and settings without closing Microsoft Outlook, Outlook Express or other email clients.
- **Predefined backups enhanced**. You can now easily define a backup job for Outlook Express emails and settings from the predefined backups list.
- **Delete sources after successful backup**. Backup4all can delete the source files after a backup successfully completed. The source files will not be deleted if there were errors or warnings.
- **Delete empty directories**. After a finished backup, Backup4all can delete empty directories.
- **Store local catalogs**. The backup catalog is now stored both locally and remotely for backups executed to removable drives or remote destinations.
- **New scheduler (runs as a service)**. The scheduler now uses Windows Task Scheduler thus giving more flexibility to automating the backup task.
- **CD/DVD burning enhanced**. Backup4all now has two built-in CD/DVD burning

engines included, in order to give the option to choose which solution fits better.

- **Independent spanned backups**. If you have a large backup that spans over several removable media (CD/DVD, floppy) each spanned backup can be independently restored. Thus, if one of the spanned backups is corrupted you can still restore the other files. Also, after each CD/DVD written the backup test is performed (if the test backup option is enabled).
- **Improved design**. We've modified some of the design elements for Backup4all (menu, buttons, icons). Now the user has the ability to: toggle toolbar buttons hints and captions, change visualization modes for Normal/Windows/Scheduler startup, change background color.
- **Custom file locations**. You can change now the location for the temporary, initialization (.ini), log and catalog file folder (.bkc).

You can install Backup4all 3 without uninstalling Backup4all 2.x. After the installation, Backup4all 3 will give you the possibility to import the backup jobs/groups that you have defined in Backup4all 2.x without additional re-configuration. For more details on how to import backup jobs/groups go see the Import help section.

1.6   Features Summary

Intuitive interface
With the help of the file tree, you can see all files included in the backup and the new files that will be stored at next backup execution. You can sort and search this file tree. You can start the application at Windows startup or minimize it to the system tray.

Flexibility
Backup4all is very flexible, allowing you to run almost any backup operation you might require.

Manage multiple backup jobs
You can define multiple backups and save them for future use. On the main form, you have an overview of all defined backups organized in groups. You can create shortcuts to any backup job and execute it with a double click from your desktop or other location. Backup4all comes with several predefined backup jobs: My Documents, My Pictures, Outlook Express and Backup4all Configurations.

Email notifications
You can configure Backup4all to send custom emails after a finished backup with success, error, warning notifications. Additional options allow you to attach the backup log file and send the email to several addresses.

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, on USB drives or other removable media.

You can also backup your files to remote locations using the FTP service (with SSL support, active/passive transfer modes, firewall support).

Backup directly to CD and DVD

Backup4all comes with its own built-in CD/DVD burning support. Just set the destination to the CD or DVD burner and execute the backup job. If you prefer, you can still use UDF format to burn your CDs and DVDs.

Backup4all also has the possibility to erase CD-RW/DVD-RW media.

AES encryption

Backup4all supports 128-bit, 192-bit and 256-bit AES encryption. These numbers reflect the encryption key size used to encrypt the data, thus a higher key size provides stronger encryption.

Backup locked or open files

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

Create backup shortcut

You can create a "shortcut" of a backup job or backup group to a desired location. Whenever you will double click that shortcut, the associated backup will start running.

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.

Summary

Textual description of all configurations made to a backup job.

New backup wizard

Provides step-by-step instructions to create a new backup job.

Easy file and folder selection

You can browse a folder tree to select individual files and folders as source of the backup or you can include or exclude them individually.

Backup types

Backup4all performs four backup types: full backup, differential backup, incremental backup and mirror backup.

Backup4all can also delete the source files (after a backup successfully completed) and empty directories.

File filters

Powerful filtering engine with lots of options (filter by attribute, size, date, name and type).

You can build filters using a combination of restrictions and you can define separate filters for inclusion and exclusion.

Built-in scheduler
You can easily set up a powerful scheduler using the available scheduler configurations to make unattended backups.

Extra actions
Perform extra actions before and/or after the backup execution.

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 the application main menu.
When backing up to removable media, after each media item written the backup test is performed (for spanned backups).
When backing up to FTP, the XCRC command can be used (if supported by server). This speeds up the testing as Backup4all will verify the backup based on the CRC information received from server.

Standard zip compression
Backup4all creates standard zip files. This means that your data is not at the mercy of the utility itself; you can access it with any zip compatible utility.

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.

Snapshots
The mirror backup type makes an exact copy of selected files and folders.

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 or DVD and not have them trimmed when the CD or DVD is full.

Multi-thread
Backup4all allows you to start more backups at the same time, to execute a whole group of backups at once, showing the progress of each backup.

Logs

The operations performed by Backup4all are logged. You can change the location of the log file if you want to store it in a different place.

Command line

There is a command line version of Backup4all available. You can use the "Backup4all Scheduler" to schedule backups.

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 files that are needed.

Restore

You can quickly restore any file version, the latest version of the files or a whole folder from the backup job.

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

Compatibility

Restore can also be performed via any standard zip software, giving you more flexibility, if you need to restore on a different computer (if the backup was created using independent splits, see this section on how to restore correctly using 3rd party zip utilities).

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.

Play custom sounds

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

File warnings

File warnings like access denied, locked files, etc. 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. Default is checked.

Backup catalog

Backup4all stores a summary snapshot of the file information into a backup catalog file (.bkc) each time a backup job is run. For every file backed up, the snapshot contains the file name, size and attributes as well as the date and time of creation, modification and access. The backup catalog is stored both locally and remotely (for backups to removable media or remote locations).

1.7   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 for U3** is a portable version of Backup4all that <u>works only on U3 smart USB devices</u>.

Interface

	Lite	**Standard**	**Professional**	**U3 Edition**
Start application at Windows startup	Yes	Yes	Yes	
Minimize/close application to system tray	Yes	Yes	Yes	Yes
Browsable file and folder tree of the backup sources	Yes	Yes	Yes	Yes
Add sources with drag-drop	Yes	Yes	Yes	Yes
Browsable file and folder tree of the backup contents	Yes	Yes	Yes	Yes
File finder in Explore view (by name)	Yes	Yes	Yes	Yes
Sort files in Explore view (by name, size or date)	Yes	Yes	Yes	Yes
Multiple selection in Explore view	Yes	Yes	Yes	Yes
Backup statistics	Yes	Yes	Yes	Yes
Available space in destination on Statistics view	Yes	Yes	Yes	Yes
Backup summary	Yes	Yes	Yes	Yes
Manage multiple backup configurations	Yes	Yes	Yes	Yes
Group backup configurations	Yes	Yes	Yes	Yes
Create shortcut to predefined backup jobs		Yes	Yes	
Predefined backups (My Documents, My Pictures, Outlook Express, Backup4all Configurations)	Yes	Yes	Yes	Yes
Resizable windows. Store position and size	Yes	Yes	Yes	Yes
Resizable columns. Store position, size and visibility	Yes	Yes	Yes	Yes
Toggle toolbar buttons hints and captions	New	New	New	New
Visualization modes for application startup	New	New	New	New
Change background color option	New	New	New	New
"Show errors in tray" option	New	New	New	New

Backup

	Lite	Standard	Professional	U3 Edition
Backup open files (locked or in use)	New	New	New	New
Backup wizard	Yes	Yes	Yes	Yes
Browsable file and folder selection	Yes	Yes	Yes	Yes
Select individual files and folders to be backed up	Yes	Yes	Yes	Yes
Inclusion and exclusion filters for files	Yes	Yes	Yes	Yes
Override filters	Yes	Yes	Yes	Yes
AES encryption (128-bit, 192-bit and 256-bit)			New	New
Email notifications on success, errors, warnings			New	New
Built-in scheduler		Yes	Yes	
Run program/action before and/or after backup		Yes	Yes	Yes
Run program/action only once		Yes	Yes	Yes
Run at system shutdown			New	
Clear backup action with parameters		Yes	Yes	Yes
Use local catalogs	New	New	New	New
Play sound on success, warning, error		Yes	Yes	Yes
Assign volume labels for removable media	Yes	Yes	Yes	Yes
Assign label for each backup version	Yes	Yes	Yes	Yes
Set backup thread priority	Yes	Yes	Yes	Yes
One Touch Backup feature		Yes	Yes	Yes
Independent spanned backups	New	New	New	New
Delete empty directories after backup			New	New
Create backup log	Yes	Yes	Yes	Yes
Create backup catalog file	Yes	Yes	Yes	Yes

Backup types

	Lite	Standard	Professional	U3 Edition
Mirror backup	Yes	Yes	Yes	Yes
Full backup		Yes	Yes	Yes
Store multiple versions for full backup type		Yes	Yes	Yes
Differential backup		Yes	Yes	Yes
Store multiple versions for differential backup		Yes	Yes	Yes
Incremental backup			Yes	Yes
Store multiple versions for incremental backup			Yes	Yes
Limit number of backup versions		Yes	Yes	Yes

Backup format

	Lite	Standard	Professional	U3 Edition
Compress backup files (zip format)		Yes	Yes	Yes
Support for zip64 technology		Yes	Yes	Yes
Choose zip compression level		Yes	Yes	Yes
Password protected zip files		Yes	Yes	Yes
Customize zip name prefix		Yes	Yes	Yes
Split zip files		Yes	Yes	Yes
One to one copy (mirror backup)	Yes	Yes	Yes	Yes
Custom file locations (for temporary, initialization, log, catalog file folder)	New	New	New	

Backup media

	Lite	Standard	Professional	U3 Edition
Backup from/to local hard drives	Yes	Yes	Yes	Yes
Backup from/to network drives		Yes	Yes	Yes
Backup from/to USB drives	Yes	Yes	Yes	Yes
Backup to FTP (SSL support, active/passive transfer modes, firewall support)			New	New
Backup from/to ZIP drives	Yes	Yes	Yes	Yes
Backup from/to CD and DVD (using UDF drivers)		Yes	Yes	Yes
Backup from/to CD and DVD (using built-in burner)		Yes	Yes	Yes

Backup execution

	Lite	Standard	Professional	U3 Edition
Show backup progress	Yes	Yes	Yes	Yes
Execute all backup configurations in a group	Yes	Yes	Yes	Yes
Perform unattended backups using built-in schedulers		Yes	Yes	
Command line	Yes	Yes	Yes	

Test

	Lite	Standard	Professional	U3 Edition
Test backups (uses CRC32)	Yes	Yes	Yes	Yes
Test FTP backups (uses XCRC)			New	New
Test after backup option	Yes	Yes	Yes	Yes
Set test thread priority	Yes	Yes	Yes	Yes
Backup test performed after writing each disc		New	New	New

	Lite	Standard	Professional	U3 Edition
Delete Sources after successful backup			New	New
Create test log	Yes	Yes	Yes	Yes

Restore

	Lite	Standard	Professional	U3 Edition
Restore wizard	Yes	Yes	Yes	Yes
Restore specific backup increments		Yes	Yes	Yes
Filter files to restore	Yes	Yes	Yes	Yes
Restore to different folder	Yes	Yes	Yes	Yes
Restore selected file	Yes	Yes	Yes	Yes
Restore selected version of a file		Yes	Yes	Yes
Restore selected folder	Yes	Yes	Yes	Yes
Restore preview	Yes	Yes	Yes	Yes
Set restore thread priority	Yes	Yes	Yes	Yes
Create restore log	Yes	Yes	Yes	Yes

Languages

	Lite	Standard	Professional	U3 Edition
Multi-language support	Yes	Yes	Yes	Yes

Legend

"New" means the feature is new and is available only from Backup4all 3

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

1.8   Version History

What's New in Version 3.9 (26-Apr-2007)
- "Clean backup" action added
- Option to set a destination folder for FTP backups
- Option to use extensive passive mode for FTP transfers
- Added XML plug-in system
- CD/DVD burn fixes

What's New in Version 3.8 (1-Feb-2007)
- Windows Vista compatibility
- Volume Shadow Copy redesigned
- Backup to DVD fixes

- Other bug fixes

What's New in Version 3.7 (22-Nov-2006)
- Option added to make Backup4all's settings available for current user/all users
- New parameters for command line installation: CURRENTUSER, SETTINGSFOLDER
- Option to change location of the Settings folder
- All settings are now kept in .ini files (were stored in registry before)
- Fixed: CRC checking and independent splits corrections
- Fixed: Clear backup did not clear the folder created on FTP
- Fixed: Invalid parameter when clicking first time on OTB button
- Other minor bug fixes

What's New in Version 3.6 (2-Nov-2006)
- Added option to back up using only the archive bit attribute
- "Filter by Test" action added in Schedule Job window
- Fixed: adding excluded files caused adding the file again
- Fixed: FTP error when the connection is lost while uploading
- Fixed: retry time for floppy access using command line was ignored
- Fixed: "Invalid parameters" error when pressing OTB button
- Fixed: Invalid parameters for scheduler (backup was not started because of this)
- Other minor bug fixes

What's New in Version 3.5 (12-Oct-2006)
- Option to send email notifications after the "Test" operation
- "Test" operation added as action in "Scheduler"
- "Test" operation added as action in "Create Shortcut"
- "Restore Latest Version", "Restore Latest Version To" added as drop down actions for the "Restore" toolbar option (restore the latest version without showing the "Restore Wizard")
- "Do not create drive letter folder" option added in "Restore Wizard"
- "Clear backup before run" option added in "Scheduler"
- "Clear backup before run" option added in "Create Shortcut"
- New parameters for <Clear backup> action: dw (day of week, 1-7) and dm (day of month, 1-30)
- New parameters for command line application: /TEST (/T), /CLEAR (/C)

What's New in Version 3.4 (19-Sep-2006)
- Improved FTP engine (more stable)
- Improved email engine

- Customizable timeout for FTP connections
- Upload/download transfer limit for FTP backups
- Password protect log file in notification emails
- Mirror backup to FTP supports resuming
- <EXCLUDED SOURCES> tag for email templates
- Back up Backup4all configurations (added as predefined backup)
- Improved logging
- Export statistics to CSV
- Bug fixes: statistics counted sizes of excluded files too, access violation at shutdown, access violation when deleting a backup job, backup jobs were executed at shutdown even if the scheduler was disabled, fixes for predefined backups, backup to LAN and mapped drive (with user and password) fixes

What's New in Version 3.3 (12-July-2006)
- Added option to test FTP backups using the XCRC command (if supported by the FTP server)
- Option to run backup at system shutdown
- "Backup open files (XP/Win2003 Server/Vista only)" is now an optional setting
- Added option to "Abort backup when network sources are not available"
- Improved progress reporting
- "Default compression filter" added
- Detailed logging
- Bug fixes

What's New in Version 3.2 (29-May-2006)
- Option to choose "Windows Scheduler" or "standalone scheduler" for scheduled backup jobs before "Import"
- "Import inactive schedulers" option added
- "Close after run" option added to "Create Shortcut" when using the main application
- "Hide Window" option added to "Create Shortcut" when using command line application
- "Backup List" window is now resizable

What's New in Version 3.1 (19-Apr-2006)
- Added FTP resuming support (within a certain number of retry times)
- SSL support for email notifications
- Option to "Compress the log file" when using email notifications
- Option to "Use standalone scheduler" (by default Windows scheduler is used)
- Added "Hide window" for command line application (will run in background)
- Added "Load CD/DVD before backup" option
- Added option to "Warn before canceling backup"
- Added option to "Show hidden files in open dialogs"

- Added "No success sound" to sound notifications
- Added "No success email" to email notifications
- Minor bug fixes

What's New in Version 3.0 (6-Feb-2006)
- Backup open files (MS Outlook files, Outlook Express, etc. on XP/2003/Vista NTFS)
- AES encryption (128-bit, 192-bit and 256-bit)
- FTP destination (SSL support, active/passive transfer modes, firewall support)
- Email notifications (success, error, warning notifications)
- Usage of local catalogs
- Predefined backup added for Outlook Express
- New prefix TAGS for zip and mirror folders
- Improved "Create Shortcut" feature
- New scheduler, now using Windows Task Scheduler
- New scheduler options: "Show errors and warnings" and "Ask for user input when backup cannot continue"
- Possibility to specify username and password for LAN destinations
- <Hibernate> added to the "Perform action after backup" actions list
- Added new attributes in the Filters and in the Comparison Criteria
- Added secondary burning engine
- Independent spanned backups
- Backup test performed after writing each disc
- "Delete Sources after successful backup" option added
- "Delete empty directories after backup" option added
- Added "Make full backup" option to Incremental backup type also
- Toggle toolbar buttons hints and captions
- "Show errors in tray" option
- Visualization modes for Normal/Windows/Scheduler startup
- Custom file locations (for temporary, initialization, log, catalog file folder)
- Change background color option

What's New in Version 2.3.4 (27-Oct-2005)
- Restore process optimized
- Automatic split improved for DVD
- OEM version improvements
- Minor bug fixes

What's New in Version 2.3.2 (16-Mar-2005)
- Command line parameters introduced in the main application
- Command line application extended with extra parameters

- Minor bug fixes
- Updated help file

What's New in Version 2.3.1 (16-Feb-2005)
- Extensions to the "One Touch Button" feature
- Close application to tray
- More accurate backup progress reporting
- Minor bug fixes
- Rewritten help file

What's New in Version 2.3.0 (26-Nov-2004)
- "One Touch Backup" feature
- File comparison criteria
- Optionally clear archive bit
- Play custom success, warning and error sounds at the end of the backup
- Do not split files in mirror backups when spanning option
- Use temporary folder to create zip files option
- Choose log folder location
- Optionally show file warnings
- Support for file and folder paths longer than 260 characters (turn off file parsing)
- Erase CD and DVD tool
- Faster zip merging
- Faster program startup
- New command line switches

What's New in Version 2.2.1 (7-Sep-2004)
- Optimized zip testing
- Choose ASPI layer to use (internal or external)
- After backup program/action executed between backup and test. Now it is the last operation
- Help file adjustments
- Windows XP Service Pack 2 compatibility
- Fixed writing large zip files to DVD
- Fixed merging backups
- Fixed backup statistics
- Fixed "List index out of bounds" error that happens when there were only excluded files
- Other minor bug fixes

What's New in Version 2.2.0 (11-Jun-2004)
- New Backup4all edition (Backup4all Classic Edition)

- Added DVD support. Extended CD support
- Test files automatically after backup (uses CRC32)
- Possibility to verify backup job integrity with a click of a button at any time
- Preview files before restore
- Keep multiple versions for full and differential backup
- Limit the number versions for full and differential backup
- Switch between full, differential and incremental backup types without clearing the backup
- Copy files directly into the destination folder (for mirror backup)
- Set backup, test and restore priorities
- Resize windows for "New Backup Wizard", "Backup Properties" and "Restore Wizard"
- Improved log system. Now logging restore and test actions
- Remember column widths, positions and states (visible/invisible) for all grids
- Option to make each backup on a new (removable) disk
- Improved statistics

What's New in Version 2.1.0 (3-Mar-2004)
- Unlimited zip size (zip64 support), faster zipping algorithm, zip compression compatibility
- CD burner engine updated to support more CD writers
- Separate description for each backup version
- Multi language support
- Multiple selection in the Explore view
- "Clear backup" action with parameters
- Backup errors are separated from the backup warnings
- Minor bug fixes

What's New in Version 2.0.1 (15-Dec-2003)
- Drag and drop support for adding files and folders as sources
- Option to show a warning message before erasing removable media
- Option to keep the CD ejected after burning
- Daylight saving time fix for NTFS file systems
- "Check all" and "Uncheck all" commands to easily select/deselect all sources
- Override file filters for root sources
- Minor bug fixes

What's New in Version 2.0.0 (3-Nov-2003)
- Differential backup type: faster than full backup, backs up only new and modified files
- Incremental backup type: limit the number of backup versions
- Disk spanning, disk labeling, customize and preview zip names

- Mirror backup type: one to one copy of the sources, fast mirroring
- Customize destination folder name, recreate source folder structure in destination
- Handle data volumes larger than 2 gigabytes
- Built-in CD burning support. No need for third party drivers
- Show Size and "Modified date" of files in Explore view. Sort files in tree
- Easy restore of a whole folder by right-click menu in Explore view
- Command line support
- Create shortcut to execute one backup job
- File finder in Explore view (by name)
- Show available space in destination on Statistics view
- Run program/action only once

What's New in Version 1.5.0 (23-May-2003)
- Execute all backup jobs in a group
- "Backup Properties": added support for .bmp files
- Restore latest file version directly from the tree in the Explore view
- Corrections of the backup progress status
- Access backup job log and application log from the View menu
- Optimized "Expand All" process in the Explore view
- Use absolute path for destination and temporary folders

What's New in Version 1.4.0 (30-Apr-2003)
- Password protection
- Improved statistics
- Open ".bkc" files from the main menu
- Sort backup jobs in the backup groups
- Changed ".bkc" file structure. Existing ".bkc "files will be converted to the new format
- Delete non-empty backup groups
- Corrections made in scheduler
- Add "Expand all" and "Collapse all" for the Explore view
- Corrections of the tray icon

What's New in Version 1.3.0 (19-Mar-2003)
- Help file
- Corrections made in the file filter configuration
- Enhanced support for browsing Explore view during the backup process
- Improved statistics
- Corrections made in handling ".bkc" files
- Improved backup logging, error log added
- Corrections made in scheduler

- More precise progress status when backing up
- Warning dialog if the backup size exceeds 2 gigabytes
- Optimized access to removable media

What's New in Version 1.2.0 (7-Feb-2003)
- Backup speed was dramatically improved
- Minimize to tray option
- Backup summary was improved in both layout and content
- Option to hide the background image on the left side of application's main form
- Add individual files to the backup source, not only folders
- Corrections made to the incremental backup type
- Corrections to the shut down problem of Win2000
- A visual sign for backups in execution. Active backups window was added
- A new option to hide scheduler warning
- Cosmetic changes to the user interface, new shortcuts

Getting Started

Part

II
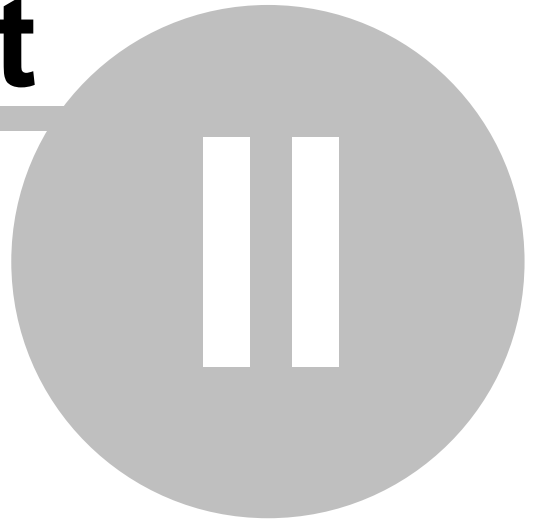
2 Getting Started
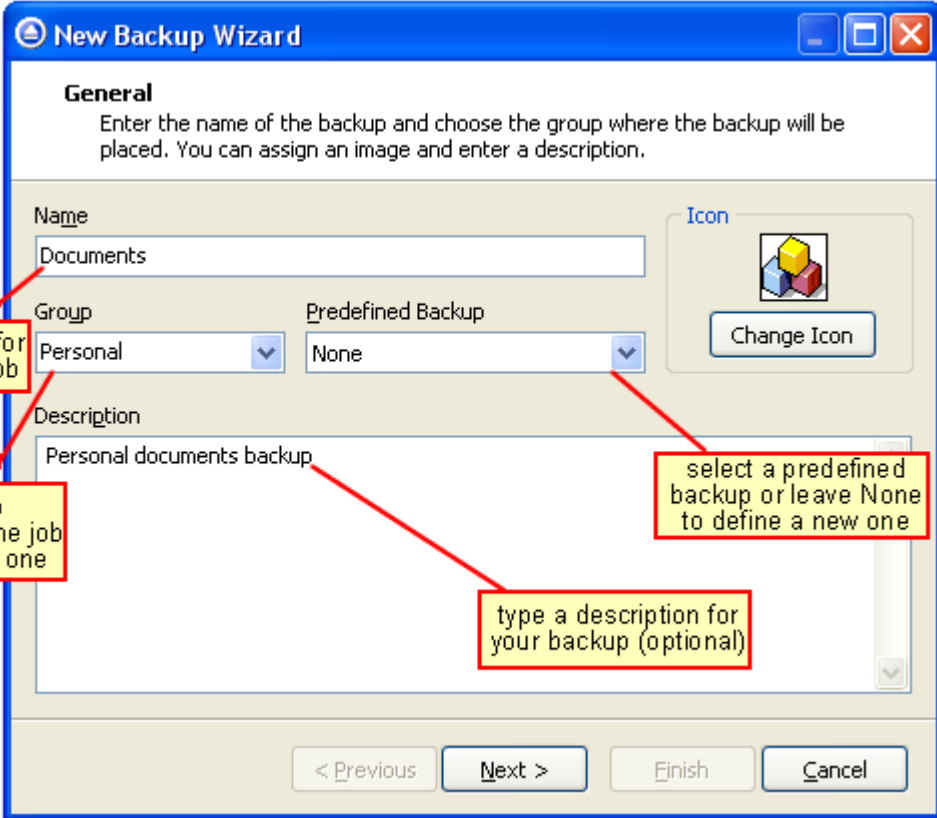
2.1 How to Configure a New Backup?

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, source files and a valid storage destination (first three steps of this wizard), the rest of the options not being mandatory.

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

1) **General** - Enter the name of the backup in the **Name** field, select a group or define a new one and choose the predefined backup type (or leave **None** to create a new backup). Click **Next** to go to the following step.

2) **Sources** - Select the files and folders you want to backup (sources of the backup) and click **Next**
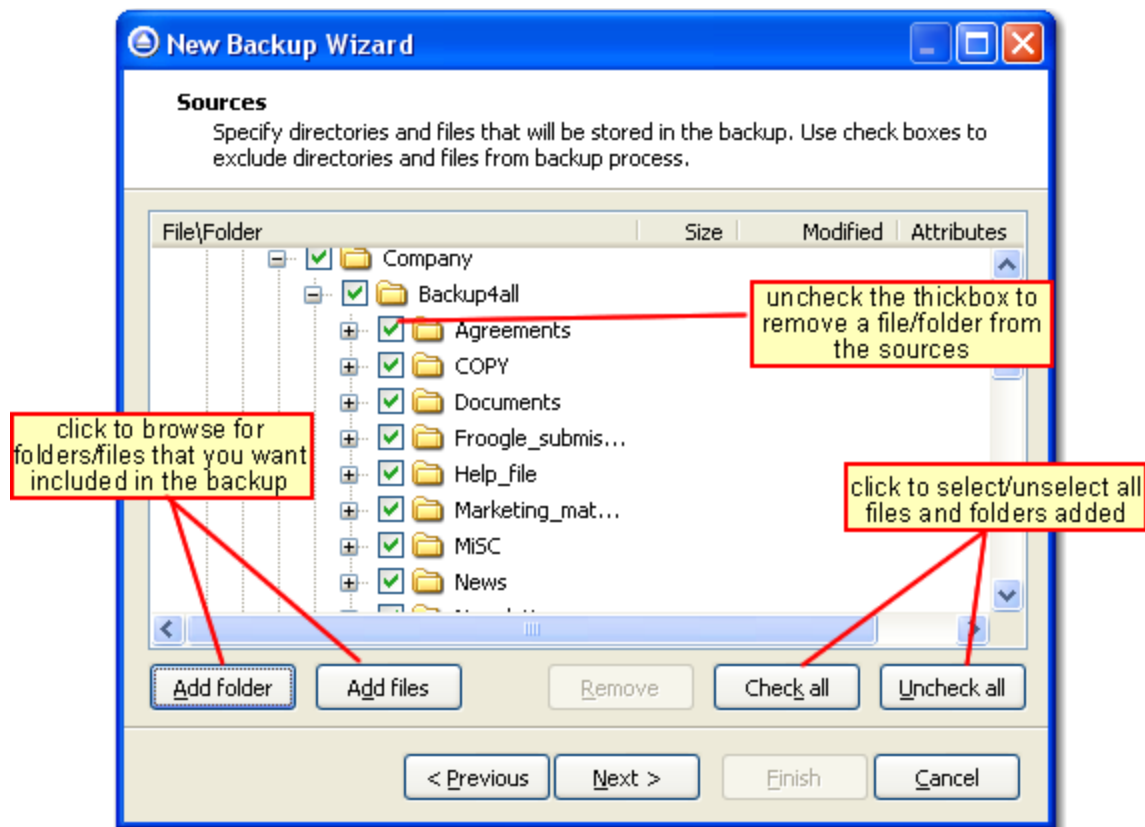
3) **Destination** - Select a destination for the backup (where the source files will be stored) and click **Next**. You can choose as destination your local hard drive (**Local**), a network computer (**LAN**) or an FTP destination (**FTP**).
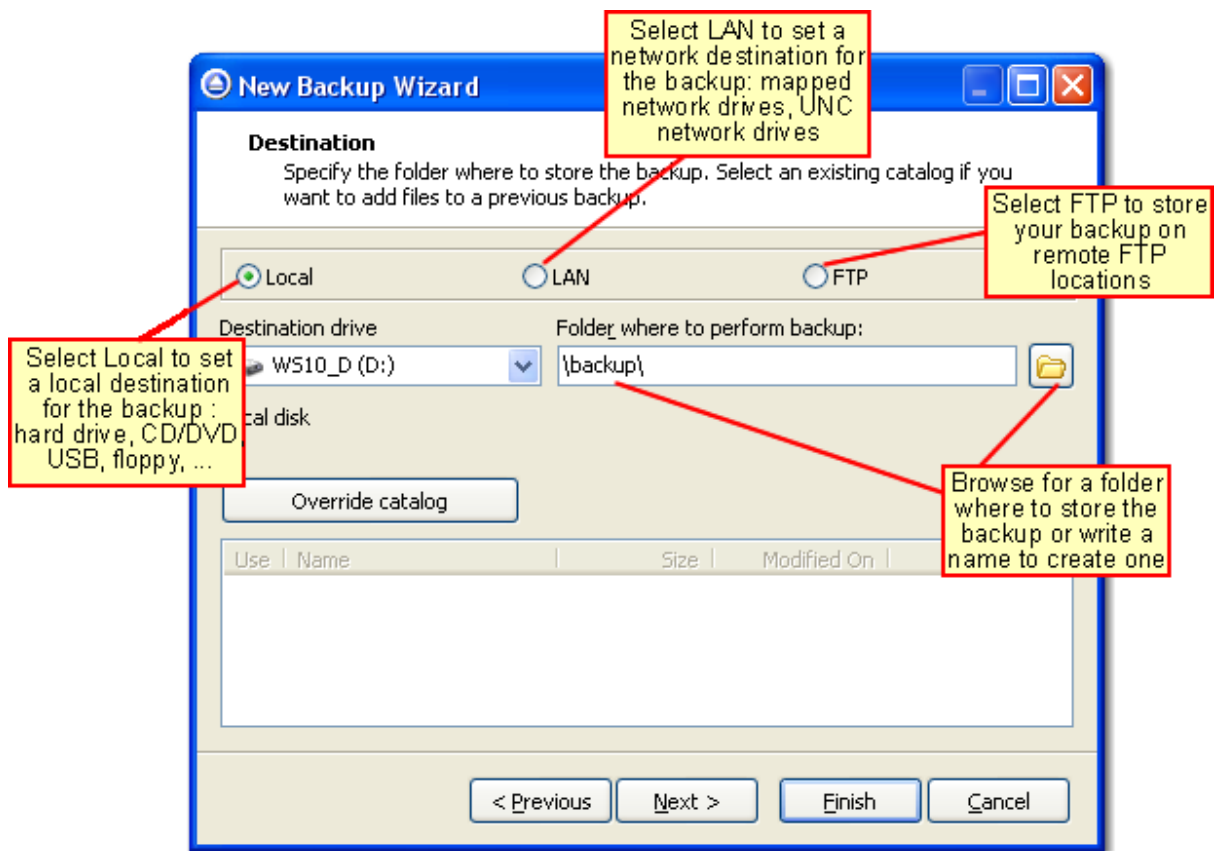
4) **Type** - Select the type of the backup (full, incremental, differential or mirror), set backup type and ZIP compression related options and press **Next**.

5) **Filters** - Filter the source files indicating what files and folders to be included or excluded from the backup.
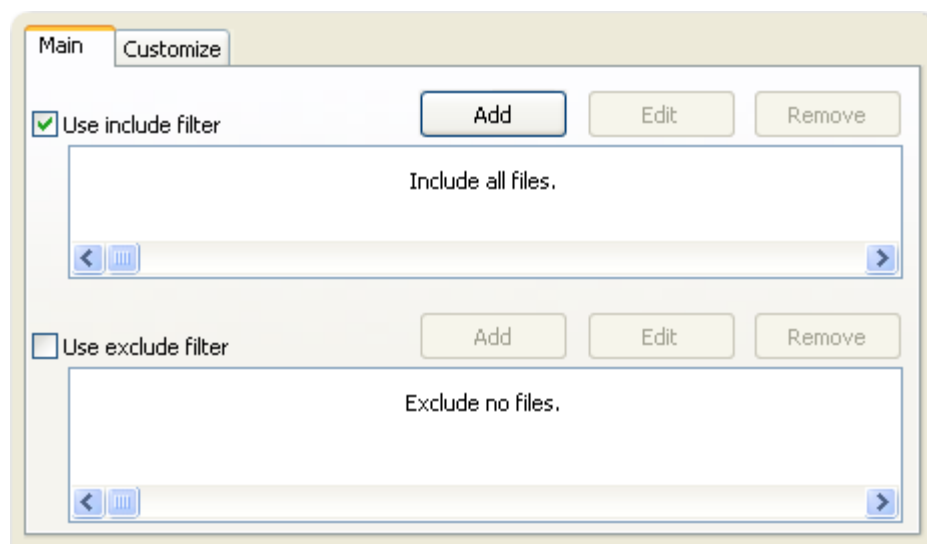
6) **Advanced** - Set advanced options for the **Backup**, **Actions**, **Sounds** and **Emails** sections (like comparison criteria, automatic test, actions before or after the backup,

sounds, email notifications etc.) and click **Next**.
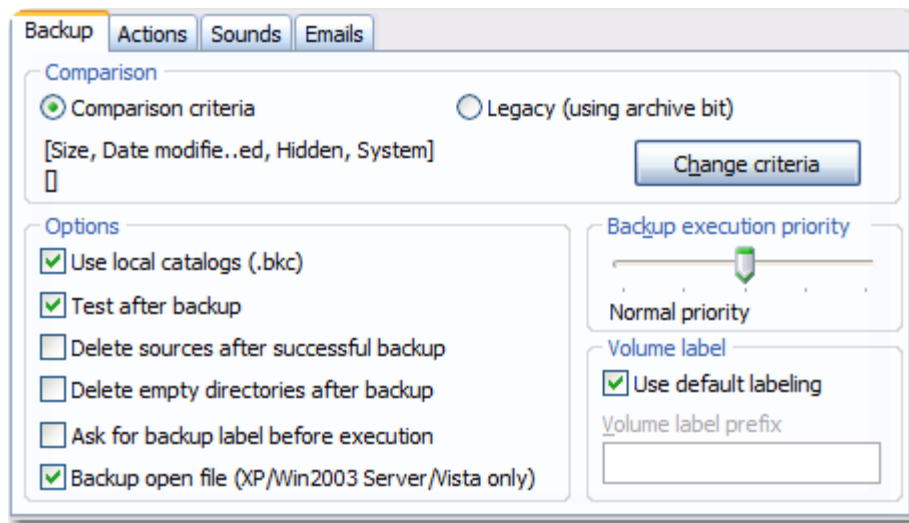
7) **Scheduler** - Schedule the backup job for unattended backup executions.
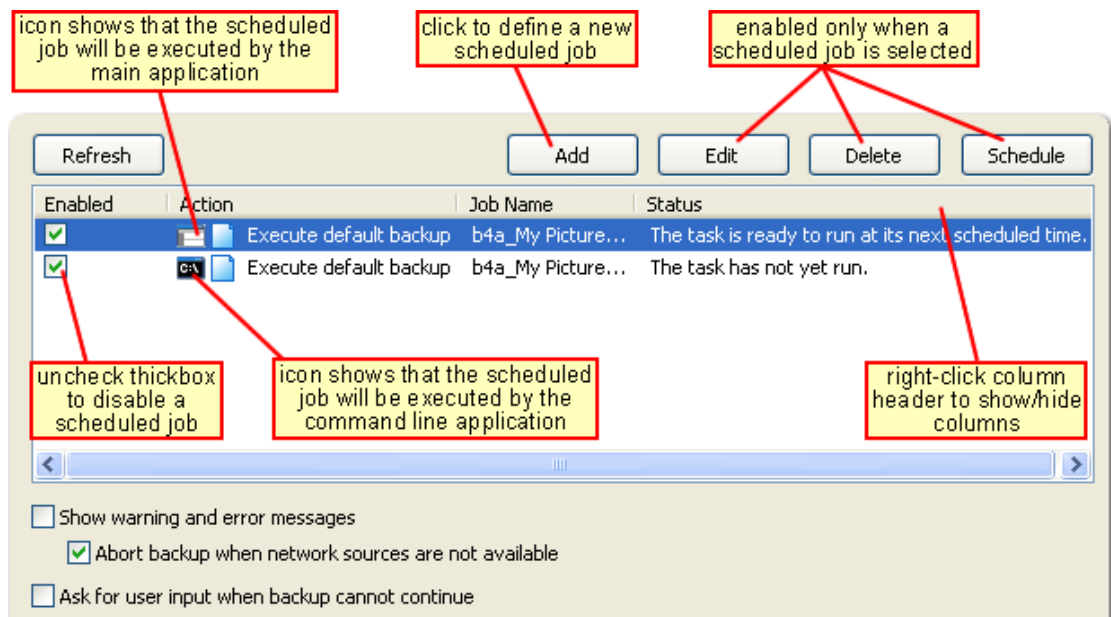
Backup4all provides extended information about the backup, which can be consulted before the backup execution. You can switch between views by pressing the following buttons from the application toolbar:

 Explore - shows the source files and folders for the backup job

 Statistics - shows statistics about the latest backup and the next backup job

 Summary - shows configuration information about the backup
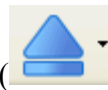
The wizard creates an ".ini" file in the **IniFiles** folder (usually in C:\Documents and Settings \<user>\Application Data\Softland\Backup4all 3\) with the same name as the backup job. In addition, a backup catalog file (".bkc") is created both in the destination and locally in the BkcFiles folder (same directory where the **IniFiles** folder is created).

Manually modifying ".bkc" or ".ini" files may result in corrupted backup jobs and the impossibility of restoring the data you backed up. A backup job is automatically created when double clicking on a ".bkc" file. You can also recreate the backup job by opening a ".bkc" or ". ini" file from the **File->Open Backup** menu.

Once the backup job is created, it will be displayed on the left side of the application's main window. On the right, you will see the content of the backup job (files and folders), depending on the chosen view.

2.2   How to Run a Backup Job?
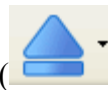
To start a backup click the **Backup** button ( ) from the application's toolbar or press F6.

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.

IE Favorites

2.3   How to Manage Backup Jobs?

<u>**Copy an Existing Backup Configuration**</u>

You can use the **Create Like** button ( ) from the application's toolbar to create a duplicate of the selected backup job and after that you can easily modify its configuration.

<u>**Modify a Backup Job Configuration**</u>

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.

<u>**Delete a Backup Job**</u>

Select the backup job you want to delete and click the **Delete** button ( ) from the application's toolbar. 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:
- full restore
- 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...**
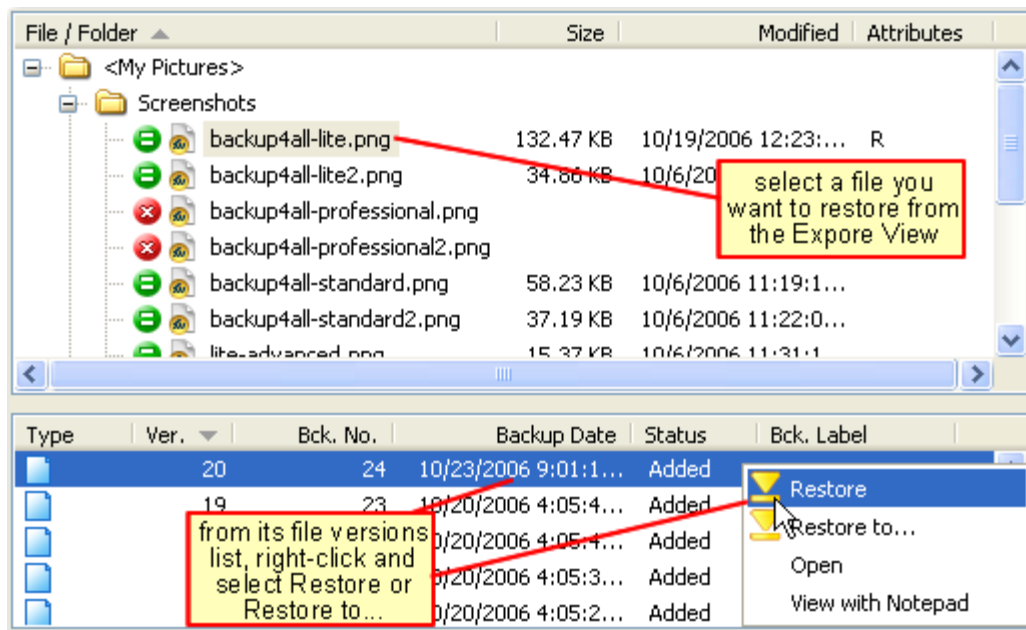
Beside files, <u>folder information is also added to backup, so a restore process can recreate the original folder structure</u>.

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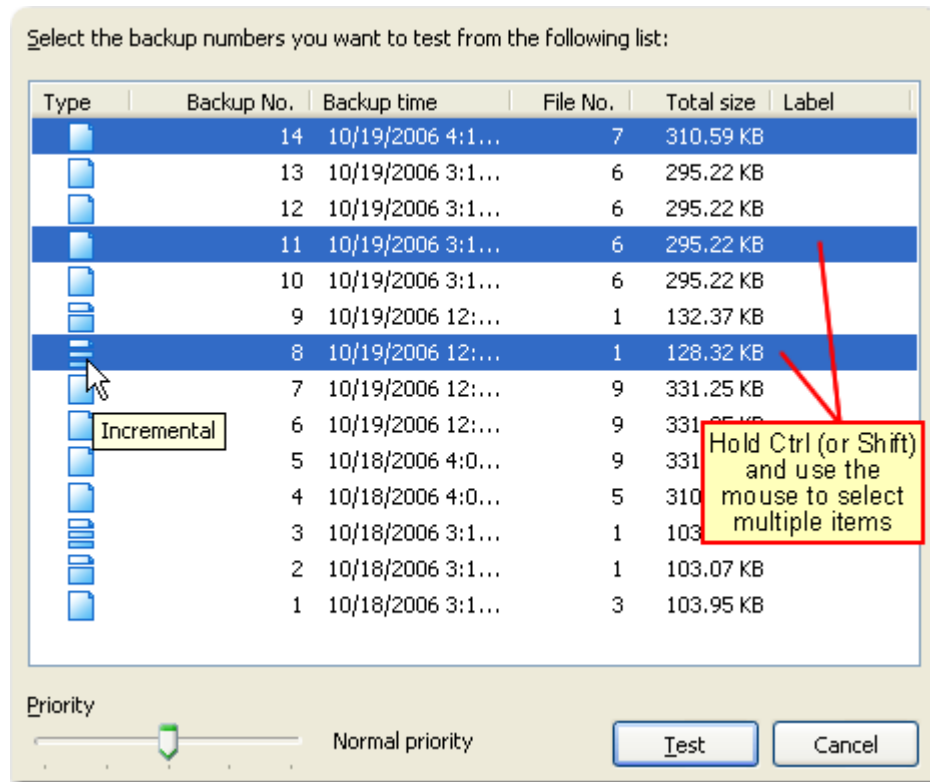
In the test window, select the backup versions you wish to test and press the **Test** button. You can also modify the priority of the test process by moving the slider to a lower or higher priority (default is Normal). A **High priority** process finishes faster but consumes more resources than a **Normal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

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.

IE Favorites

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 when pressing the **Encryption** button from the **Type** page of the **Backup Properties** window or from the **New Backup Wizard**. The button is available only for full, incremental and differential backup types (not for mirror).

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.

The best choice is the **AES encryption** which is the new standard in ZIP protection, but is recognized only by the latest version of third party zip applications (like Winzip or PKWare). Backup4all supports **AES encryption** in 3 different key strengths: 128-bit, 192-bit and 256-bit. These numbers reflect the size of the encryption keys used to protect the data - the higher the number the stronger the encryption. All three types provide higher security than the password protection method.
When choosing a password, it is recommended that you use a combination of letters and numbers and at least a 6 character long password.

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 **Encryption settings** window 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.

If you have the **Zip(2) compatible encryption** or **AES encryption** option selected, you can also remove the password by entering the **Old password** and leave the **New password** and **Confirm new password** fields empty.

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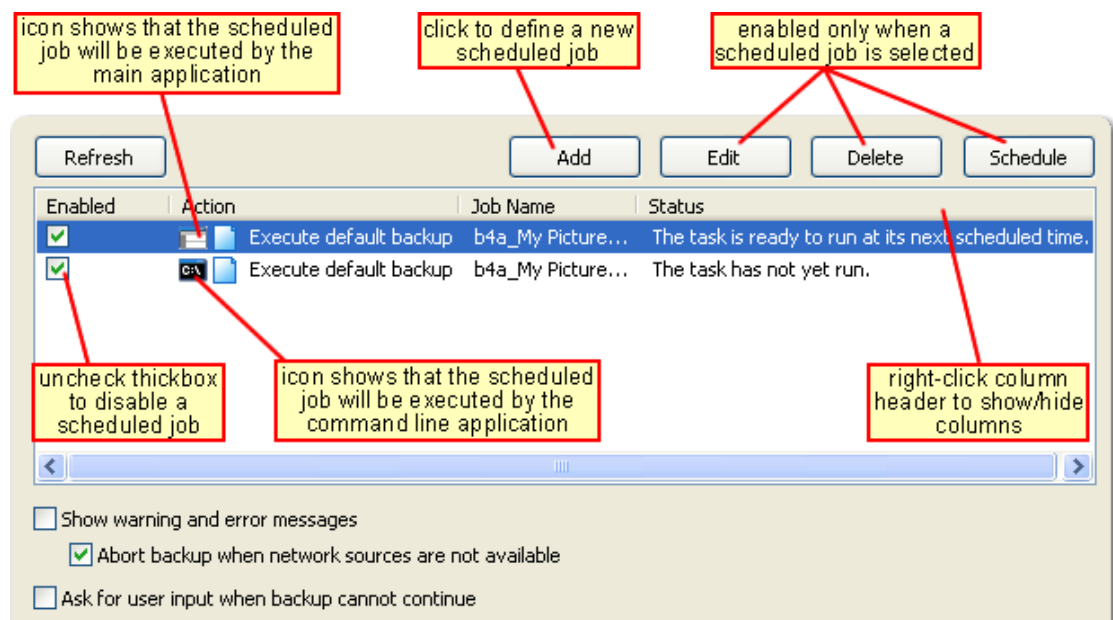
In order to add a new scheduled backup press the **Add** button and select the needed configuration in the newly opened window.

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 **General** 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.

2.8   How to Backup to FTP?

Backup4all supports backing up to a remote computer or device using FTP (File Transfer Protocol) connection. This is a practical backup destination because the backed up data can be easily accessed from any other computer with an Internet connection.

Defining an FTP configuration

Before using FTP as a destination for backing up, you should define a new FTP configuration using the **Tools->Options->FTP** window. Once defined, you will be able to apply this FTP configuration to individual backup jobs.

Press the **Add** button once in **Tools->Options->FTP** to add a new FTP connection . The **New FTP configuration** name will appear in the list and you can enter the other settings for this connection:

- **Name** - Enter here an arbitrary name for the connection.

- **Host name and port number** - In this field you have to enter the name or IP address for the FTP server and a port number if different than the default FTP ports (21). The format is **host:port**, e.g. **ftp.Backup4all.com:1002**
- **User name** - If this is a private FTP server (no anonymous access allowed) enter the user name for your account.
- **Password** - In this field enter the password for the FTP server.

There are FTP servers that allow anonymous access (public FTP servers). You can connect to these types of FTP servers using as user name Anonymous and your email address as password. It is not recommended to backup important files to public FTP servers.

In the **When destination server is not ready** section you can enter the number of attempts and time between those attempts to connect to the FTP server. By default, if the FTP server is not reachable, Backup4all will try 3 times at a 5 seconds delay before aborting the backup. You can increase or decrease these values using the **Retry** and **wait** fields.

Additional settings (like proxy access, SSL connection) can be configured by pressing the Advanced Settings button.

Once you have finished defining the connection, press the **Test** button to check if the FTP details you have entered are correct. If the test was successful, **The ftp connection was tested successfully** message will be displayed.

Setting the destination to FTP

When defining a new backup job using the **New Backup Wizard**, select the **FTP** option from the **Destination** page (3rd step of the wizard). If you already have a backup job defined and want to change the destination to FTP, select that backup job, open the **Properties** window (Ctrl+P), go to the **Destination** tab and select **FTP**.

From the **Apply FTP configuration** select an already defined FTP configuration (given that you added one in the **Tools->Options->FTP** window). All the fields will be filled with the information from the configuration file.

You can change the defined settings by simply modifying the data in the fields and pressing **Save**. However, if you do changes, it is recommended to use the **Test** button to see if the FTP server is available.

Once you press the **Save** button, Backup4all will try to connect to the FTP server to see if a backup catalog already exists on the destination. If the FTP destination is not available, a **Cannot connect to the FTP server** message is displayed in the status bar (bottom of the main window).

In the **Tools->Options->Backup** window you can set the number of retries and the time between the retries when the FTP server is unavailable (the **When destination not ready** section).

Recommendations for backing up to FTP

1) After each change to the FTP configuration be sure to use the **Test** function.
2) Most FTP sites have policies against hammering (trying repeatedly to connect to an unavailable FTP server with little or no time between connection attempts). Thus they require FTP clients to set retry times at specific intervals, commonly at least 120 seconds between each attempt to connect. Most FTP sites can also monitor for devices that hammer, and once detected the server will ban access to the offending IP address either permanently or for a limited amount of time. Thus, when you set the retry times intervals in **Tools->Options->FTP, you should use 60 seconds or more**.
3) If you backup important data to a remote location using FTP, encrypt the zip files for increased security. In this case, even if another person manages to gain unauthorized access to the FTP, your files will still be protected.
4) Use XCRC when testing the FTP backups (faster)

2.8.1   Connecting in Passive Mode

Some FTP servers require the connection to be established in a passive mode (i.e. your computer establishes the connection so the flow of data is set up and initiated by you).
Most Web browsers (which act as FTP clients) use passive FTP by default because companies prefer it as a safety measure. So switching to passive mode may be necessary with some FTP servers that are behind firewalls that do not allow connections from outside.

To set Backup4all to connect using **Passive mode**:
   1) On the **Destination->FTP** window (or **Tools->FTP**) click **Advanced Settings**
   2) Check the **Use passive mode for transfers (like WWW browsers)** option
   3) Press **OK**

After that use the **Test** button to see if the FTP connection works.

2.8.2   Connecting Through Proxy

If you are connecting to the Internet through a proxy server, you will have to enter the connection details in the **FTP Advanced Settings** in order to be able to backup to FTP.

Setting Backup4all to backup to FTP using proxy

1) In **Backup Properties->Destination->FTP** (or the **Tools->Options->FTP** window) after entering the details of the FTP destination (host, username, password) press the **FTP Advanced Settings** button.
2) Select a **Proxy Type** from the available options:
   - **None** - Sends the **User name** and optional **Password** for the FTP server as entered in the FTP window
   - **Send command USER** - Sends the **User name** and optional **Password** defined in the proxy settings, followed immediately by the **User name** and optional **Password** for the FTP server.

- **Send command SITE** - Sends the **User name** and optional **Password** defined in the proxy settings, the **SITE** command with the **Host** value, and the **User name** and optional **Password** for the FTP site.
- **Send command OPEN** - Sends the **User name** and optional **Password** defined in the proxy settings, sends the **OPEN** command with the **Host** value, and the **User name** and optional **Password** for the FTP site.
- **USER user@firewalluser@hostname / PASS pass@firewallpass** - Sends the command **USER user@proxyuser@host**, then the command **PASS pwd@proxypwd**, or optionally **PASS pwd**.
- **Transparent** - Sends the **User name** and optional **Password** defined in the proxy settings, followed immediately by the FTP server **User name** and optional **Password**.

3) Enter the name or IP address for the proxy server (firewall) and the port in the **Host name** and port number (host:port) field. The format is **proxy:port**, e.g. localproxy:8080
4) Enter the user name and password needed for this proxy connection in the respective fields (User name/Password).
5) Press **OK** and then **Test** the connection.

2.8.3   Using SSL Encryption

When you connect through FTP to a remote computer you send the username and password in clear, unencrypted text. Also, when you backup your files to a remote computer, the information is not sent directly to that computer. Instead it is routed through several other computers to get there. Anyone along the route can access what you are sending, including your username and password, if the data is not encrypted. If an unauthorized person has access to this data, your account and the remote system you have access to, may no longer be secure. Backup4all solves this by allowing SSL encryption support when using FTP (and also AES encryption for the backed up zip files).

SSL (Secure Sockets Layer) is a protocol used for transmitting private documents via the Internet. SSL uses a cryptographic system that uses two keys to encrypt data − a public key known to everyone and a private or secret key known only to the recipient of the message.

Backing up to FTP using SSL encryption

1) In **Backup Properties->Destination->FTP** (or the **Tools->Options->FTP** window) after entering the details of the destination **FTP** (host, username, password) press the **FTP Advanced Settings** button.
2) From the SSL encryption level box select an option that applies to your situation:
   - **No SSL** - the server does not require Secure Socket Layer transport
   - **Implicit SSL** - implies that Secure Socket Layer is in use
   - **Only explicit SSL** - allows the connection to the FTP server only if SSL is

available.
- **Explicit SSL, if available** - When SSL is available, uses explicit security by default. The server allows regular FTP sessions without encryption as well as encrypted FTP sessions using SSL.

3) Press **OK** and test your connection

2.9   How to Backup to USB Drives?

You can backup your data to a USB drive or from a USB 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 XP:
    - Go to **Start->Settings->Control panel->Administrative tools- >Computer Management**.
    - Under **Computer Management** click **Disk Management** then check the right-bottom window (scrolling down if necessary)
    - You should see the additional hard drive disk; right-click on it, choose **New partition**, then follow the instructions to format the hard drive.
    - **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, go to the **Destination** page and select a drive from the

Destination drive drop down list. You can also define a new backup job and in the destination window 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 **One Touch Backup** and press **Detect** to check if the USB drive is compatible with the **One Touch Backup** feature of Backup4all.

2.10   How to Send Email Notifications?

Send Email notifications is a very useful feature that enables Backup4all to send an email with information about the status of the performed backup job upon its completion.

Enabling email notifications:

    1) Open **Tools->Options->Email**
    2) Check the **Enable email notifications** box
    3) Enter the following details:
- **Dial-up connection** - if you are using a dial-up connection select from the drop-down box a method that Backup4all should use to be able to send emails: automatically connect (it will connect without user assistance) or manually connect (it will require user assistance to enable the connection).
- **Email addresses** - you must specify the email address used to send the email (From field) and optionally a Reply To email address
- **SMTP Server** - specify the name or IP address of the SMTP server used for sending the mail (example: smtp.novapdf.com) in the Name/IP field and a Port number for it (usually is 25); you can also **Secure Socket Layer** when connecting to the SMTP server.
- **Authentication** - if the SMTP server requires authentication check the **Server requires authentication** box and enter an user name and a password.

    4) Click on the **Send Test Email** button and enter the email address where you want to receive the notification. Once you press **OK** you should receive a test email. If you didn't receive it, you must revise the settings you configured.
    5) Press **OK** to save your settings

Sending email notifications

You have to enable separately for each backup job the option to send emails. To do so follow these steps:
    1) Select a backup job and open the **Backup Properties** window (right click and select **Properties** or **Ctrl+P**)
    2) Go to the **Advanced** tab and click on **Emails**

3) Enable the option **Send email notification**
4) Optionally you can edit the default emails sent and also to attach the backup log to the email
5) Press the **Save** button to save your changes

2.11   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. See **this section** for details.

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 **One Touch Backup** section 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 **One Touch Backup** section 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.

2.12   How to Use One Touch Backup?

You enable the **One Touch Backup** support from the **Options** window. 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.

2.13 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 **Logging** 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) Click **OK** to close the window and save the changes

Backup Types

Part III
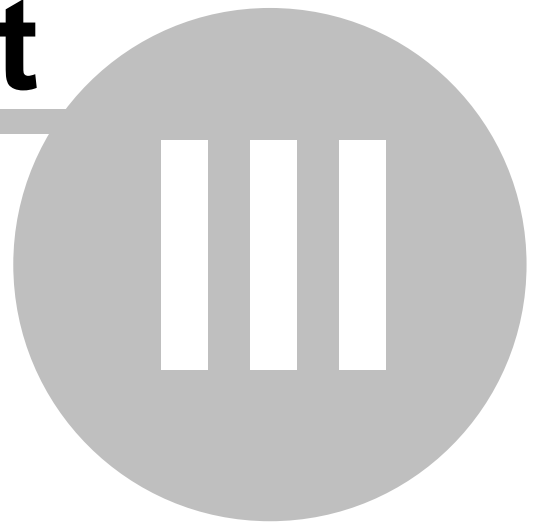
3 Backup Types

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.

Backup4all implements all four fundamental backup types: full backup, differential backup, incremental backup and mirror backup. Below you can find an overview of these types.

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.

Incremental Backup

An incremental backup stores all files that have changed since the last full, differential or incremental backup. The advantage of an incremental backup is that it takes the least time to complete. However, during a restore operation, each incremental backup must be processed, which could result in a lengthy restore job.

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.

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 **Limit maximum number of stored backups to** option 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 by using the **Zip Settings - Advanced** options. 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 files modified since the last **full, differential or incremental backup**.
Differential backup offers a middle ground by backing up all the files that have changed 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:

- **Make full backup when the differential exceeds ...% of full backup size** (default is 50%)
- **Make full backup when the differential exceeds ...** (default is 1 megabyte)

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

3.4   Incremental Backup

What is Incremental Backup?

An incremental backup stores all files that have changed since the last full, differential or incremental backup. The advantage of an incremental backup is that it takes the least time to complete. However, during a restore operation, each incremental backup is processed, which could result in a lengthy restore job.

Description of the Incremental Backup Type

Incremental backup provides a faster method of backing up data than repeatedly running full backups. During an incremental backup only the files that have changed since the most recent backup are included. That is where it gets its name: each backup is an increment since the most recent backup.

The time it takes to execute the backup may be a fraction of the time it takes to perform a full backup. Backup4all uses the information recorded in its catalog file (".bkc") to determine whether a file has changed since the most recent backup.

The advantage of reduced backup duration comes with a price: increased restore duration. When restoring from incremental backup, you need the most recent full backup as well as every incremental backup you've made since the last full backup.

For example, if you did a full backup on Friday and incremental on Monday, Tuesday and Wednesday, and the PC crashes Thursday morning, you would need all four backup container files: Friday's full backup plus the incremental backup for Monday, Tuesday and Wednesday. By comparison, if you had done differential backup on Monday, Tuesday and Wednesday, then to restore on Thursday morning you'd have needed Friday's full backup plus Wednesday's differential backup.

Advantages

- Backing up is the fastest
- It uses the least storage space

Disadvantages
- Restore is the slowest

Incremental Backup Type in Backup4all

Backup4all supports incremental backup type and offers a solution for the slow restore issue.
To keep the number of stored backups to a reasonable number and reduce the size of the backups, Backup4all provides two options: **Limit maximum number of stored backups to** and **Merge stored backup to maintain the maximum limit** that can limit the number of stored backups. These two options will perform an internal merge to keep the number of stored backups under the selected limit.
The following options can be used to trigger the creation of a new full backup:
- **Make full backup when all increments exceed ... % of full backup size** (default is 50%, not checked)
- **Make full backup when all increments exceed ...** (default is 1 megabyte, not checked)

The system calculates the file sizes for the incremental and if the selected condition is met it performs a full backup.

3.5   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.

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

Disadvantages
- It needs more storage space than any other backup type
- Password protection is not possible
- Cannot track different versions of files

3.6   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

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 two options: **Limit maximum number of stored backups to** and **Merge stored backup to maintain the maximum limit**. These two options either delete older stored backups or perform an internal merge to keep the number of stored backups under the selected limit.

The **Limit maximum number of stored backups to** and **Merge stored backup to maintain the maximum limit** options cannot be used when the backup destination is on a removable media: floppy disk, CD, DVD, etc.

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).

By default the **Limit maximum number of stored backups to** is set to 1. This means that the system will keep the latest backup version and deletes the previous version. If you choose a higher limit, when the limit is reached, the oldest backup version will be deleted, keeping the number of stored backups equal to the specified limit. The **Merge stored backup to maintain the maximum limit** option is not used when only full backups are performed (there is nothing to merge, because all zip files contain a version of each file from the sources, so any previous full can be safely removed).

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, will back up the new files (and all the files are new if the backup was never executed). In time, the differential can grow to a size that is equal to or larger than the full version. Therefore the following options can be used to trigger the creation of a new full backup:

- **Make full backup when the differential exceeds ...% of full backup size** (default is 50%)
- **Make full backup when the differential exceeds...** (default is 1 megabyte)

The system counts the file sizes for the differential and if the selected condition is met it performs a full backup.

By default the **Limit maximum number of stored backups to** option is set to 2. This means that the system will keep the latest full and the latest differential version and deletes the previous versions. If you choose a higher limit, when that limit is reached, the oldest backup differential version will be deleted, keeping the number of stored backups equal to the specified limit. The **Merge stored backup to maintain the maximum limit** option is not used when only full and differential backups are performed (there is nothing to merge, because the differential zip files contain all the files since the latest full backup, so any previous differential can be safely removed).

Incremental Backup Type

In case of incremental backups only files that are changed since last backup (differential, incremental or full backup) are added to the backup. Each file can have many versions stored in the backup files.

By default the **Limit maximum number of stored backups to** option is not enabled. This means that the system will keep all the stored backup versions. If you choose to enable the **Merge stored backup to maintain the maximum limit** 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).

Backup4all can generate custom zip file names, set a size limit for zip files and encrypt them. For more details look at the **Zip Settings-Encryption** and **Zip Settings-Advanced** sections from the **Backup Properties** window, **Type** page.

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 **New backup Wizard** or 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.

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 **Limit maximum number of stored backups to** and **Merge stored backup to maintain the maximum limit** 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.

Backup to CD/DVD

Part IV

4 Backup to CD/DVD

4.1 Backup to CD/DVD

Backing up to CD/DVD media has become increasingly common due to mature technology and cheap CD/DVD burners.
If you plan to do a backup to a CD or DVD, please consider our recommendations:

- Do not use the same CD or DVD to store consecutive backup versions. It's better to use different CD or DVD media for each backup version (change the CD or DVD at each backup run). Use a set of CD or DVD 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 data becomes corrupted, you still have the previous backup version on a different disc.
- Rewritable CD and DVD media can be burned only a limited number of times. When strange errors happen you should consider that the CD or DVD 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/DVDs, Backup4all test each CD/DVD before writing the next one.

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

If you prefer packet writing (using the UDF file system) you can select it in the **Advanced CD/DVD Settings** window.

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

A few recommendations before backing up to CDs and DVDs:

- Before backup execution, be sure to insert the CD or DVD containing the latest ".bkc" file if you have the option **Use local catalogs** unchecked (in **Backup Properties->Advanced->Backup**, default is checked)
- On backups to hard disk, you can limit the number of stored zip backups by using the **Limit the number of stored backups** and **Merge stored backup to maintain the maximum limit** options. These options do not apply to CD or DVD 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 or DVD. On a mirror backup to hard disk, files that are deleted and excluded from sources are deleted from destination too. This is not possible on the CD or DVD, 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.

- For mirror backups it is recommended to select Use secondary burning engine from **Tools->Options->Backup** to speed up the process of backing up.
- When backing up to CD/DVD 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 Burner

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

Set Up Internal CD/DVD Burner

There are three simple steps to set up the internal CD/DVD burner:
1) Open the **New Backup Wizard** or the **Backup Properties** window and go to the **Destination** page.
2) Select the drive letter for the CD/DVD burner device you want to use. If the CD/DVD device is compatible with the built-in burner, you will see the following message: **[Device name] Using internal burner**
3) Advanced settings are available by clicking on the **Advanced** button. This will open the **Advanced CD/DVD Settings** window where you can:
   - configure the burn speed
   - set the **Erase disk before writing** option
   - switch to packet writing (use UDF file system)

When you select the CD/DVD burner device, if it is not compatible with the primary built-in burner the following message will appear: **[Device name] Does not appear to be a writer or it is busy**.
There are 2 possibilities now to get this to work:
1) Go to **Tools->Options->Backup** and in the CD/DVD section select **Use secondary burning engine** and make sure that **Burn CD/DVD using internal ASPI** is checked
2) If selecting the secondary burner doesn't solve the problem, uncheck **Burn CD/DVD using internal ASPI** and restart Backup4all

Use internal CD and DVD burner

Typically, a backup to CD/DVD performs additional steps shown in the status bar at the bottom of the main window: **burning**, **finalizing**, and **loading CD**. During the last operation, the CD/DVD is ejected and reloaded. After this step the backup is tested and the CD/DVD ejected again (if these options are set).
Backup4all can also perform an additional **Erase CD/DVD...** action for appropriate media

(rewritable CD/DVDs)

4.3   Use Packet Writing

If you do not wish to use the built-in burner or your CD/DVD device is not compatible, you can use third party packet writing software.
For Windows XP users there is another possibility to backup to CD without using 3rd party packet writing software. Just set the backup destination in Backup4all to **C:\Documents and Settings\Administrator\Local Settings\Application Data\Microsoft\CD Burning**.
Now every time Backup4all will backup to that destination, Windows XP will pop-up balloons letting you know that files are ready to be burned to CD.

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/DVDs 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)
   2) 🗗 IBM DLA , distributed by **IBM** (free)

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 burner device you want to use.
   3) Advanced settings are available by clicking on the **Advanced** button. This will open the **CD/DVD Advanced Settings** window where 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 or DVD+RW is UDF formatted. If the disk is not UDF formatted it will show the following message: **Disk in drive [drive letter] is not UDF formatted. Please insert a UDF formatted disk.**

4.4   Writing to CD/DVD

By default, the backup catalog (.bkc) is stored both on the destination CD/DVD 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** and 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 (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 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. For each disc Backup4all will assign a different label for future identification. We recommend marking the CD or DVD with this label.
When spanning multiple CD/DVDs, 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. In case of disk spanning, Backup4all will test your backed up data after each individual written CD. This way if one of the disks 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 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).

4.5   Other CD/DVD Settings

The **Tools->Options->Backup** window contains various settings related to the burn process.

CD\DVD

Use primary burning engine
Selected by default. Backup4all uses an internal burning engine to write CD/DVDs. It has integrated two burning engines in case that one of them does not recognize your burner. If your CD/DVD burner is recognized and you have no problem at all backing up to CD/DVD then you don't have to change this option.

Use secondary burning engine
If you have problems backing up to CD/DVD or your burner is not recognized when using the primary burning engine, select this option to make Backup4all switch to the secondary integrated burning engine. Also, if you are making mirror backups, it is recommended to choose this burning engine even if the burner is recognized when using primary burning engine.

Burn CD/DVD using internal ASPI
If checked Backup4all will use its own, built-in ASPI layer to burn CDs or DVDs. If not checked, it will use the ASPI layer from the system32 folder of Windows (**WNASPI.dll**). If you experience problems writing to CD/DVD and these were not solved when switching from the primary burning engine to the secondary one, you should check this option. By default this option is checked and it's available only when **Use secondary burning engine** is selected.

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

Ask for a New Disk Before Backup
You can start with a new CD/DVD 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, Backup4all will always ask you to confirm disk erasing.

Show disk label message after writing a disk
If this option is set, you will be asked to mark the disk (CD/DVD) 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.

Part V
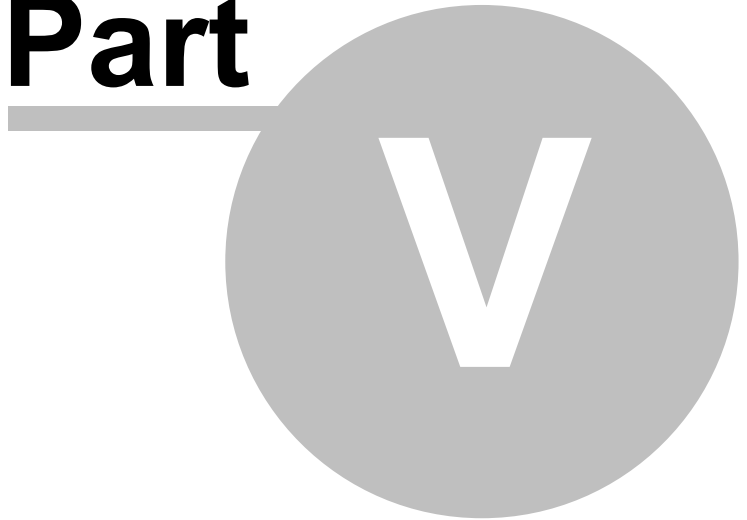
Main Window

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

Copy - duplicates the current selected backup job

Delete - removes the current selected backup job

Properties - opens a dialog to edit the backup job configuration

Explore - switches to explore view to see files and folders for selected backup job

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 Incremental** - performs an incremental backup regardless of the backup type defined in backup properties
- **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

![Cancel icon] **Cancel** - cancels the backup, test or restore process

![Refresh icon] **Refresh** - reloads the backup catalog

![Scheduler icon] **Scheduler** - opens the Schedulers window to see the scheduled tasks

Menu commands

File

New Backup Wizard...	Ctrl+N
Open Backup...	Ctrl+O
Create Like	Ctrl+L
Delete Backup	Ctrl+Del
New Group...	
Rename Group...	
Delete Group	
Properties...	Ctrl+P
Import...	
Exit	
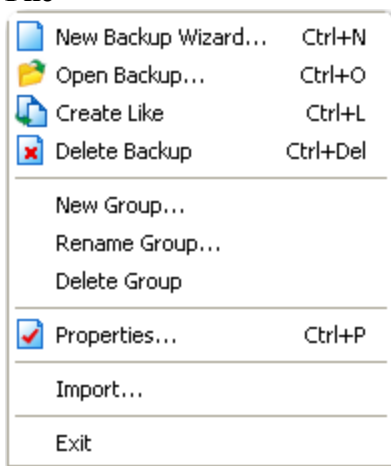
- **New Backup Wizard...** starts the **New Backup Wizard**, same as the New toolbar button or keyboard shortcut **Ctrl+N**
- **Open Backup...** creates a new backup job from the opened ".bkc" or ".ini" file, same as the **Open** toolbar button or the keyboard shortcut **Ctrl+O**
- **Create Like...** duplicates the selected backup job, same as the toolbar button **Create Like** or the keyboard shortcut **Ctrl+E**
- **Delete Backup** - removes the current selected backup, same as the toolbar button **Delete** or the keyboard shortcut **Ctrl+Del**
- **New Group...** creates a new backup group
- **Rename Group...** renames the current expanded group
- **Delete Group** - removes the current expanded backup jobs group
- **Properties...** opens the backup properties window, same as the toolbar button **Properties** or the keyboard shortcut **Ctrl+P**
- **Import...** imports ".ini" files from previous versions of Backup4all
- **Exit** - exits the application, same as the keyboard shortcut **Alt+F4**

View
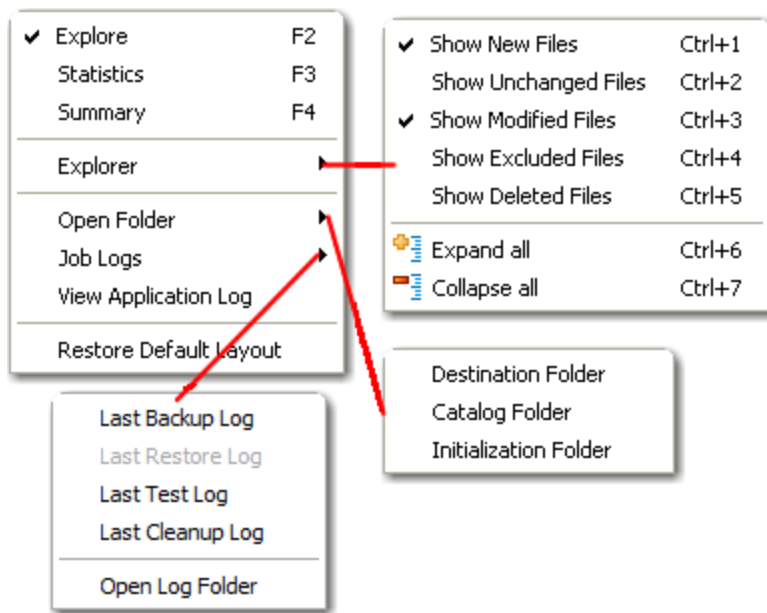
- **Explore** - switches to **Explore view**, same as the Explore toolbar button or keyboard shortcut **F2**
- **Statistics** - switches to **Statistics view**, same as the Statistics toolbar button or keyboard shortcut **F3**
- **Summary** - switches to **Summary view**, same as the Summary toolbar button or keyboard shortcut **F4**
- **Explorer** - displays a list of options for the Explore view:
  - **Show New Files (Ctrl+1)** - displays new files since last backup
  - **Show Unchanged Files (Ctrl+2)** - shows unchanged files since last backup
  - **Show Modified Files (Ctrl+3)** - displays modified files since last backup
  - **Show Excluded Files (Ctrl+4)** - displays excluded files since last backup
  - **Show Deleted Files (Ctrl+5)** - displays deleted files since last backup
  - **Expand all (Ctrl+6)** - expands all files and folders
  - **Collapse all (Ctrl+7)** - collapses all files and folders
- **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
- **View Application Log** - shows the application's log file. If there is no log file, the menu is disabled.
- **Restore default layout** - restores Backup4all's windows size, position and columns

Actions
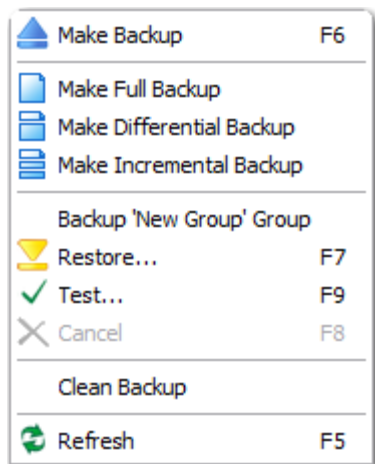
- **Make Backup** - starts the backup process for the selected backup job, same as the Backup toolbar button or keyboard shortcut F6
- **Make Full Backup** - performs a full backup regardless of the backup type
- **Make Differential Backup** - performs a differential backup regardless of the backup type
- **Make Incremental Backup** - performs an incremental 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
- **Restore...** starts the Restore wizard same as the Restore toolbar button or the keyboard shortcut F7
- **Test...** opens the Test Backup window, same as the Test toolbar button or the keyboard shortcut F9
- **Cancel** - cancels the backup, test or restore process, same as the Cancel toolbar button or the keyboard shortcut F8
- **Clean Backup** - opens the **Clean Backup** window that shows a list of backup numbers that can be removed
- **Refresh (F5)** - reloads the backup catalog

Tools

Schedulers...   F11
Create Shortcut...
Erase CD\DVD...

Export statistics

Running Backups...   Ctrl+B
Options...
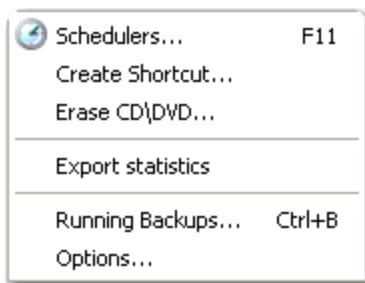
- **Schedulers... (F11)** - opens the **Schedulers** window
- **Create Shortcut...** creates a shortcut to a backup job (for easy backup execution from outside the program) on your desktop, quick launch or other location
- **Erase CD/DVD** - opens the **Erase CD/DVD** window
- **Export Statistics** - Exports the calculated statistics in a .csv file
- **Running Backups... (Ctrl + B)** - opens the **Running backups** window
- **Options** - opens the **Options** window

Help

Backup4all Help   F1
Backup4all on the Web
Support Request...
How to Order
Register...
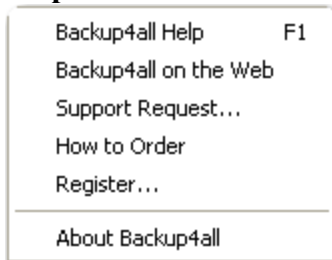
About Backup4all

- **Contents (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
- **About Backup4all** - opens the About box of Backup4all

5.2   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.
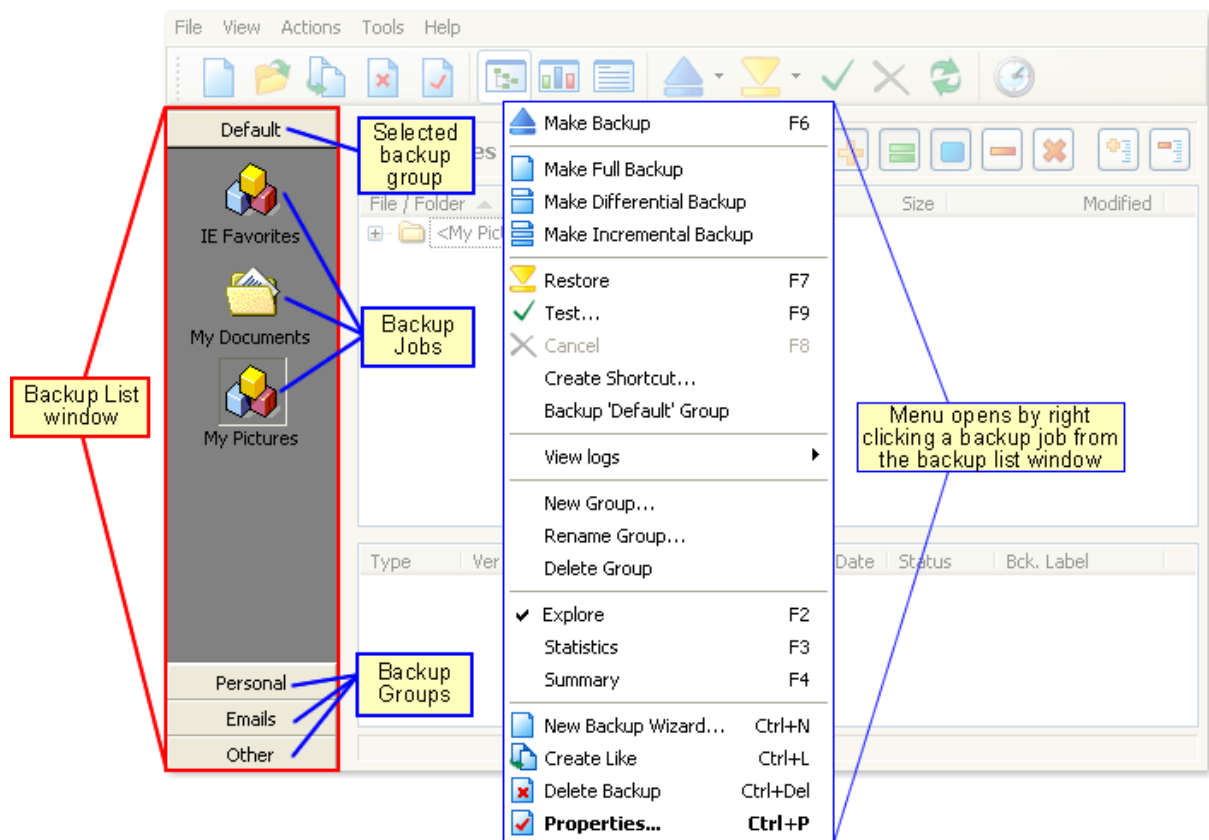
To configure a backup job's appearance (icon and label) in the backup list, you have to open the **Backup Properties** window, switch to the **General** tab, change the name of the backup job, choose the group of the backup job and select a backup job icon. If you have several backup jobs defined in the same group, you can check the option **Sort backup jobs alphabetically** in a group from **Tools->Options->General** 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
- **Make Incremental Backup** - performs an incremental backup regardless of the backup type
- **Restore** - starts the restore process for the currently selected backup job
- **Test...** starts the test process for the currently selected backup job
- **Cancel** - aborts current backup process
- **Create Shortcut...** creates a shortcut to the backup job
- **Backup <Selected Group Name> Group** - executes all backup jobs from the group
- **View logs** - lets you open and view the **Last Backup Log**, **Last Restore Log** and **Last Test Log**

- **New Group...** adds a new group
- **Rename group...** renames the selected group
- **Delete Group** - deletes the selected group and all its backup jobs
- **Explore** - switches to **Explore** view
- **Statistics** - switches to **Statistics** view
- **Summary** - switches to **Summary** view
- **New Backup Wizard...** opens the **New Backup Wizard**
- **Create Like** - duplicates a backup job
- **Delete Backup** - deletes a backup job
- **Properties...** opens the **Backup Properties** window

5.3   Manage Backup Groups

<u>**Create a new backup group**</u>

1) When creating a new backup job using the **New Backup Wizard**, type a new name (that does not exist) for the backup group. The new group will be created when the wizard is finished.
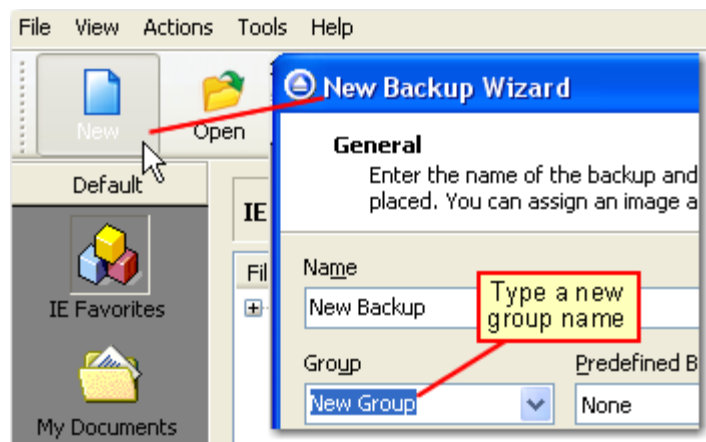
2) When editing backup job's properties, type a new name (that does not exist) for the backup group. The new group will be created when the window is closed.
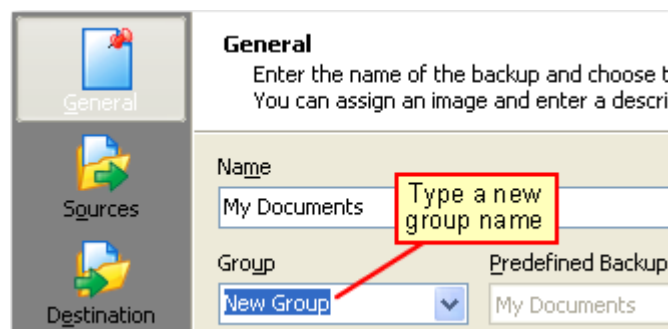
3) Right click on backup list (left panel of the main window) and choose **New Group**. The **Create a new group** window will appear and you can enter the name of the group. A

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

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
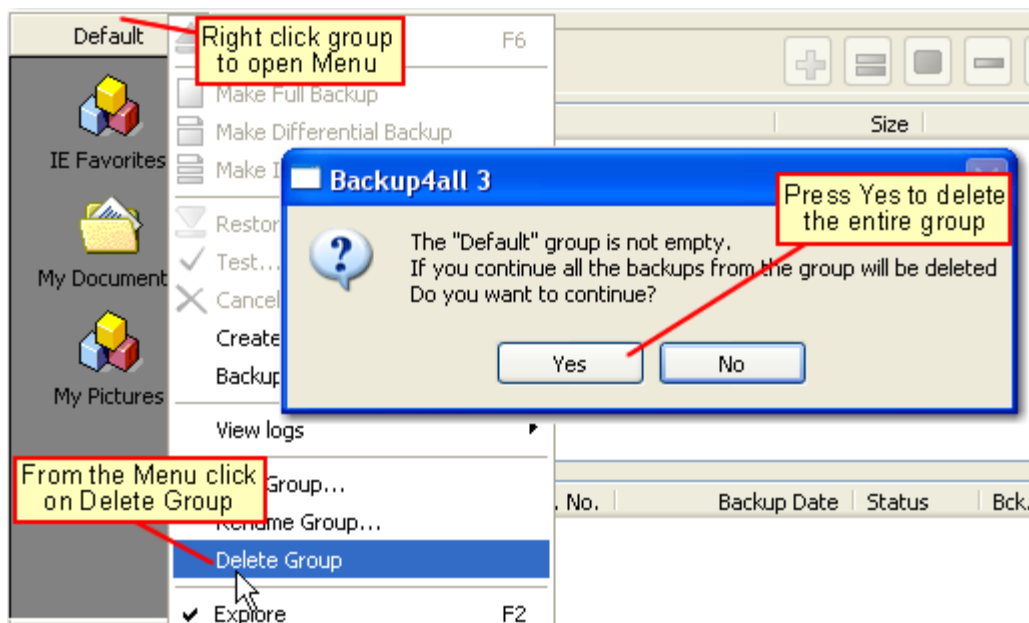
Open the backup group to see its jobs. Then right-click and choose **Delete Group**. A warning message will appear before the deletion. If you choose **Yes**, the backup group will be deleted with all its backup jobs. To move backup jobs to a different backup group, you must edit the backup job's properties and select a different group for them.

5.4   Explore View

You can activate **Explore** view by:
- pressing the **Explore** button from the toolbar

- selecting the **Explore** menu item from the **View** menu
- pressing **F2** keyboard shortcut
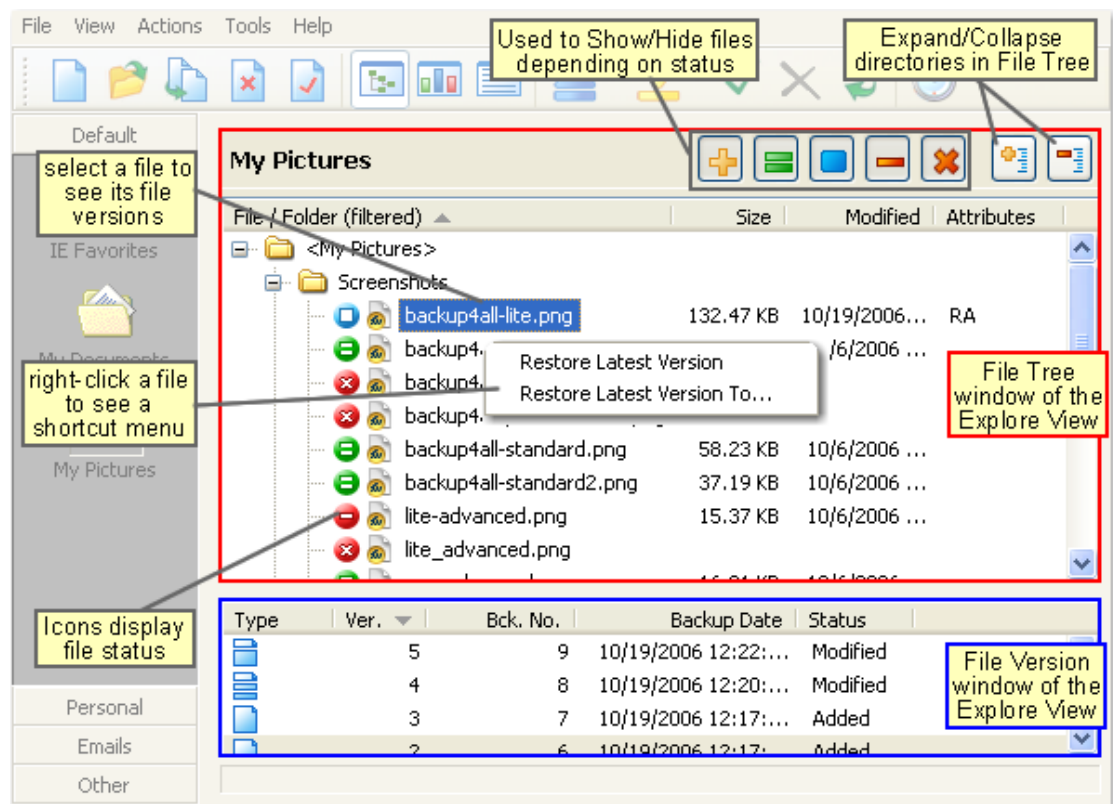
The **Explore View** consists of a File Tree on top and a File Version List at the bottom.

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->General** 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...**

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->General** 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, Incremental, 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**

5.5 Statistics View

You can activate **Statistics** view by:

- pressing the **Statistics** button from the toolbar
- selecting from the **View** menu the **Statistics** menu item
- pressing the **F3** keyboard shortcut
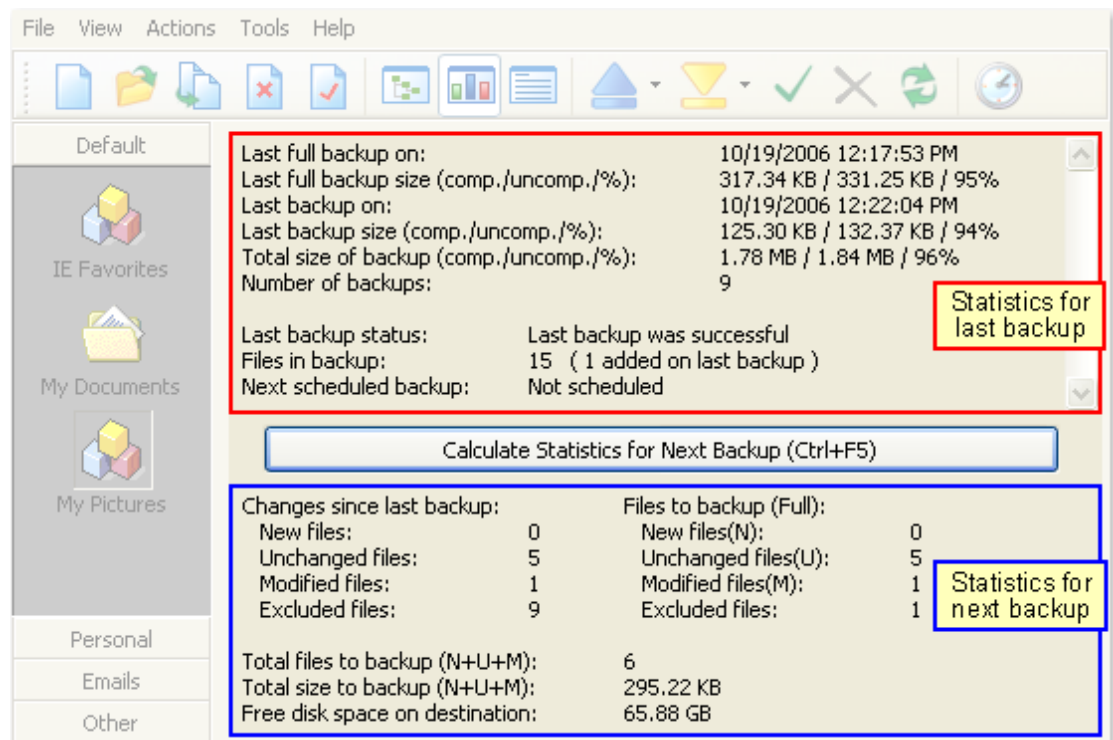
This view provides statistical information about the last backup performed and calculates statistics about the next backup, based on the current backup job configuration.

Information provided for incremental and differential backups:

Last full backup on
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 incremental or differential.

Last full backup size
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%.

Last backup on
Date and time of the last backup

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

For mirror backups the first four labels are replaced by:

Mirror backup on
Date and time when the last mirror backup was executed

Mirror backup size
Shows the size of the last mirror backup

Total size of backup
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

Other information provided for incremental, differential and mirror backups:

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 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

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

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

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

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

Excluded files
Shows the number of excluded files, 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
Shows the number of new files since last backup.

Modified files
Shows the number of modified files since last backup.

Unchanged files
Shows the number of unchanged files since last backup.

Excluded files
Shows the number of excluded files. A file gets excluded because of the changes in file filter or because it was deleted or moved from the source files.

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

Total file 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.

5.6   Summary View

You can activate the **Summary** view by:
- pressing the **Summary** button from the toolbar
- selecting from the **View** menu the **Summary** menu item
- pressing the **F4** keyboard shortcut
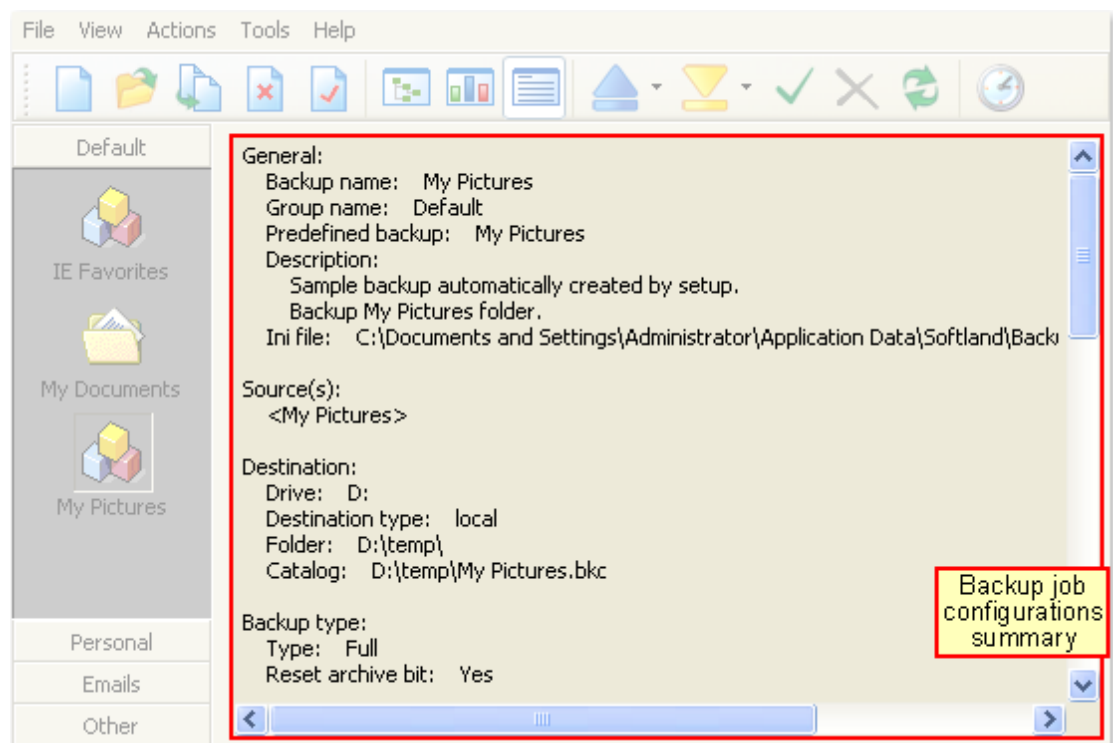
This view provides a text description containing all the configurations made for a backup job. You can copy this text description and put it in a file for later use.

Information included in the **Summary**:
- General:
    - Backup name:
    - Group name:
    - Predefined backup:
    - Description:
    - Ini file:
- Source(s):
- Destination:

- Drive:
- Destination type:
- Folder:
- Catalog:
- Backup type:
  - Type:
  - Clear archive bit:
  - Limit number of stored backups:
  - Password:
  - Use Zip AES encryption:
  - Key strength:
  - Compression level:
  - Zip split size:
  - Zip name prefix:
  - Zip filter:
  - Create independent splits:
  - Always use temporary folder to create zip files:
  - Use alternate zipping mode:
- Filters:
  - Main:
    - Include filter:
    - Exclude filter:
- Advanced settings:
  Backup:
    - Volume label prefix:
    - Comparison criteria:
    - Backup execution priority:
    - Ask for backup label before execution:
    - Test after backup:
    - Delete sources after successful backup:
    - Delete empty directory:
    - Use local catalog:
  - Actions:
    - Action before backup:
    - Action after backup:
  - Sounds:
  - Emails:
    - Success email:
    - Warning email:
    - Error email:
    - Send email to addresses:
    - Attach backup log file to email:
  - Scheduler:

- Show warning and error messages when scheduled:
- Ask for user input when backup cannot continue:

5.7 Test

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.
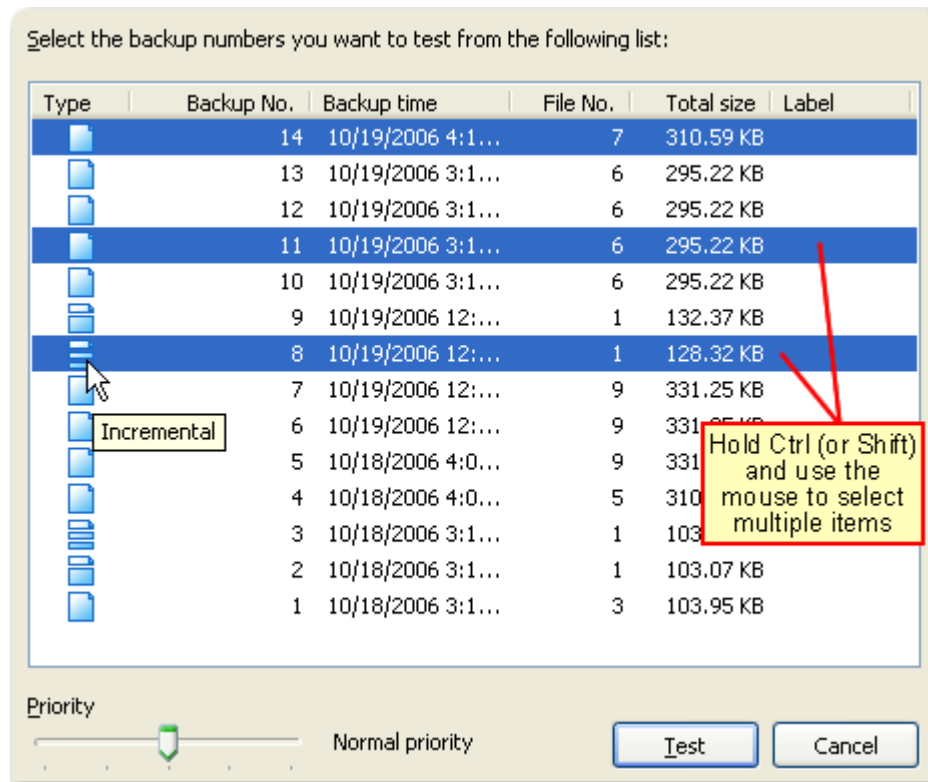
When you open the window all the backup versions that can be tested are selected. You can select/deselect multiple backup versions you want to be tested using batch selection on that list. To define the selection, keep the **Shift** key pressed and use the up and down arrow keys from your keyboard or 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, 🗐 Incremental, 🗎 Differential, ▮▮ Mirror
- **Backup No.** - Number of the backup

- **Backup time** - Date and time when the version was added to the backup
- **File No.** - Number of files included in that backup
- **Total size** - Size of the backup version
- **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
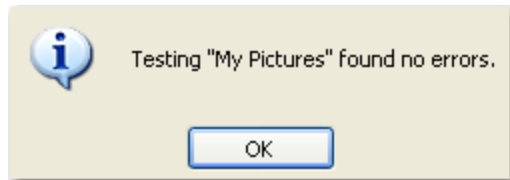
- **Testing <backup name> found error(s). Do you want to see the log file?** - means that some files are corrupted or missing from the backup; you should press **Yes** to see the test log file (also available from the **View->Job Logs->Last Test Log** menu too)
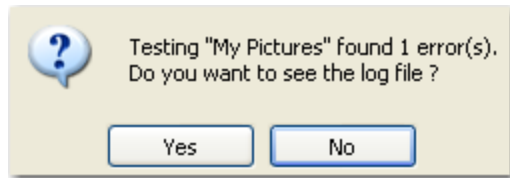
Backup4all has also the option to test the files automatically after backup. This option is checked by default and it is recommended to leave it this way. However, if you want to modify it, you can find the **Test after backup** option in the **Backup Properties- >Advanced** window for the selected backup job.

5.8 Clean backup

The **Clean backup** window can be opened from the **Actions->Clean backup** 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 incremental or 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, ▤ Incremental, ▯ Differential, ▮▮ Mirror. Additionally, full backups are marked with red.
- **Backup No.** - Number of the backup
- **Backup time** - Date and time when the backup was executed
- **File No.** - Number of files 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 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.

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.

5.9 Scheduler

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.
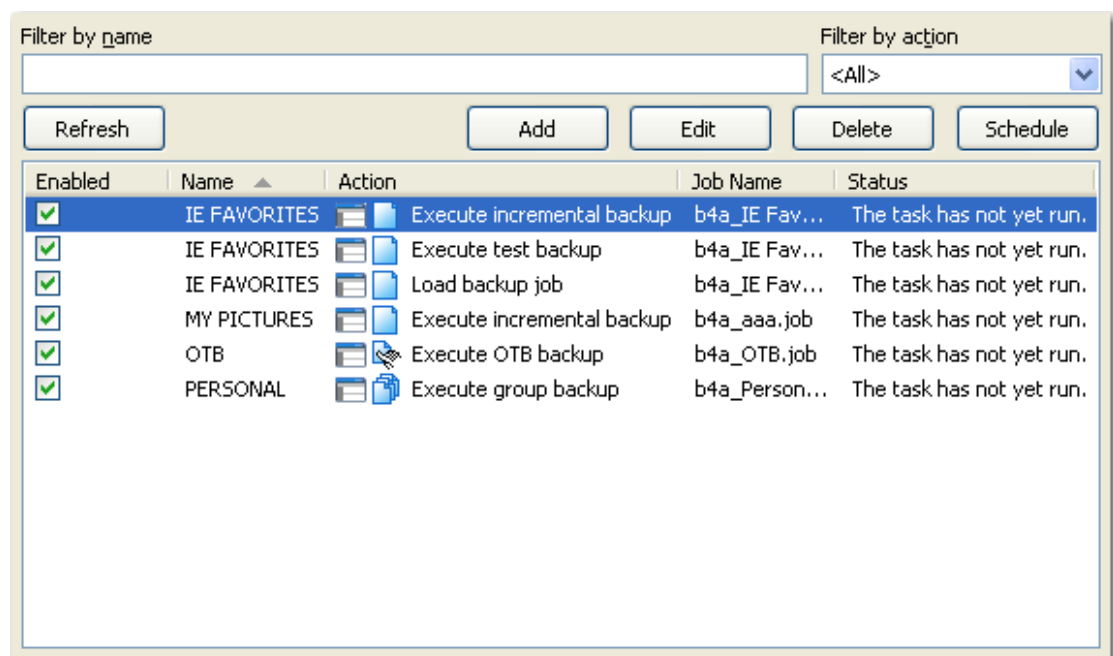
Right-clicking an existing scheduled task will display the following options:
- **Add** - allows you to easily add a new scheduled task
- **Edit** - opens the Scheduled Jobs window where you can edit selected task's options
- **Delete** - removes the selected scheduled task
- **Schedule** - opens the 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.
- **Refresh** - refreshes the scheduled tasks list

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, Incremental 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
- **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 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 type of schedule selected for the task

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**.

5.9.1 Schedule Job

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

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.

Run

Select the job type allows you to schedule:
- **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.
- **One touch backup** - If this is selected, the scheduled task will run the backup using settings from **Tools->Options->One Touch Backup**. 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:
- **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
- **Incremental** - executes an incremental backup, no matter what the backup type defined in the backup job is
- **Load** - at the scheduled date it opens Backup4all and selects the backup job
- **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.
- **Test** - you can schedule a test operation instead of a backup. When Test is selected, the **Backup Numbers** box is displayed `1,2,5,#,4`. 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.

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.

<u>**Scheduler**</u>

Select Scheduler type allows scheduling a task to run either using the Windows/standalone scheduler or at system shutdown:

- **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 <u>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</u>.
- **Standalone 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. <u>Using the standalone scheduler tasks cannot be executed if there is no user logged in to Windows</u>. To be able to run tasks when no user is logged in you have to use the Windows Scheduler option.
- **System shutdown** - If this is selected, the task will be executed when the shutdown command is started. Backup4all intercepts the shutdown message and there is no way to know if a restart or a shutdown was requested. This is why it will always shutdown your computer after the task is executed.

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->General**. Also, <u>make sure that you enter the correct password - if the password is wrong the scheduled task will not run</u>.

5.10 Create Shortcut

The **Create Shortcut** window can be opened from the **Tools->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.
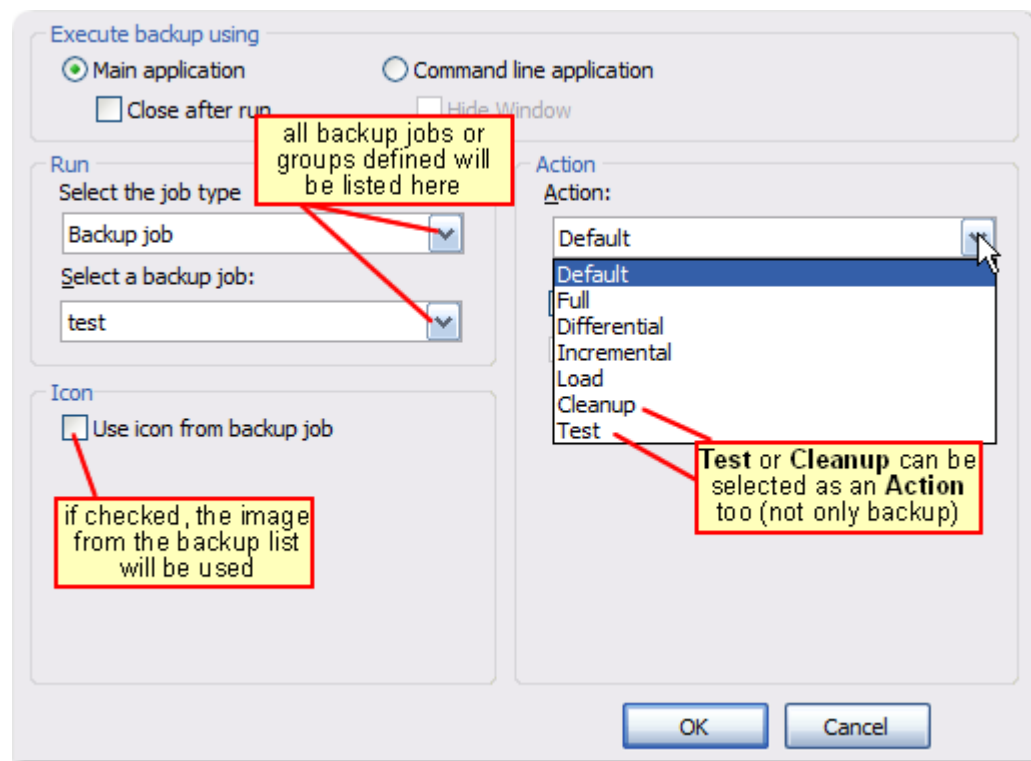
Once you have selected the Action to be performed and the backup job/group to run, click on Ok to create the shortcut. A window will prompt you to select a name for your shortcut and its destination. Once that's completed, the shortcut will be placed in the selected destination.
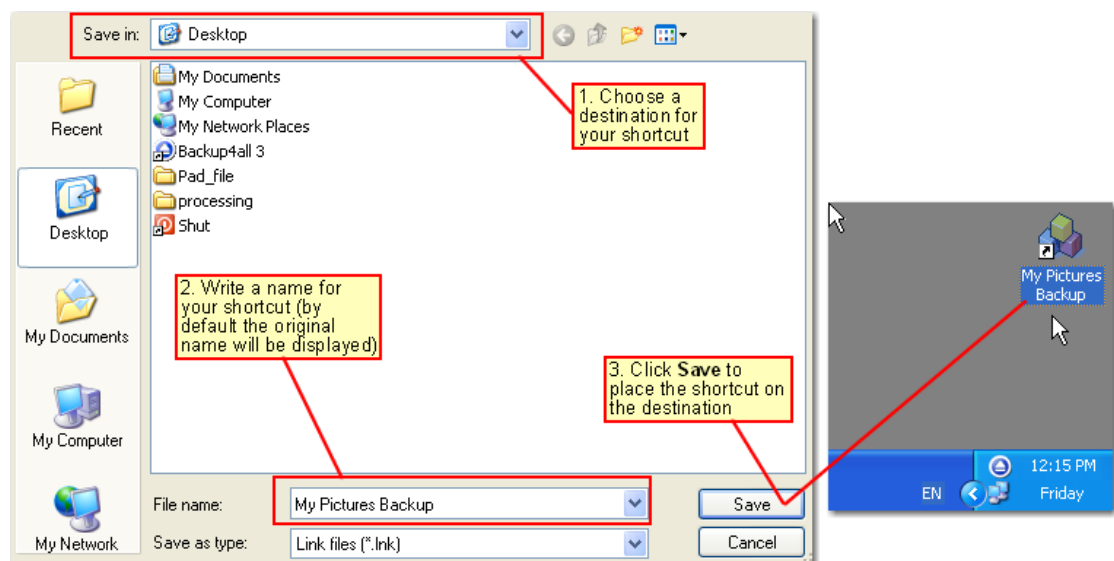
Execute backup using

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.

Run

Select the job type allows you to schedule:
- **Backup job** - This option allows you to create a shortcut for a backup job from all 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 option allows you to create a shortcut for 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.
- **One touch backup** - If this is selected, the shortcut will launch the backup using settings from **Tools->Options->One Touch Backup**. If the option **Enable "One Touch Backup"** support is not enabled, the backup will not run.

Action

You can select an action to perform when you double-click on the shortcut:
- **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
- **Incremental** - executes an incremental backup, no matter what the backup type defined in the backup job is
- **Load** - at the scheduled date it opens Backup4all and selects the backup job
- **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
- **Keep differential backups** - if this is checked, the differential backups will be kept even if they fall into the range of files filtered for deletion
- **Keep full backups** - if this is checked, the full backups will be kept even if they fall into the range of files filtered for deletion

- **Test** - you can create a shortcut to a test operation instead of a backup. When Test is selected, the **Backup Numbers** box is displayed `1,2,5,#,4`. 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.

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.

Erase disk before backup
This option is displayed 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 defined action.

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

5.11   Erase CD/DVD

The **Erase CD/DVD** window can be opened from the **Tools->Erase CD/DVD...** menu item.
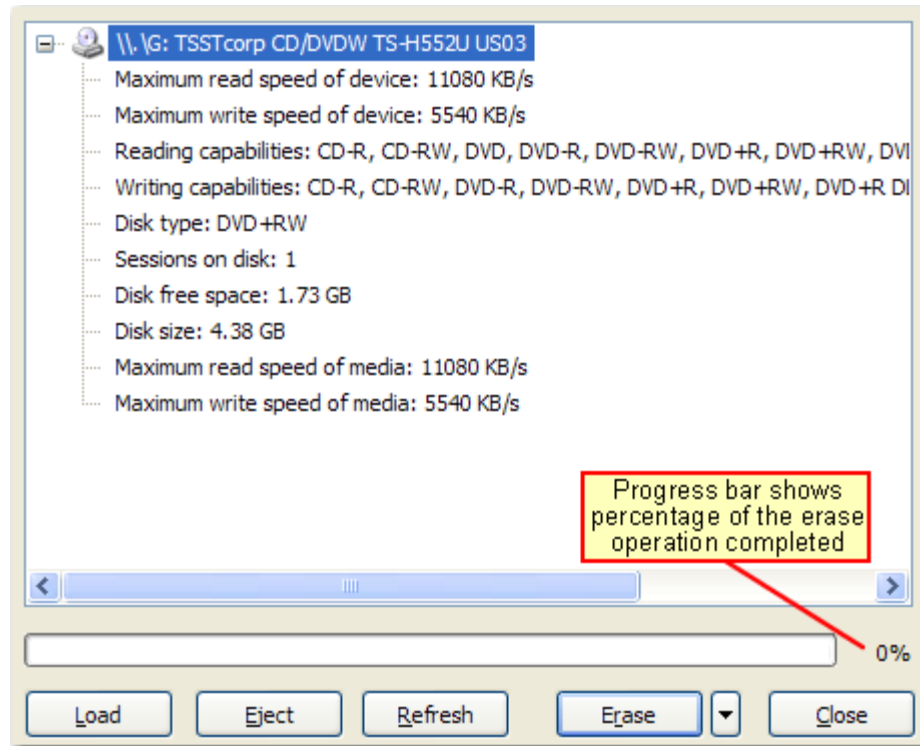
When the window is shown, devices capable of writing to CD/DVD are listed in it. The first device from the list is selected by default.

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 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 tray. The button is enabled only when a device is selected.

Eject

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

Refresh

Will reload all information about the CD/DVD burners.

Close

Closes the Erase CD/DVD window.

5.12   Running Backups

The **Running Backups** window can be opened from the **Tools->Running Backups** menu item or by pressing the **Ctrl+B** keyboard shortcut.
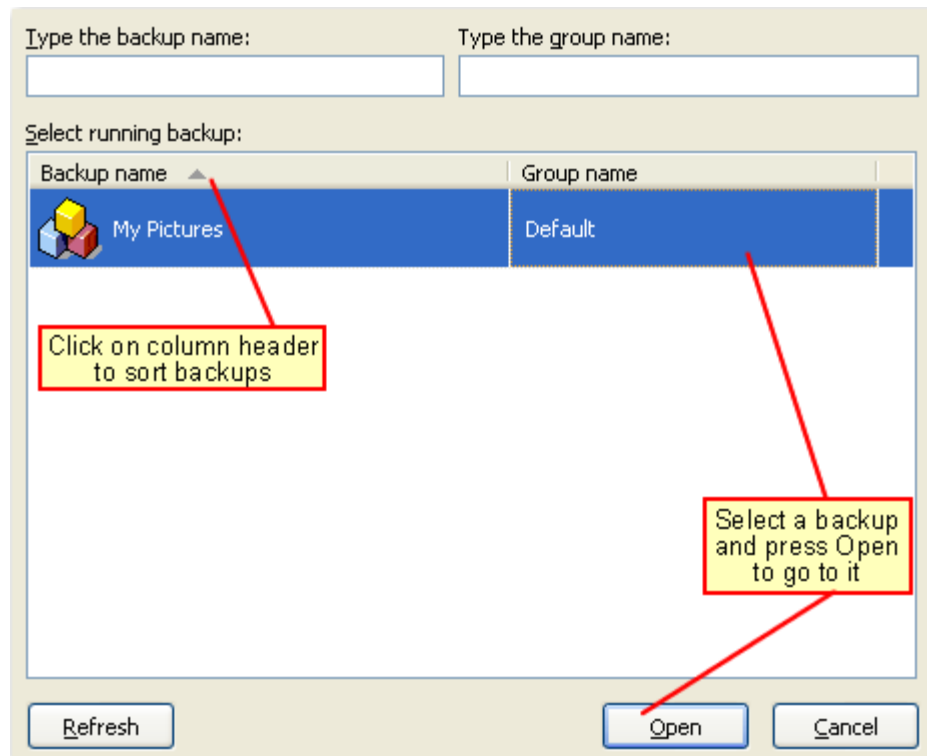
Backup4all can process multiple backup jobs at the same time. Using the **Running Backups**

window you can see which backup jobs are executed at a certain time.

If there are many backups listed, you can search for a backup job by typing its name in the **Type the backup name** field on the top left side of the **Running Backups** window. You can also do a search for a backup group by typing the backup group name you want to find in the **Type the group** name field.

To go to one backup job or group, select it from the list and press the **Open** button, double-click it or press **Enter**. This will close the **Running Backups** window and focus the chosen backup job or group.

Click the **Refresh** button to reload the display of the backup jobs running. If a backup is finished, it will not be shown in the list anymore. Pressing the **Cancel** button or the **Esc** key will close the **Running Backups** window.

5.13 Logging

Backup4all provides a log engine that helps you track the backup, restore and test operations. It is composed of three subsystems: backup logging, restore logging and test 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.
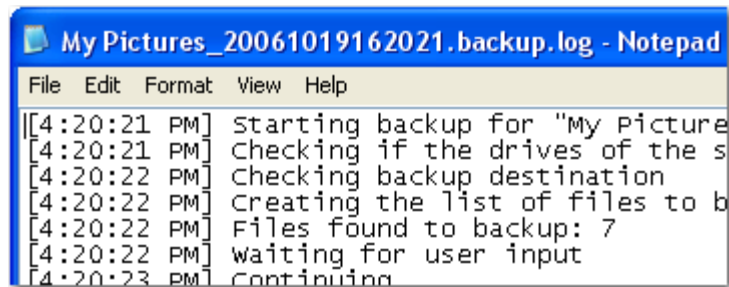
For each operation the system logs:
- start time and date
- the operation
- errors or warnings
- end time and date

The **Tools->Options->Logging** configuration window provides additional options that you can select to further customize the logging process:
- **Log Detailed Info** - 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 it 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
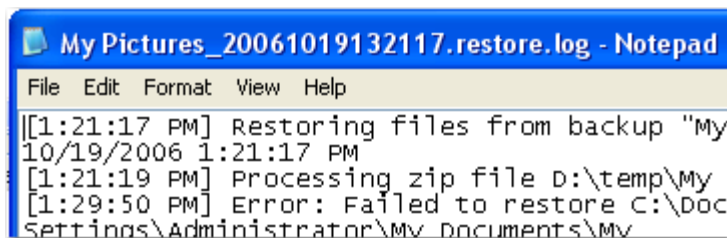
Logged operations:
- Checking sources/destination
- Creating file list
- Archiving files
- Merging files
- Burning CD or DVD
- Saving catalog

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.
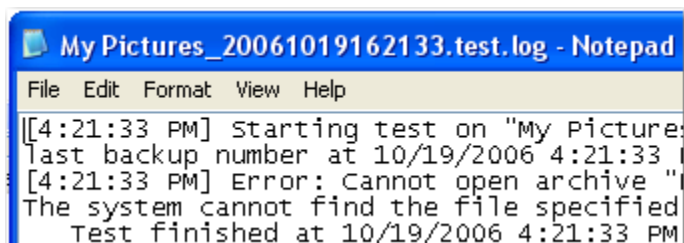
Restore Logging

Logged 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). The result of the operation is also logged.

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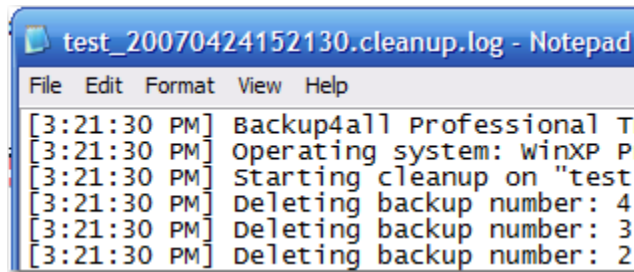
Logged operations: **Cleanup**. Shows the backup numbers that are deleted and logs the result of the operation.

5.14   Import

The **Import** window can be opened from the **File->Import...** menu item and it is also opened the first time you run 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.
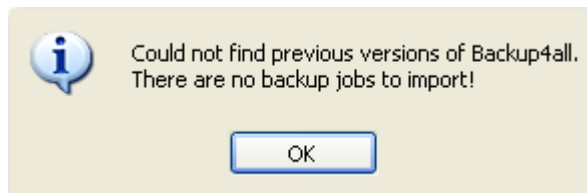
If you had previous major versions installed, you'll have the option to import the backup jobs and backup groups from a previous major version of Backup4all.
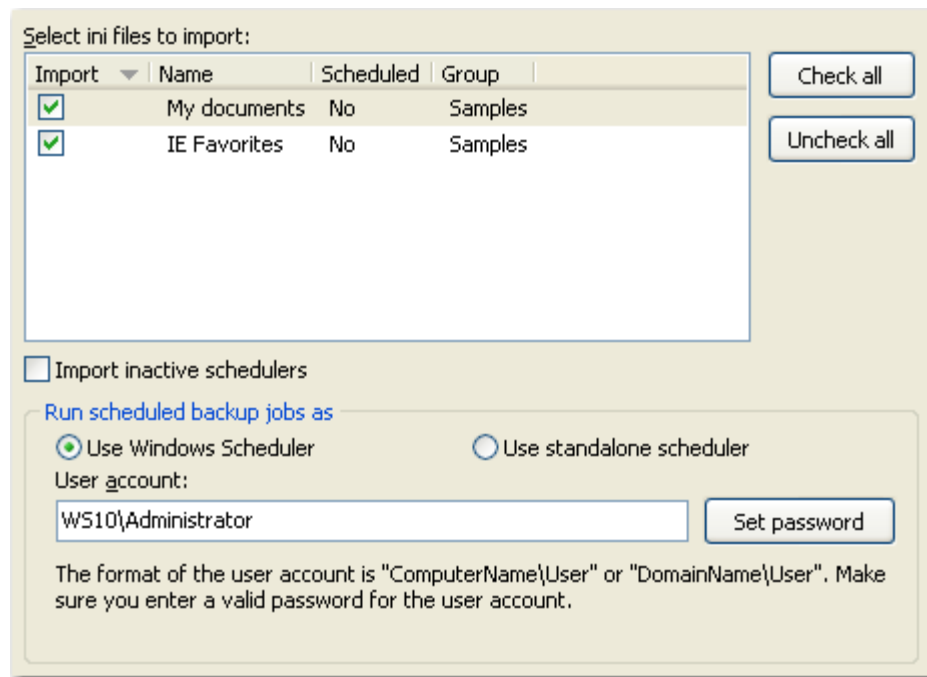
Select ini files to import

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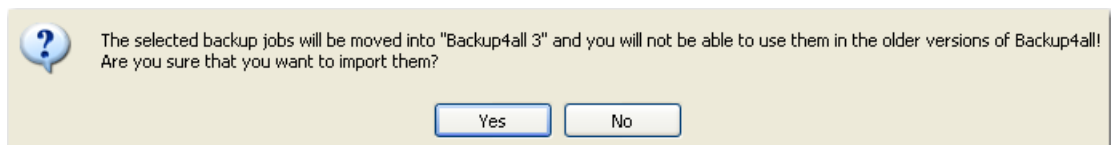
There are three main columns in the display list:
- **Import** - if the checkbox is marked, the backup job will be imported
- **Name** - it displays the name of the backup job as it was defined in the previous version
- **Scheduled** - it shows if the respective backup job was a scheduled backup or not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

Import inactive schedulers
If this is checked, scheduled backup jobs that were inactive will be imported too.
When the Import operation is finished, a report will be displayed with the results of the operation.
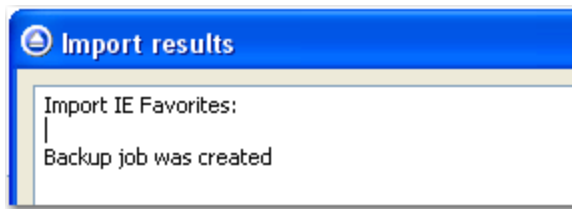
Run scheduled backup jobs as

If the backup jobs were scheduled to run in the previous version, you have the option to import them as scheduled backup jobs in the new version too.

Use Windows Scheduler
If this is selected, the backup jobs 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 backup job even if there is no user logged in or if the computer is in hibernation/stand by.

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->General**. Also, make sure that you enter the correct password - if the password is wrong the scheduled task will not run.

Use standalone scheduler
If this is selected, the backup jobs 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 backups cannot be executed if there is no user logged in to Windows. To be able to run backups when no user is logged in you have to use the **Windows Scheduler** option.

Tips:
- 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)

5.15   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 .
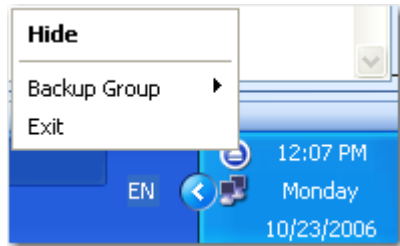
The right-click menu of the tray icon allows to:

- **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.

| **Tray icon display during Backup** | **Tray icon display during Restore** | **Tray icon display during Test** |

2) If the application is idle the Backup4all 3 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.
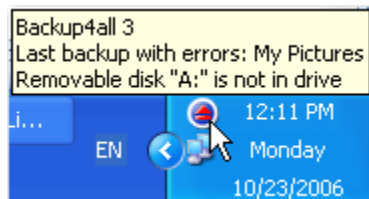
Tray icon display when error occurs

5.16 Keyboard Shortcuts

Keyboard shortcuts configured in Backup4all:

New backup wizard - **CTRL + N**

Open backup - **CTRL + O**

Duplicate backup job - **CTRL + L**

Delete backup job - **CTRL + Del**

Backup job properties - **CTRL + P**

Explore - **F2**

Statistics - **F3**

Summary - **F4**

Refresh - **F5**

Execute backup - **F6**

Restore - **F7**

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**

Exit - **ALT + F4**

Running backups - **CTRL + B**

Help - **F1**

New Backup Wizard and Backup Properties

Part VI

6   New Backup Wizard and Backup Properties

6.1   Overview

Using the **New Backup Wizard** you can easily create a new backup job. With the **Backup Properties** window you can modify backup jobs.

The pages of the wizard and the properties window are the same just that in the **New Backup Wizard** you must step through them in a specified order, while in the **Backup Properties** window you can access all pages from the list on the left side of the window.

Another difference is that the New Backup Wizard has an extra **Summary page**, with the same information as the Summary view of the backup job.

6.2   General

The **General** page defines the appearance of the backup job in the backup list.
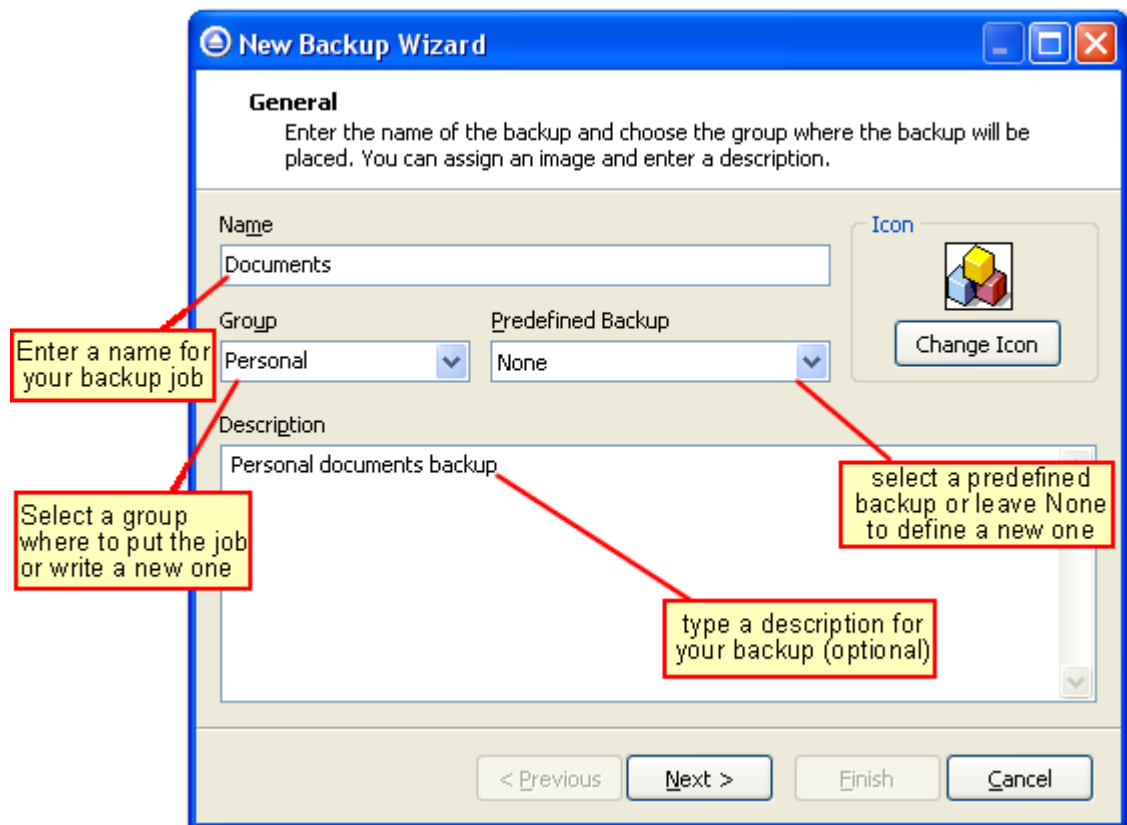
Name
Enter the name of the backup job. This name will appear in the backup list, right under the chosen picture. This field is mandatory.
The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. 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) or FTP (remote) the name of the subdirectory and the name of the catalog are 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, floppy disk 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.

Predefined backup
Select a predefined backup you want to use:
- **None** - You will have to choose the backup sources on the **Sources** page
- **My Documents** - The source of your backup will be the **My Documents** folder
- **My Pictures** - The source of your backup will be the **My Pictures** folder
- **Outlook Express** - The job will backup all your **Outlook Express** emails and settings
- **Backup4all Configurations** - The job will backup the configuration files of Backup4all

The predefined backups will always restore your backup in the correct folders, even if you have changed the computer.

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.

6.3 Sources

The **Sources** page defines what files and folders will be used by Backup4all for the backup.
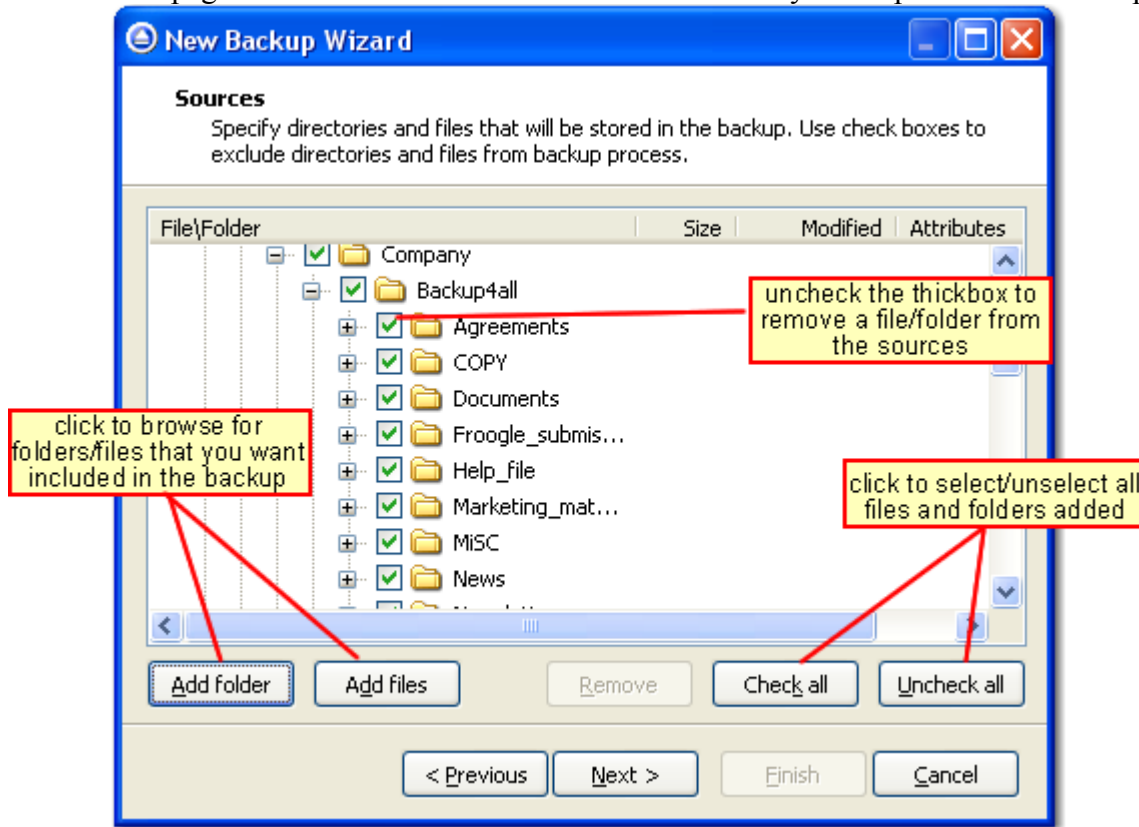
You can:
- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the thickbox ☑
- select all files and folders by pressing the **Check all** button
- unselect all files and folders by pressing the **Uncheck all** button

You must add at least one file or directory in order to continue with next step of the wizard.
If the source drive is missing (when the network is disconnected for instance or floppy, CD/ DVD 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/foders to the **Sources** window by dragging and dropping them from **Windows Explorer**

6.4   Destination

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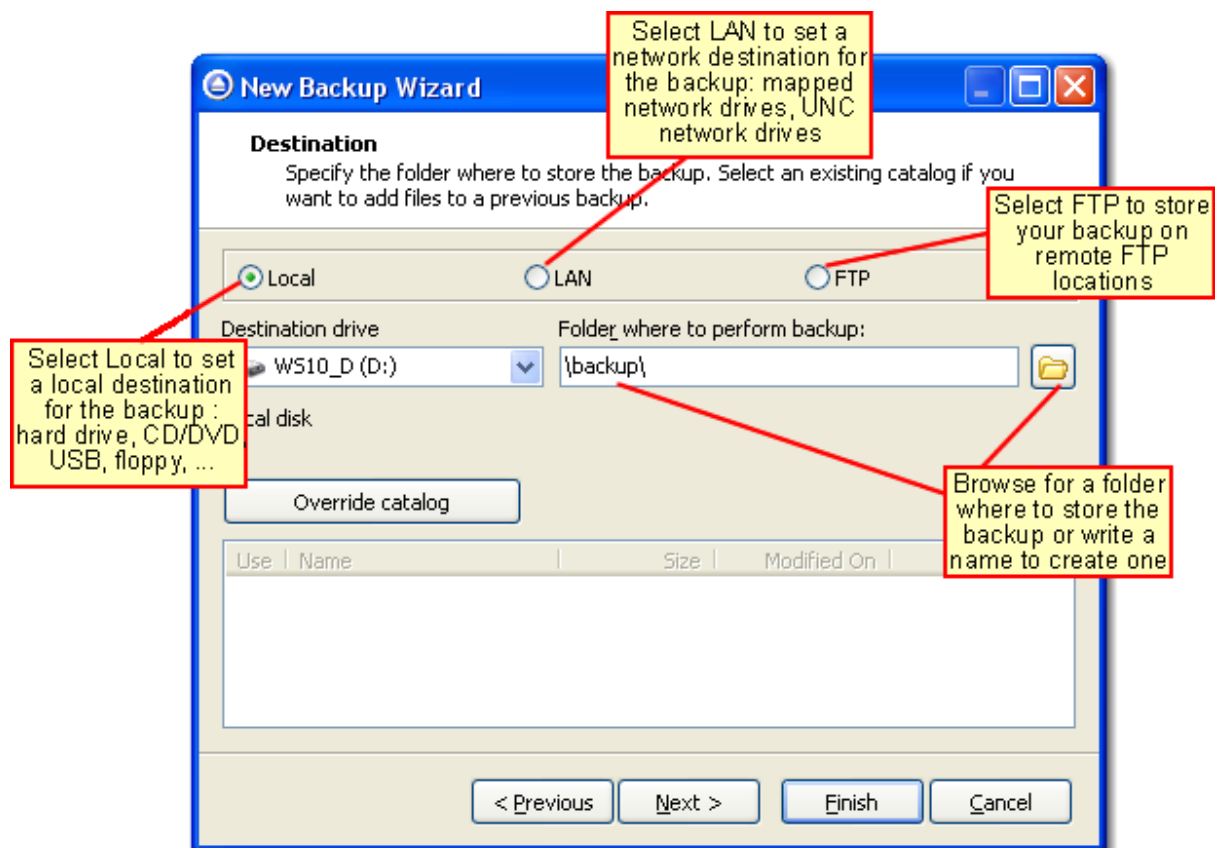
Destinations

Valid destinations:
- **Local drives**: hard disk drive, floppy drive, zip drive, CD/DVD drive, USB drive
- **LAN (network) drives**: mapped network drive, UNC network drive
- **FTP servers (*)**: remote FTP locations

For removable media, there is an extra option: **Erase disk before writing**. Setting this option will completely erase the removable media before backup execution. If the destination is a CD/DVD drive, the burning process can be configured further from another dialog.

If the destination is a network drive, then only a full path is allowed. For example, suppose **Backup_Server\PC1** is mapped on a workstation as drive X, then the following paths are both valid and indicate the same folder: **Backup_Server\PC1\Backup and X:\Backup**.

Make sure you can write in the destination and the selected folder (you have the proper rights and the media is not write-protected).
For each backup job, a backup catalog (".bkc file") is created in the destination folder and saved locally too (if the option **Use local catalogs** is checked). Each backup catalog can be assigned to one backup job.

Override catalog

In the **Destination** there is another option regarding the backup catalog: **Override catalog**. If you don't press the **Override catalog** button, your current backup job will use the existing catalog, or if there is no catalog it will create a new one.
If there is one backup catalog for this job created and you want to create a new catalog for this job but keep the old one too, press the **Override catalog** button and check the **Create new catalog** option that appears. Now, if the next time you do a backup you want to use the previous catalog, you can press the **Override catalog** button again and this time in the list you will see the 2 backup catalogs. The new one is grayed out and checked so to use the old one just select it from the list.

A backup catalog (".bkc" file) contains the following information:
- backup job configuration: files and folders, filters, scheduling, backup type, etc. Usually this configuration is set in the **New Backup Wizard** or the **Backup Properties** window
- List of files and folders that have been added to the backup

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.

6.4.1   Local

You can use a valid local destination for your backup: hard disk drives, floppy disk drives, zip drives, CD/DVD drives, USB drives or other removable media.
The **Local** option is selected by default when you define a new backup. From the **Destination drive** you can select either one of your hard disk partitions, mapped network drives, the floppy disk, CD/DVD drive or other removable drive. By default, the first partition is selected (usually **C:**).
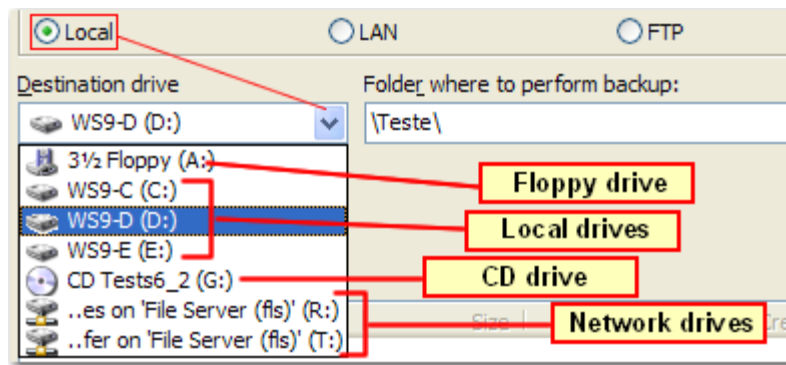
When you select one of the removable drives, another option appears too: **Erase disk before writing**. If you check this, before performing the backup job Backup4all will erase everything (if the removable drive supports this function). If the destination is a CD/DVD drive, the burning process can be configured further the CD/DVD Advanced Settings dialog.

In the **Folder where to perform the backup** field by default it is the path to the **My Backup4all 3** folder (\Documents and Settings\<user name>\My Documents\MyBackup4all 3). You can click on the **Select another destination** icon and browse to a directory 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 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.

6.4.1.1   CD/DVD Advanced Settings

If you choose as a local destination your CD/DVD drive, you have access to another window that contains special settings for CD/DVD burning.
Press the **CD/DVD Advanced Settings** button to open it.

Erase disk before writing
When this option is checked, the rewritable CD or DVD is erased before burning the backup files. By default this option is not marked.

Choose CD/DVD write method

Burn using built-in driver
Backup4all has built-in burning capabilities. Depending on the option selected in CD/DVD (from Tools->Options->Backup), one of the internal burners or a third party ASPI driver will be used to write the CD or DVD. This option is checked by default.

Speed
Use this option to specify a different speed for burning the CD or DVD. By default this option is set to **Maximum** speed.

Use UDF file system
UDF is a platform-independent file system; the same media can be written and read by any operating system or vendor. Each CD or DVD 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 or DVD.

6.4.2   LAN

You can use a network destination for your backup by selecting the **LAN** option from the **Destination** window.
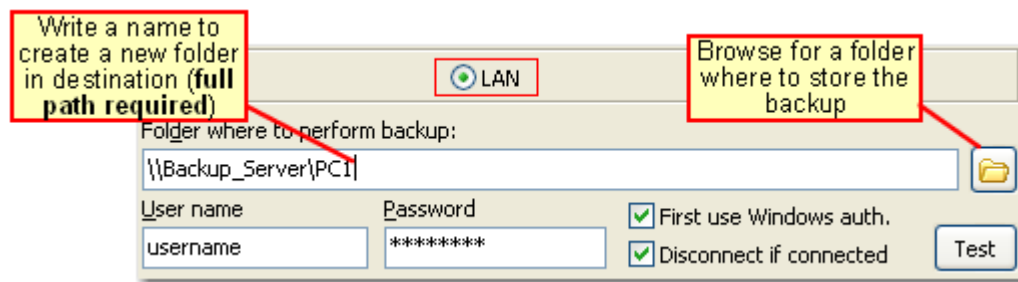
Click the **Select another destination** icon 📁 to browse through the **My Network Places** to select a destination where the backup will be stored.

You can also enter network paths in the **Folder where to perform backup** 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 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 <u>if it requires authentication</u>. 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/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/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.
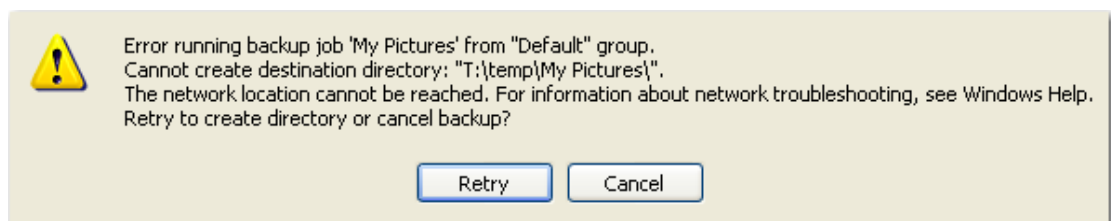
The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again. If the scheduler starts the backup then the system will retry as many times as set in the **Tools->Options->Backup** window and if still is not possible to access the network destination, it will abort the backup process.

6.4.3   FTP

Backup4all supports backing up to a remote computer or device using FTP (File Transfer

Protocol) connection. This is a practical backup destination because the backed up data can be easily accessed from any other computer with an Internet connection. Select the **FTP** option from the **Destination** window to be able to configure the backup to FTP.
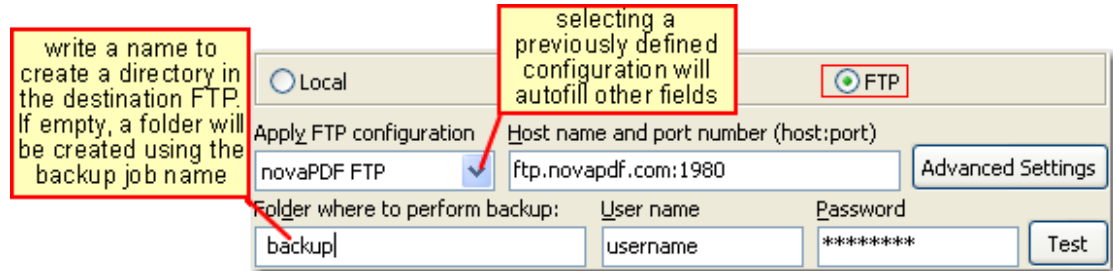
Apply FTP configuration
You can select an already defined FTP configuration given that you added one in the **Tools->Options->FTP** window. All the fields will be filled with the information from the configuration file. If no configuration was previously defined, you will have to enter the other details.

Folder where to perform backup
Enter a folder name where the backup files will be stored on the remote computer via FTP. If the folder does not exist, a new one is created with that name. If that field is left blank, Backup4all will automatically create a folder using the name of the backup job and place the backup files in there.

Host name and port number
In this field you have to enter the name or IP address for the FTP server and a port if different than the default FTP port (21). The format is host:port; e.g. ftp.Backup4all.com:1002 will backup to ftp.Backup4all.com connecting through port 1002.

User name/Password
In these fields you can enter the user name/password for the FTP server. There are FTP servers that allow anonymous access (public FTP servers). You can connect to these types of FTP servers using as user name Anonymous and your email address as password. It is not recommended to backup important files to public FTP servers.

By pressing the **Test** button you can check to see if the settings you have entered are correct. If the test was successful, The ftp connection was tested successfully message will be displayed.

Additional settings can be set by pressing the Advanced Settings button.

6.4.3.1   Advanced Settings

This window is shown when selecting **Advanced Settings** from the **Destination->FTP** window.

Firewall

Proxy type - select one of the options below (supported by your firewall) if you use a proxy to connect to the FTP:
- **None** - Sends the User name and optional Password for the FTP server as entered in the FTP window
- **Send command USER** - Sends the User name and optional Password defined in the proxy settings, followed immediately by the User name and optional Password for the FTP server.
- **Send command SITE** - Sends the User name and optional Password defined in the proxy settings, the SITE command with the Host value, and the User name and optional Password for the FTP site.
- **Send command OPEN** - Sends the User name and optional Password defined in the proxy settings, sends the OPEN command with the Host value, and the User name and optional Password for the FTP site.
- **USER user@firewalluser@hostname / PASS pass@firewallpass** - Sends the command USER user@proxyuser@host, then the command PASS pwd@proxypwd, or optionally PASS pwd.

- **Transparent** - Sends the User name and optional Password defined in the proxy settings, followed immediately by the FTP server User name and optional Password.
- **Host name and port number (host:port)** - In this field you have to enter the name or IP address for the proxy server (firewall) and the port. The format is proxy:port, e.g. localproxy:8080
- **User name** - This field is used to enter the proxy user name.
- **Password** - In this field you can enter the password for the specified user name.

Bandwidth limitation

Bandwidth limitation - allows setting different limitations for upload/download speeds:
- **Limit upload speed** - if checked you can set a maximum upload speed for the FTP transfer
- **Limit download speed** - if checked you can set a maximum upload speed for the FTP transfer

Other

SSL encryption level - indicates the level of Transport Layer Security (TLS) required for control channel and data channel connections to the FTP server:
- **No SSL** - the server does not require Secure Socket Layer transport
- **Implicit SSL** - implies that Secure Socket Layer is in use
- **Only explicit SSL** - allows the connection to the FTP server only if TLS is available.
- **Explicit SSL, if available** - when SSL is available, uses explicit security by default. The server allows regular FTP sessions without encryption as well as encrypted FTP sessions using SSL.
- **Use passive mode for transfers (like WWW browsers)** - each file transfer (upload or download) needs an additional connection for the data stream. Normally (in active mode), the server establishes this connection. In passive mode, however, the client establishes the connection. This may be necessary through some firewalls, which do not allow connections from outside.
- **Use extended passive mode** - the FTP Server operates exactly the same as passive mode, however it only transmits the port number (not broken into high and low bytes) and Backup4all is to assume that it connects to the same IP address that was originally connected to. Use this option if the normal passive mode connection failed.
- **Use XCRC when testing (if available)** - if the server supports the XCRC extension Backup4all can verify that files transferred to the server have been transmitted correctly using the CRC information received from the FTP server. This results in faster testing, as the files will not be downloaded to perform the CRC testing.
- **Timeout** - you can set the time interval (in seconds) that is allowed for no data transfer before the transfer operation is interrupted and must be resumed. Default is 15 seconds.

6.5   Type

6.5.1   Full

Full backup is the starting point for all other backups, and <u>contains all the data in the folders</u> <u>and files that are selected to be backed up</u>. 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 **Incremental** or **Differential**. The advantage is that you only need the result of one backup execution to make a full restore.

<u>**Type**</u>

Clear archive bit
If 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 **Advanced->Backup** window.

Limit maximum number of stored backups to
At each backup execution, a new backup number is created. In time backup numbers can grow. This option will ensure that the maximum number of stored backups will not exceed the specified number. The system will delete some of the older backup numbers, keeping the recent ones and ensuring backup integrity. The minimum number of backups you can store is 1.

Merge stored backups to maintain the maximum limit
This option is enabled when the first option is set. This option is important when you do not want to lose intermediate backups. The system first tries to delete older backup numbers. If this is not possible (because it will damage backup integrity) then the system will merge several backup numbers into one. Merging backup numbers is time consuming, because the zip files for the merged backup number are recreated.
These two options will not be taken into consideration if you make your backups on removable media.

Merging is not necessary when you have only backup numbers of type full or differential. The application uses an algorithm to minimize the number of backups that have to be merged. The algorithm works with mixed types of backups (full, incremental, differential) too.

Zip settings

Encryption
This feature provides an easy way to encrypt the zip files that are created. Files in zip can be extracted with third party zip managers if the user enters the same password as in the Encryption Settings window. Note that when using AES encryption, some older zip managers don't recognize this type of encryption.

Advanced
This button will open a new window where you can set the zip compression level, customized zip file names and zip file splitting policy. Read more on Zip Advanced Settings

6.5.2 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 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. 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.

Type

Clear archive bit

If 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 **Advanced->Backup** window.

Limit maximum number of stored backups to

At each backup execution, a new backup number is created. In time backup numbers can grow. This option will ensure that the maximum number of stored backups will not exceed the specified number. The system will delete some of the older backup numbers, keeping the recent ones and ensuring backup integrity. The minimum number of backups you can store is 2.

Merge stored backups to maintain the maximum limit

This option is enabled when the first option is set. This option is important when you do not want to lose intermediate backups. The system first tries to delete older backup numbers. If this is not possible (because it will damage backup integrity) then the system will merge several backup numbers into one. Merging backup numbers is time consuming, because the zip files for the merged backup number are recreated.

These two options will not be taken into consideration if you make your backups on removable media.

Merging is not necessary when you have only backup numbers of type full or differential. The application uses an algorithm to minimize the number of backups that have to be merged. The algorithm works with mixed types of backups (full, incremental, differential) too.

<u>**Differential**</u>

Make full backup when 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 megabyte).

<u>**Zip settings**</u>

Encryption
This feature provides an easy way to encrypt the zip files that are created. Files in zip can be extracted with third party zip managers if the user enters the same password as in the Encryption Settings window. Note that when using AES encryption, some older zip managers don't recognize this type of encryption.

Advanced
This button will open a new window where you can set the zip compression level, customized zip file names and zip file splitting policy. Read more on Zip Advanced Settings

6.5.3   Incremental

An **incremental backup** stores <u>all files that have changed since the last full, differential or incremental backup</u>. The advantage of an incremental backup is that it takes the least time to complete. However, during a restore operation, each incremental backup is processed, which could result in a lengthy restore job.

Type

Clear archive bit
If 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 **Advanced->Backup** window.

Limit maximum number of stored backups to
At each backup execution, a new backup number is created. In time backup numbers can grow. This option will ensure that the maximum number of stored backups will not exceed the specified number. The system will delete some of the older backup numbers, keeping the recent ones and ensuring backup integrity. The minimum number of backups you can store is 3.

Merge stored backups to maintain the maximum limit
This option is enabled when the first option is set. This option is important when you do not want to lose intermediate backups. The system first tries to delete older backup numbers. If this is not possible (because it will damage backup integrity) then the system will merge several backup numbers into one. Merging backup numbers is time consuming, because the zip files for the merged backup number are recreated.

These two options will not be taken into consideration if you make your backups on removable media.
Let's take an example. Suppose there is an incremental backup with 10 backups: backup number 1 is the oldest (full) and backup number 10 is the newest. Backup numbers 2-10 are all incremental.

If you limit the number of stored backups to 5 and do not check the **Merge stored backup to maintain the maximum limit** option, the system will first make a new incremental backup (11) based on the first full backup and then it will delete backup numbers from 2-10. Only 2 backup numbers will remain: 1 and 11. In this case backup number 11 will contain all the differences since the first full. So the maximum limit (5) is respected, but you could lose intermediate file versions. For example a file could have versions in backup number 2, 8 and 10, but only the version from 10 will be present in backup number 11. If the file would have changed since backup number 10, then the new version would be added in backup number 11.

If you limit number of stored backups 5 and check the **Merge stored backup to maintain the maximum limit** option, the system will first make a new backup (11) with the differences since backup number 10 and then it will merge backup numbers 2-8 into backup number 8, keeping the most recent version of each file present in those backup numbers. Finally the system will keep backup numbers 1, 8, 9, 10, 11 (a total of five as you configured).

Incremental

Make full backup when all increments exceed % of full backup size
In time, the size of the incremental can outgrow the full version. For maximum efficiency, the size of the incremental 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 all increments exceed
If this is checked, Backup4all will trigger the creation of a full backup when that custom size is reached (default is 1 megabyte).

Zip settings

Encryption
This feature provides an easy way to encrypt the zip files that are created. Files in zip can be extracted with third party zip managers if the user enters the same password as in the Encryption Settings window. Note that when using AES encryption, some older zip managers don't recognize this type of encryption.

Advanced
This button will open a new window where you can set the zip compression level, customized zip file names and zip file splitting policy. Read more on Zip Advanced Settings

6.5.4   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.

Type

Clear archive bit
If 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 **Advanced->Backup** window.

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.

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.

Versions

Create subfolder(s) in destination with following name

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.
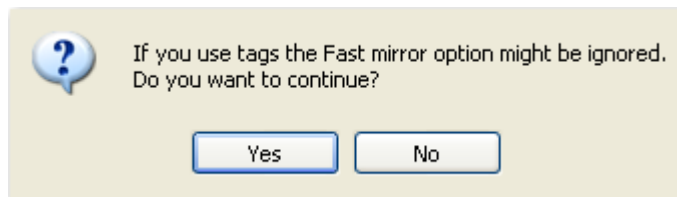
The option is useful to store "snapshots" of the backup sources at different points in time. For example, if you insert a <DATE> tag in the **Create subfolder(s) in destination with following name** and schedule Backup4all to do a mirror backup daily, Backup4all will create every day a copy of your backup 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.

Folder

Save full folder info
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.

Splitting/Spanning

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**.

6.5.5   Zip Settings

6.5.5.1   Advanced

This window contains special settings for zip file creation. The button is available only for full, incremental and differential backup types.

Prefix

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 zip name prefix** field.

> ⚠️ Illegal prefix name
> It contains an invalid tag name or some of the following characters: / \ * ? : < > |
> Please change.
>
> [OK]
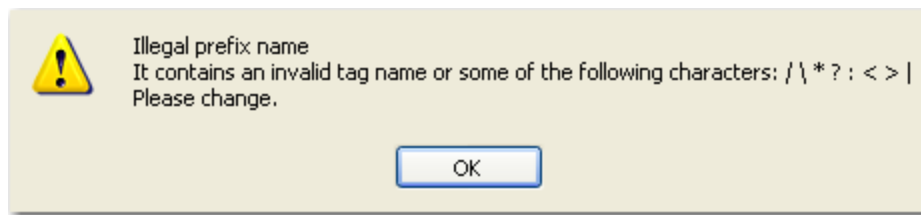
Split

Split type for zip archives
The first combo contains predefined values for the archive size. By default this option is set to **Automatic**: this means that the size of the zip is limited to the maximum file size allowed by the file system. Other predefined values are provided for floppy disks, zip disks and different CD media types.

> Split type for zip archives:
>
> Automatic ▾
>
> **Automatic**
> 1.44 MB (3.5" Floppy disk)
> 720 K (3.5" Floppy disk)
> 100 MB (ZIP)
> 250 MB (ZIP)
> 650 MB (CD)
> 700 MB (CD)
> 750 MB (CD)
> Custom size
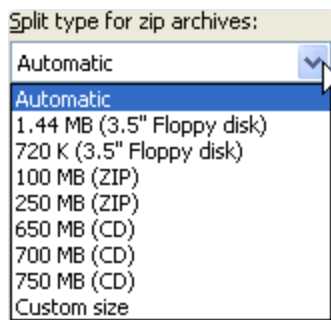
Sometimes these predefined values are not enough. Therefore you can select **Custom** size in the combo and specify the maximum archive size you want. The minimum span size is 512 kilobytes. The value in the **Size** field means that each span should not exceed this value. However, because of the zip algorithm limitation, the system might create spans with size up to 32-64 kilobytes smaller than this value.

Create independent splits
This option is checked by default and it's recommended to leave it marked. If you have a large backup that spans over several removable media (CD/DVD, 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). For more information on how to

manually restore the data from independently created zip archives, visit this section.

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.

Filter
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.

Other

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, 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.

6.5.5.2 Encryption

This window contains special settings for zip file password protection. The button is available only for full, incremental and differential backup types. Options that are marked with (*) might not be available in your edition - check Feature Matrix for detailed information on differences between editions.

<u>Encryption method</u>

No encryption
The zip files created are not protected by password for unauthorized access.

Zip(2) compatible encryption
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.

AES encryption(*)
This is the Advanced Encryption Standard, the best choice in zip protection, but recognized only by the latest version of third party zip applications.
Backup4all supports AES encryption in three different strengths:
- **128 bit (strong)** - size of the encryption key is 128 bits. This provides significantly better security than standard zip 2.0 encryption.
- **192 bit (stronger)** - size of the encryption key is 192 bits
- **256 bit (strongest)** - size of the encryption key is 256 bits. This is the strongest encryption method for zip files and it provides the best security.

Password

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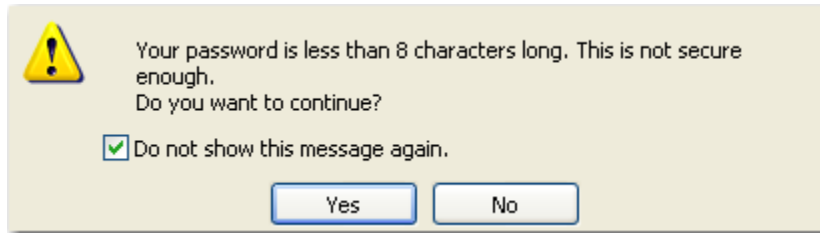
Confirm new password
Re-enter the password in this field to avoid typing errors.

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 <u>combination of letters and numbers and at least 8 characters</u>.
- Backup4all does not store passwords. Make sure that you remember all passwords that have been used for a backup job, or <u>you will not be able to restore your files</u>.

6.6   Filters

The **Filters** page defines files filters to be applied to backup sources. Only files and folders that match the filters will be added to backup. There are two types of file filters:
- **Main** - applies to all files and folders indicated as sources in the backup job
- **Customize** - allows you to override the main filter for a folder and its descendants

Main

The main filter is composed of an include filter and an exclude filter. By default all files are included and the exclude filter is deactivated.

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 included in the backup. Two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

Use include filter
By default it is checked, but no filters are defined. The **Include all files** text is shown in the list below. This means all files from the sources will be considered for inclusion.

Use exclude filter
By default it is unchecked, and no filters are defined. The **Exclude no files** text is shown in the list below. This means all files that pass the Include filter will be added to the backup.

You can disable the defined filters temporarily if you uncheck the **Use include filter** or **Use exclude filter** options. The backup engine will ignore the defined filters. You can always restore them by checking the options.

You can manage filter restrictions using the buttons :
- **Add** - this will open a new window from where you can add a new restriction to the list of include or 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.
- **Remove** - will delete the selected filter from the list of include or exclude filters.

Customized

Click on the Customize button on top of the window. It will show a tree with all sources defined for the backup job.
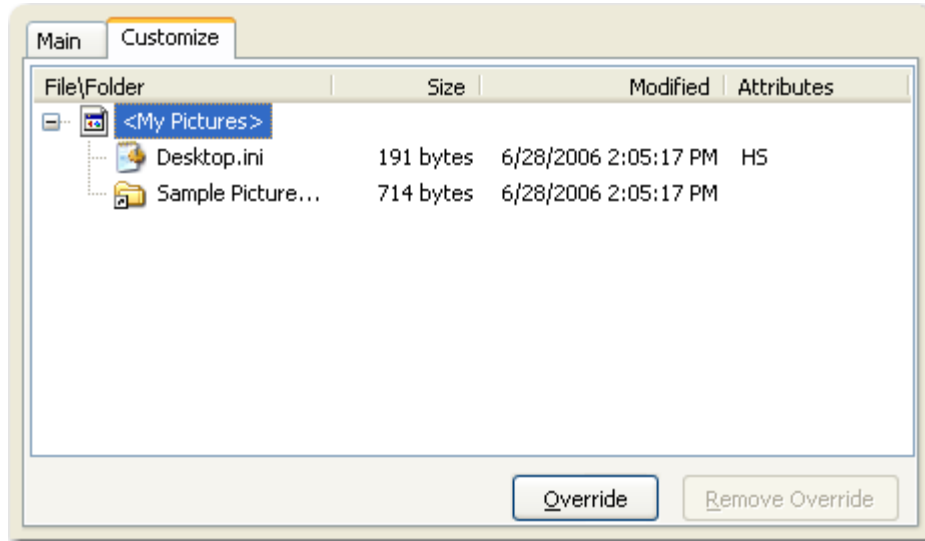
When a folder is selected, the **Override** button from the bottom is activated (this is activated only for folders, not for individual files). This means you can replace the main filter with a customized one. The customized filter is valid only for the selected folder and its descendants. Click the **Override** button to define the customized file filter. This will open a window similar to the Main filter page. You can define include or exclude filters in this window just as you do in the **Main filter** page.

All files and folders for which a customized filter is applied are shown in red color. You can remove the customized filter by selecting the folder and clicking the **Remove Override** button.

6.7 Advanced

6.7.1 Backup

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.
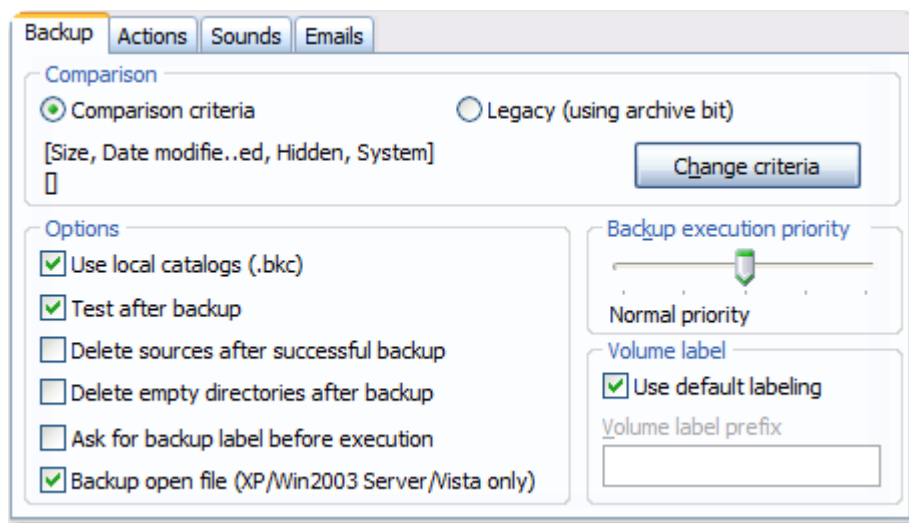
Comparison

Comparison criteria
Selected by default, shows the current attributes used to determine which files will be backed up. By pressing the **Change Criteria** button a new window will open with 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.

Legacy (using 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 **Comparison criteria** option since it's more accurate than using the archive bit alone.

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, USB or external drives.
Example: the option **Use locals catalogs** is unchecked and you are performing an incremental backup to DVD, but on each working day you're changing the DVD so that if one DVD fails you'll still be able to recover most of your files. So on Monday you insert DVD 1, Backup4all runs and performs a full backup. On Tuesday you insert DVD 2 (which is empty) and Backup4all performs a full backup that includes all the data that's on DVD 1 plus the data that was added in between.
Now, if the Use local catalogs option would have been checked, Backup4all would have executed on DVD 2 an incremental backup because of the full backup already executed on

DVD 1.

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. Only the files will be deleted.
This option is disabled if the **Test after backup** option is not enabled.

Delete empty folders after successful backup (*)

If this options is checked the empty source folders will be deleted after performing the backup.

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. This feature is particularly useful for incremental backup types, when the label can be seen as a milestone for all files backed up. 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 (XP/Win2003 Server/Vista only)

If this option is checked, Backup4all will use the Volume Shadow Copy service to back up local open files from NTFS partitions in Windows XP, Windows 2003 Server or Windows Vista. This way you can back up files that are in use (for example your .pst file without closing Ms Outlook).

Backup execution priority

Backup execution 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.

Volume label

Use default labeling

If this option is set, the system will generate labels for each removable media with the following pattern: "<BACKUP NAME><DISK SPAN>_<BACKUP NUMBER>":

- <BACKUP NAME> is the name of the backup job as shown in the General page
- <DISK SPAN> is the number of disk span in the current backup

- <BACKUP NUMBER> is increased at each backup job execution

For example "Myfiles2_3" is for the third execution of the Myfiles backup job, second disk span.

Volume label prefix

The prefix can be maximum eight characters long. This option is useful only for removable media (like CD/DVD, ZIP disks, floppy disks etc.) and is disabled when **Use default labeling** is checked.

6.7.1.1   Comparison Criteria

The **Comparison Criteria** window contains special settings for advanced file comparison.
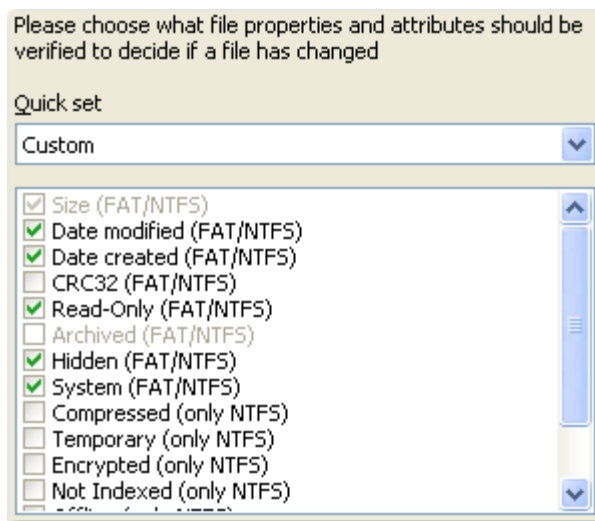
There is a list of quick sets to choose for predefined comparison criteria:

- **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 criteria is disabled, Backup4all will only backup files that have the size changed.
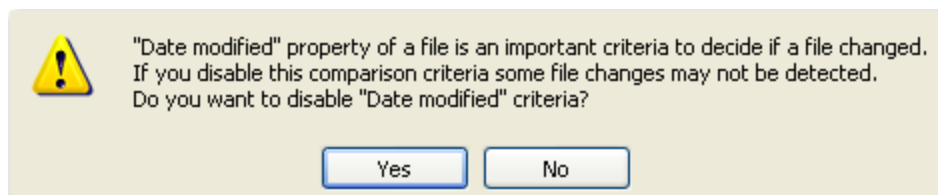
- **Custom** - this is the default option and has several important file properties and attributes selected as comparison criteria (Size, Date modified, Date created, Archived, Hidden, System, Read-Only).
- **Archive attribute only** - if this is selected, a warning window is shown asking you to confirm 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 NT, Windows 2000, Windows XP, Windows Server 2003 and Windows Vista. Windows version 98, 98SE and ME, cannot natively read NTFS file systems, thus these attributes are disabled.

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.

6.7.2 Actions

For each backup job you can set actions to be executed before and/or after backup. There are several predefined actions and you can also enter a path to a file. If this is an executable (".exe", ".com", ".bat", etc.) Backup4all will run it, if it is another type of file (".txt", ".doc", etc.) the application will open that file. You can run complex scripts by building a ".bat" file and run it before and/or after backup.
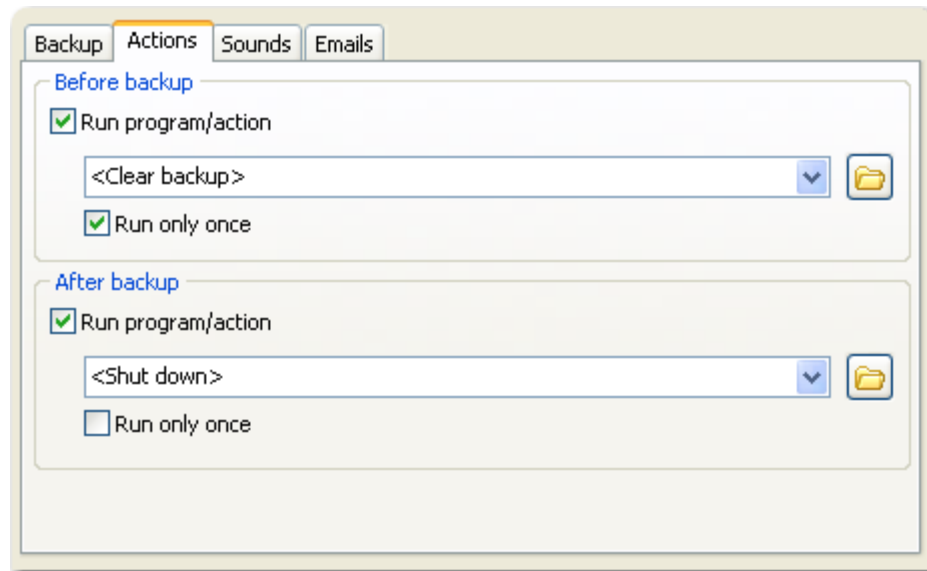
Before backup

Run program/action (before backup)
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 incremental or 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, same as using the value 31 for a month having only 30 days).

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

After backup

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

6.7.3 Sounds

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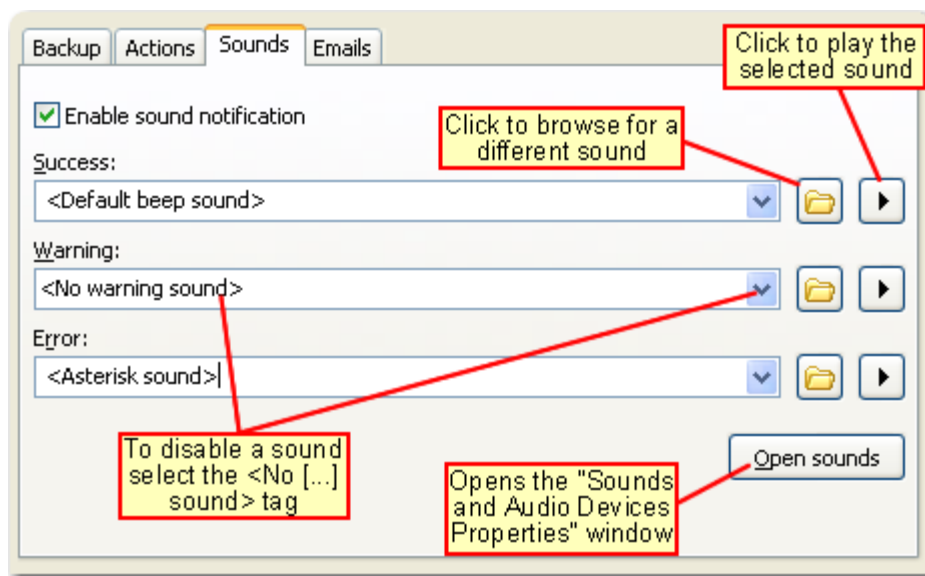
Enable sound notification
If checked then success, warning and error sounds will be played at the end of the backup. By default this option is not checked.

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>**.

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>**.

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.

6.7.4   Emails

Use this section to set email notifications to be sent when the backup is finished. There are three types of email notifications depending on the backup status: success, warning and error email notifications.
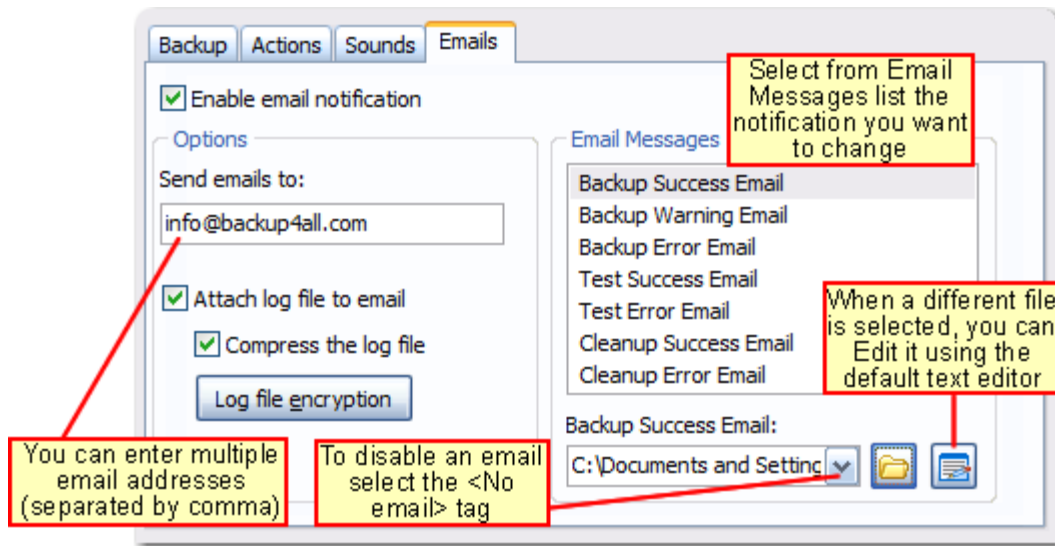
Enable email notification
If checked then notification emails will be sent at the end of the backup, test or cleanup operation to the specified email addresses (email addresses must be separated by comma to be recognized). This option can be checked/unchecked only if the **Tools->Options->Email** window has the **Enable email notification** option checked.

Options

Send emails to:
Specify the email address where the notification emails will be sent. You can enter multiple email addresses separated by comma.

Attach log file to email
If this option is checked, the backup log file will be attached to the email.

Compress the log file
Option is active only if **Attach log file to email** option is checked. If this option is enabled, Backup4all will zip the log file before sending it. Additionally you can encrypt the log file

using **Log file encryption**.

Email Messages

Backup Success Email
It indicates the email that will be sent when the backup is finished with success. The default email is **<Default email>**, but you can change it using the **Open** button . If you press the **Edit** button you can modify the selected email file (except the default email). Also there is the option to choose **<No email>** if you don't want Backup4all to send an email if a backup was successful.

Backup Warning Email
It indicates the email that will be sent when the backup is finished with warnings. The default email is **<Default email>**, but you can change this using the **Open** button . If you press the **Edit** button you can modify the selected email file (except the default email). Also there is the option to choose **<No email>** if you don't want Backup4all to send an email if a backup was completed and there were warnings during execution.

Backup Error Email
It indicates the email that will be sent when the backup has failed because of an error. The default email is **<Default email>**, but you can change this using the **Open** button . If you press the **Edit** button you can edit the selected email file (except the default email). Also there is the option to choose **<No email>** if you don't want Backup4all to send an email if there were errors during the execution of the backup.

Test Success Email
It indicates the email that will be sent when the test operation is finished with success. The default email is **<Default email>**, but you can change it using the **Open** button . If you press the **Edit** button you can modify the selected email file (except the default email). Also there is the option to select **<No email>** if you don't want Backup4all to send an email if a test operation was successful.

Test Error Email
It indicates the email that will be sent when the test operation failed because of an error. The default email is **<Default email>**, but you can change this using the **Open** button . If you press the **Edit** button you can modify the selected email file (except the default email). Also there is the option to select **<No email>** if you don't want Backup4all to send an email if there were errors during the test operation.

Cleanup Success Email

It indicates the email that will be sent when the cleanup operation is finished with success. The default email is **<Default email>**, but you can change it using the **Open** button 📁. If you press the **Edit** button 🖼 you can modify the selected email file (except the default email). Also there is the option to select **<No email>** if you don't want Backup4all to send an email if the cleanup operation was successful.

Cleanup Error Email

It indicates the email that will be sent when the cleanup operation failed because of an error. The default email is **<Default email>**, but you can change this using the **Open** button 📁. If you press the **Edit** button 🖼 you can modify the selected email file (except the default email). Also there is the option to select **<No email>** if you don't want Backup4all to send an email if there were errors during the cleanup operation.

<u>Customizing emails</u>

If you want to create a customized email to be sent (on success/warning/error), the email template will have to include special tags that Backup4all will recognize and replace according to the description (note that the format of the tag must be <#tag_name>):

- **<#BACKUP_NAME>** - will insert the name of the executed backup job
- **<#GROUP_NAME>** - will insert the name of the backup group
- **<#SOURCES>** - will insert the sources of the executed backup
- **<#DEST_DRIVE>** - will insert the destination drive letter
- **<#DEST_DRIVE_TYPE>** - will insert the destination drive type
- **<#DEST_FOLDER>** - will insert the name of the destination folder
- **<#DEST_CATALOG_FILE>** - will insert the name of the catalog file created
- **<#BACKUP_TYPE>** - will insert the backup type that was performed
- **<#SCHED_NEXT_EXECUTION>** - will insert the next scheduled execution
- **<#BACKUP_START_TIME>** - will insert the start time of the backup executed
- **<#BACKUP_END_TIME>** - will insert the end time of the backup executed
- **<#TEST_START_TIME>** - will insert the start time of test
- **<#TEST_END_TIME>** - will insert end time of test
- **<#LAST_BACKUP_SIZE_COMPR>** - will insert the resulted size of the last backup
- **<#TOTAL_BACKUP_SIZE>** - will insert the total backup size
- **<#REMAINING_DISC_SPACE>** - will insert the remaining space on the destination drive
- **<#NBR_FILES_ADDED>** - will insert the number of files added to the backup
- **<#SIZE_FILE_ADDED>** - will insert the size of the added files
- **<#NBR_FILE_WARNINGS>** - will insert the number of warnings
- **<#NBR_ERRORS>** - will insert the number of errors
- **<#LAST_LOG_NAME>** - will insert the name of the last log file
- **<#EXCLUDED_SOURCES>** - will insert the list of sources excluded

- **<#TESTED_VERSIONS>** - will insert the list of tested backup numbers
- **<#TEST_SUMMARY>** - will insert the detailed list of test backup numbers
- **<#REMOVED_VERSIONS>** - will insert the list of backups removed after cleanup
- **<#CLEANUP_SUMMARY>** - will insert the detailed list of backup numbers removed
- **<#CLEANUP_START_TIME>** - will insert the start time of cleanup
- **<#CLEANUP_END_TIME>** - will insert the end time of cleanup
- **<#PROCESSED_SIZE>** - will insert the total size of the files removed

For an example of tag usage, open one of the 5 default emails. The emails are stored in text format in application's directory (i.e. "C:\Program Files\Softland\Backup4all 3\") with the following filenames: **SuccessFullEmail.txt**, **WarningFullEmail.txt**, **ErrorFullEmail.txt** for backup emails, **TestSuccessFullEmail.txt** and **TestErrorFullEmail.txt** for test emails.

The subject line of the email sent can be customized too by adding the following line at the beginning of the customized file that will be used by Backup4all as an email: **<! Subject of the email !>**

Here is an example of a customized email that can be sent when a cleanup operation is successful (note that the first line of this will be used as the subject line of the email):

<!Cleanup for <#BACKUP_NAME> finished successfully at <#CLEANUP_END_TIME>!>
Cleanup for backup job <#BACKUP_NAME> at <#CLEANUP_START_TIME> finished successfully.
See log file <#LAST_LOG_NAME> for more information.
Removed backups : <#REMOVED_VERSIONS>
Removed version details:
<#CLEANUP_SUMMARY>

Total removed file size : <#PROCESSED_SIZE>
Free space on destination: <#REMAINING_DISC_SPACE>
Cleanup started at: <#CLEANUP_START_TIME>
Cleanup finished at: <#CLEANUP_END_TIME>

6.7.4.1 Log file encryption

This window contains special settings for log compression protection. It is opened when you press the **Log file encryption** button from the **Advanced->Emails** window of the **New Backup Wizard** or of the **Backup Properties** window.

Encryption method

No encryption
The zipped log file created is not protected by password for unauthorized access.

Zip(2) compatible encryption
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.

AES encryption(*)
This is the Advanced Encryption Standard, the best choice in zip protection, but recognized only by the latest version of third party zip applications. Backup4all supports AES encryption in three different strengths:

- **128 bit (strong)** - size of the encryption key is 128 bits. This provides significantly better security than standard zip 2.0 encryption.
- **192 bit (stronger)** - size of the encryption key is 192 bits
- **256 bit (strongest)** - size of the encryption key is 256 bits. This is the strongest encryption method for zipped log file and it provides the best security.

Password

New password
Manually enter the password you want to use for your zipped log file in this field. If you enter a password with less than 8 characters, a warning window will be displayed when you click **Ok** notifying that the password is not secure enough.
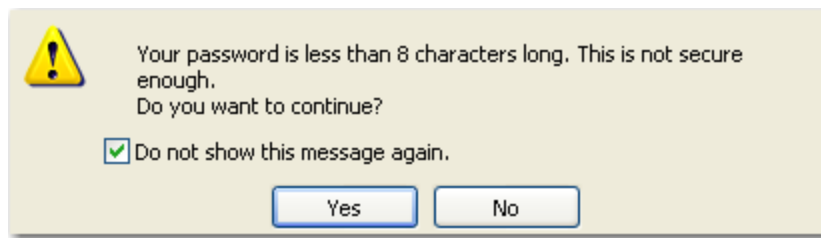
Confirm new password
Re-enter the password in this field to avoid typing errors.

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

Tips:
- when choosing a password, it is recommended that you use a <u>combination of letters and numbers and at least 8 characters</u>.
- Backup4all does not store passwords. Make sure that you remember the password used, or you will not be able to extract the log file.

6.8 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.
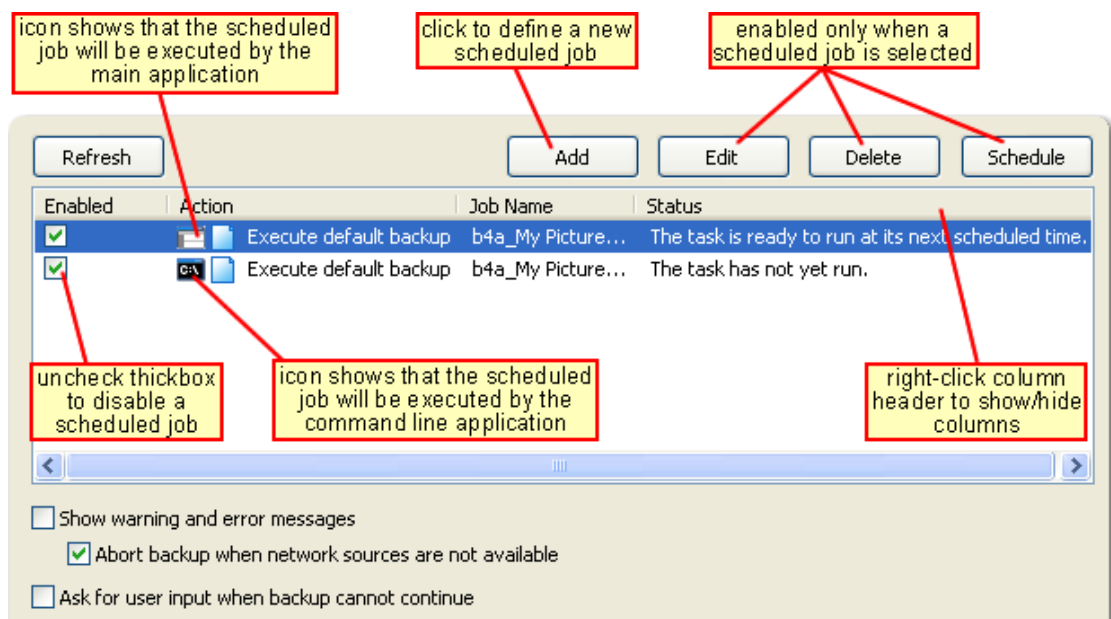
Right-clicking an existing scheduled task (or using the top buttons) will display the following

options:

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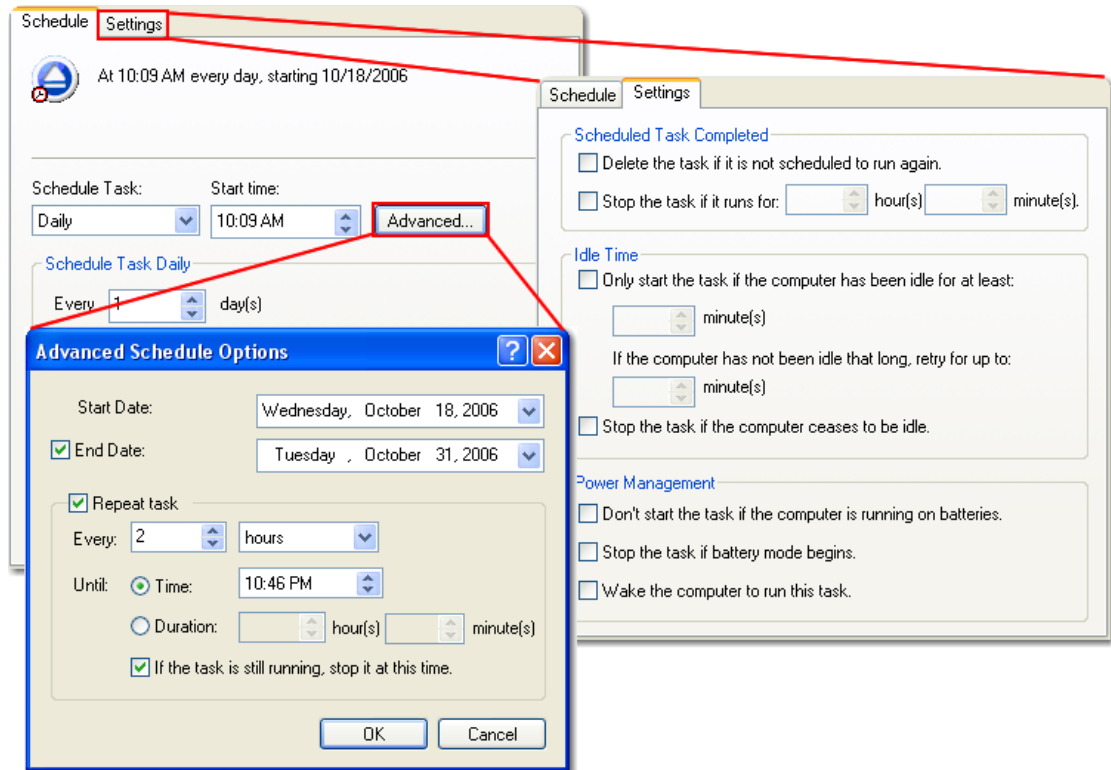
- **Refresh** - refreshes the scheduled tasks list

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
- **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

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 and Name columns which are grayed out).

Other options:

- **Show warning and error messages** - 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 network sources are not available** - If this option is checked the backup will be aborted when using sources from unavailable network files
- **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**.

6.8.1 Schedule Job

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

Execute backup using

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 b 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.

Run

Backup job
Current backup job selected by default and the other options (Backup group and One Touch Backup) are grayed out.

Action

You can select an action to perform when the scheduled task for the current backup job runs:
- **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
- **Incremental** - executes an incremental backup, no matter what the backup type defined in the backup job is
- **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.

- **Test** - you can schedule a test operation instead of a backup. When Test is selected, the **Backup Numbers** box is displayed 1,2,5,#,4 . 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.

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.

Scheduler

Select Scheduler type allows scheduling a task to run either using the Windows/standalone scheduler or at system shutdown:
- **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.
- **Standalone 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.
- **System shutdown** - If this is selected, the task will be executed when the shutdown command is started. Backup4all intercepts the shutdown message and there is no way to know if a restart or a shutdown was requested. This is why it will always shutdown your computer after the task is executed.

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->General**. Also, make sure that you enter the correct password - if the password is wrong the scheduled task will not run.

Restore Wizard

Part VII

7   Restore Wizard

7.1   General

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.

Restore in

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.

Restore execution priority

Using the slider 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.

Restore type

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

Basic
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.

Standard
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.

Advanced
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.

7.2   Versions

This is the second step of the **Restore Wizard** if the **Advanced restore type** was chosen.
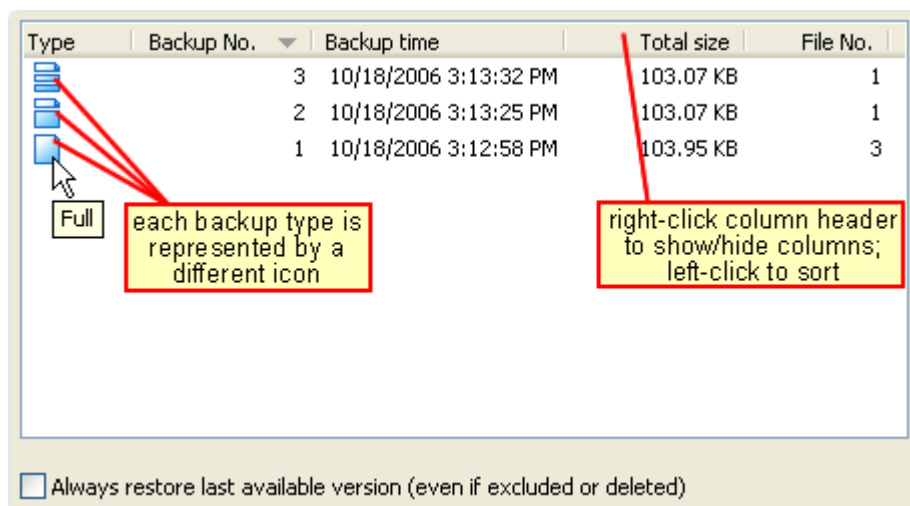
The purpose of this step is to let you select versions to restore. Use left mouse clicks together with SHIFT and/or CTRL keys to select several the backup numbers to restore. The most recent version of a file in the selected backup number will be restored. If you select all backup numbers, then a full restore is performed just as the **Standard** restore.

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 No.** - Number of the backup increment
- **Backup Time** - Date and time when the version was added to the backup
- **File No.** - Number of files in the backup
- **Total Size** - Size of the file version
- **Label** - Label of the backup number. This column is hidden by default

Always restore last available version (even if excluded or deleted)
If this option is checked, the latest version of all files will be restored, even if these files were excluded from the backup.

7.3   Filters

This is the second step of the **Restore Wizard** for **Standard** restore type. For **Advanced** restore type, this is the third 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. There are two types of file filters:
- **Main** - applies to all files and folders from the backup destination
- **Customize** - allows you to override the main filter for a folder and its descendants

Main

The main filter is composed of an include filter and an exclude filter. By default all files are
included and the exclude filter is deactivated.

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

Use include filter
By default it is checked, but no filters are defined. The **Include all files** text is shown in the list
below. This means all files from the backup destination will be considered for restore.

Use exclude filter
By default it is unchecked, and no filters are defined. The **Exclude no files** text is shown in the
list below. This means all files that pass the **Include** filter will be restored.

You can disable the defined filters temporarily if you uncheck the **Use include filter** or **Use
exclude filter** options. The restore engine will ignore the defined filters. You can always check
the options again to apply filters.

You can manage filter restrictions using the buttons :

- **Add** - this will open a new window from where you can add a new restriction to the list
of include or 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.
- **Remove** - will delete the selected filter from the list of include or exclude filters.

Customized

Click on the **Customize** button on top of the window. It will show a tree with all backed up files from the destination.
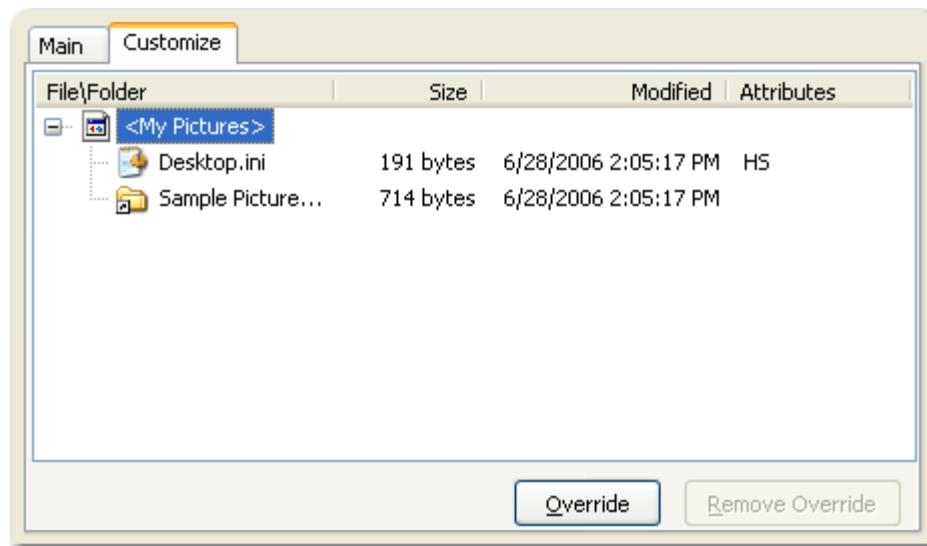
When a folder is selected, the **Override** button from the bottom is activated (this is activated only for folders, not for individual files). This means you can replace the main filter with a customized one. The customized filter is valid only for the selected folder and its descendants. Click **Override** to define the customized file filter. This will open a window similar to the **Main filter** page. You can define include or exclude filters in this window just as you do in the **Main filter** page.

All files and folders for which a customized filter is applied are shown in red color. You can remove the customized filter by selecting the folder and clicking the **Remove Override** button.

7.4 Preview

This is the third step of the **Restore Wizard** for **Standard** restore type, the second step for Basic restore type and the fourth step for **Advanced** restore type. The purpose of this step is to show a preview of the files that will be restored and to allow further customization of the files to be restored.
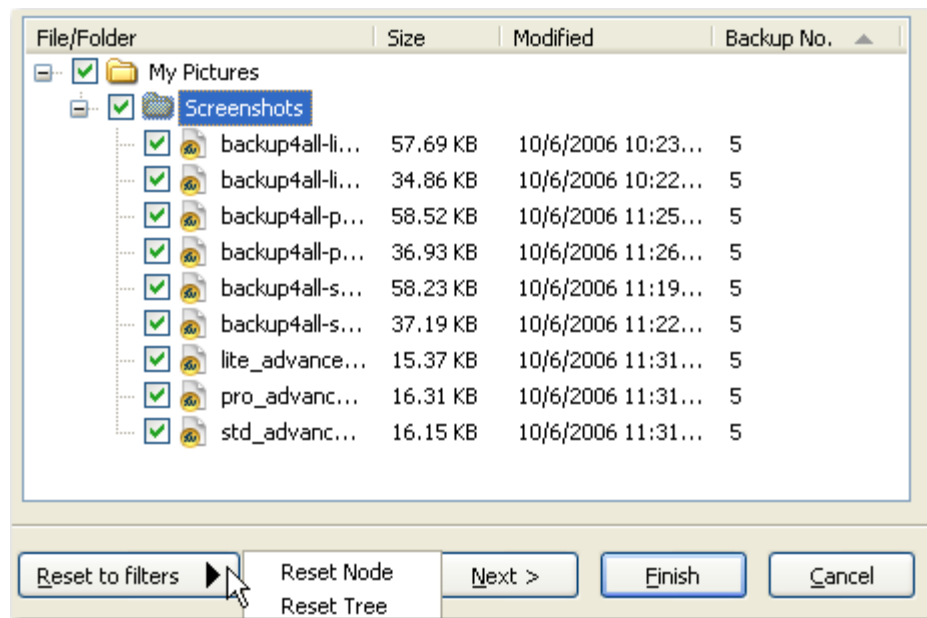
For **Advanced** restore type, files and folders shown in the tree are calculated based on selected backup versions. Files that have not been backed up in the selected backup versions will not be shown in the tree. Selecting all backup versions in the **Advanced** restore type is the same as making a **Standard** restore.

Each file and folder in the tree has a checkbox in front of it. Initially, the checkbox's state is determined by the file filters that have been previously defined. If a file or folder was excluded by the file filter, it will not be checked. Only the checked files will be restored. You can alter the state of the check boxes to indicate whether the file or folder will be restored or not. The items displayed in red have **Override** filters applied.

Reset to filters:
- **Reset Node** - this option resets the selected folder and subfolder's check state to the one determined by the file filters
- **Reset Tree** - this option resets the entire tree state, to its original check state as determined by the file filters

7.5 Summary

This is the last step of the **Restore Wizard**.

```
General:
    Restore|in:    the original location
    Restore priority:    Normal priority
    Restore type:    Advanced restore

Versions:
    from 10/18/2006 4:07:58 PM

Filters:
    Main:
        Include filter:
            Include all files.
        Exclude filter:    not enabled
```
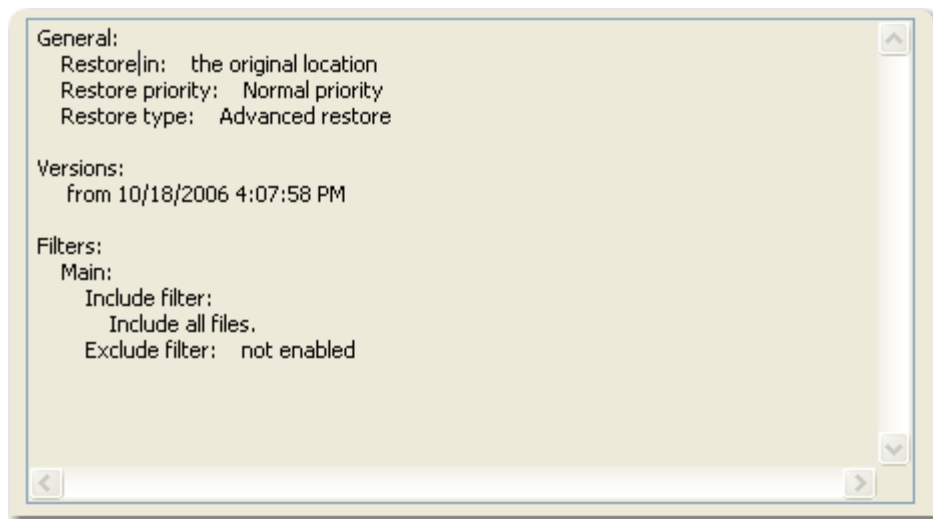
It shows a summary of the options you chose through the wizard:
- **General**
  - **Restore in**
  - **Restore priority**
  - **Restore type**
- **Versions**
- **Filters**
  - **Main**
    - **Include filter**
    - **Exclude filter**
  - **Customize**

This step shows a text description with all configurations made for the restore process. You should read and check if the configuration made is what you need. You can select all text and put it in a file for later use. Press **Finish** to start restoring files.

File Filtering

Part VIII

8 File Filtering

8.1 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 Add button is used for adding a file or a folder. If you add a folder it means that all its files and subfolders will be filtered.
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.
Exclude filter shows the files that will be excluded from the backup or restore. If it's not activated it means that no files will be excluded.
By default, the include filter is checked (set for Include all files) and the exclude filter is disabled. If no filters are defined, then all the files and folders from the sources will be backed up or restored.

Filter Override

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 define individual filters for folders. The overridden filter applies to all the files and subfolders of that folder. All files and folders for which a customized filter is applied are marked with red.
To remove a customized filer, select the folder and press the **Remove Override** button.

8.2 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 or Restore Wizard window) or the **Edit** button (if filters are already defined).

File name

This section provides the possibility to build restrictions based on file names and extensions. You can use wildcards to define file patterns. All file name patterns that you added are listed in the list box on the left side. If a restriction is added with two or more file patterns, the files matching any of the two patterns are selected.

Filter by name
Enabling this will allow defining filters based on file/folder name patterns.
Select an existing file extension from the **Filter** combo (*.doc, *.pdf, *.zip etc.) and click on the **Add** button to add it. If the extension does not exist in the combo, just type it in and add it to the list using the same button. You can use the **Replace** 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**

Backup4all allows you to apply filters to entire directories too. To do that, in the **Filter** field
, 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. Once you've written the desired combination, press on **Add** and then **Ok** to apply the filter.

Apply filter on full file path
If this is checked, the filter you added will be applied to the entire path of the file. For example, let's assume that you want to back up (or restore) a directory called **Documents** from your **C** partition (whose path would be "C:\Documents") and that in this directory you have a folder called **Demo** with a **test.exe** file in it.
If you apply an exclude filter for ***.exe** files and the **Apply** filter on full file path is checked, not only the file **test.exe** will be excluded from the backup (or restore), but the entire path ("C:\Documents\Demo\test.exe" in this case) will be excluded.

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 comparison 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 comparison. Note that these attributes are available only on Windows NT, Windows 2000, Windows XP, Windows Server 2003 and Windows Vista. Windows version 98, 98SE and ME, cannot natively read NTFS file systems, thus these attributes are disabled.

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

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: check **Filter by name**, define and 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 in the include filter: 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) Check **Use exclude filter**.

4) Add a new restriction in the exclude filter: check **Filter by attributes** and the **System** checkbox, then click **OK**

5) Add a new restriction in the exclude filter: check **Filter by attributes** and the **Hidden** checkbox, then click **OK**

Command Line

Part IX

9   Command Line

9.1   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**|/**i**|/**r**|/**e**|/**t**|/**c**}] *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
- **/i** - force the execution of an incremental 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) 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

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 start Backup4all minimized and force an incremental backup on the **My Documents** backup job, use:

> **Backup4all /i** "My Documents" /**s**

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,#**

Backup job definitions (".ini" files) are saved separately for each Windows user. These files can be found in the "Application Data\Softland\Backup4all 3\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 archive. 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.

9.2 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**|/**i**|/**r**|/**t**|/**c**}] *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
- **/i** - force the execution of an incremental 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) 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

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 force an incremental backup on the **My Documents** backup job, use:

B4aCmd /i "My Documents"

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,#**

Backup job definitions (".ini" files) are saved separately for each Windows user. These files can be found in the "Application Data\Softland\Backup4all 3\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 archive. 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.

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 **Tools** 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 X

10   Options

10.1   General

The **General** page of the **Options** window (accessible from the Tools, Options menu item) contains general settings of the program.

General

Options
○ Current User   ○ All Users
All options and backup jobs are available for the current user only

Appearance
☐ Sort backup jobs alphabetically in a group
☑ Show explorer icons
☑ Hide empty folders on expand all
☐ Show context menu
☑ Show hidden files in open dialogs

Background color

Change color

Other
☑ NTFS daylight saving correction
☑ Show Task Scheduler error message
☑ Allow blank passwords when scheduling
☑ Warn when insecure passwords are used

Measurement unit
○ Auto
○ Custom
KB

Accessible via Tools->Options->General

Options

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.

Appearance

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.

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.

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.

Background color

Change color
Press this button **Change Color** if you want change the background color of the main window's **Backup List** and the button list of the **Backup Properties** window.

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.
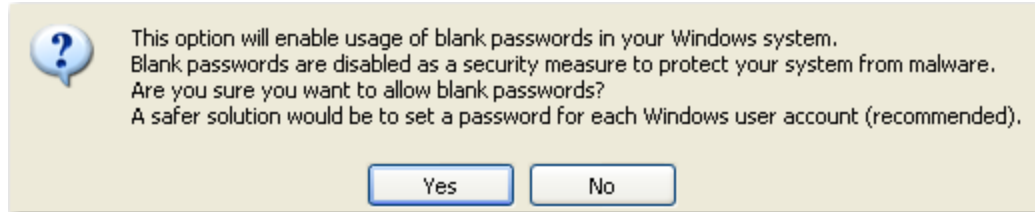
Blank passwords are disabled in Windows by default as a security measure. Instead of enabling
this option we recommend to set a password for each Windows user account. By default this
option is not checked.
If you uncheck this option at a later time, you will be informed that for existing scheduled
backups 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.

<u>**Measurement unit**</u>

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.

10.2 Toolbar

The **Toolbar** page of the **Options** window (accessible from the Tools, Options menu item)
contains settings related to the display of the **Toolbar** menu.
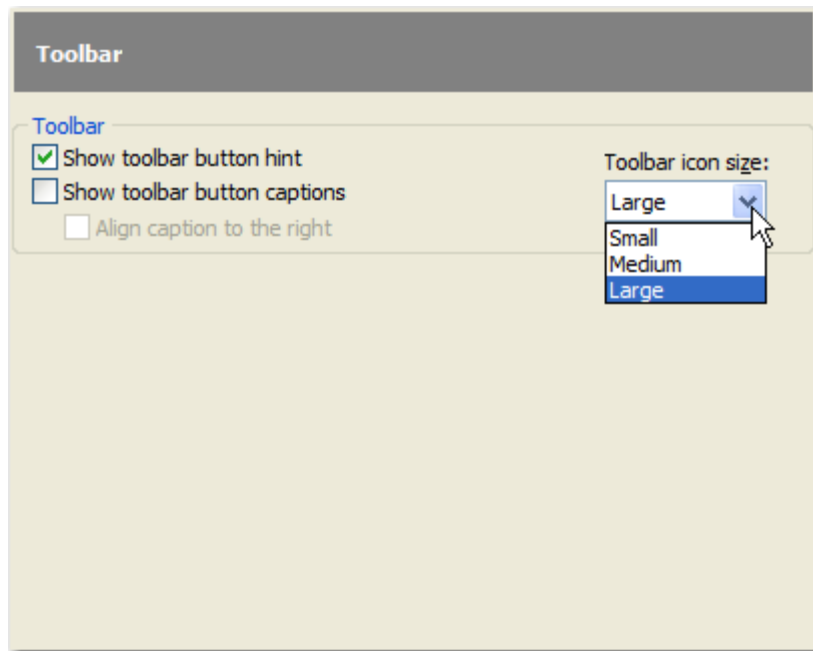
Accessible via Tools->Options->Toolbar

<u>**Toolbar**</u>

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 can 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.

10.3   Startup

The **Startup** page of the **Options** window (accessible from the Tools, Options menu item) contains startup related settings of the program.
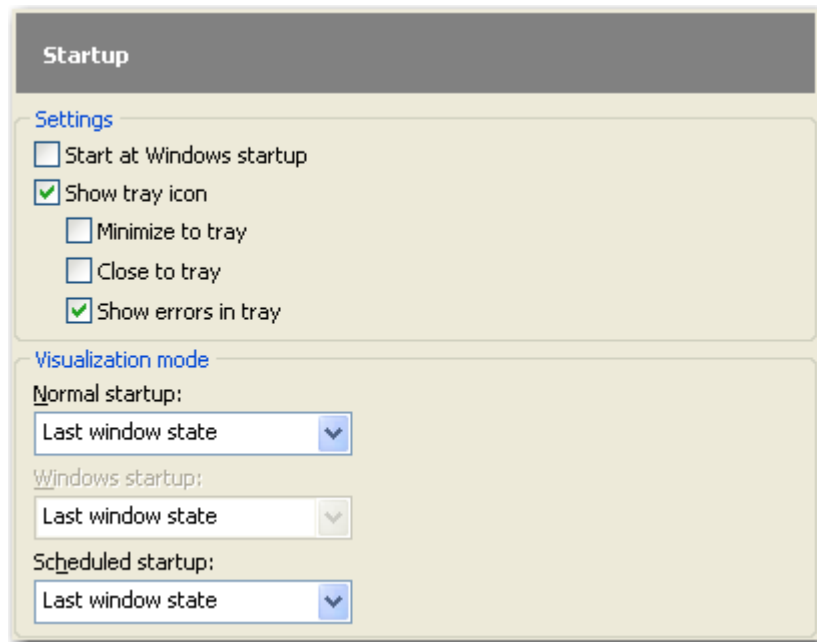
Accessible via Tools->Options->Startup

<u>Settings</u>

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 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.

<u>Visualization mode</u>

Normal Startup - 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** and **Maximized**. 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** and **Maximized**.

10.4   File Locations

The **File Locations** page of the **Options** window (accessible from the Tools, Options menu item) contains general settings of the program.
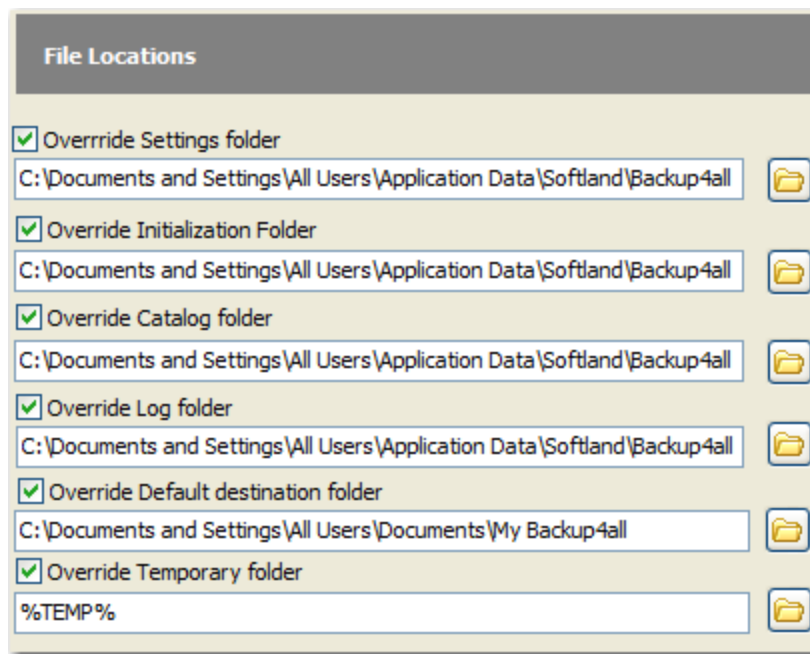
Accessible via Tools->Options->File Locations

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 3\" 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 3\IniFiles" folder of your Window login account profile.

Override 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 3\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 3\Logs" 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 3\" 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.

10.5   Backup

The **Backup** page of the **Options** window (accessible from the Tools, Options menu item) contains settings related to the backup operations.
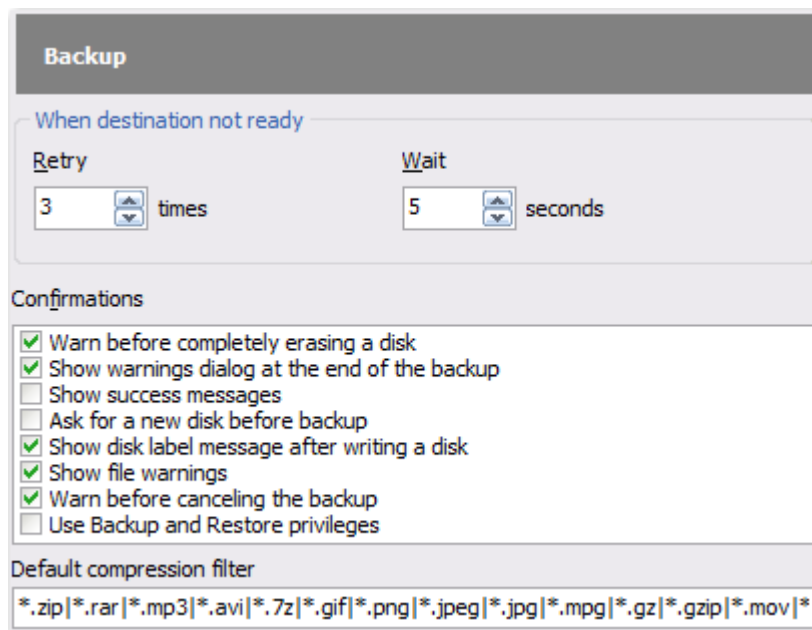
Accessible via Tools->Options->Backup

When destination not ready

The options from this group only 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.

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.

Use Backup and Restore privileges - If checked this will allow Backup4all to backup/restore directories that have access restrictions. Default is unchecked and in this case those directories that have restricted access will not be backed up.

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.

10.6   CD\DVD

The **CD\DVD** page of the **Options** window (accessible from the Tools, Options menu item) contains the settings of the CD or DVD burners.
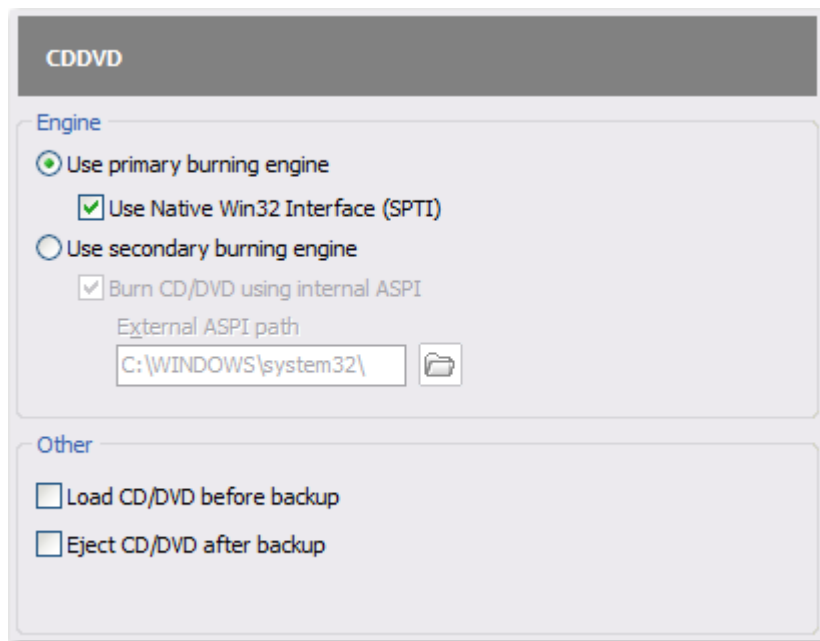
Accessible via Tools->Options->CD\DVD

Engine

Use primary burning engine - Selected by default. Backup4all uses an internal burning engine to write CD/DVDs. It has integrated two burning engines in case that one of them does not recognize your burner. If your CD/DVD burner is recognized and you have no problem at all backing up to CD/DVD then you don't have to change this option.

- **Use Native Win32 Interface (SPTI)** - If checked Backup4all will use the SCSI Path-through interface (SPTI) available in Windows to communicate with the optical unit, and not the ASPI layer. By default this option is checked and it's available only when **Use primary burning engine** is selected.

Use secondary burning engine - If you have problems backing up to CD/DVD or your burner is not recognized when using the primary burning engine, select this option to make Backup4all switch to the secondary integrated burning engine. Also, if you are making mirror backups, it is recommended to choose this secondary burning engine even if the burner is recognized when using primary burning engine (speeds up the backup process, but only for mirror backups).

- **Burn CD/DVD using internal ASPI** - If checked Backup4all will use its own, built-in ASPI layer to burn CDs or DVDs. If not checked, it will use the ASPI layer from the system32 folder of Windows (**WNASPI.dll**). If you experience problems writing to CD/DVD and these were not solved when switching from the primary burning engine to the secondary one, you should check this option. By default this option is checked and it's available only when **Use secondary burning engine** is selected.

- **External ASPI path** - Usually the ASPI layer is located in C:\WINNT\system32\. If it's located in a different directory use the **Browse** [folder icon] option to select it.

Other

Load CD/DVD before backup - If checked, the CD or DVD media is loaded before the execution of a backup. This option is useful when the CD\DVD was previously ejected by another process.

Eject CD/DVD after backup - If checked, the CD or DVD media is ejected, but not reloaded after burning process is finished. By default this option is not checked.

10.7   FTP

The **FTP** page of the **Options** window (accessible from the Tools, Options menu item) contains FTP settings.

Accessible via Tools->Options->FTP

FTP

The **Tools->Options->FTP** window allows you to define FTP configurations that can be used on the **Destination** page in the **New Backup Wizard** or **Backup Properties** windows. You can add, edit, copy or delete an FTP connection using this window.
In order to add a new FTP connection press the **Add** button. The **New FTP configuration** name will appear in the list and you can enter the other settings for this connection.

Name
Here you can enter an arbitrary name for the connection.

Host address (host:port)
In this field you have to enter the name or IP address for the FTP server and a port number if different than the default FTP ports (20, 21). The format is **host:port**, e.g. **ftp.Backup4all. com:1002**

Destination folder
Here you can specify a destination folder on the remote FTP server where the backup will be stored. If the entered folder does not exist, it will be created on the server. If no destination folder is set, Backup4all will automatically create a folder using the name of the backup job.

User name
If this is a private FTP server (no anonymous access allowed) you have to enter the user name for your account.

Password
In this field you can enter the password for the FTP server. There are FTP servers that allow anonymous access (public FTP servers). You can connect to these types of FTP servers using as user name Anonymous and your email address as password. It is not recommended to backup important files to public FTP servers.

Additional settings (like proxy access, SSL connection) can be configured by pressing the **Advanced Settings** button. You can press the **Test** button to check if the FTP details you have entered are correct. If the test was successful, The **FTP connection was tested successfully** message will be displayed.

If you want to edit an FTP configuration, just select it and change the details in the fields below the FTP list window. The changes will be saved once you press the **Ok** button. For easy handling, once you have an FTP configuration defined, you can select it and press the **Copy** button - a copy of the configuration will be created, the only difference from the original being the name. To remove a configuration, select it and press the **Delete** button.

When destination server is not ready
The first number (Retry option) indicates how many times the application tries to access the destination server 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. This option is useful when the destination FTP server has restrictions (i.e. only 2 users logged in the same time, no. of accesses etc.) and insures that if the FTP server cannot accept your connection, it will not be "hammered" by sending log-in requests frequently.

10.8   One Touch Backup

The **One Touch Backup** page of the **Options** window (accessible from the Tools, Options menu item) contains settings for the one touch button of some USB/FireWire devices. This is not supported by Windows 98 (First Edition).

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.

Please connect your USB enclosure and make sure it is ready. Press "Detect" button to check if it is compatible with the "One Touch Backup" feature of Backup4all.

[Detect]

☑ Enable "One Touch Backup" support

  ⦿ Backup job   On "One Touch Backup"

     [My Documents ▾]   [show nothing ▾]

  ○ Backup group   ☑ Hide when finished

     [<No group selected> ▾]

Accessible via Tools->Options->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 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. See **this section** for details.

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.

Enable "One Touch Backup" support
Use this option to enable the **One Touch Backup** functionality. If the option is set, you can choose which backup job or backup group will be executed when the One Touch button of your USB device is pressed. 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 One Touch Backup

functionality. By default this option is not checked.

On "One Touch 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).

10.9 Email

On the **Email** page of the **Options** window (accessible from the Tools, Options menu item) you can set configurations necessary to send emails.

Accessible via Tools->Options->Email

Enable email notifications
If checked the email notifications are available in the backup jobs on the **Advanced\Emails** page in the backup job **Properties** or **New Backup Wizard** (accessible from the File menu). By default this option is not checked.

Dial-up connection

In this group you can set how the program should handle dial-up connections. The available options are: **Do not start**, **Automatically start-up**, **Manually start-up**.

Do not start
If selected email notifications are sent only if your computer is already connected to the

Internet. If you have a connection but you are not connected the program will not dial for you.

Automatically start-up
If selected and you are not connected to the Internet, the program attempts to make the connection for you automatically.

Manually start-up
If selected and you are not connected to the Internet, the program asks you if it should connect. You can approve or deny the request.

Hang up when finished
If checked the dial-up connection will be closed after the notification email is sent.

SMTP server

Name/IP
Enter the DNS name or IP address of the SMTP server to be used to send emails (example: mail.yourdomain.com) This field is mandatory.

Port
Enter the port number to be used by the SMTP server to send the emails. The default value is 25.

Use SSL
If checked the Transport Layer Security (TLS) will be used for control channel and data channel connections to the SMTP server. By default this option is not checked.

Email addresses

From
Enter the sender's email address. If you enter a wrong email address, the email notification will not be sent. This field is mandatory.

Reply To
Optionally you can specify a different reply email address. If no value is entered the From email will be used.

Authentication

Server requires authentication
If checked the SMTP server uses authentication and you will need to supply a user name and a password. By default this option is not checked.

User name
Enter the user name to be used when authenticating on the SMTP server.

Password
Enter the password to be used when authenticating on the SMTP server.

Send Test Email
Press **Send Test Email** if you want to test the configuration you just entered. In the box that pops-up, enter the email address where you want to receive notifications and press **OK**. If all the settings are correct, a test email should arrive in your specified email account.

10.10 Logging

On the **Logging** page of the **Options** window (accessible from the Tools, Options menu item) you can set log levels and log folder sizes.
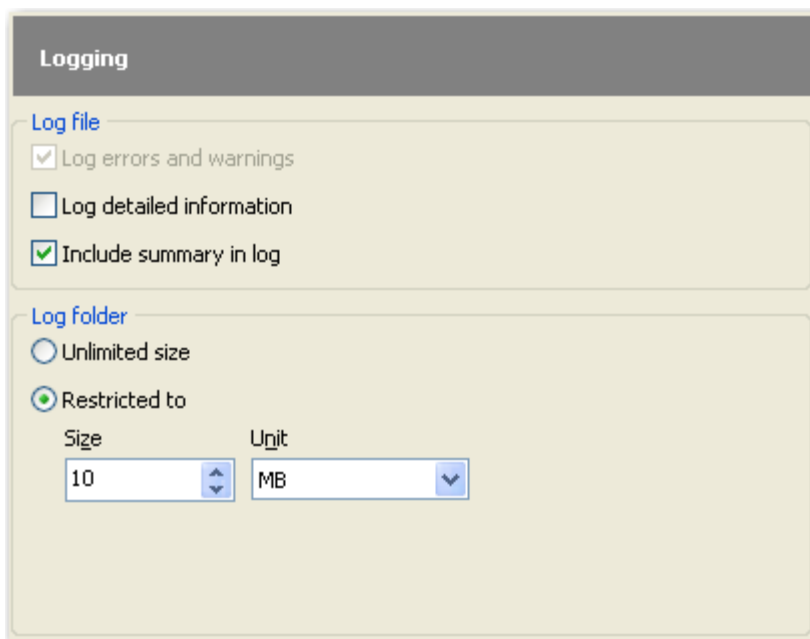
Accessible via Tools->Options->Logging

Log file

Log errors and warnings
This option is checked and it cannot be changed. The program will log all the errors and warnings raised during backup, restore and test operations.

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.

Size
The log folder size will be less or equal then this value. By default this option is set to 10.

Units
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.

10.11 Language

On the **Language** page of the **Options** window (accessible from the Tools, Options menu item) you can select the language of the program interface.
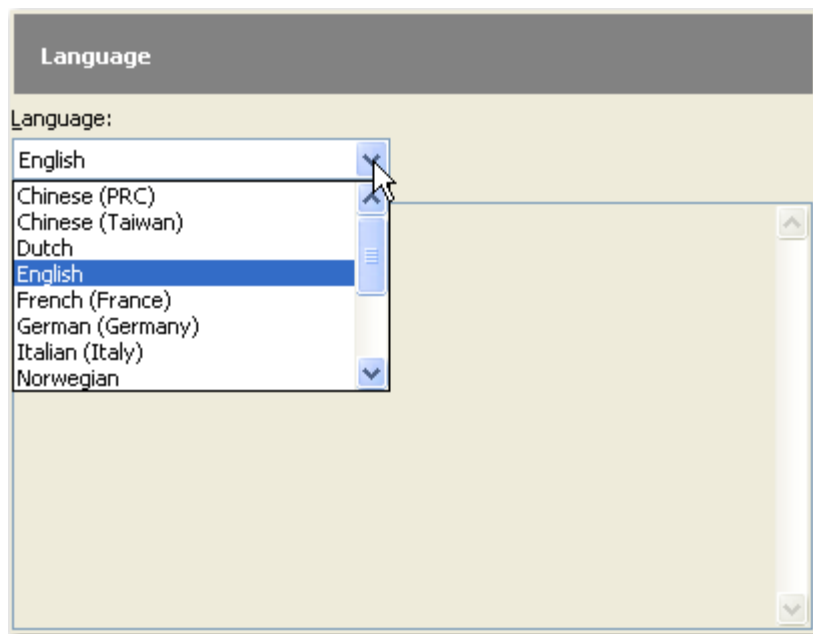
Accessible via Tools->Options->Language

Language
You can change the language of the program's 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 choosing 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.

FAQ

Part XI

11 FAQ

11.1 General

What is Backup4all?
Backup4all is a backup software for Windows that allows you to easily back up your important documents. You can read more information about it on the Product Description page.

1. Who is Softland?
Founded in 1999, Softland is a software development company that provides a complete range of custom software development and consulting services. Softland's backup software, Backup4all, allows user to easily protect their documents by backing them up. Softland is also the developer of novaPDF, an award-wining PDF creator for Windows.

2. What does backup mean?
Backup means copying files to a second medium (a disk, tape, ...) as a precaution in case the first medium fails. A very important rule is to back up your files regularly. Even the most reliable hardware can break down eventually. To protect your documents you should create 2 or more backups and keep them in different locations.

11.2 Ordering

Why should I purchase Backup4all?
If you register **Backup4all**, you will receive:
- free updates until the next major release
- free priority support
- the possibility to continue using **Backup4all** after the 30 day trial period

1. How much does Backup4all cost?
Backup4all comes in three editions: Lite, Standard and Professional. For more information on prices and discounts please visit the Order page on our site.

2. Can I order Backup4all on CD-ROM?
Yes, **Backup4all** can be ordered for an additional fee on CD in addition to the download version. To do that, on the ordering page from the payment processor, mark the option **CD on Demand**. CDs on Demand are generally produced and mailed within one business day following the receipt of payment (Saturdays and Sundays are not considered business days).

3. Do I need to activate Backup4all?
No, **Backup4all** does not need to be activated. Once you enter the license information you received upon purchase, **Backup4all** can be used immediately without any limitations.

4. Where can I buy Backup4all from?
To order **Backup4all** please visit the Buy Now page of our website. After you decided what edition is right for you, just click on the appropriate link. The **Buy Now** page is available from

Backup4all's Register menu too. To access it, open **Backup4all** and go to **Help->Register** and click on the **Buy Now** button.

5. How can I pay for Backup4all?
Our payment processors accept the following payment methods:
- credit cards (Visa, MasterCard, American Express, JCB, Discover and Diners Club are accepted)
- wire transfer
- checks
- cash money (accepted by mail transfer)

6. Are the Updates free?
Yes, the **Updates** are free if you are a registered user of **Backup4all**. Updates are defined as changes in the minor version number of the product. For example, **Backup4all** v3.7 is an update from v3.6. The frequency of releasing updates is once every 1-3 months.

7. Are Upgrades free?
Backup4all upgrades are paid. Upgrades are changes in the major version number of the product. For example, **Backup4all** v3.0 is an upgrade from **Backup4all** v2.3. The frequency of releasing major versions is once every 1-2 years.

8. I purchased the commercial version, but still getting the message that Backup4all is unregistered
After you purchase the commercial version you have to copy and paste the registration details exactly as they are displayed in the email you received. If you're still having problems registering **Backup4all**, please visit the Registering section for more information.

9. I have paid but not received my registration code. What should I do?
If you have paid by credit card / debit card, wire transfer during the online order process, or placed a purchase order, the email with registration details should be delivered immediately. If you didn't receive an email with registration details please contact us. If you have chosen a payment method different than the ones described above, the delivery of **Backup4all** will be done after the payment processor confirms the receipt of payment.

10. I have paid. What should I do next?
After you have paid for **Backup4all** an email confirming your order and containing your registration details should be delivered to the email address provided by you on the ordering page. To register **Backup4all** just copy and paste that registration information into the **Register** dialog (available through the **Help->Register** menu).

11. My e-mail address has changed. Does Softland need to know about it?
Yes, if you have changed the e-mail address you used to order **Backup4all**, please send us an e-mail with the new e-mail address at: sales@**Backup4all**.com

12. Can I order Backup4all using a free email address (Yahoo, Google Gmail, AOL, Hotmail)?

Yes, you can choose to use your free email address to order **Backup4all**, but through a different payment processor (RegNow).

For now we use 3 payment processors, Plimus, ShareIt and Regnow. Plimus and ShareIt don't allow payments done via free email addresses (like Yahoo, Gmail...) while Regnow allows it. On our site on the buy now page you can see there is an option to choose between them (the **Buy from**: section) so if you wish to use a free email address select as payment processor Regnow.

13. I do not have a credit card, can I still purchase Backup4all?
Yes, you can still purchase **Backup4all** using one of the other payment methods (bank/wire transfer, checks, cash - prepayment). Just select it from the Method of Payment drop-down menu on the ordering page of the payment processor (after you clicked the buy link from the Buy Now page on our site).

14. How can I pay if my browser displays a blank page when I click to order Backup4all?

This problem might occur if you are using any advert blocking technology stopping the browser from loading (or if you don't have cookies enabled). If you know you are using such technology try to stop it while ordering **Backup4all**. In case this doesn't work or you don't know how to do this, contact our sales team at: sales@**Backup4all**.com.

15. Which company handles the credit card verification and payment?
Credit card verification and payment is handled by our payment processors. Their order process is protected via a secure connection so that the data sent to the recipient can only be read by the recipient (you can tell that the **Order** page is protected because the URL displayed in the address bar begins with **https:**). Important information such as credit card numbers, addresses, etc. is sent to the recipient (or received) securely via the Internet. All of the data entered on the protected pages is encrypted using the SSL (Secure Socket Layer) protocol.

16. Are there volume license discounts?
Yes, we have a volume license discount program available. If you buy more than 2 licenses of **Backup4all** you can benefit from an important discount.

17. Are there educational discounts?
Yes, we offer special discounts for academic institutions. For more information please visit the academic discount section on our website or contact us directly at: sales@**Backup4all**.com

11.3 Registering

How do I register Backup4all?
Open **Backup4all**, click on **Help** and select **Register**. If you have already bought a license of **Backup4all** just copy and paste your **Registration Name** and **Registration Key** in the Register window. If you don't own a license yet, you can order it directly by clicking on the **Buy Now** button. The registration information will be issued immediately after the receipt of payment.

1. Where do I enter the Registration key?

To register **Backup4all**, just follow these steps:
- Open **Backup4all**, click on **Help** and select **Register**
- In the **Register window**, click on the **Register tab**
- Copy and paste the registration information you received by email in the those two fields (Registration Name and Registration Key).

2. I have lost my Registration key. What should I do?
If you have lost your registration key please contact us at sales@**Backup4all**.com. Please specify (if possible) your order number, name and email used to buy online.

3. When I try to register, I receive the error "Registration failed". What should I do?
First try to copy and paste the registration information exactly as you have received it in your email (no leading or trailing spaces). Also, you may be running Norton Antivirus Auto Protect or similar software that is preventing programs from adding/modifying registry keys. You will need to disable this type of software temporarily, in order to register **Backup4all**, as your registration details are stored in the registry.

4. Can I use my registration key on two computers?
According to the license agreement your product can only be used on one computer at a time. If you want to use **Backup4all** on a different computer, first you have to uninstall it from the first computer and re-install it on the second one. To use **Backup4all** simultaneously on two computers you need to acquire 2 licenses. If you are interested in buying more than 2 licenses, visit the Volume Discounts section for information on discounted prices.

5. What are the differences between the three editions of Backup4all (Lite, Standard and Professional)?
Backup4all Professional has all the features enabled, while **Backup4all** Standard and Lite have limited functionality. In order to help you decide on what edition best suits your needs, please visit the Feature Matrix page.

6. What is the difference between the unregistered and the registered versions?
The unregistered version has all the features of **Backup4all** Professional, but after 30 days you cannot use it unless you register it. Also, even if support is free, registered users get priority support.

11.4 Downloading

I'm having problems downloading. What should I do?
If you are having problems downloading the executable files from the **Download** page, try downloading the .zip files or the .rar files. If you are not able to download those either, send us an email at: support@Backup4all.com and we will try to come up with a solution.

1. How can I download Backup4all?
You can download **Backup4all** by visiting the **Download** section and clicking on one of the links provided in there, depending on the edition you are interested in. The download should start automatically after you have clicked the appropriate link.

2. I have just downloaded Backup4all and now I can't find it to start the installation. What should I do?

First you should try and see if the file isn't on your desktop, as in there it is placed by default. If it is not on your desktop than you must use the Windows search tool to find it. Go to **Start->Search->For Files and Folders...** and write in there the name of the file you have downloaded. When you find the file just double-click on it to start the installation. If you can't find it, you should download it again.

3. After downloading when I try to install it I have one of the following errors: "not a valid file ..." OR "error reading ...". What should I do?

This error appears because the file was not correctly downloaded. To solve this you will need to download the setup file again from the **Download** page and verify that the size mentioned there is the same as the size of your download. Additionally you might try to download using a different browser (Opera, FireFox, ...). If this problem occurs repeatedly, please contact us.

4. How long does the download take?

The setup files have under 10MB, so the download time is not going to be more than 4-5 minutes on a 56K modem. For cable or DSL connections the download time is less than a minute, depending on the speed.

5. Which file should I download, the .exe, .rar or .zip file?

Each file is downloadable as an executable file and as an archived file (rar or zip). If you have problems downloading the .exe file (security restrictions on your computer) you can download the archived ones, but to unpack it you will need a zip extracting utility.

11.5 Installing

How do I install Backup4all**?**

Installing Backup4all is very easy. Just double-click on the file you downloaded and the installation wizard will start. Make sure that you have enough space on the drive where you install Backup4all and that you have the rights to install it (administrator rights). After that follow the installation wizard steps as it will guide you through the process.

1. Which operating systems does Backup4all **run on?**

Backup4all currently runs on Windows 98, Windows Me, Windows NT 4.0, Windows 2000, Windows XP, Windows 2003 Server and Windows Vista.

2. How do I know what version I have installed?

To see what version of Backup4all you are using, open Backup4all, go to **Help** and click on **About** and in there you'll see the version number displayed (Version 3.x Build xxx).

3. How do I uninstall Backup4all**?**

To uninstall Backup4all go to **Start->Programs->**Backup4all 3 and select **Uninstall**. You will be guided through the uninstall process by the setup wizard. If you would like to share with us the reason you've chosen to uninstall Backup4all please contact us at: info@Backup4all.com.

4. What are the minimum requirements to install Backup4all**?**
Backup4all doesn't have any special requirements. In our test we have determined some minimum software/hardware configurations that ensure a proper use of Backup4all. For more information please see the Requirements page.

5. Does Backup4all **run on Linux or Mac?**
No, Backup4all is not compatible with Macintosh and Linux systems (you can however try using emulator software for MAC, such as Virtual PC 2004, or for Linux, such as Wine)

11.6   Using Backup4all

1. How can I create a new backup job?
Backup jobs are created by the **New Backup Wizard**. The wizard can be started from the **File**

menu or by clicking the **New Backup Wizard** button (   ) from the toolbar or the **Ctrl+N** keyboard shortcut. Follow the steps of the wizard and click **Finish** when ready.

2. How can I copy a backup job (create a new one similar to another)?
Select the backup job you want to copy from the list of available backups. Click the **Create**

Like button (   ) or **Ctrl+L**. The new backup job will be added to the same group as the original one.

3. How can I see only new and modified files in the Explore view? How can I see only the files already backed up?

First you need to switch to the **Explore View**. Click the **Explore** button (   ) or F2.
To show only new and modified files make sure that:

- **Show New Files**   is pressed (Ctrl+1)

- **Show Unchanged Files**   is not pressed (Ctrl+2)

- **Show Modified Files**   is pressed (Ctrl+3)

- **Show Excluded Files**   is not pressed (Ctrl+4)

- **Show Deleted Files**   is not pressed (Ctrl+5)

To show only the files already backed up make sure that:

- **Show New Files**   is not pressed (Ctrl+1)

- **Show Unchanged Files**   is pressed (Ctrl+2)

- **Show Modified Files** is pressed (Ctrl+3)

- **Show Excluded Files** is pressed (Ctrl+4)

- **Show Deleted Files** is pressed (Ctrl+5)

4. How can I hide empty folders in the Explore View when expanding all folders?

Open the **Options** window, go to the **General** page and check the **Hide empty folders on expand all** option. After this option is set, the **Expand All** operation ( ) will not show empty folders.

Note: Expanding all folders can be time consuming, especially if you add the whole drive as the source of the backup. You can always stop pressing the **ESC** key., empty folders will not be shown any more.

5. How can I see the number of files to backup at next backup run? What about the number of changed files since latest backup?

First you need to switch to the **Statistics** view by clicking the Statistics button ( ) or **F3**. Press the **Calculate Statistics for Next Backup** button or **Ctrl+F5**. Wait until the file count finishes. The results are shown in the text below. The left column shows the counters for files to be backed up and the right column shows the counters for files changed since the latest backup.

6. Somehow I lost my backup job configuration. I only have the .bkc file. Can I restore the backup job?

Yes, you can. Just double-click on the ".bkc" file. Backup4all will open and a new backup job will be created based on the information from the backup catalog ".bkc" file.

7. How can I make a shortcut to a backup job, so that I can run it from the desktop?

First select the backup job you want to run. Right-click on it and select the **Create Shortcut** menu item. Save the shortcut to the desktop.

8. How can I run a backup when I am not logged in to Windows?

First you will have to create a shortcut to the backup job you want to execute. Open Windows Scheduler and add a new scheduled task. Schedule the shortcut to be run at the time you want and use your Windows username and password. For more information on using the Windows Scheduler, see Windows help.

9. Zip files created by Backup4all are compatible with third party zip utilities?

Yes. If the zip file size is less than 2 gigabytes, Backup4all generates standard zip formats. This format is compatible with any zip utility available on the market. For zip files greater than 2 gigabytes, Backup4all uses zip64 technology (which allows unlimited zip file size). Zip compatibility means that your data is not at the mercy the backup application; you can access it with other third party applications also.

10. How does Backup4all handle archive bit for backed up files?
By default Backup4all does not modify the archive flag. Backup4all uses its own catalog file
(".bkc") to keep track of the new and changed files. The advantage of 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. However if you want to
set the **Archive bit**, you can do that from the **Type** page of the **Backup Properties** window.

11. Can I backup to tape using Backup4all?
No. The current version does not support tape drives.

12. Can I backup open files with Backup4all?
Yes you can backup open or locked files with Backup4all as long as your system meets some
requirements:
  • you have Backup4all version 3 (or higher) installed
  • you are using Windows XP, Windows 2003 Server or Windows Vista
  • the files reside on local NTFS partitions (will not work on shared network drives)
  • the Volume Shadow Copy service is running

13. Can I backup registry files?
Yes you can backup registry files with Backup4all as long as your system meets some
requirements:
  • you have Backup4all version 3 (or higher) installed
  • you are using Windows XP, Windows 2003 Server or Windows Vista
  • the files reside on local NTFS partitions (will not work on shared network drives)
  • the Volume Shadow Copy service is running
Note that you cannot restore registry files for now (restore function will be included in a future
version).

14. Can I backup Outlook Express emails and settings?
If you are using Backup4all 3 (or higher) on Windows XP/2003/Vista you can backup
Outlook Express emails and settings if it is installed on a NTFS partition. When you define a
new backup job using the **New Backup Wizard**, in the **General** window you can select
Outlook Express from the **Predefined Backup** box. This way Backup4all will automatically
backup all your emails and settings from Outlook Express (including your account settings,
rules, signatures, blocked senders list, stationary, address book). If you want to backup only
your emails, in the **Sources** window leave marked only the <Email Folders> box.

15. How do I restore the default layout for all Backup4all windows?
Open the View menu and select **Restore Default Layout**. This will restore all windows to
their original size and position, and will also reset the column order, size and visibility for all
grids.

16. Which Operating Systems are Compatible with Backup4all?
Backup4all is compatible with Windows 98/ME, Windows 2000, Windows XP, Windows

Server 2003, Windows 2003 Small Business Server, Windows NT 4.0 systems and Windows Vista. It is not compatible with Macintosh and Linux systems (you can however try using emulator software for MAC, such as Virtual PC 2004, or for Linux, such as Wine).

17.What security offers Backup4all for my backups?
Backup4all supports AES encryption (128-bit, 192-bit and 256-bit key strength), one of the most secure encryption methods available.
If you want your backups protected, select one of the **Encryption** methods available and define a password of at least 6 characters:
- **Zip (2) compatible encryption** is less secure, but the zip files resulted are compatible with most of the ZIP utilities.
- **AES encryption** provides high security, but the zip files resulted are compatible only with the latest version of the ZIP compatible utilities.

Be sure not to lose the password, because if you are using AES encryption is almost impossible to recover it, thus the data in that backup. When you're backing up to FTP you also have the option to use an additional **SSL encryption** when communicating with the FTP server; using this option your connection details will be sent to the FTP server in an encrypted form rather then in simple text.

18.What happens when I change the backup type?
Backup type can be changed from the **Type** page of the **Backup Properties** window. You can change between full, incremental and differential backup types without having to start with a fresh new backup. However changing from full, incremental or differential to mirror (and vice-versa) will clear the backup content and will start a new backup.

19.How can I set the compression level of the zip files?
Open **Backup Properties**, go to the **Type** page and press **Zip Advanced Settings**. Here you can choose from four compression levels: none, low, medium or high.

20.How can I split a backup across several disks?
Open **Backup Properties**, go to the **Type** page and press **Advanced**. You can choose a predefined split size or define a custom one. Spanning is automatically done when the removable disk is full.

21.How can I give customized names to the zip files?
Open **Backup Properties**, go to the **Type** page and press **Advanced** button. You can customize the zip file name prefix there.

22.I have used Backup4all for some time now and I have a large number of zip files in the destination. How can I clear them and start over again?
Open the **Backup Properties** window for the backup job. Go to **Advanced** page, check **Run program/action before backup** and choose **<Clear backup>** from the combo. This will delete the backup files in the destination before the execution of the backup job. If you check the **Run only once** option, the **<Clear backup>** action will be executed only once (at next backup execution) and after that it will be disabled. The **<Clear backup>** action has parameters to further customize its functionality.

23. I am using incremental backup. How can I clear all backed up files and start with a fresh full backup every 7 days?

Open **Backup Properties** dialog for the backup job. Go to the **Advanced** page, check **Run program/action before backup**, choose **<Clear backup>** from the combo box and edit it to **<Clear backup d=7>**. This will clear the backed up files only if 7 days passed since the first backup run. If you check the **Run only once** option, the **<Clear backup d=7>** action will be executed only once (when 7 days have passed) and after that it will be disabled.

24. How can I limit the number of backup versions?

Open the **Backup Properties** window for the backup job. Go to the **Type** page. Here you can set the **Limit number of stored backups to** option and specify the desired limit.

25. How can I store many versions of my files and keep the backup size as small as possible?

Our recommendation is to use incremental backup type with maximum zip compression. The incremental backup type ensures that only new and modified files are backed up.

26. How can I run a backup using the command line?

Command line works with a backup job configuration file (".ini") or a backup catalog file (".bkc"). You can create a valid ".ini" file from Backup4all's interface and use the full path to this file as a parameter of the command line application. Typically the ".ini" files are located in the " Application Data\Softland\Backup4all 3\IniFiles\" folder of your user profile. After the first backup execution, a ".bkc" file is created in the destination. You can use this ".bkc" file also (again with the full path) as parameter of the command line application.

27. How can I create backup versions with mirror backup?

Backup4all can copy the files to different folders each time the mirror backup is performed. This is done by customizing the destination folder name. To do this open **Backup Properties** and go to the **Type** tab. Customize the subfolder names as you wish. Note that Backup4all does not keep track of all destination folder names and can restore only from the latest destination folder. However you can manually restore an older backup version made with mirror backup.

28. Is there a way to test (verify) files automatically after each backup?

Yes, there is. Open the **Backup Properties** window, and set the **Test after backup** option on the **Advanced** page.

29. How can I test older backup versions?

First select the backup job you want to test. From the **Actions** menu and choose **Test**. This will show a list of all backup versions. Select the backup version you want to test and click the **Test** button.

30. I've set a password for the backup and I forgot it. Can you help me get it back?

We don't have any solution to recover your lost password.
If you used **Zip(2) compatible encryption** you could try using a 3rd party zip password

recovery application - depending on the length of your password there is a chance to recover your password.

If you used AES encryption it's almost impossible to recover your password.

31.I scheduled a backup job and it didn't execute. What is the problem?

This happens usually when you are logged in to Windows using a username/password but you didn't set a password in the Backup4all Scheduler. To enter the password for the scheduled job go to **Tools->Schedulers**, select the scheduled job that didn't run and click on **Edit**. In the window that opens click on Set password and enter the password for the current logged in user. 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->General**.

Also, make sure that you enter the correct password - if the password is wrong the scheduled task will not run.

32.Can I apply a filter to an entire directory?

Yes you can apply filters to entire directories. This way the filter will apply to the subfolders and individual files of the filtered directory too:

- in the **Filters** window of the backup/restore wizard click on **Add** (in the include or exclude filter) to open the **Edit file filter** item window
- check the option **Filter by name** and **Filter folder names** also
- in the **Filter** field, 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. Once you've written the desired combination, press on **Add** and then **Ok** to apply the filter.

33.How do I back up my scheduled jobs' settings?

If you scheduled several backup jobs using the Windows Task Scheduler (by default Backup4all uses it) you can back up those scheduled tasks so that if something happens you would be able to easily restore them.

Information about the scheduled tasks is saved in the Windows directory, "Tasks" subdirectory. To back up the scheduled backup jobs' settings you would have to copy all files starting with "B4A_" from "C:\Windows\Tasks".

34.Backup4all skipped some files when backing up and returned the error "The process cannot access the file because another process has locked a portion of the file". How can I fix this?

Backup4all uses the Volume Shadow Copy Service (VSS) to back up open/locked files. Under certain circumstances the VSS service fails to run properly and Backup4all will not be able to backup some locked files (log file will show "The process cannot access the file because another process has locked a portion of the file." or "The process cannot access the file because it is being used by another process").

In case of such errors please read carefully and follow the solutions given in the following PDF file to try and fix the VSS service problem: Troubleshooting the Volume Shadow Copy Service

35. How can I restore one or more files?

To restore the latest version of one file you need to select the file from **Explore** view, right-click on it and select **Restore Latest Version** or **Restore Latest Version To...** If you want to restore more than one file, you can select all of them in **Explore** view and restore the latest version using the right-click menu (as mentioned above).

36. How can I restore an older version of a file?

To restore an older version of a file you need to select the file from Explore view. Then look for available versions in the list displayed below the file and folder tree. Select the version you want to restore, right-click on it and choose **Restore** or **Restore to...**

37. How can I restore many files from older backup versions?

Sometimes we need to restore files from an older backup version. To do this open the **Restore Wizard** by clicking on the **Restore** ( ) button, select the custom **Restore type** and click **Next**. Now the list of available backup versions is shown. You can select one or many versions (use the SHIFT and CTRL keys to define the selection). In the next pages you can apply file filters or individually select each file from the selected versions that you actually want to restore.

38. How can I restore everything?

Open the **Restore Wizard** by clicking on the **Restore** ( ) button. Select the **standard Restore type** and click **Finish**.

39. How can I restore my files to a different folder? How can I filter the files to be restored?

Open the **Restore Wizard** by clicking on the **Restore** ( ) button. To restore to a different folder, select **Choose another location** option and enter the full path where you wish to restore the files, or browse to a folder of your choice. To filter the files that will be restored define your filters on the second page (or the third page in case of a custom restore).

40. What happens to excluded files? Will they be restored?

No, excluded files will not be restored. After all that is why you excluded them, you no longer need the files. However if you select a backup version where the file was not excluded yet, you can restore it from there.

41. How can I manually restore a split file from independently created zip archives?

Backup4all creates standard zip files that can be extracted with 3rd party zip programs. 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).

Steps in restoring a split file from independent zip archives:

- Unzip the backup that was created by Backup4all. Assuming that the initial file was called music.wav, if the file was split in 2 parts you'll have 2 files called music1.wav and music2.wav The split files need to be combined so that you have the entire original file, music.wav. Open the Windows command prompt (Start->Run, type cmd and press Enter).
- Using the command copy (write copy/? and press Enter to see the help for this function) write copy music1.wav /b + music2.wav /b music.wav (first two files are the sources, last file is the destination) and press Enter. Note that you have to be in the folder where the source files are in order for it to work.

42.Can I backup to FTP using Backup4all?

Yes, in the **New Backup Wizard->Destination** window select **FTP** and enter your FTP connection configurations. If you have already defined a backup job and want to change the destination to FTP, right click the backup job and select **Properties**; in the **Destination** window you can select FTP. This feature is available if you are using Backup4all Professional 3 or higher.

43.Does backup to FTP support resuming?

Yes Backup4all supports FTP resuming, within a certain number of retry times defined in the **Tools->Options->FTP** window.

For instance, let's say that in the **When destination server is not ready** section you have the **Retry** value 10 and wait 30. If the connection with the FTP server is lost during the upload, Backup4all will retry to upload the files 10 times every 30 seconds. If it succeeds in re-establishing the connection, the backup will continue from where it was stopped. If the connection cannot be restored after that number of retries (10 in our case) the backup will be aborted and starting a new backup will upload the files again. Note that there are some FTP hosting servers that do not support resuming.

44.I use incremental backup to removable disk (CD/DVD). How can I make sure only the new and modified files are backed up?

If for that backup job in **Backup Properties->Advanced** you had the option Use local catalogs (.bkc) checked when you did the backup, then you just have to run the backup job normally because Backup4all will recognize the modified files and backup only those.

If you didn't have that option checked you must insert the CD/DVD with the latest backup catalog (".bkc") file and then perform the backup. The system will read the ".bkc" file and build the list of new and modified files. Then press backup and you will be asked to enter a new CD/DVD (if the Ask for a new disk before backup option is set in the Options window, Backup page). Only new files will be copied to the new CD/DVD.

45.Backup4all does not recognize my CD/DVD burner. How can I backup to CD/DVD?

When you select the CD/DVD burner device, if it is not compatible with the primary built-in burner the following message will appear: **[Device name] Does not appear to be a writer or it is busy**.

There are 2 possibilities now to get this to work:

- Go to **Tools->Options->Backup** and in the CD/DVD section select **Use secondary burning engine** and make sure that **Burn CD/DVD using internal ASPI** is checked
- If selecting the secondary burner doesn't solve the problem, uncheck **Burn CD/DVD using internal ASPI** and restart Backup4all

If this does not help, you can still burn your CDs using the UDF file system (with DirectCD or InCD). You can select this burning option in the **CD/DVD Advanced Settings** window.

46.I'm backing up to DVD using Mirror backup and it writes the DVD very slow. Any solutions to improve the speed?

Go to **Tools->Options->Backup** and in the CD/DVD section select **Use secondary burning engine**. This should improve the CD/DVD writing speed.

If your CD/DVD burner is not recognized after you click on **OK**, you'll need to re-open **Tools->Options->Backup->CD/DVD** and uncheck the **Burn CD/DVD using internal ASPI** option.

47.What's the difference between Backup4all's Lite, Standard and Professional editions?

The major differences between Lite, Standard and Professional editions are the supported backup types. Professional edition implements all four backup types (see Backup Types section for a full description of backup types), Standard edition does not implement incremental backup type and Lite edition implements only the mirror backup type. Also, features like FTP destination, AES encryption and email notifications are available only in the Professional edition. See the What Edition to Choose section for a more detailed comparison.

48.What is Backup4all OTB edition?

The OTB edition is a limited functionality version of Backup4all Professional edition. This edition is distributed as a bundled product with hardware parts (USB drives, enclosures, hard drives etc.) through our OEM partners, therefore end-users can buy that only from our partners and only as a part of that package offered.We do not sell it on our site nor we distribute it to end-users directly. This edition is intended to be distributed only by our partners. Users can buy from our site one of the other three editions: Lite, Standard or Professional.

49.Which One Touch Backup HDD enclosures is Backup4all compatible with?

Some HDD enclosures have a button that allows starting the execution of an associated program. If you have such a device, Backup4all might be configured to run a certain backup job when that button is pressed.

Backup4all is fully compatible with all the One Touch Backup HDD enclosures produced by A-TEC Subsystem from Taiwan. These devices are natively recognized and work with Backup4all without external configuration.

Another reported device which works with Backup4all is Maxtor OneTouch. This device is not natively supported thus requires additional configuration. Maxtor OneTouch comes with a special software (Maxtor OneTouch Manager) that can be configured to run a backup job in

Backup4all when the button is pressed.

If you have a different OTB HDD enclosure, you might be able to configure Backup4all to run a backup job when the button is pressed. If the OTB HDD enclosure contains software from the manufacturer of the device that allows configuring the actions to execute when the button is pressed, you might be able to configure Backup4all to run on pressing the button.

There are 2 possibilities to run a backup job (or group) from Backup4all when the OTB button is pressed:

1. In Backup4all, open **Tools -> Options** and go to the **One Touch Backup** page.
Check the option **Enable "One Touch Backup" support** and select a backup job or backup group to be executed when the button is pressed.
Configure the software that was included with your OTB HDD enclosure to run the following command when the button is pressed:
"C:\Program Files\Softland\Backup4all 3\Backup4all.exe" /otb
(command above will open the main application of Backup4all)
OR
"C:\Program Files\Softland\Backup4all 3\b4aCmd.exe" /otb
(command above will open the command line application of Backup4all)

2. Configure the software that was included with your OTB HDD enclosure to run the following command when the button is pressed:
"C:\Program Files\Softland\Backup4all 3\Backup4all.exe" /r "backup name"
where "backup name" is the name of the backup job you want to be run.

See the Command Line Parameters for more information about how to run a backup job using the command line parameters.

11.7   Partnerships

What is the Softland affiliate program?
This is a partnership between you and us, giving you the right to promote Backup4all in exchange for a commission of the sales generated this way. Information on how to become our affiliate you can find on our site in the **Affiliate Program** section.

1. How do you track my sales?
The sales are tracked by the payment processor used (Plimus, ShareIt or Regnow). When you join the affiliate program you will be allocated a unique URL which contains your affiliate ID. When one of your visitors clicks on that URL, a cookie is placed on their computer which will identify them as your referral. If that person purchases Backup4all, you will be credited with the sale even it the purchase is not done straight away.

2. How much money could I earn with your affiliate program?
We offer up to 20% commission (or more), so for each sale of Backup4all referred by you, your account will be credited with the equivalent amount. Your earnings from this program could vary a lot, because there are a lot of factors involved (your website's popularity, the conversion ratio, etc.).

3. How and when do I get paid?

The payment of your commission is handled by the payment processor. After every sale you refer, your account will be credited with the according amount. When you sign-up with the payment processor as our affiliate (registration is completely free) you are able to choose the way you want the payment handled (frequency of payment, method etc.).

4. How do I track my sales?

You can track your sales by logging into your account and see the online statistics and reporting in real-time. You will also receive email notifications every time you make a sale (depending on your preferences).

5. Can anyone become an affiliate?

Anyone can become our affiliate, as long as they don't perform illegal operations (having warez sites, spamming etc.)

6. How much does it cost to become your affiliate?

It doesn't cost you anything to become our affiliate. To sign up as our affiliate please follow the registration steps provided by the payment processor used.

7. Do I have to reach a certain amount of sales each month to remain your affiliate?

No, you can remain our affiliate for as long as you like no matter how many sales you make.

8. How do I promote Backup4all?

There are a lot of ways to promote Backup4all and generate sales. First of all you have to remember to use every time the customized links your received when you opened your account with our payment processors. The best way to promote Backup4all is to recommend it to your friends/clients, or if you run a website/newsletter you can recommend it to your visitors/readers. You can write articles about it and distribute those to different web sites, you can promote it through banner advertising or by placing text links in your signature. When you sign up, you will receive tips on how to promote software. To help you promote Backup4all better, we have designed different product related images (banners, box shots, logos, screenshots) available for download on the **Promotional Materials** page from our website.

9. Can I become your affiliate if I don't have a website?

Yes you can. All you need to have is access to an email address and access to your account at the payment processor. Having your own website would definitely increase your sales potential, but it is not a requirement.

10. Do I have to order Backup4all to become your affiliate?

No you don't have to order Backup4all to become our affiliate. In order to recommend it, you can test Backup4all without buying it, as the evaluation version is valid for 30 days and has all the features of the Professional edition.

11. Do I get a free license of Backup4all if I join your affiliate program?

Unfortunately we can't give you a free license just for joining our affiliate program, because

some people will join just to get it for free and then not promote Backup4all. However, if you prove to become a valuable affiliate we will award you with free licenses of Backup4all.

12. Can I join your affiliate program if I'm not from US?
Yes, anyone from any country can join our affiliate program, as long as your promotional methods are appropriate (no spamming, no warez websites etc.).

13. Can I send unsolicited email (spam) to promote Backup4all**?**
No, you can't promote Backup4all by sending unsolicited emails. This is against our **Privacy Policy** and we strongly advice you not to do so.

14. Do you create custom builds?
Yes, depending on the size of your business/website/newsletter we do create custom builds of Backup4all for promotional purposes. To learn more about this please contact us.

11.8 Hints

1

You can have two backups of the same backup job on different CDs (or DVDs). An idea is to use one CD (DVD) for daily backups and another one for weekly or monthly backups. You can also consider backing up onto a second CD or DVD when you finished working on some documents and you want to keep those files for a longer time. Use the CD (DVD) for daily backups to store intermediate versions of your files.

2

The application provides a way to exclude files and folders from backup by un-checking them in the **Sources** page of the **Backup Properties** window. Try to minimize the number of files and folders which you exclude from the backup. This way the backup process will run faster.

3

Mirror backup type is the fastest way to make a backup. So if you back up large files, use the **Mirror** backup type for maximum speed.

4

If you have to use zip compression, set the compression level to **Zip without compression** or **Low compression** in order to speed up the backup process. Use **High compression** only when you want to create the smallest archive possible. Often the highly compressed zip archives will only be marginally smaller than the ones with medium compression.

5

To quickly restore an entire folder, select the folder in **Explore** view, right click on it and select **Restore Latest Version** or **Restore Latest Version To...** from the context menu.

6

To quickly restore a particular version of a file, select the file in **Explore** view, right click on a version from the list of versions (displayed at the bottom) and select **Restore** or **Restore to...**

from the context menu.

▸ ▸ ▸ **7**

If you want to minimize the application to the system tray, open the **Options** window from the **Tools->Startup** menu and check the **Show tray icon->Minimize to tray** option from the **General** page. You can also close the application to tray.

▸ ▸ ▸ **8**

If you want to have a quick look at the selected backup job's properties, go to the **Summary** view (F4). You can select and then copy-paste this text into another file (to send us the properties of the backup when asked.

▸ ▸ ▸ **9**

If you want to see only the backed up files, in the **Explore** view press these buttons only:

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

▸ ▸ ▸ **10**

To execute all backup jobs in a group, right-click on the backup group and choose **Backup <Name> Group**. All backup jobs in the group will be executed one after the other.

▸ ▸ ▸ **11**

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.

▸ ▸ ▸ **12**

You can click on the Size column heading in the Explore view to sort the files in ascending order by their size, click again to sort in descending order. The same rule applies to the rest of the columns. You can hide the **Size** and **Modified** columns of the tree in Explore view: right-click on the column heading and uncheck it. You can hide columns of the version list also.

Purchasing and Registration

Part XII

12   Purchasing and Registration

12.1   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.

Purchasing

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 on Register and from the **Buy Now** tab click on the **Buy now!** button

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.

Registration

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 **Buy Now tab** 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).

On the **Register Backup4all** window (Help->Register) go to the **Register** tab. 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 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 your purchase information (purchase number and approximate date), specify 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 Support button (from **Help->Register->Support**) to contact us. We will be happy to assist you with the registration.

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