



Backup4all

Take full control of your backups

Backup4all User Manual

for Backup4all version 2.3.4
by Softland

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Introduction

Backup4all is an award-winning backup software for Windows. It was designed to protect your valuable data from partial or total loss by automating backup tasks, password protecting and compressing it to save storage space. Its feature rich and intuitive interface makes this backup application easily accessible for both beginners and professionals.

Backup4all performs all four backup types: full backup, differential backup, incremental backup and mirror backup. Using the wizard you can easily set up any backup configuration you wish. You can define powerful file filters and schedule your backups any way you want. Once a backup is performed, you can see what files changed since the last backup using the explorer-like tree view or you can read the statistics about the next backup execution. Using the context menu from the tree you can run standard actions associated with the file type.

Backup4all creates standard zip files. This means that your data is not at the mercy of the backup utility itself. You can access it with any zip compatible utility. The backup software tests the backed up files automatically to ensure the backup is safe and correctly executed (uses CRC32).

Backup4all keeps track of file versions. You can easily restore any version of files or a whole folder, filter the files to be restored or use the restore wizard of the backup application.

Backup4all works with any drive letter, including mapped network drives and UNC paths. It comes with its own built in CD and DVD burning support. Just set the destination to the CD or DVD burner and execute the backup item. However, if you prefer, you can use the UDF format (using products such as DirectCD or InCD).

Backup4all is compatible with Windows 95/98/Me/NT 4.0/2000/XP/2003 Server and requires approximately 6MB of free disk space.

What Edition to Choose?

There are three licensing options: Mirror, Classic and Professional. All of them implement the basic functionalities of a backup application: easy file and folder selection, file filtering, multiple backup item configurations, intuitive interface, built in CD and DVD support, disk spanning, backup statistics, backup summary, scheduled backup, etc.

The major differences between Mirror, Classic 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), Classic edition does not implement incremental backup type and Mirror edition implements only the mirror backup type.

Backup4all also comes in a special OEM edition, distributed only with some USB hard drives under the name of “Backup4all OTB Edition” (“One Touch Button” edition). This edition is the equivalent of “Backup4all Professional Edition”, but it is capable of backing up only to these USB hard drives.

See Feature Matrix for a more detailed comparison between OTB, Mirror, Classic and Professional editions.

System Requirements

To install Backup4all you need Windows 95/98/Me/NT 4.0/2000/XP/Server 2003 and approximately 5 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.

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 continue). You might need to close Backup4all manually if it is in a middle of an operation.

If you wish to install additional languages you can run separate language setups. You can add as many languages as you wish and switch between them later from the application interface.

Uninstall

First you need to close the application. Then go to the Backup4all application group (from the Windows “Start” menu and click “Uninstall Backup4all”).

You can also uninstall the application using the “Add/Remove programs” icon from the “Control Panel”. Languages have to be uninstalled separately (from the “Control Panel”).

Notice to Backup4all 1.4.0 and 1.5.0 Users

Version 2 brings an essential change to the basic functionality of Backup4all. The default CD file system is not UDF anymore. Backup4all 2 has built in CD burning capabilities, so your CDs will be recognized on systems which do not have InCD/DirectCD or other UDF drivers installed. When you upgrade to Backup4all 2 your current Backup Item settings are preserved (meaning your CDs are still burned with UDF file system). To change this you should modify the “Backup Properties” (for all backup items that have the destination set to CD). In the “CD/DVD Advanced Settings” (accessible from the Advanced button of the Destination page) choose “Burn using built in driver”.

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.

Backup items – 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 item and execute it with a double click from your desktop. The application comes with several predefined backup items: “My Documents”, “My Pictures” and “Internet Favorites”.

File context menu – Integrates available file operations into Backup4all’s interface, multiple file and folder selection is possible.

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 item.

Backup wizard – Provides step-by-step definition of a new backup item.

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 destination – You can store the backup in a local folder, on the network, USB hard disks, CDs or DVDs or other removable media (OTB edition writes only to the USB hard disks).

Built in CD and DVD support – The application comes with its own built in CD and DVD burning support. Just set the destination to the CD or DVD burner and execute the backup item (OTB edition does not write to CDs or DVDs).

UDF support – If you prefer, you can still use UDF format to burn your CDs and DVDs (OTB edition will not write to CDs or DVDs).

Backup types – Backup4all performs four backup types: full backup, differential backup, incremental backup and mirror backup (see the capabilities of each edition for the backup types supported).

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.

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.

Password protection – You can protect your zip files by setting a password to each backup.

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

Disk spanning – Automated support to split your backup between removable disks or even on the same media. You can specify the maximum size of the zip archives.

Multi-thread – The application 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 the application are logged.

Command line – There is a command line version of the application available. Use “Windows Scheduler” (or third party) to schedule backups.

Restore wizard – Restore backed up data step-by-step. Allows you to choose the version of files, filter and preview files that will be restored.

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

Compatibility – Restore can also be performed via any standard zip software, giving you more flexibility, if you need to restore on a different computer.

Feature Matrix

Detailed Feature Matrix for OTB, Mirror, Classic and Professional Editions

Features	Mirror	Classic	Professional	OTB
Interface				
Start application at Windows startup	Yes	Yes	Yes	Yes
Minimize 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	New	New	New	New
Browsable file and folder tree of the backup contents	Yes	Yes	Yes	Yes
File finder in Explore view (by name)	New	New	New	New
Sort files in Explore view (by name, size or date)	New	New	New	New
Multiple selection in Explore view	New	New	New	New
Backup statistics	Yes	Yes	Yes	Yes
Available space in destination on Statistics view	New	New	New	New
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 configuration	New	New	New	New
Default backup configuration templates	Yes	Yes	Yes	Yes
Resizable windows. Store position and size	New	New	New	New
Resizable columns. Store position, size and visibility	New	New	New	New
Backup				
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
Built in scheduler	Yes	Yes	Yes	Yes
Run program/action before and/or after backup	Yes	Yes	Yes	Yes
Run program/action only once	New	New	New	New
Clear backup action with parameters	New	New	New	New
Play sound on success, warning, error	New	New	New	New
Assign volume labels for removable media	New	New	New	New
Assign label for each backup version	New	New	New	New
Set backup thread priority	New	New	New	New
Create backup log	Yes	Yes	Yes	Yes
Backup types				
Mirror backup	New	New	New	New
Full backup		Yes	Yes	Yes
Store multiple versions for full backup type		Yes	Yes	Yes
Differential backup		New	New	New
Store multiple versions for differential backup type		New	New	New
Incremental backup			Yes	Yes
Store multiple versions for incremental backup type			Yes	Yes
Limit number of backup versions		New	New	New

Features	Mirror	Classic	Professional	OTB
Backup format				
Compress backup files (zip format)		Yes	Yes	Yes
Support for zip64 technology		New	New	New
Choose zip compression level		Yes	Yes	Yes
Password protected zip files		Yes	Yes	Yes
Customize zip name prefix		New	New	New
Split zip files		New	New	New
One to one copy	New	New	New	New
Customize destination folder (for one to one copy)	New	New	New	New
Backup media				
Backup from local hard drives	Yes	Yes	Yes	Yes
Backup to local hard drives	Yes	Yes	Yes	
Backup from/to USB drives	Yes	Yes	Yes	Yes
Backup from/to network drives	Yes	Yes	Yes	
Backup from/to ZIP drives	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)	New	New	New	
Backup execution				
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	Yes	Yes
Command line application	New	New	New	New
Command line parameters	New	New	New	New
Test				
Test backups (uses CRC32)	New	New	New	New
Test after backup option	New	New	New	New
Set test thread priority	New	New	New	New
Create test log	New	New	New	New
Restore				
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	New	New	New	New
Restore preview	New	New	New	New
Set restore thread priority	New	New	New	New
Create restore log	New	New	New	New
Languages				
Multi-language support	New	New	New	New

Legend

“New” means the feature is new and is available only from Backup4all version 2

“Yes” means the feature was already available in previous Backup4all versions

Version History

What's New in Version 2.3.4 (27-Oct-2005)

- Restore process optimized
- “One Touch Backup” feature improved
- Improved automatic split for DVD backups
- Help file rewritten
- Fixed minor bugs

What's New in Version 2.3.3 (4-Jul-2005)

- Show backup item name in title bar
- “One Touch Backup” feature extended
- Merge process optimized
- 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 (14-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 reset 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 item 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
- Resizable 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 item
- 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 items 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 item 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 items 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

How to Configure a New Backup?

To create a backup item (configuration), click on the “New Backup Wizard” toolbar button (). For each backup item you must specify at least its name, sources files and folders and a valid storage destination (the rest of the options are not mandatory).

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

1. General – Enter the name of the backup on the first page and click next. You can select a group here (or create a new group).
2. Sources – Select the files and folders you want to back up (sources of the backup) and click next.
3. Destination – Select the folder where these files and folders will be stored (destination to the backup) and click Finish.

When a new backup item is created, the default backup type is differential. You can further customize your backup if you click the Next button after the Destination page, instead of Finish.

4. Type – Select the type of the backup (full, incremental, differential or mirror) and set type and compression related options.
5. Filters – Filter the source files indicating what files and folders to be included or excluded from backup.
6. Scheduler – Schedule the backup item for unattended executions.
7. Advanced – Set advanced options, like comparison criteria, automatic test, and actions before or after the backup, sounds.

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 files and folders for the backup item



Statistics – shows statistics about the latest backup and the next backup



Summary – shows configuration information about the backup

The wizard creates an “.ini” file with the same name as the backup item in the “IniFiles” folder (under “Application Data\Softland\Backup4all” from your profile). In addition, a backup catalog file (“.bkc”) is created in the specified destination.

Manually modifying “.bkc” or “.ini” files may result in corrupted backup items and the impossibility of restoring the data you backed up. A backup item is automatically created when double clicking on a “.bkc” file. You can also recreate the backup item by opening the “.bkc” from the main menu.

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

How to Run a Backup Item?

To start a backup click the Backup button () from the application toolbar. Or, you can go to the Explore view and press the Backup button beneath the folder tree.

During the execution of the backup, the “Backup” image appears in front of the backup item. If the backup is finished successfully (without errors and warnings) the backup item's icon will be restored.



If one or more files could not be backed up (not enough user rights, files were locked by other applications, etc), then the “Warning” image appears in front of the backup item, after the backup completion. Read the log files for details about the files that were not backed up. The 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” image appears in front of the backup item. Read the log files for details about the errors. The icon will disappear when the backup is executed again and the execution is successful.



How to Manage Backup Items?

Copy an Existing Backup Configuration

You can use “Create Like” button () from the application toolbar to create a duplicate of the selected backup item, then you can then modify the configuration of the newly created backup item.

Modify a Backup Item Configuration

First you must select the backup item you wish to modify. Then press the Properties button () from the application toolbar. This will open the “Backup Properties” window. Another possibility is to choose Properties from the right-click menu on the backup item. Then go to the page with the properties you want to change.

Delete a Backup Item

Select the backup item you want to delete and click the Delete button () from the application toolbar. Another possibility is to choose Delete from the right-click menu on the backup item. Files and folders from the source and destination will not be deleted, by any of these operations

How to Restore from a Backup?

With Backup4all you can do the following restore operations:

- full restore
- filtered restore
- restore all the 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 toolbar. You can restore to the original location or to a different location of your choice.

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

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

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

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 item execution

To test a selection or all the versions for the selected backup item open the Test Backup window by pressing the Test button () from the application toolbar. In the test window, select the backup versions you wish to test and press the Test button.

While performing the test operation, the “Test” image appears in front of the tested backup item.



To test automatically after backup you should open the “Backup Properties” window by pressing the Properties button () from the application toolbar. Go to the Advanced tab and check the “Test after backup” option.

If the test was executed automatically after backup and it failed, the “Error” image appears in front of the backup item. Read the log files for details about the errors. The icon will disappear when the backup item is executed again without errors.



How to Password Protect a Backup?

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

Setting the Password

The password window is shown when pressing the “Set Password...” button from the Type page of the “Backup Properties” window or of the “New Backup Wizard”. The button is available only for full, incremental and differential backup types (not for mirror).

You should manually enter the new password in the “New password” and “Confirm new password” fields, to avoid typing errors.



The “Old password” field is enabled only when the backup already has a password. Here you must enter the password you wish to change. This way only the owner of the backup will be allowed to change the password.

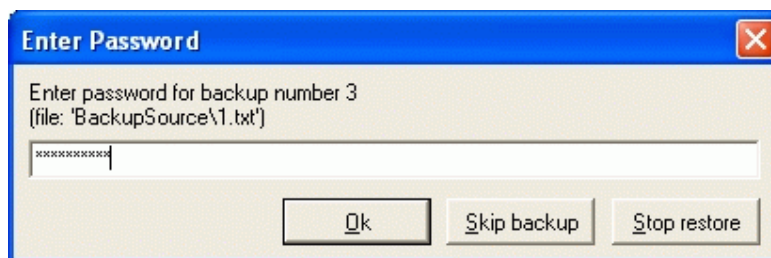
The system makes it possible to set different passwords for the same backup item, so the backup may contain zip files with different passwords. Backup4all does not store passwords. Make sure that you remember all passwords that have been used for a backup item, or you will not be able to restore your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

How to Remove the Password?

In the “Set password” window enter 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” following 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.

How to Add USB HDD Drives as Backup Destination?

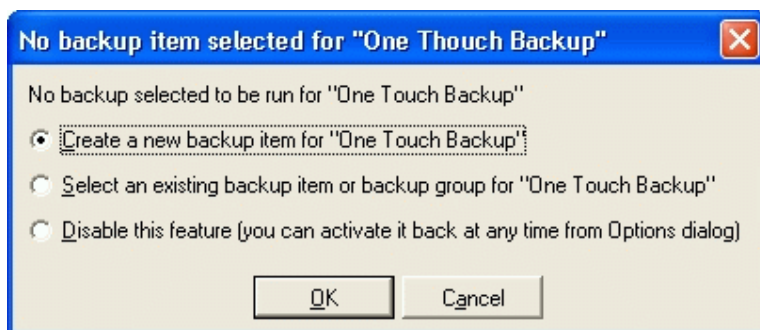
Backup4all can back up to USB HDD drives, if they are available for Windows. If you connected your USB drive correctly, then Backup4all should be able to see it in the “Destination drive” combo from the Destination page of your “Backup Properties” window. If the USB HDD drive is not visible in this combo then you should check the following:

1. Your USB HDD device is connected correctly to your computer. If the device is not recognized by Windows then you should check if the device is turned on and verify the cables. If you have Windows 89, then you might need to install additional drivers for USB. In this case you should be able to access it from Windows Explorer.
2. Your USB HDD drive is partitioned and formatted. Some of the USB HDD manufacturers and distributors do not format the hard disks from the USB enclosures. If this is the case, you should partition and format the disk before you are trying to set it as destination for your backups.

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 item or a backup group when this button is pressed. If your “One Touch” button device is not detected by Backup4all, then you should check the steps from the previous section. If everything is OK, then it seems Backup4all is not natively compatible with the device. In this case, you could use the command line parameters to create a command that can be associated to the “One Touch” button of your device.

If the “One Touch Backup” option is enabled when the application starts and there is no backup item 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.



You can choose from the following options:

- Create a new backup item for “One Touch Backup”
If you select this, the “New Backup Wizard” will start and you can create a new backup item to be used with the “One Touch Backup” feature.
- Select an existing backup item or backup group for “One Touch Backup”
If you select this, the “One Touch Backup” page of the Options window will open and you can select the backup item or group you want to use. This option is disabled when there is no backup item 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” page of the Options window.

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

How to Use One Touch Backup?

You enable the “One Touch Backup” support from the Options window (if you install the OTB edition it is automatically enabled. At first run there is no backup item configured to run when the “One Touch” button is pressed, so you will have to configure it as explained in the previous step.

Once you are up and running, you will just have to push the “One Touch” button and the selected backup item 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 popup 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.

System Tray Icon

When is Backup4all Shown in the System Tray?

Backup4all is minimized to the system tray when the “Minimize to tray” option from the Options window is checked and the user minimizes the main window. When the “Close to tray” option is checked the tray icon is always shown.

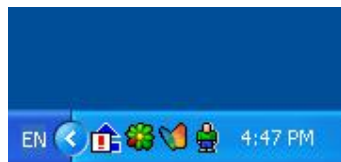
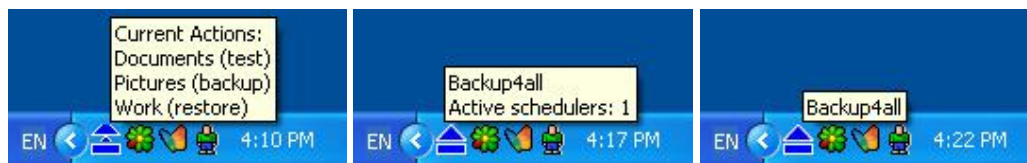
The popup menu of the tray icon allows to:

- “Open Backup4all” – shows application main window
- “Backup Group” – lists all the existing groups, to back them up without opening the application interface
- “Exit” – close the application completely and remove it from system tray.



Tray Icon Hints

When backups are executed, restored or tested the tray icon is animated and the name of the backup items are shown in the hint with the current operation. When the application is idle, but there are active schedulers, the tray icon hint contains the number of active. If the application is idle and there are no active schedulers, the “Backup4all” hint is shown.



When a backup is finished with errors, a blinking exclamation mark is shown over the tray icon. The exclamation mark will be hidden when the main window of the application is opened. If you do not wish to see the exclamation mark, just uncheck “Show tray error icon” from the Options window.

Keyboard Shortcuts

The following keyboard shortcuts are allowed in Backup4all:

Create backup item  – **CTRL + N**
Open backup – **CTRL + O**
Duplicate backup item  – **CTRL + L**
Delete backup item  – **CTRL + Del**
Backup properties  – **CTRL + P**
Explore view  – **F2**
Statistics view  – **F3**
Summary view  – **F4**
Execute backup  – **F6**
Restore backup  – **F7**
Test backup  – **F9**
Cancel  – **F8**
Refresh – **F5**
Active backups – **CTRL + B**
Help – **F1**
Exit – **ALT + F4**

New files  – **CTRL + 1**
Not changed files  – **CTRL + 2**
Changed files  – **CTRL + 3**
Excluded files  – **CTRL + 4**
Deleted files  – **CTRL + 5**
Expand all  – **CTRL + 6**
Collapse all  – **CTRL + 7**

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, of the latest modification and of the 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 backup 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 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”.

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 full backup type and offers a solution for the storage space requirement issue. You can use the “Limit number of stored backups” 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 Advanced Settings”.

Backup4all's option to password protect your backup helps you if backup media is stolen.

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. Whereas incremental backup stores all the files modified since the last full backup 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.

Backup4all uses the information it has recorded in its catalog file (".bkc") to determine whether a file has changed since the last full backup.

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
- The storage space requirements are lower than for full backup

Disadvantages

- Restore is slower than restoring from full backup
- Backing up is slower than incremental backup
- The storage space requirements are higher than for 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 counts the file sizes for the differential and if the selected condition is met it performs a full backup.

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 much 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 it has recorded in its catalog file (".bkc") to determine whether a file has changed since the most recent backup.

The advantage of lower backup times comes with a price: increased restore time. 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. As a comparison, if you had done differential backup on Monday, Tuesday and Wednesday, then to restore on Thursday morning you'd only need Friday's full backup plus Wednesday's differential.

Advantages

- Backing up is the fastest
- The storage space requirements are the lowest

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 the application provides two options: "Limit the number of stored backups" 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.

Mirror Backup

What is 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”.

Description of the Mirror Backup Type

A mirror backup is a straight 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 a straight copy of the original.

One handy feature of mirror backup is Backup4all's “Fast mirror” option. When this option has been 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. Restoring via Backup4all is possible only from the latest mirror backup, but all previous mirror backups remain available in the destination should you want to access them manually.

Advantages

- The fastest backup type, especially in conjunction with the “Fast mirror” option
- It creates a snapshot of 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

Backup Types in Backup4all

How are the Backup Types Implemented in Backup4all?

Backup4all application creates two main types of backups:

- Backup types with zip compression
- Mirror backup types

Backup Types with Zip Compression

Full, differential and incremental backup uses 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 the number of stored backups” 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 the number of stored backups” 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 (and all the files are new if the backup was never executed).

By default the “Limit the number of stored backups option is enabled” and 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 the number of stored backups” option is enabled and 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 the 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 (no matter what backup type it was) are added to the backup. Each file can have many versions stored in the backup files. By default the “Limit the number of stored backups” 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).

The application can generate custom zip file names, set a size limit for zip files and password protect them. For more details look at the, “Zip Advanced Settings” and “Zip Password” features from the “Backup Properties” window, “Type” page.

If a new backup item is created and the backup type is set to incremental or differential, then when the backup item 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 can keep 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 “Do not backup in a subdirectory” option is enabled then the application will not create a subfolder in the destination folder, in which to copy the mirror files. Thus all files which are backed up will end up in a single folder.

When the “Fast Mirror” option is used, only the new and changed files will be added to the mirror backup making the mirror execution even faster.

When changing the backup type between Full, Incremental and Differential the older backups are not deleted, only the type of the next backup is changed. If the “Limit the number of stored backups” 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 and DVD

Backing up to CD media has become increasingly common due to mature technology and cheap burners. DVD media will soon become what CD media is now, so the backup to DVD method will be more popular.

If you plan to do a backup to DVD or a backup to CD 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 medium 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, 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.

Backup4all makes both the backup to CD and the backup to DVD processes to be real 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 burner 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 for burning your CDs and DVDs.

- Before backup execution, be sure to insert the CD or DVD containing the latest “.bkc” file.
- 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.

Use Built in Burner

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

Set Up Internal CD and DVD Burner

There are three simple steps to set up the internal 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 or 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" or else you will see another message:
"[Device name] Does not appear to be a writer or it is busy"
3. Advanced settings are available by clicking on the Advanced button. This will open the "CD/DVD Advanced Settings" window where you can:
 - configure the burn speed
 - set the "Erase disk before writing" option
 - switch to packet writing (use UDF file system)

Use internal CD and DVD burner

Typically, a backup to CD or a backup to DVD performs additional steps shown in the status bar at the bottom of the main window: erasing (when this option is set), burning, finalizing, and loading CD. During the last operation, the CD or DVD is ejected and reloaded. After this step the backup is tested (if this option is set).

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 (InCD or DirectCD).

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 packet writing applications:

1. Drag-to-Disc (DirectCD), developed by Roxio
2. InCD, developed by Ahead
3. InstantWrite, developed by Pinnacle Systems (
4. File CD, developed by NewTech Infosystems, Inc.

Set Up Packet Writing

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

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”

Writing to CD or DVD

The backup catalog is stored on the destination CD or DVD. When the backup process starts, Backup4all searches for the “.bkc” file in the destination. If the CD or DVD is empty or it does not contain the catalog file, Backup4all will start with a new full backup. If the catalog file is found, Backup4all will make a new version for the backup item. If you wish to write the new backup version on a separate CD (recommended) then you should set the “Ask for a new disk before backup” option.

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.

Other Options

The Options window contains other options related to the burn process.

Eject CD or DVD After Backup

You can leave the CD or DVD ejected after the backup is finished (and tested). To do so, open the Options window, go to the Backup page and set the “Eject CD or DVD after backup” option.

Ask for a New Disk Before Backup

You can start with a new CD or DVD each time the backup is run. To do so, open the Options window, go to the Backup page and set the “Ask for a new disk before backup” option.

Warn Before Completely Erasing a Disk

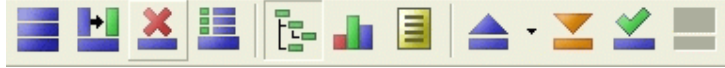
If the erase option is set, then each disk you insert is erased before the backup (or backup span) is burned. If you set this option, Backup4all will always ask you to confirm disk erasing. The option is located on the Backup page of the Options window.

Main Window

Commands

Toolbar Commands

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



“New Backup Wizard” – starts the “New Backup Wizard”



“Create Like” – duplicates the selected backup item



Delete – removes the selected backup item



Properties – opens the “Backup Properties” window



Explore – switch to Explore view



Statistics – switch to Statistics view



Summary – switch to Summary view



Backup – starts the backup process or displays the following dropdown menu

- “Make Full Backup” – performs full backup regardless of the backup type
- “Make Incremental Backup” – performs incremental backup regardless of the backup type
- “Make Differential Backup” – performs differential backup regardless of the backup type



“Restore Wizard” – starts the “Restore Wizard”



Test – opens the “Test Backup” window



Cancel – cancels the backup, test or restore process

Menu Commands

File menu

- “New Backup Wizard” (CTRL+N) – starts the “New Backup Wizard”, same as the  toolbar button
- “Open Backup” (CTRL+O) – creates a new backup item from the selected “.bkc” file
- “Create Like” (CTRL+E) – duplicates the selected backup item, same as the  toolbar button
- “Delete Backup” (CTRL+Del) – removes the current selected backup, same as the  toolbar button
- “Create Shortcut” – creates a shortcut to a backup item (for easy backup execution from outside the program)
- “New Group” – creates a new group
- “Rename Group” – renames the current expanded group
- “Delete Group” – removes the current expanded backup items group; only empty groups can be deleted
- “Create Shortcut for Group” – creates a shortcut to the current expanded group
- Exit – exits the application

View menu

- Explore (F2) – switches to Explore view, same as the  toolbar button
- Statistics (F3) – switches to Statistics view, same as the  toolbar button
- Summary (F4) – switches to Summary view, same as the  toolbar button
- “Open Destination Folder” – opens “Windows Explorer” showing the contents of the destination folder. If the destination folder does not exist the menu item is disabled
- “Item Logs” – a list of the available logs
 - “Last Backup Log” – shows the latest backup log for the selected backup item. If there is no log file, the menu is disabled
 - “Last Restore Log” – shows the latest restore log for the selected backup item. If there is no log file, the menu is disabled
 - “Last Test Log” – shows the latest test log for the selected backup item. 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 log. If there is no log file, the menu is disabled
- “Restore default layout” – restores the application windows’ size, position and columns
- Properties (CTRL + P) – opens “Backup Properties” window, same as the  toolbar button

Actions menu

- Backup (F6) – starts the backup process for the selected backup item, same as the  toolbar button
- Restore (F7) – starts the “Restore wizard” same as the  toolbar button
- Test (F7) – opens the “Test Backup” window, same as the  toolbar button
- Cancel (F8) – cancels the backup, test or restore process, same as the  toolbar button
- “Backup '<Name of group>' Group” – starts the backup process for each backup item in the opened group, one backup item at a time. Backup items are executed in the same order as visible in the backup group
- Refresh (F5) – refreshes Explore view

Tools menu

- Options – opens the Options window
- “Running Backups” (CTRL + B) – opens the “Running backups” window
- “Erase CD/DVD” – opens the “Erase CD/DVD” window (not available in OTB edition)

Help menu

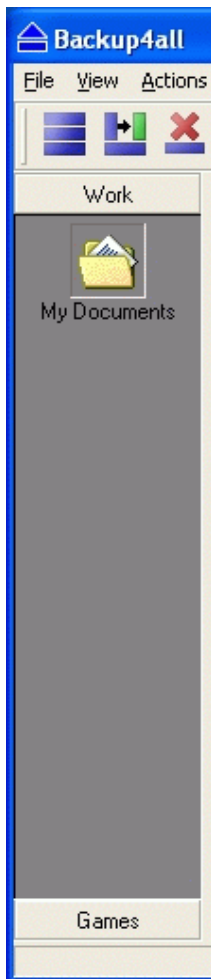
- Contents – opens the help file
- “Backup4all on the Web” – visit the application homepage
- “Support Request” – starts a new email message that will be sent to the support team
- “How to Order” – provides information about where and how to buy the application (“How to Upgrade” in OTB edition)
- Register – opens the “Register Backup4all” window
- “About Backup4all” – opens the About box of Backup4all

Backup List

The list of all defined backups is visible in the left side of the application main window. The backup items are grouped into groups, for easy handling.

To configure a backup item'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 item, choose the group of the backup item and select a backup item image.

By right-clicking on the backup list, you will get the following menu:



Available actions are:

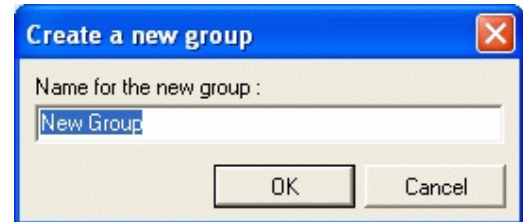
- Backup – starts the backup process for the currently selected backup item
 - Restore – starts the restore process for the currently selected backup item
 - Test – starts the test process for the currently selected backup item
 - Cancel – aborts current backup process
 - "Backup '<Group Name>' Group" – executes all backup items from the group
 - "New Group" – Adds a new group
 - "Rename group" – Renames the selected group
 - "Delete Group" – Deletes the selected group and all its backup items
 - "Create Shortcut for Group" – Creates a shortcut to the group
- 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 item
 - "Delete Backup" – Deletes a backup item
 - "Create Shortcut" – Creates a shortcut to the backup item
 - Properties – Opens the "Backup Properties" window

Manage Backup Groups

Create a New Backup Group

How to create a new backup group?

1. When creating a new backup item, 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 item 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 on the left side and choose "New Group". The "Create a new group" window will appear. You can enter the name of the group here. A new empty group will be created (which can be selected later from the Groups combo of the "New Backup Wizard" or of the "Backup Properties" window).



Rename a Backup Group

Right-click on backup list on the left side and choose "Rename Group". A similar window will appear. You can enter the new name and press OK. The group will be renamed and it will keep all the backup items it had.

Delete a Backup Group

Open the backup group to see its items. 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 items. To move backup items to a different backup group, you must edit the backup item properties and select a different group for them before deletion.

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 explorer consists of a file tree on top and a file version list at the bottom. The file tree content depends on the backup sources and file filters defined for the selected backup item. You can right-click on the folders and files in the tree to open the same context menu that is available from "Windows Explorer". You can select multiple backup items.

Be careful about handling files with the context menu: all actions are performed on the hard disk; 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", "Restore Last Version To...")

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

There are five buttons on top of the 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 Options 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 only:    . For the files that will be added to the next backup press:  

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 incremental backup
- Backup Date – Date and time when the version was added to the backup
- Status – Status of operation performed on that file version
- Size – Size of the file version
- Modified – Date and time when the file version was modified (at backup execution)
- Attributes – Attributes of the file (at backup execution). This column is hidden by default
- “Bkc. Label” – Label of the backup increment. This column is hidden by default

The 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.

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 View 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

The following buttons are shown at the bottom of this view:

- Refresh – refreshes the file tree. The same can be done by pressing F5
- Backup – starts the backup process. The same can be done by pressing the Backup toolbar button or the F6 keyboard shortcut
- Restore – starts the “Restore wizard”. The same can be done by pressing the Restore toolbar button or the F7 keyboard shortcut
- Cancel – stops the current backup, restore or test process. Changes made by the backup process are completely removed. Changes made by restore process are kept. The same can be done by pressing the Cancel toolbar button or the F8 keyboard shortcut

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 latest backup performed and calculates statistics about the next backup, based on the current backup item 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” – Means the size of the last full backup (compressed) / size of all files present in backup (uncompressed) / compression percentage

“Last backup on” – Date and time of the last backup

“Last backup size” – Means 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” – Means 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 item was executed

“Last backup status” – Displays the following information:

- “Last backup was successful” when everything went OK
- “Last backup failed” when the backup was aborted due to a fatal error

- “Last backup had <X> warnings” when the backup was done, but <X> files could not be backed up probably because they were locked by other applications
- “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 latest backup. For full backup the number of files added at the latest 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

Calculate statistics for next backup (CTRL+F5) – This button will start counting the new, modified, unchanged and excluded files since 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 uses the catalog file (“.bkc”). If this catalog is on a CD or DVD and you enter an older backup version, the counters will be different. “Files to backup” counters are calculated depending on the backup item settings: backup type, “<Clear backup>” action, etc. “Changes since last backup” counters are always the same no matter the backup item 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 your source files and folders.

“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.

Summary View

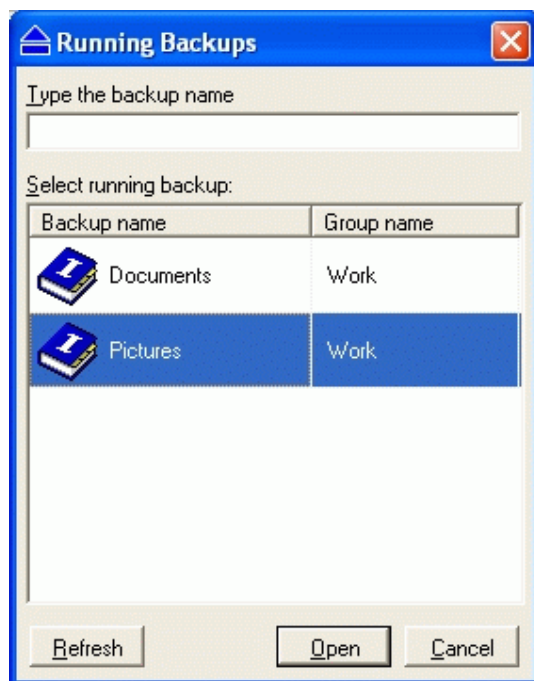
You can activate the Summary view by:

- 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 item. You can copy this text description and put it in a file for later use.

Running Backups

This window can be opened from the Tools menu, “Running Backups” menu item or by pressing the CTRL+B keyboard shortcut.



Backup4all can process more backup items at the same time. Running Backups window shows these processes.

If there are many backups listed, you can search for a backup item by typing its name in the field on top of the window.

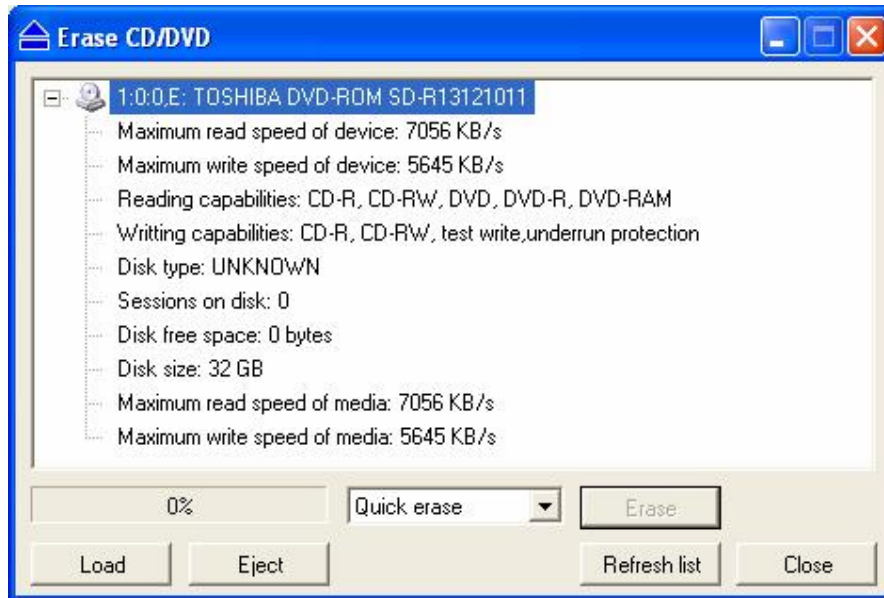
To go to one backup item, select it from the list and click the Open button or press Enter. This will close the window and select the chosen backup item.

Click the Refresh button to refresh the status of the backup items. If a backup is finished, it will not be shown in the list anymore.

Cancel will close the window.

Erase CD/DVD

This window can be opened from the Tools menu by the “Erase CD/DVD” menu item. This window is not visible in the OTB Edition.



When the window is shown, devices capable of writing to CD/DVD are listed in it. A summary of properties (name, max read speed, max write speed, etc.) is shown for each device.

The first device from the list is selected by default.

“Erase” – Erases the CD or DVD based on the selection from the combo.

- Quick erase – Disk appears to be empty, but the data is not physically erased.
- Full erase – Will physically erase all data on disk. Takes longer to perform.

By default quick erase is selected.

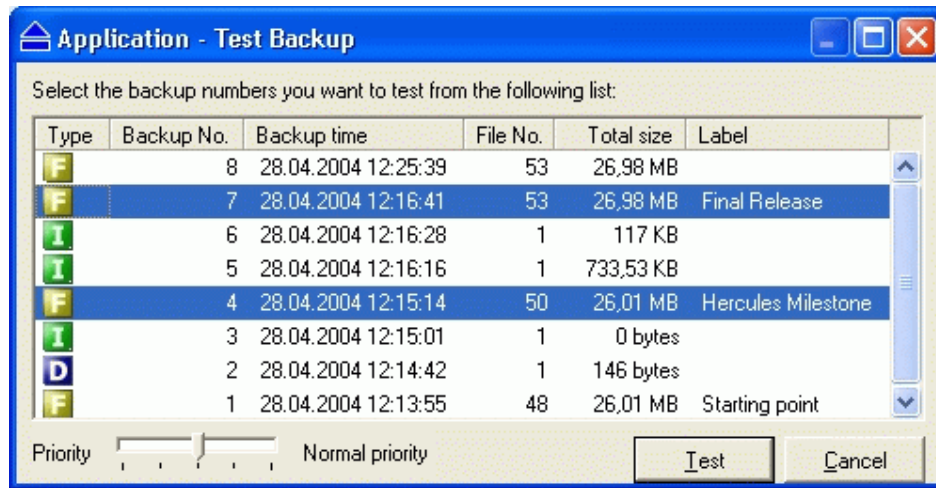
“Load” – Close the CD/DVD tray. The button is enabled only when a device is selected.

“Eject” – Open the CD/DVD tray. The button is enabled only when a device is selected.

“Refresh list” – Will reload all information about the CD/DVD burners.

Test

This window can be opened from Action menu, by the Test menu item or by pressing the F9 keyboard shortcut. It lists all the available information about the backup versions of the current backup item.



You can select the backup versions you want to be tested using multiple selection on the list (use SHIFT and CTRL keys to define the selection). Some backup versions created with older releases of Backup4all cannot be tested. These versions are disabled and cannot be included in test selection.

Using the priority slider you can set the test execution speed compared to the rest of the running processes on your computer. To test the selected versions press the "Test" button, or press "Cancel" to close the window.

After finishing the test a message is shown with the test results. If the test did not finish without errors, you can check the log file for more information about the corrupted files.

Logging

Backup4all provides a log engine that helps you track the backup, restore and test operations. It is composed from three subsystems: backup logging, restore logging and test logging. Log files are accessible from the View menu by the “Item Logs” menu item.

For each operation the system logs:

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

If the “Include Summary in log” option is checked the logs will include all the text available in the Summary view.

If the “Log Detailed Info” option is enabled the logs will contain information about every file used in the backup, restore or test process.

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. It can be set from the Logging page Options window.

Backup Logging

Logged operations:

- “Creating file list”
- “Archiving files”
- “Merging files”
- “Burning CD or DVD”

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: “Processing zip file”. The total number of restore files is logged.

Test Logging

Logged operations: “Testing zip file” or “Testing files” (for mirror). The result of the operation is also logged.

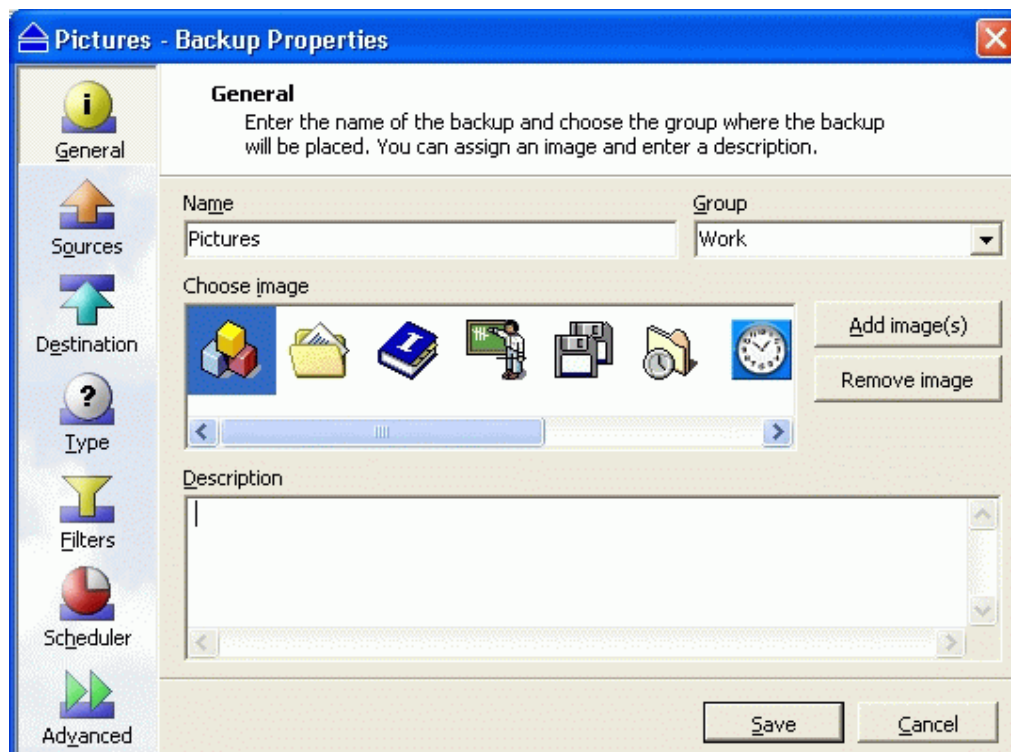
New Backup Wizard and Backup Properties

Using the “New Backup Wizard” you can create a new backup item. With the “Backup Properties” window you can modify backup items.



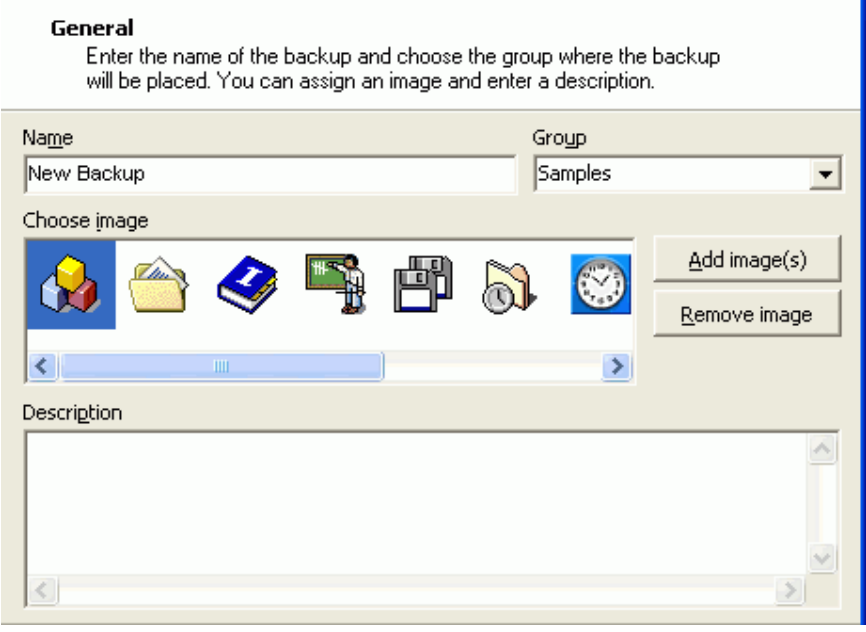
The pages of the wizard and the properties window are the same just that in the “New Backup Wizard” you must step through them in a specified order, while in the “Backup Properties” window you can access all pages from the list on the left side of the window.

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



General

The General page defines the appearance of the backup item in the backup item list.



The screenshot shows a window titled "General" with the following elements:

- Title Bar:** "General"
- Instructions:** "Enter the name of the backup and choose the group where the backup will be placed. You can assign an image and enter a description."
- Name Field:** A text box containing "New Backup".
- Group Field:** A dropdown menu showing "Samples".
- Choose image:** A section containing a row of icons (3D blocks, folder, book, screen, floppy disk, clock, and a blue clock icon). Below the icons is a horizontal scrollbar. To the right are two buttons: "Add image(s)" and "Remove image".
- Description:** A large text area for entering a description.

Name

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

The name of the backup item 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 item, the name of the catalog and the name of the subdirectory from destination are also changed if possible. If the destination is on LAN or HDD 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 item, the catalog and the subdirectory in destination are already created and they will not be changed. If the backup item has not been run yet, then the catalog and the subdirectory will be created with a name similar to the backup item at first backup item run.

Group

Select the group where you want the backup item 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 added. The field is mandatory.

Image

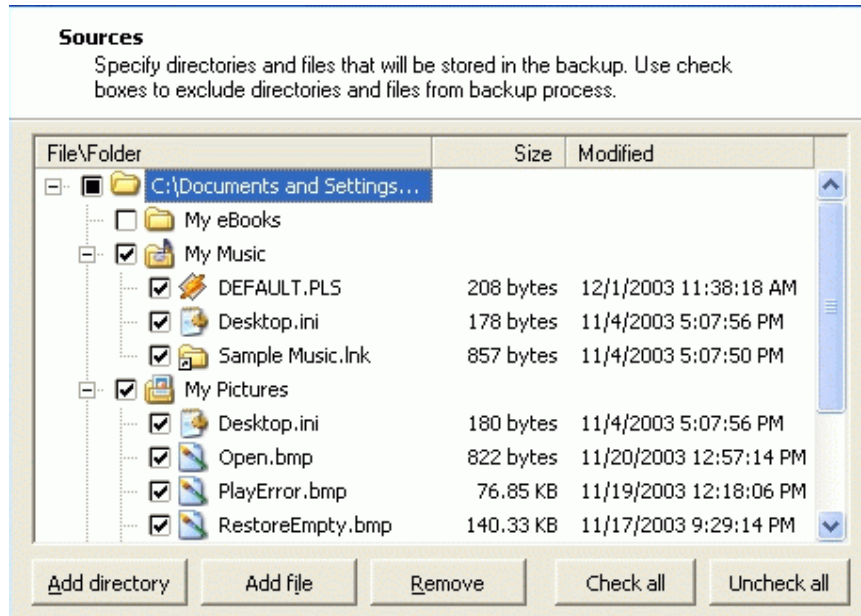
Select an icon from the list. This icon will be shown in the Backup List. You can add a new image by clicking on "Add images" button. Only Windows icons (files with ".ico" extension) or bitmaps (files with .bmp extension) can be added to the list. To remove an image from the list, you have to select it and then click on "Remove image" button. The image is mandatory.

Description

This field should contain a text describing what the purpose of the new backup item is.

Sources

The Sources page defines what files and folders will be parsed by application for adding them to the backup.



You can:

- add a whole folder by pressing the “Add directory” button.
- add only one file by pressing the “Add file” button.
- remove any file or folder by selecting it and pressing the Remove button.
- exclude subdirectories and files from backup by un-checking the item.

“Check all” selects all files and folders.

“Uncheck all” button deselects all files and folders.

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 (like when the network is disconnected), 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 Options window and if still not possible to access the drive it will abort the backup process (from the OTB edition the network drives are not accessible).

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.

Destination

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

Name	Size	Modified On	Created On
Pictures.bkc	3.87 KB	09/15/2003 01:1...	09/15/2003 01:0...
Documents.bkc	1.73 KB	09/15/2003 12:0...	09/15/2003 06:4...
Presentation.bkc	3.87 KB	09/15/2003 01:1...	09/15/2003 06:4...

Valid destinations:

- Local drives: hard disk drive, floppy drive, zip drive, CD drive
- LAN (network) drives: mapped network drive, UNC network drive

From the OTB edition you can select as destination only the compatible USB devices, the Local and LAN options are not visible.

For removable media, there is an extra option: “Erase removable before writing”. Setting this option will completely erase the removable media before backup execution. If the destination is a CD 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 item, a backup catalog (“.bkc file”) is created in the destination folder or you can select an existing “.bkc” file. To select an existing catalog select the folder where the “.bkc” file is located, check “Use existing catalog” checkbox and select the “.bkc” file from the list. Setting two or more backups on the same backup catalog is not allowed.

A “.bkc” file contains following information:

- Full backup item configuration: files and folders, filters, scheduling, backup type, etc. Usually this configuration is set in the “New Backup Wizard” or the “Backup Properties” window
- Files and folders that have been added to backup

If you lost your backup item from backup item list and you want to continue with an existing “.bkc” file, the easiest approach is to double click on the “.bkc” file. A new backup item configuration will be added to the backup list and the configuration of the new backup item is copied from the “.bkc” file. Another way to do the same thing is to open the “.bkc” file using “Open Backup” from the File menu.

Type

The Type page defines how the source files and folders are stored in backup archive. Depending on the backup type, this page shows different controls, specific for each type. Backup4all performs all four backup types: full backup, differential backup, incremental backup and mirror backup. The first three backup types generate zip files, while mirror backup makes a 1-to-1 copy of the files.

Full Backup Type

All files from source folders that match the file filter will be included in backup.

Type
Follow the description on screen to select an appropriate backup type.
Use advanced options to customize your selection.

Choose next backup type
Full Backup ☐ Reset archive bit

☒ Limit maximum number of stored backups to
1 ☒ Merge stored backups to maintain the maximum limit

Zip Password
No password
Set Password ...

Zip Advanced Settings ...

This backup type is slow on large volumes of data, so it is recommended to be done periodically (each Week/Month) and in between 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. The minimum number of backups you can store is 1.

Incremental Backup Type

Only files that match the filters and are changed since last backup are added to backup. Deleted files are marked as excluded in the backup catalog.

Type
Follow the description on screen to select an appropriate backup type.
Use advanced options to customize your selection.

Choose next backup type
Incremental Backup ☐ Reset archive bit

☒ Limit maximum number of stored backups to
3 ☒ Merge stored backups to maintain the maximum limit

Zip Password
No password
Set Password ...

Zip Advanced Settings ...

This backup type is usually very fast, but it has the disadvantage that you need all the increments to make a full restore. At the first backup execution the “.bkc” file (catalog file) was not created yet, so the application will perform a full backup. This is necessary because otherwise you could not make a full restore. The minimum number of backups you can store is 3: one full and two increments.

Differential Backup Type

Only files that match the filters and are changed since last full backup are added to backup. Deleted files are marked as excluded in the backup catalog.

Type
Follow the description on screen to select an appropriate backup type.
Use advanced options to customize your selection.

Choose next backup type
Differential Backup ☐ Reset archive bit

☒ Limit maximum number of stored backups to
2 ☒ Merge stored backups to maintain the maximum limit

Zip Password
No password
Set Password ...

Zip Advanced Settings ...

☒ Make full backup when the differential exceeds
50 % of full backup size

☐ Make full backup when the differential exceeds
1 MBytes

This backup type is faster than full backup, but not that fast as incremental backup. The advantage is that you need only the latest full and the latest differential to make a full restore. 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. The minimum number of backups you can store is 2: one full and one differential.

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

Options for Full, Incremental and Differential Backup Type

“Choose next backup type” – Select one from the available types: full backup, differential backup, incremental backup and mirror backup. The default option is differential.

“Reset archive bit” – If checked, the application will reset the Archive flag of the files that were added to the backup. This option is useful when there are other programs that use the archive bit or to see if the file was modified since the last backup. 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. By default this option is not checked.

“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 number of stored backups varies from 1 or 2 or 3 (depending on current backup type) to the specified number.

“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 set "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 set "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).

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 Password" – This feature provides an easy way to set the password for 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 Backup4all application.

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

Mirror Backup Type

Type
Follow the description on screen to select an appropriate backup type.
Use advanced options to customize your selection.

Choose next backup type

Mirror Backup

☐ Reset archive bit

All files from source directories that match the file filter will be copied without compression to the destination. This backup type with "Fast mirror" option set provides the fastest backup method available.

☐ Save full folder info

☒ Fast mirror (copy only new or modified files)

☒ Copy files in a subfolder

☒ Allow file splitting when spanning

Create subfolder(s) in destination with following name

Preview

Insert tags ▶

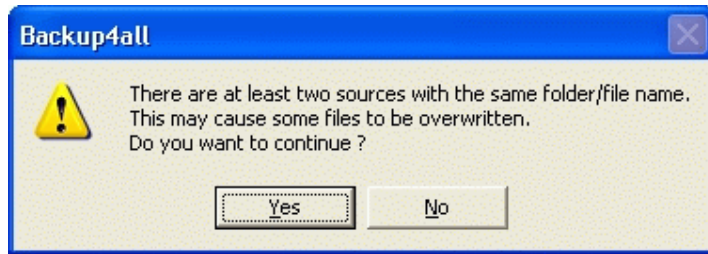
Using <DATE> and <TIME> tags will make the subfolder names unique for each backup execution. This way you can store versions of a file.

All files from source directories that match the file filter will be copied without compression to the destination. The sources folder tree will be recreated in the destination.

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

Options for Mirror Backup Type

“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.

“Fast mirror (copy only new or modified files)” – Use this option to make mirror even faster. When this option is set, the application 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.

“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.

“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. By default this option is checked.

“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 using following tags:

- Backup Name (<BACKUP NAME>)
- Backup Number (<BACKUP NUMBER>)
- Backup Time (<TIME>)
- Backup Date (<DATE>)

Use the “Insert tags” button to add tags in the edit field. You can also add your text in the edit field. Use the Preview button to see how the name of the subfolder will look like.

The option is useful to store “snapshots” of the backup sources at different points in time. If the <TIME> and/or <DATE> tags are included in the edit field, then these can be different subfolders at each backup execution.

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”.

Filters

The Filters page defines files filters to be applied on backup sources. Only files and folders that match the filters will be added to backup. There are two kinds of file filters:

- Main filter – applies to all files and folders indicated as sources of the backup item
- Customized filter – allows you to override the main filter for a folder and its descendants

Main Filter

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

You can manage filter restrictions by pressing:

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

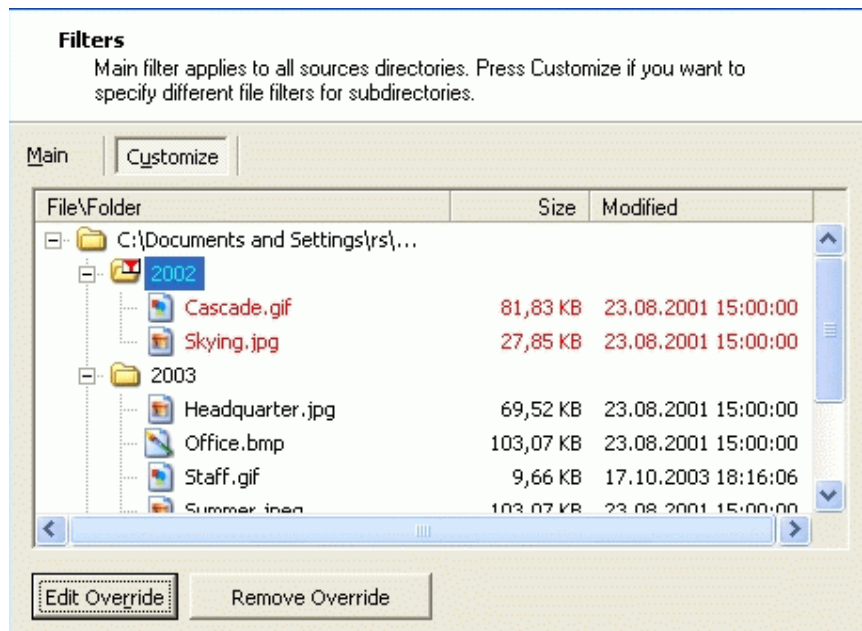
“Use include filter” – By default it is checked, but no filters are defined. The “Include all files.” text is shown in the list below. This means all files from the sources will be considered.

“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 from the sources will be considered.

You can disable the defined filters temporarily by 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.

Customized Filter

Click on the Customize button on top of the window. It will show a tree with all sources defined for the backup item:

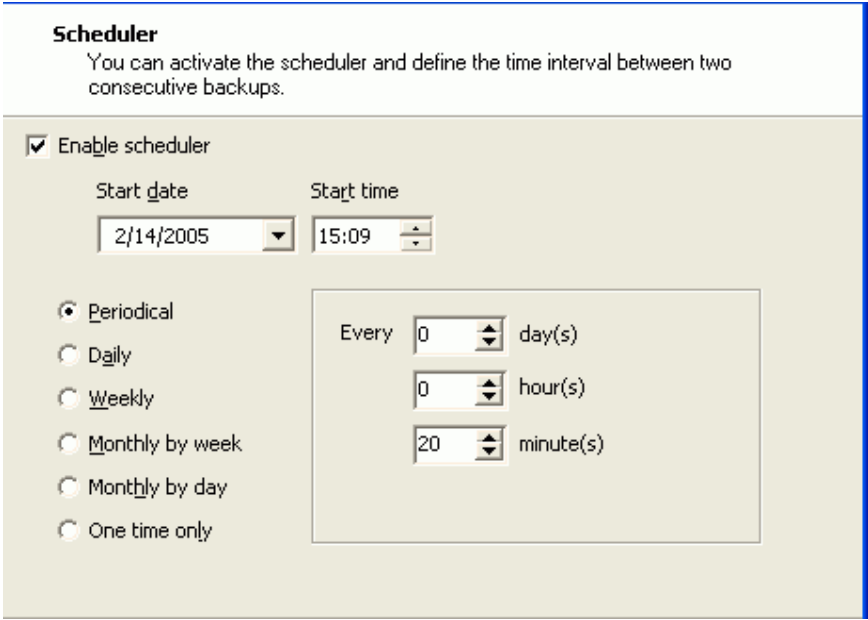


When a folder is selected, the Override button from the bottom is activated. This means you can replace the main filter with a customized one. The customized filter is valid only for the selected folder and its descendants. Click the Override button to define the customized file filter. This will open 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.

Scheduler

The Scheduler page defines automated backup execution tasks. First, you must check “Enable scheduler” checkbox. Then you can configure the time intervals you want between backup executions. There is a start date and a start time which is automatically set to the current date and time.



The screenshot shows the 'Scheduler' configuration window. At the top, it says 'Scheduler' and 'You can activate the scheduler and define the time interval between two consecutive backups.' Below this is a checkbox labeled 'Enable scheduler' which is checked. Underneath the checkbox are two fields: 'Start date' with a dropdown menu showing '2/14/2005' and 'Start time' with a time picker showing '15:09'. Below these are six radio button options for scheduling frequency: 'Periodical' (selected), 'Daily', 'Weekly', 'Monthly by week', 'Monthly by day', and 'One time only'. To the right of these options is a box containing three spinners for the 'Every' interval: '0' for 'day(s)', '0' for 'hour(s)', and '20' for 'minute(s)'.

Periodical – Set the period of time between two consecutive backup executions in days, hours and minutes. The backup is executed first at the specified start time.

Daily – Set the frequency of the backup in days (every day or every two days, etc.). The backup is executed first at the specified start time.

Weekly – Select the frequency of the backup in weeks (each week or every 2 weeks, etc.). Check the week days when you want the backup to be performed and uncheck the days when it should be skipped. The backup is executed first at the specified start time.

“Monthly by week” – Set the frequency of the backup in months by weekdays (each month or every 2 months, etc.). Set the execution of the backup in weekdays which are related to a month (like first Monday in every month). The backup is executed first at the specified start time.

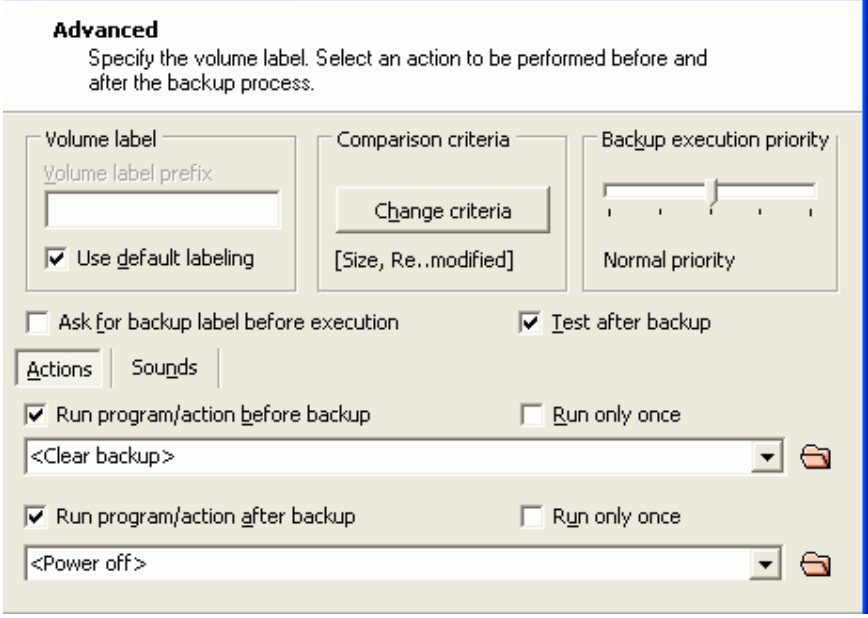
“Monthly by day” – Set the frequency of the backup in months by days (each month or every 2 months, etc.). Set the execution of the backup to a particular day of the month. Day numbers are from 1 to 31. The backup is executed first at the specified start time. Not all months have 31 days. If you schedule a backup item on invalid days, it will not be executed.

“One time only” – Execute backup only once at the specified start time.

The scheduler is running only when the Backup4all is running. You can start Backup4all at Windows startup to make sure the schedulers are always active (using the “Automatically start application at Windows startup” option from the Options window).

Advanced

The Advanced page defines volume label, comparison criteria, backup priority, actions and sounds related to the backup execution.



The screenshot shows the 'Advanced' settings window for a backup utility. It has a title bar and a close button. The main area is divided into several sections:

- Volume label:** A text box with 'Volume label prefix' as a placeholder. Below it is a checked checkbox labeled 'Use default labeling'.
- Comparison criteria:** A button labeled 'Change criteria' and a text box showing '[Size, Re..modified]'.
- Backup execution priority:** A slider control set to 'Normal priority'.
- Actions and Sounds:** Two tabs are visible, with 'Actions' selected. It contains two rows of settings:
 - Row 1: A checked checkbox 'Run program/action before backup', an unchecked checkbox 'Run only once', and a dropdown menu showing '<Clear backup>' with a folder icon.
 - Row 2: A checked checkbox 'Run program/action after backup', an unchecked checkbox 'Run only once', and a dropdown menu showing '<Power off>' with a folder icon.

“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.).

“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 item 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 item execution

For example “Myfiles2_3” is for the third execution of the Myfiles backup item, second disk span.

“Comparison criteria” – Opens a new window with special settings for advanced file comparison. You can set there what properties of a file will be used when deciding if a file was modified or not.

“Backup execution priority” – This option will set the backup execution priority compared to the rest of the running processes on your system. Setting it to “Highest priority”, for example, will determine the system to allocate most of its resources for this backup execution.

“Ask for backup label before execution” – If this option is set a window will be shown and will ask the user to enter the 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 item is executed in the future.



The screenshot shows a small dialog box titled 'Label This Backup'. It has a blue title bar with a close button. The main text says 'Please enter a label for "Work" backup item. Backup number is 1.' Below this is a large text input field. At the bottom, there is an unchecked checkbox labeled 'Don't label next backups' and an 'OK' button.

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.

“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.

Actions

For each backup item you can set an action to be executed before backup and another one after backup. There are several predefined actions and you can also set there 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 or after backup.

“Run program/action before backup” – Check this option and select one of the predefined actions or choose a different executable file. Make sure the file path is put between quotes if it contains spaces. 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 item. You can customize it with the following parameters (can change the numbers 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.

If this action is set, then the backup performed is a full backup, even if the backup type is set to incremental or differential. Backup4all waits for the program/action to be finished before continuing.

“Run only once” – 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.

“Run program/action after backup” – Check this option and select one of the predefined actions or choose a different executable file. Make sure the file path is put between quotes if it contains spaces. Backup4all does not wait for the action to be finished before proceeding.

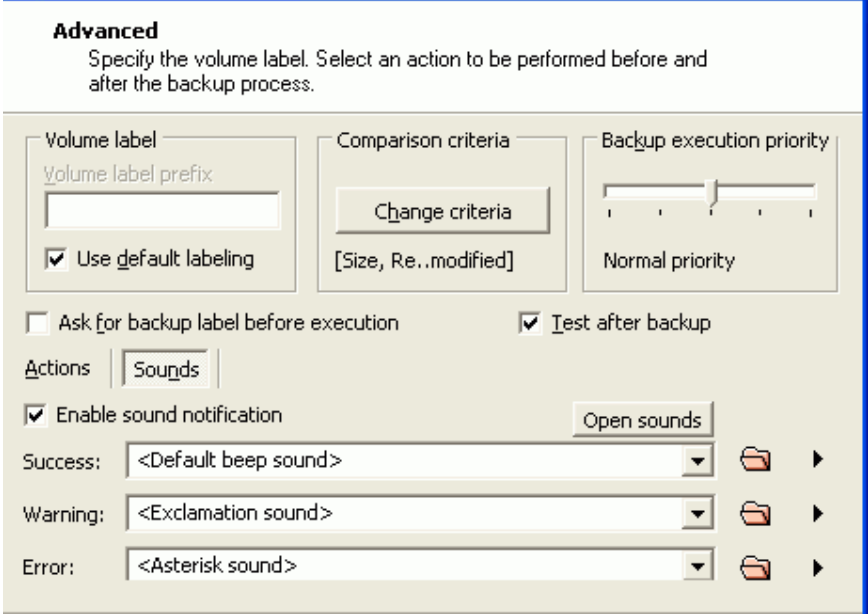
Available predefined actions:

- “<Power off>” – Shuts down the computer after the backup was executed.
- “<Log off>” – Logs off current user.

“Run only once” – 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.

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.



Advanced
Specify the volume label. Select an action to be performed before and after the backup process.

Volume label
Volume label prefix
☒ Use default labeling

Comparison criteria
Change criteria
[Size, Re...modified]

Backup execution priority
Normal priority

☐ Ask for backup label before execution ☒ Test after backup

Actions | **Sounds**

☒ Enable sound notification Open sounds

Success: <Default beep sound>  

Warning: <Exclamation sound>  

Error: <Asterisk sound>  

“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.

“Open sounds” – This button will open the standard Sounds window of the operating system (it can also be called from the “Control Panel”).

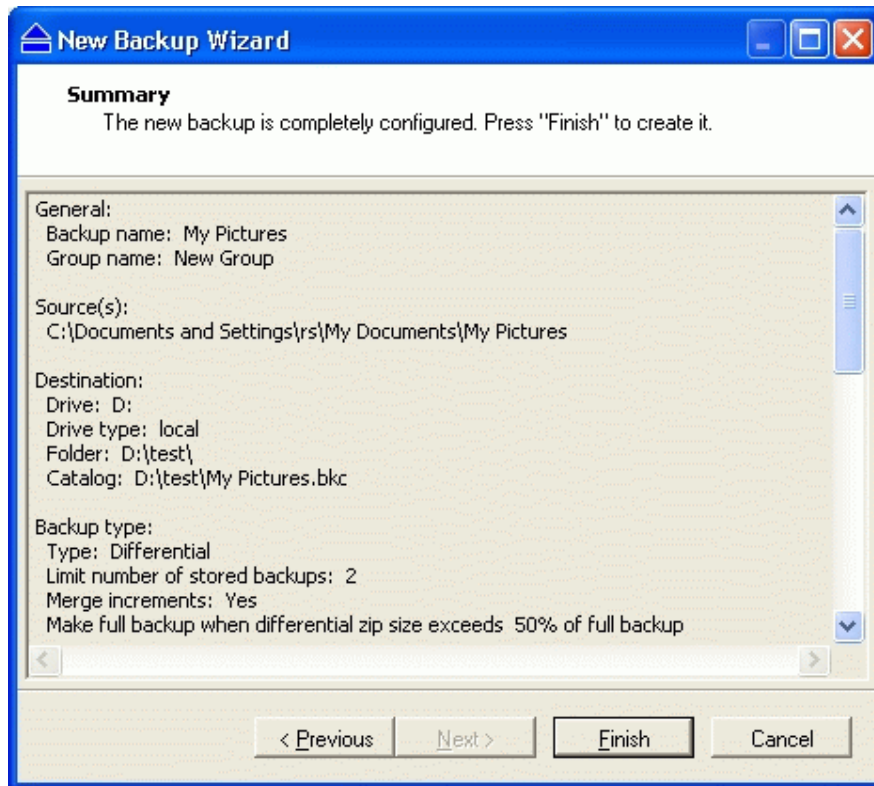
Success – It indicates the sound that will be played when the backup is finished with success. The default sound is “<Default beep sound>”, but you can change it using the Open button from the right. If you press the Play button you can hear the selected sound file.

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 from the right. If you press the Play button you can hear the selected sound file.

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 from the right. If you press the Play button you can hear the selected sound file.

Summary

This is the last step of the New Backup Wizard. It shows a text description with all configurations made for the new backup item (same as the Summary page from the main window). This page is not part of the “Backup Properties” window.

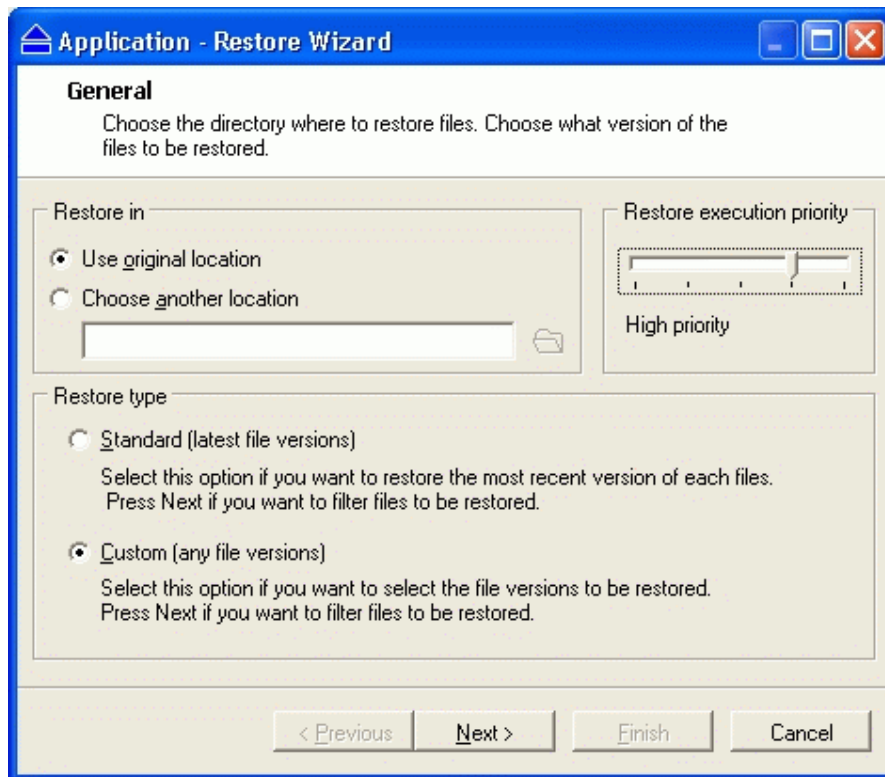


You should read and check if the configuration made is what you need. You can select all text and put it in a file for later use.

Restore Wizard

General

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



“Restore in” – Indicate the place where the files will be restored:

- “Use original location” – copy files from archive into original location. If a file with the same name already exists, a confirmation dialog will be shown
- “Use a different location” – copy files from archive into a different folder. If checked, you can select a different folder to restore files from backup

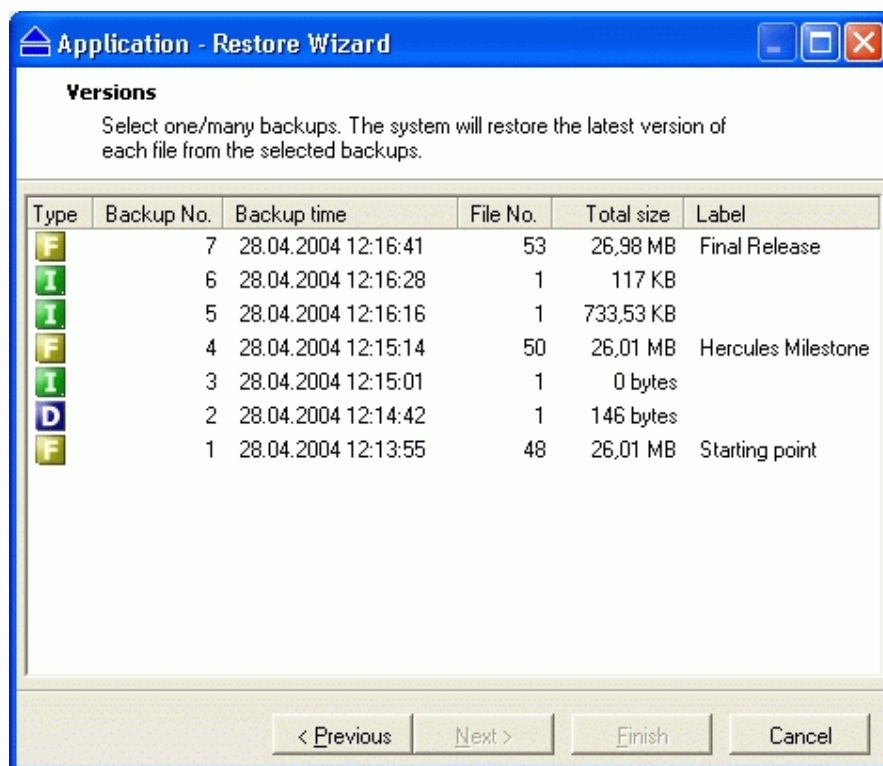
“Restore execution priority” – This option will set the restore execution priority compared to the rest of the running processes on your system. Setting the priority to “Highest priority”, for example, will determine the system to allocate most of its resources for the restore execution.

“Restore type” – Select the type of restore you wish to be performed:

- 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.
- Custom – 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.

For mirror backup types there is only one version for each file. Therefore the “Restore type” section will be disabled.

Versions

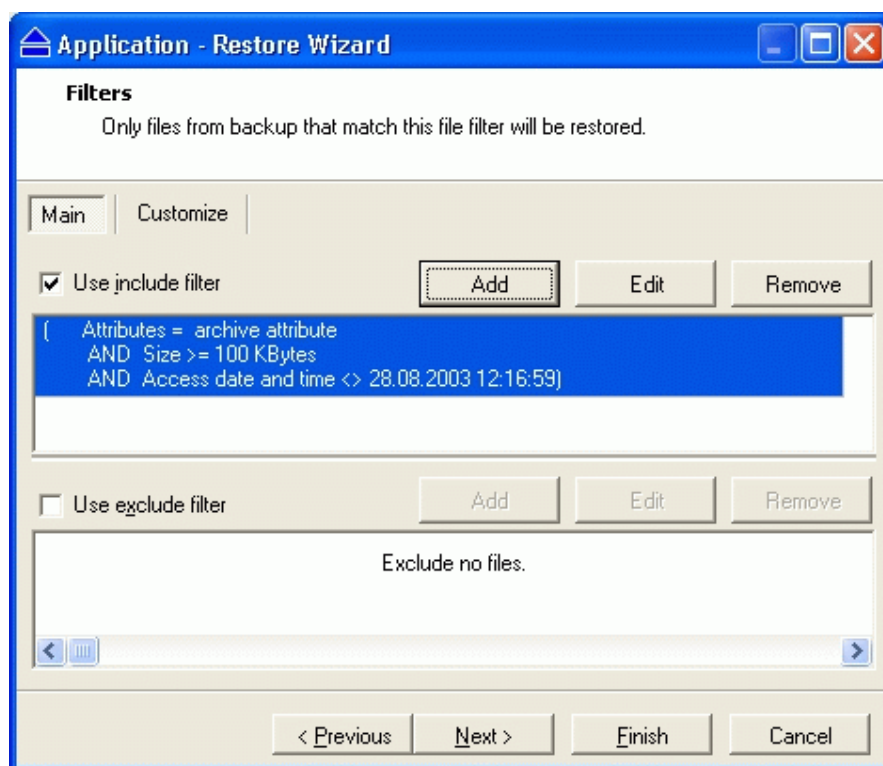


This is the second step of the "Restore Wizard". It is visible only if a custom restore type was chosen.

The purpose of this step is to let you select backup increments to restore. Use left mouse clicks together with SHIFT and CTRL keys to select several the backup increments to restore. The most recent version of a file in the selected backup increments will be restored. If you select all backup increments then a full restore is performed just as the standard restore.

Filters

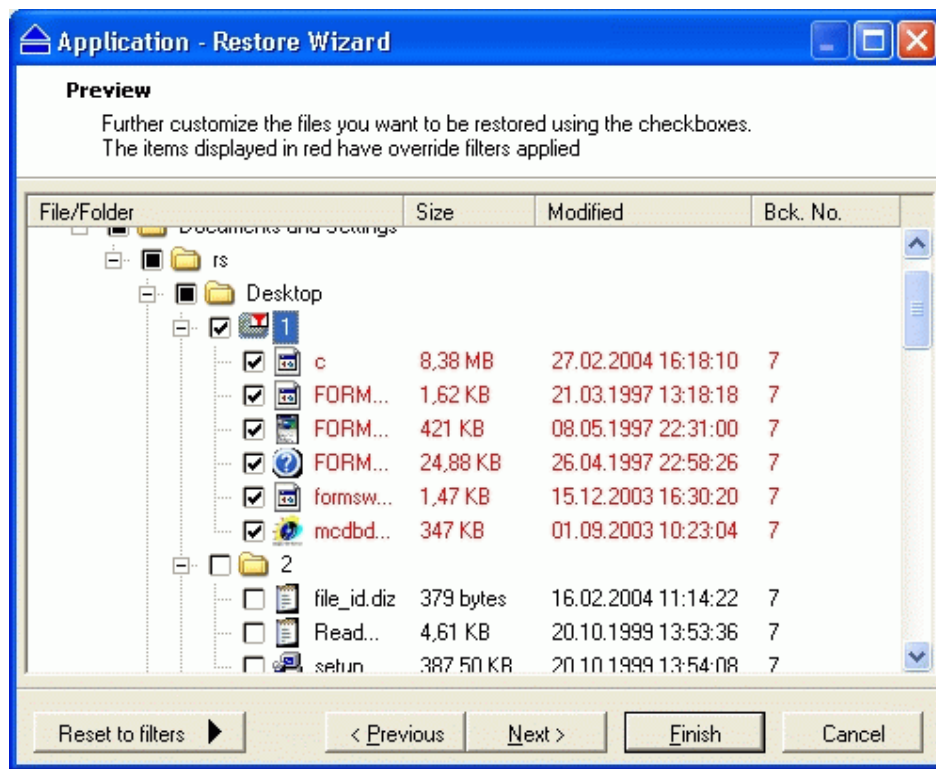
This is the second step of the "Restore Wizard" for standard restore types. For a custom restore type, this is the third step. You can filter the files to be restored.



Its behavior is the same as the Filters page of the "New Backup Wizard" or the "Backup Properties" window. You can learn more about filters reading that section.

Preview

This is the third step of the “Restore Wizard” for standard restore types. For a custom restore type, this is the fourth step. 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 a custom 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 a custom restore type is the same like making a standard restore.

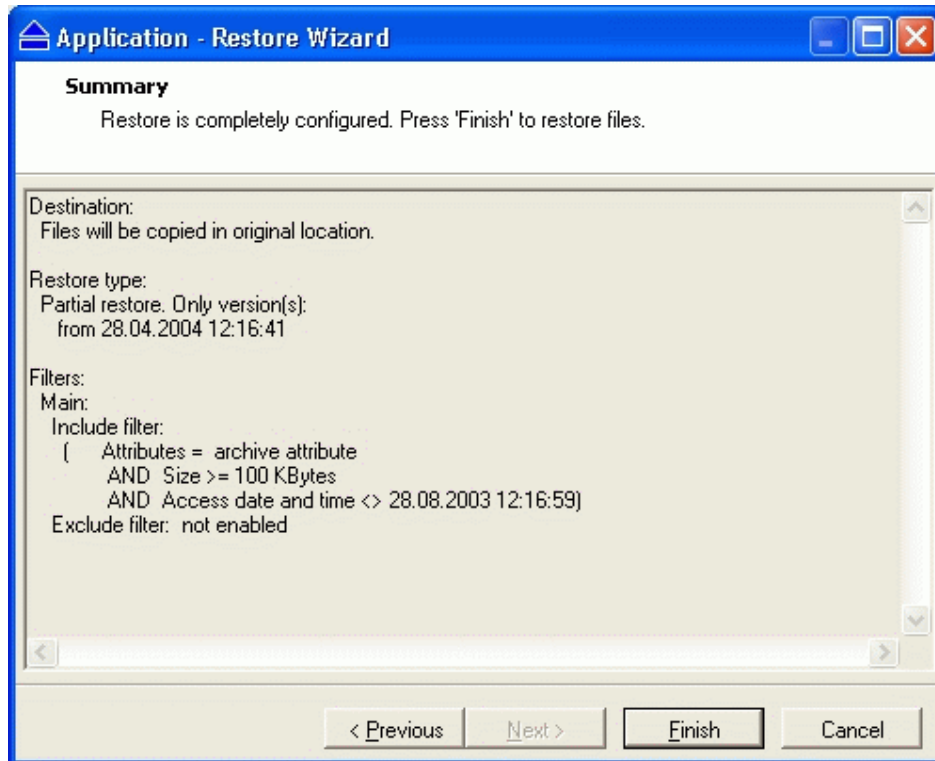
Each file and folder in the tree has a checkbox in front of it. Initially, the checkboxes state is determined by the file filters that have been previously defined. If a file or folder was excluded by the file filter, it will not be checked. Only the checked files will be restored. You can alter the state of the checkboxes 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 subfolders check state to the state determined by the file filters
- “Reset Tree” – this option resets the entire tree to its original check state as determined by the file filters

Summary

This is the last step of the "Restore Wizard". It shows a summary of the options you chose through the wizard.



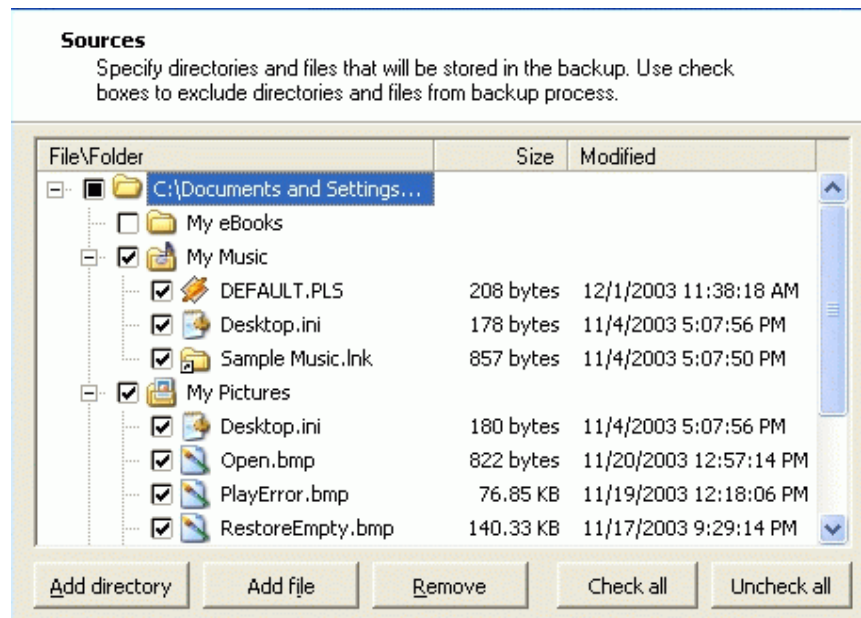
This step shows a text description with all configurations made for the restore process. You should read and check if the configuration made is what you need. You can select all text and put it in a file for later use. Press Finish to start restoring files.

File Filtering

Overview

Backup4all provides easy and intuitive ways to define what files and folders are the sources of the backup.

Select Folders and Files as Sources

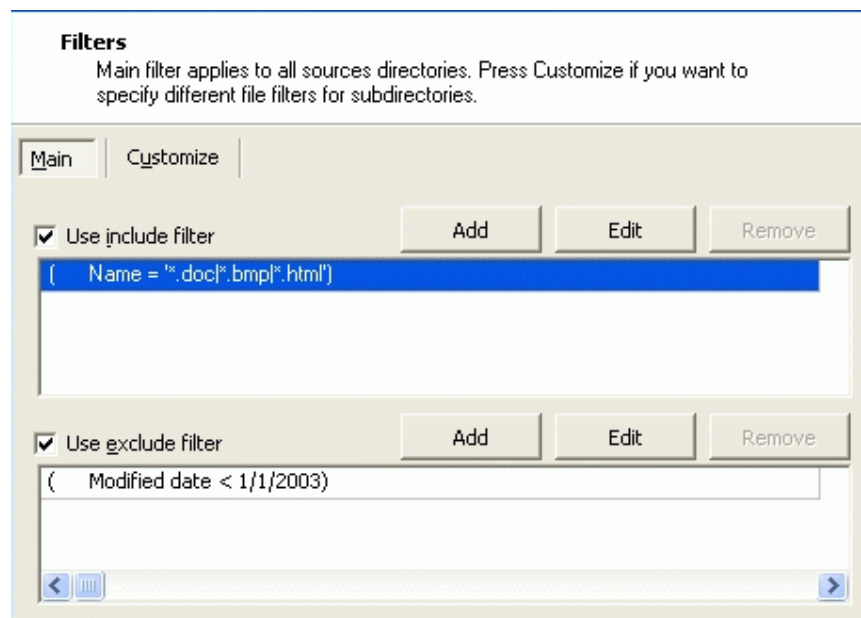


There are buttons for adding a file or a folder. If you add a folder it means that all its files and subfolders will be backed up. These are the sources of the backup.

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. To check all files and folders press the “Check all” button. To deselect all files and folders press the “Uncheck all” button.

Filter

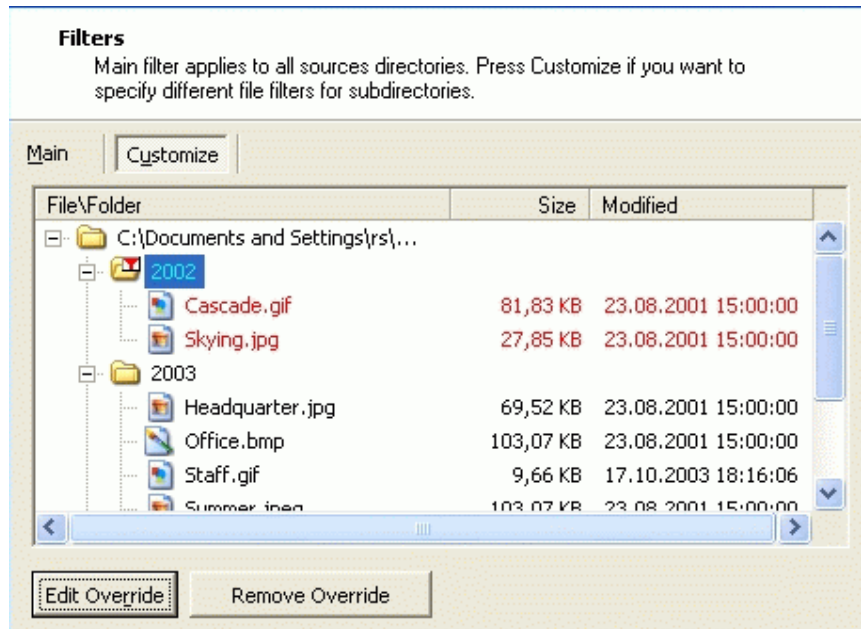
The role of the filter is to restrict the files from the sources that will participate to the backup process. The filter actually consists of two filters: the include filter and the exclude filter.



Include filter restricts the files to be included to backup. If not activated it means that all files are included. Exclude filter restricts the files to be excluded from backup. If not activated it means that no files are 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.

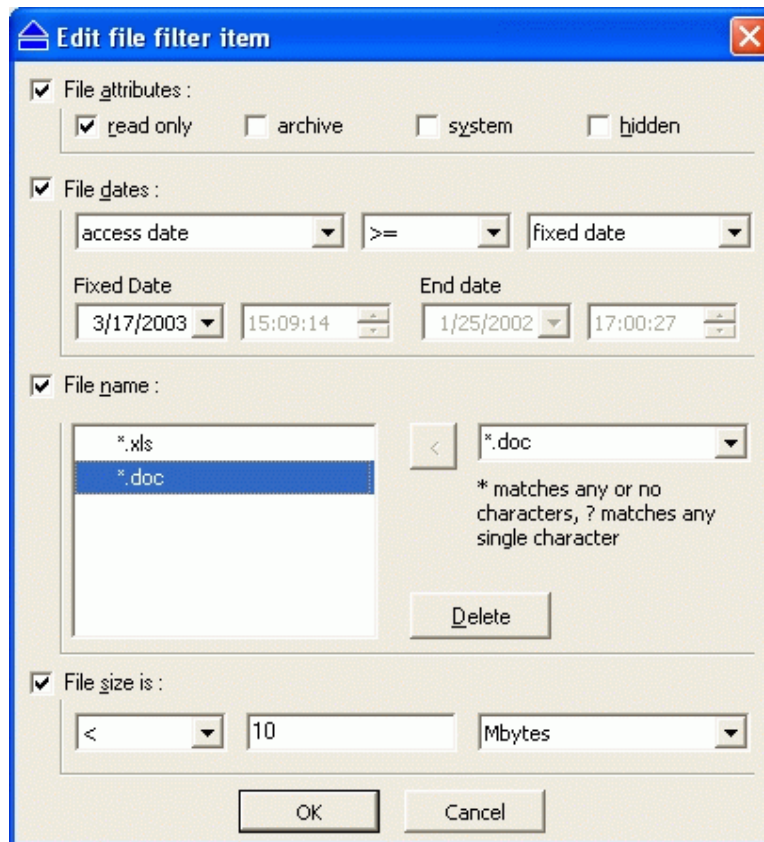
Filter Override



There are special situations when the backup filter is not enough to define the files to be backed up. 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 shown in red. To remove a customized filter, select the folder and press the “Remove Override” button.

File Filter

This window is shown every time a file filter restriction is to be added or modified. It can be called from the Main filter pages of the “New Backup Wizard”, “Backup Properties” window and “Restore Wizard”, or from the Override window of the Customized filter pages.



“File attributes” – This section allows the user to specify file attributes:

- “read-only” – if checked files with read-only attribute will be selected
- archive – if checked files with archive attribute will be selected
- system – if checked files with system attribute will be selected
- hidden – if checked files with hidden attribute will be selected

For example, if you want to include files with read-only and archive attributes set, you have to check both attributes in a single restriction. If you want to include files with read-only or archive attributes set, you have to make two separate restrictions: one for read-only and another for archive.

“File dates” – This section allows the user to build restrictions based on file dates and times:

- access date
- access date and time
- modified date
- modified date and time
- creation date
- creation date and time

You can compare these dates and times with a fixed date (today, yesterday, one week ago or one month ago). You can also make use of the “in interval” operator to check if file date and time is in a particular time interval.

“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 files matching any of the patterns are selected.

Select an existing file extension from the combo and click on the “<” button to add it, or if the pattern does not exist in the combo, just type it and add it to the list with the same button.

File name patterns can include:

- “*” – it matches one or more letters; it can be any letters. For example “a*.doc” matches all files that start with “a” and have “.doc” extension
- “?” – it matches only one letter; it can be any 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”

“File size” – This section provides the possibility to build restrictions based on the file size.

Example

Suppose you want to backup all “.pdf” files accessed in the last month and all “.doc” files modified in the last week, but you don't want to backup system or hidden files.

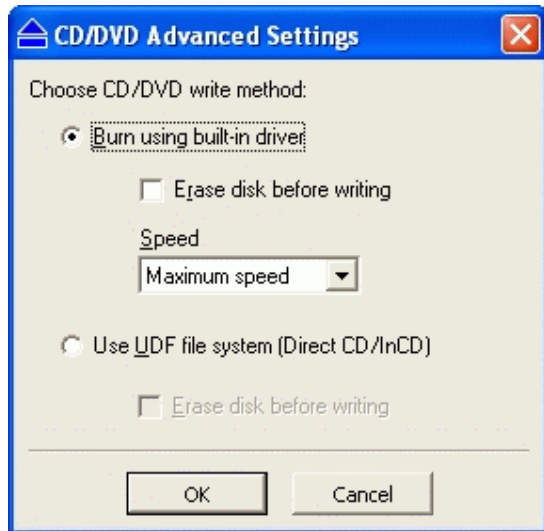
Here are the steps to define this filter starting from the default filter:

1. Add a new restriction in the include filter: define and add “*.pdf” file pattern and set accessed date to be greater or equal with “one month ago” then click OK
2. Add a new restriction in the include filter: add “*.doc” file pattern and set modified date and time to be greater or equal with “one week ago” then click OK
3. Check “Use exclude filter”.
4. Add a new restriction in the exclude filter: check “File attributes” and the System checkbox, then click OK
5. Add a new restriction in the exclude filter: check “File attributes” and the Hidden checkbox, then click OK

Advanced

CD/DVD Advanced Settings

This window contains special settings for CD/DVD burning. It can be opened from the Destination page of the “New Backup Wizard” and “Backup Properties” when the destination is a CD/DVD writer device and the Advanced button is pressed (it cannot be opened from the OTB edition).



“Burn using built-in driver” – Backup4all has built in burning capabilities. Depending on the option “Burn CD/DVD using internal ASPI” from the Options window, the internal burner or a third party ASPI driver will be used to write the CD or DVD. By default this option is set.

“Erase disk before writing” – When set the rewritable CD or DVD is erased before burning the backup files. By default this option is not set.

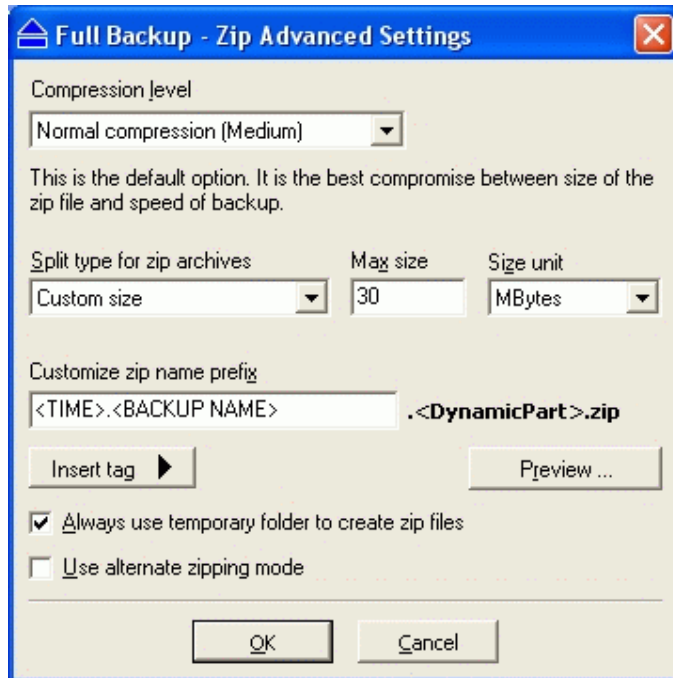
Speed – Use this option to specify a different speed for burning the CD or DVD. By default this option is set to maximum speed.

“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 (DirectCD or InCD) installed on each computer you wish to use the CD or DVD. You can UDF format the CD or DVD by using DirectCD from Roxio or InCD from Ahead Software

“Erase disk before writing” – When set the rewritable CD or DVD is erased before burning the backup files. By default this option is not set..

Zip Advanced Settings

This window contains special settings for zip file creation. It is opened when you press the “Zip Advanced Settings” button from the Type page of the “New Backup Wizard” or of the “Backup Properties” window. The button is available only for full, incremental and differential backup types.



“Compression level” – You can set the compression level for the backup:

- “No compression” – files are just copied inside the zip archive, without any compression
- “Low compression” – select this option if the size of the zip archive is not important, but the speed of the backup is
- “Normal compression” – this is usually the best choice because it provides the optimum rate between zip archive size and the backup speed
- “High compression” – use this compression level to reduce the zip archive size as much as possible

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 as possible. This option takes more time if the files included in archive are large.

“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.

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 “Max size” 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.

“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. This option allows you to customize the zip name prefix.

The zip name prefix can be customized using following tags:

- Backup Name (<BACKUP NAME>)
- Backup Number (<BACKUP NUMBER>)
- Backup Time (<TIME>)
- Backup Date (<DATE>)

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

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

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

“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 folder is located.

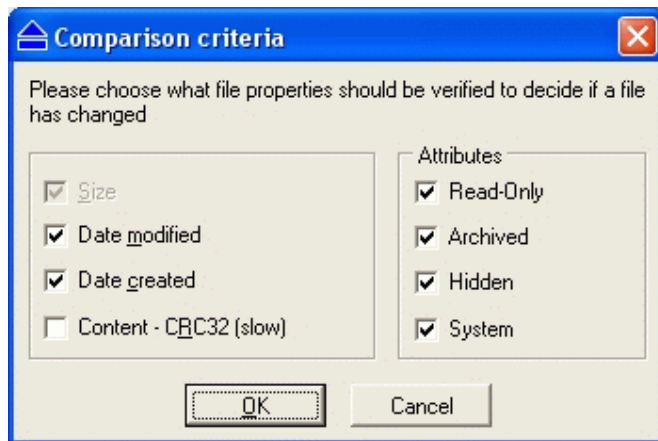
When backing up to removable media (CD, DVD, floppy, zip disk, etc.) this option is ignored, the zip files are always created in the temporary folder and then copied to the destination. When backing up to internal hard drives or LAN, you should uncheck this option to speed up the backup execution. By 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 the temporary file 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.

Comparison Criteria

This window contains special settings for advanced file comparison. It is opened when pressing the “Change criteria” button on the Advanced page of the “New Backup Wizard” or of the “Backup Properties” window.



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
- “Content - CRC32” – the most comprehensive criteria because it calculates a checksum based on file contents and compares it with the checksum from the backup (slow)

Available attributes are: Read-Only, Archived (unavailable when the “Reset archive bit” option is checked from the Type page of the “New Backup Wizard” or of the “Backup Properties” window), Hidden and System attributes.

Command Line Parameters

Backup4all can be started with various command line parameters to execute different actions on backup items or groups, load backup items, run the application minimized to tray or run the backup configured for the “One Touch” button. The parameters can be used to create shortcuts which start actions automatically or load directly a specified backup item. Also 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.

Syntax

Backup4all [{/l/f/d/i/r}] *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 “.bkf” file (with its full path) or the name of the backup item. The “.ini” or “.bkf” file must exist in the specified path, the backup item 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 item, “.ini” file or “.bkf” 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)

If the backup item 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 items 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, the backup application executes the backup item or backup group specified in the OTB settings (from the “One Touch Backup” page of the Options window 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 items or backup groups minimized to the system tray, or to load a specific backup item, while the application is still in minimized state.

Examples:

To force a full backup on the backup item 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 item, use:

Backup4all /i “My Documents” /s

To execute all backup items from the “Samples” group, use:

Backup4all /g Samples

To execute the backup item or backup group associated with the “One Touch Backup”, use:

Backup4all /otb

Backup item definitions (“.ini” files) are saved separately for each Windows user. These files can be found in the “Application Data\Softland\Backup4all\Inifiles” folder of your user profile. Backup catalogs (“.bkc” files) are saved in the backup destination together with the backup archive. When a backup item is executed for the first time, a “.bkc” file is created. There is only one “.bkc” file for each backup item.

If the parameters are not valid, Backup4all will show a message dialog informing you about this. When valid parameters are provided with valid switches Backup4all will execute the commands.

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 or to perform backups using “Windows Scheduler” or other third party schedulers. Also 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.

When executed without any parameters it displays the following output:

```
Backup4all Professional Edition 2.3.2 Build 730 command line
Copyright (C) 2002-2005 Softland. http://www.backup4all.com

Error: Invalid number of parameters.

Usage: B4aCmd [{/f|/d|/i|/r}] name ! /g group ! /otb
  /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(default)
  name    Specifies an ini file, a bkc file or the name of an existing backup
          item. The ini or bkc file must exist in the specified path.
  /g      Execute the items in the backup group with their defined types
  group   Specifies the name of an existing backup group.
  /otb    Execute the backup item or group specified by the OTB settings

Examples:
B4aCmd.exe /f "E:\Backup\Destination\IE Favorites.bkc"
B4aCmd.exe /i "My Documents"
B4aCmd.exe /g Samples
B4aCmd.exe /otb
```

Syntax

B4aCmd [{/f|/d|/i|/r}] 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 item. The “.ini” or “.bkc” file must exist in the specified path, the backup item 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)

If the backup item 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 items 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, the backup application executes the backup item or backup group specified in the OTB settings (from the “One Touch Backup” page of the Options window of Backup4all).

Examples

To force a full backup on the backup item 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 item, use:

B4aCmd /i “My Documents”

To execute all backup items from the “Samples” group, use:

B4aCmd /g Samples

To execute the backup item or backup group associated with the “One Touch Backup”, use:

B4aCmd /otb

Backup item definitions (“.ini” files) are saved separately for each Windows user. These files can be found in the “Application Data\Softland\Backup4all\Inifiles” folder of your user profile. Backup catalogs (“.bkc” files) are saved in the backup destination together with the backup archive. When a backup item is executed for the first time, a “.bkc” file is created. There is only one “.bkc” file for each backup item.

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. At the end the following output is shown:

```
Registered to John Doe
Starting backup for "test" at 24-Nov-04 7:20:50 PM
99.78% ..
Total number of files added to backup: 9
Total size of files added to backup: 953.21 KB
Number of files excluded : 0
Files skipped: 1
Backup completed successfully at 24-Nov-04 7:20:52 PM with 0 error(s), 1 warning
(s)
Starting test on "test" for backup number 31 at 24-Nov-04 7:20:52 PM
99.99% ..
Test finished at 24-Nov-04 7:20:52 PM, 9 file(s) tested, found 0 error(s)
```

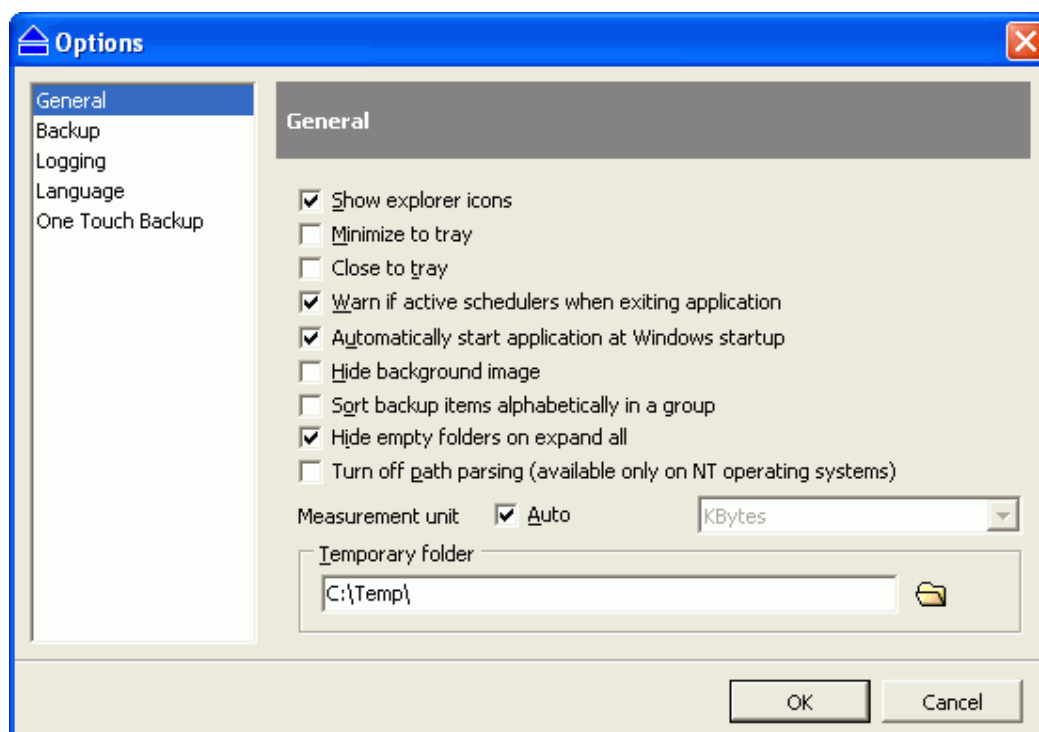
The command line application uses the same engine, same configuration files and the same log files as the main application. It always performs an unattended backup. You can use Backup4all's interface to define backup items and backup groups which can be used later as parameters for the command line application. You can create a shortcut to a backup item or to a backup group so you won't have to use complicated paths. To create a shortcut, use the “Create Shortcut” or “Create Shortcut for Group” menu items from the File menu.

The same license is valid for the command line application as for the main application. Once the main application is licensed the command line application automatically recognizes the license.

Options

General

This page of the Options window contains general settings for Backup4all.

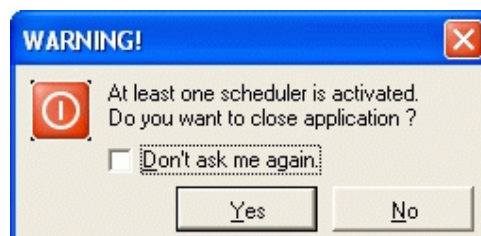


“Show explorer icons” – If checked a small icon is shown for each file in the Explore view. The icon is the standard icon associated with the type of the file. You will see the same icons as in “Windows Explorer”. If the Explore view contains a large number of files, you can uncheck this option to show files faster. By default this option is checked.

“Minimize to tray” – Check this option if you want to show Backup4all in the system tray when the application is minimized. If unchecked, the application is minimized normally to the Windows task bar. By default this option is not checked.

“Close to tray” – Check this option if you want to show Backup4all in the system tray even when you close it from the Exit menu or the title bar. If unchecked the application will terminate when you exit. By default this option is not checked (in the OTB edition it is checked by default).

“Warn if active schedulers when exiting application”
– If checked, a warning dialog is shown when closing the application. The dialog appears only if there are active schedulers defined. You can choose to exit or press No and modify the options to send the application to the system tray. Showing the application in the system tray is the best solution if you want to keep schedulers active. When unchecked, no dialog is shown and the application is closed even if there are active schedulers. By default this option is checked.



“Automatically start application at Windows startup” – If checked, the application is started when Windows starts and the system tray icon is shown. This is the best solution if you want to keep schedulers active. By default this option is checked.

“Hide background image” – If checked, the background image of the “Backup List” and of the “Backup Properties” window are replaced by a dark gray color. By default this option is not checked.

“Sort backup items alphabetically in a group” – If checked, the backup items are sorted alphabetically in each backup group. By default this option is not 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 checked.

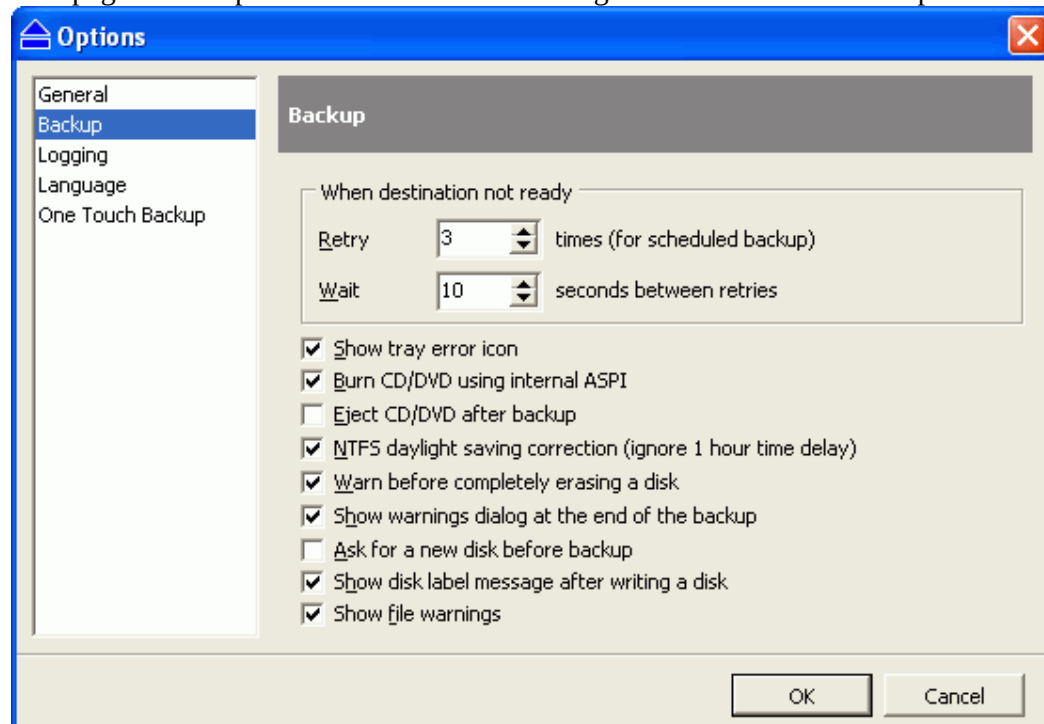
“Turn off path parsing (available only on NT operating systems)” – Some Windows operating systems limit the length of a file path to 260 characters. If this option is checked, the application can handle file and folder paths longer than 260 characters. This is useful when backing up huge folder trees. By default this option is not checked.

“Measurement unit” – If Auto is checked, the file sizes are shown like in “Windows Explorer”. If you want to see the file size only in kilobytes, uncheck Auto and select kilobytes from the combo. By default this option is set on Auto.

“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 biggest free space available. By default the option is set to the operating system’s temporary folder.

Backup

This page of the Options window contains settings which control the backup execution.



“When destination not ready” – The options from this group only affect scheduled backups. The first number (Retry) 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) indicates how much time to wait between two consecutive attempts to access the destination location. By default this option is set to 10 seconds.

“Show tray error icon” – The error icon appears when the application is minimized to tray and a backup has failed to run. 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.

“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 or DVD, you should check this option. By default this option is checked.

“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.

“NTFS daylight saving correction (ignore 1 hour time delay)” – Windows NT File System reports wrong file times after the clock has been changed according to daylight saving time rules. As a consequence, Backup4all sees these files as changed. Check this option if you want to avoid this problem. By default this option is checked.

“Warn before completely erasing a disk” – Check this option if you want to be warned each time the application 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 item no matter if this option is checked or not. By default this option is checked.

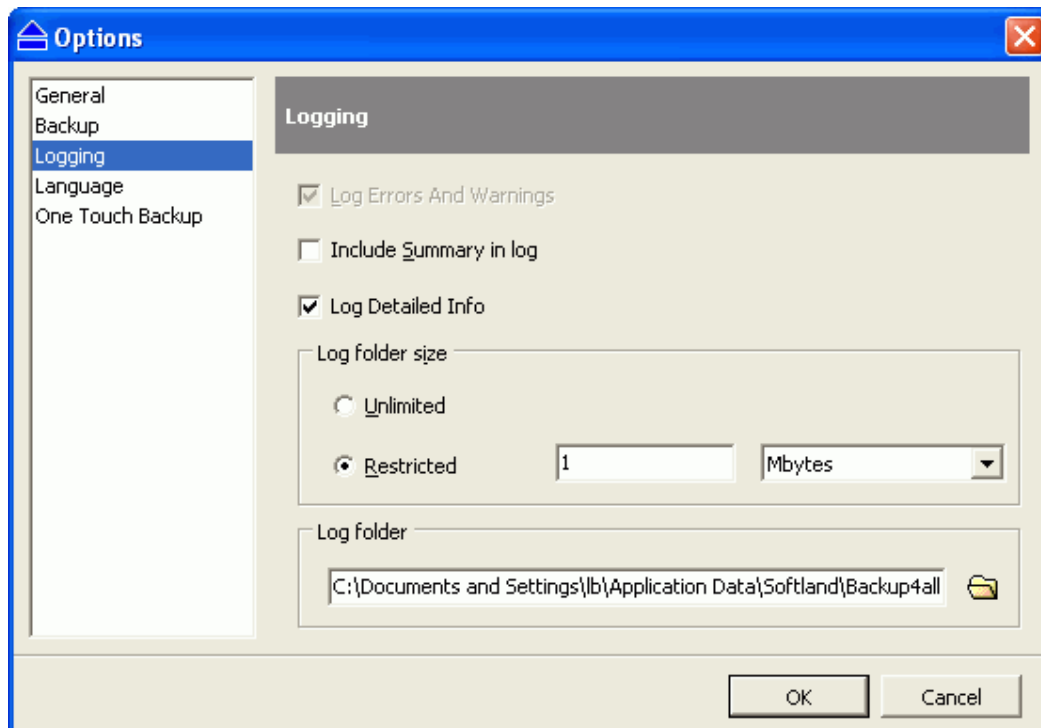
“Ask for a new disk before backup” – Check this option if you want to be asked to enter a new disk before backup execution starts. This way you can have different backup executions on different disks. By default this option is not checked.

“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.

Logging

This page of the Options window contains settings which control the logging of the backup process.



“Log Errors And Warnings” – The application will log all the errors and warnings raised during backup, restore and test operations. This option cannot be changed.

“Include Summary in log” – If this option is checked, the logs will contain all the text available in the Summary view. By default this option is not checked.

“Log Detailed Info” – If checked, the application log will contain information about all files handled by the backup, restore or test process. By default this option is checked.

“Log folder size” – The size of the log folder can be:

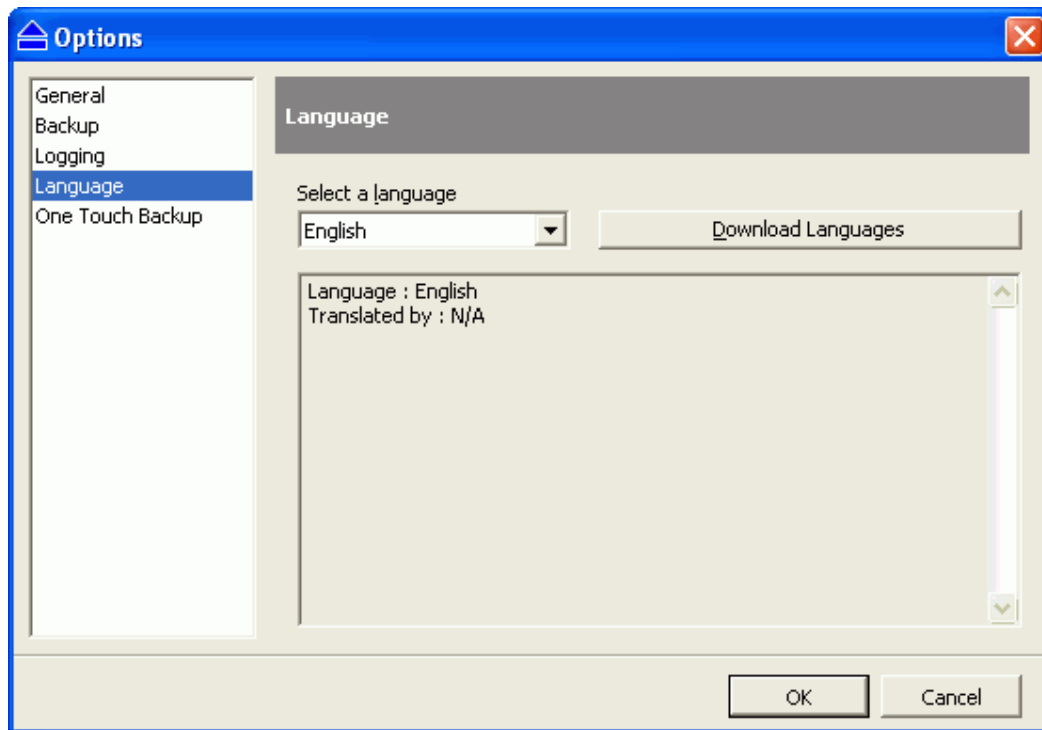
- Unlimited – no limits, can grow indefinitely
- Restricted – keeps the log file size less or equal than indicated size

By default this option is set to 1 megabyte.

“Log folder” – Specify the folder where the log files are saved. 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). By default this option is set to the “Application Data\Softland\Backup4all\Logs” folder of your profile.

Language

This page of the Options window contains available languages for Backup4all interface.



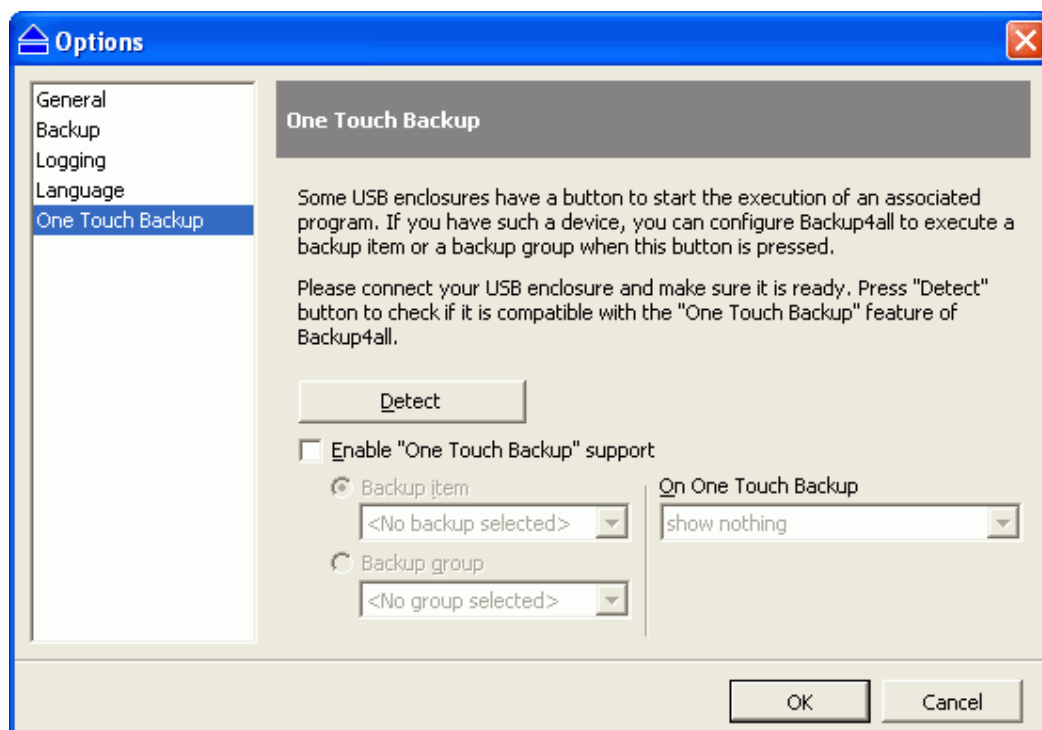
“Select a language” – You can change the current language by choosing another one from the installed languages list. The language changes only when the Options window is closed choosing the OK button. The selected language is kept as long as you don’t change it or it becomes invalid due to software updates. Details about the selected language are shown in the text box below.

“Download Languages” – To check for and install additional languages click on the button. This will connect to the Internet and open a page with the available languages in your default browser window. You can download and install the latest version of the languages from there.

One Touch Backup

This page of the Options window contains the settings for the “One Touch Backup” functionality. This is not supported by Windows 95 or Windows 98 (First Edition).

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 item or a backup group when this button is pressed. If your “One Touch” button device is not detected by Backup4all, then you should check the steps from the “How to Add USB HDD Drives as Backup Destination” section. If everything is OK, then it seems Backup4all is not natively compatible with the device. In this case, you could use the command line parameters to create a command that can be associated to the “One Touch” button of your device.



Detect – Please connect your USB enclosure and make sure it is turned on and ready. Press the 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 item or backup group will be executed when the “One Touch” button of your USB device is pressed. Sometimes (when the backup item 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 select create a new backup, select another backup or disable the “One Touch Backup” functionality. By default this option is not checked (in the OTB edition it is checked by default).

“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 a tray popup, the main

window, or nothing. By default this option is set to show nothing (in the OTB edition is set to show main window).

Frequently Asked Questions and Hints

General

How can I create a new backup item?

Backup items 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.

How can I copy a backup item (create a new one similar to another)?

Select the backup item you want to copy from the list of available backups. Click the “Create Like” button () or CTRL+L. The new backup item will be added to the same group as the original one.

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)

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.

How can I see the number of files that will be backed up? What about the number of changed files since the 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.

Somehow I lost my backup item configuration. I only have the “.bkc” file. Can I restore the backup item?

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

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

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

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 item 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.

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.

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 wish to set the Archive bit, you can choose so from the Type page of the “Backup Properties” window.

Can I backup to tape using Backup4all?

No. The current version does not support tape drives.

What's the difference between Backup4all's Mirror, Classic and Professional editions?

The major differences between Mirror, Classic 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), Classic edition does not implement incremental backup type and Mirror edition implements only the mirror backup type.

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.

Data Backup

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.

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.

How can I split a backup across several disks?

Open "Backup Properties", go to the Type page and press "Zip Advanced Settings". You can choose a predefined split size or define a custom one. Spanning is automatically done when the removable disk is full.

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.

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

For this you have to continue an existing backup. You must first insert the CD 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 (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.

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 item. 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 item. 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.

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

You can edit the "< Clear backup >" option from the combo 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.

How can I limit the number of backup versions?

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

Backup4all does not recognize my CD burner. How can I burn CDs?

The built in CD burner might not recognize your CD writer device. If so, you will see the message that the device "Does not appear to be a writer or it is busy".

First you should open the Options window, go to the Backup page and disable the option "Burn CD/DVD using internal ASPI". After disabling this option close the program, reboot the computer and try again.

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.

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.

How can I run a backup using the command line?

Command line works with a backup item 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\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.

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 restore an older backup version made with mirror backup manually.

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.

How can I test older backup versions?

First select the backup item 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.

Restore

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).

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..."

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.

How can I restore everything?

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

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 define your filters on the second page (or the third page in case of a custom restore) you can filter the files that will be restored.

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.

Hints

1. You can have two backups of the same backup item 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 menu and check the “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 item’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 items in a group, right-click on the backup group and choose "Backup <Name> Group". All backup items 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.

License and Contact Information

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), Classic or Mirror edition (not all features are available).

Please read the “What edition to choose?” section for a summary of differences between Mirror, Classic and Professional editions. The “Feature Matrix” section presents in details the differences between Mirror, Classic and Professional Editions. You read about the OTB edition also in those sections (a special OEM edition distributed with USB enclosures).

You can also read about the full, differential, incremental and mirror backup types (in the “Backup Types” section) to understand the advantages and disadvantages of each backup type. Classic edition does not make incremental backup. Mirror Edition does not perform full, differential and incremental backups.

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 the application online if you fill out the online purchase form.

There are two ways to start the order process:

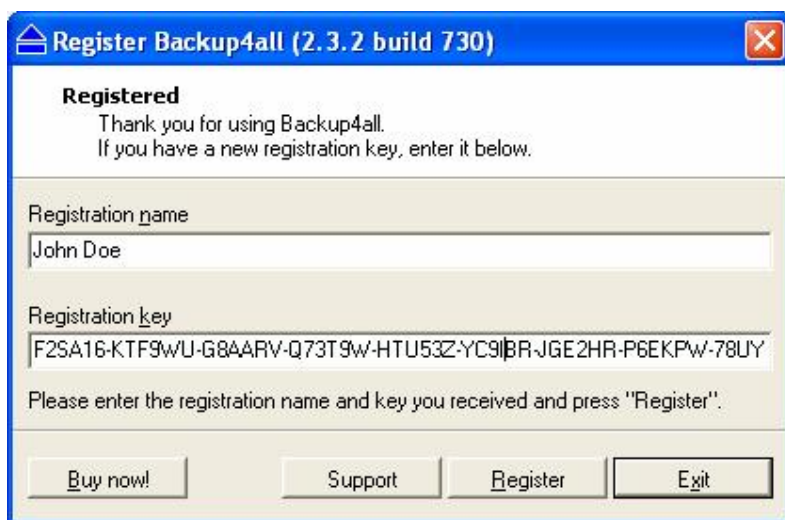
- go to the Help menu and click on “How to Order” (“How to Upgrade” in the OEM editions)
- go to the Help menu, click on “Register” and then on the “Buy now!” button (“Buy full version” in the OEM editions)

These will open the online purchase form.

Registration

The “Register Backup4all” window appears when clicking on Register menu item from the Help menu. This window also appears when the application starts if the trial period has expired (the registration window might be different in the OEM editions).

The “Buy now!” (“Buy full version” in the OEM editions) button opens the online webpage 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).

Please fill in the exact values as you received by email. You can copy-paste the information directly into the registration window. Press the Register button when you are ready.

If the registration information is valid, you will get a confirmation message saying the application has been successfully registered. After the confirmation message, you can see the registration details at the bottom of the about box of Backup4all (Help menu, "About Backup4all").

If you lost your registration key, please send us your purchase information (purchase number and approximate date), specify the name (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 to contact us. We will be happy to assist you with the registration.

Contact Us

Support

Get the latest version of Backup4all from <http://www.backup4all.com>

Before asking for support please read the F.A.Q. section and the help file carefully. Send technical support requests to: support@backup4all.com

Sales

For information about registration and sales or if you are interested in the distribution of Backup4all, customization or any kind of cooperation with Softland, please contact us at sales@backup4all.com

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