



Backup4all

Take full control of your backup

User Guide

Version 3.8

For

OTB

(One Touch Backup)

External HDD Enclosure

Backup4all User Manual

for Backup4all version 3.8

by Softland

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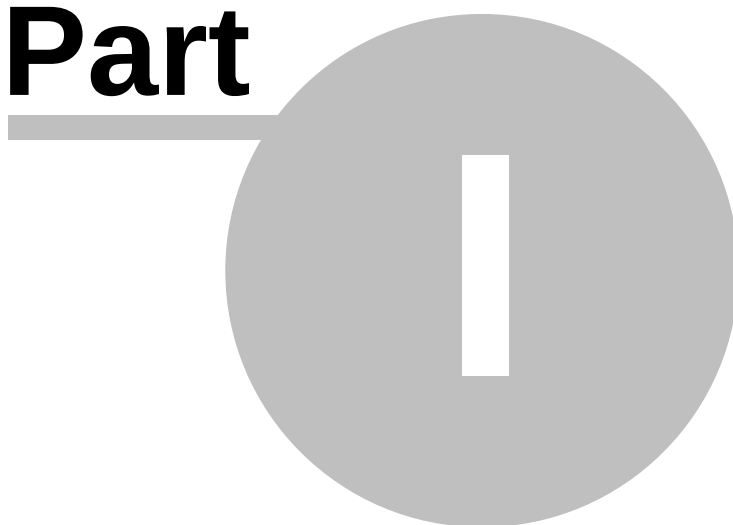
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Introduction

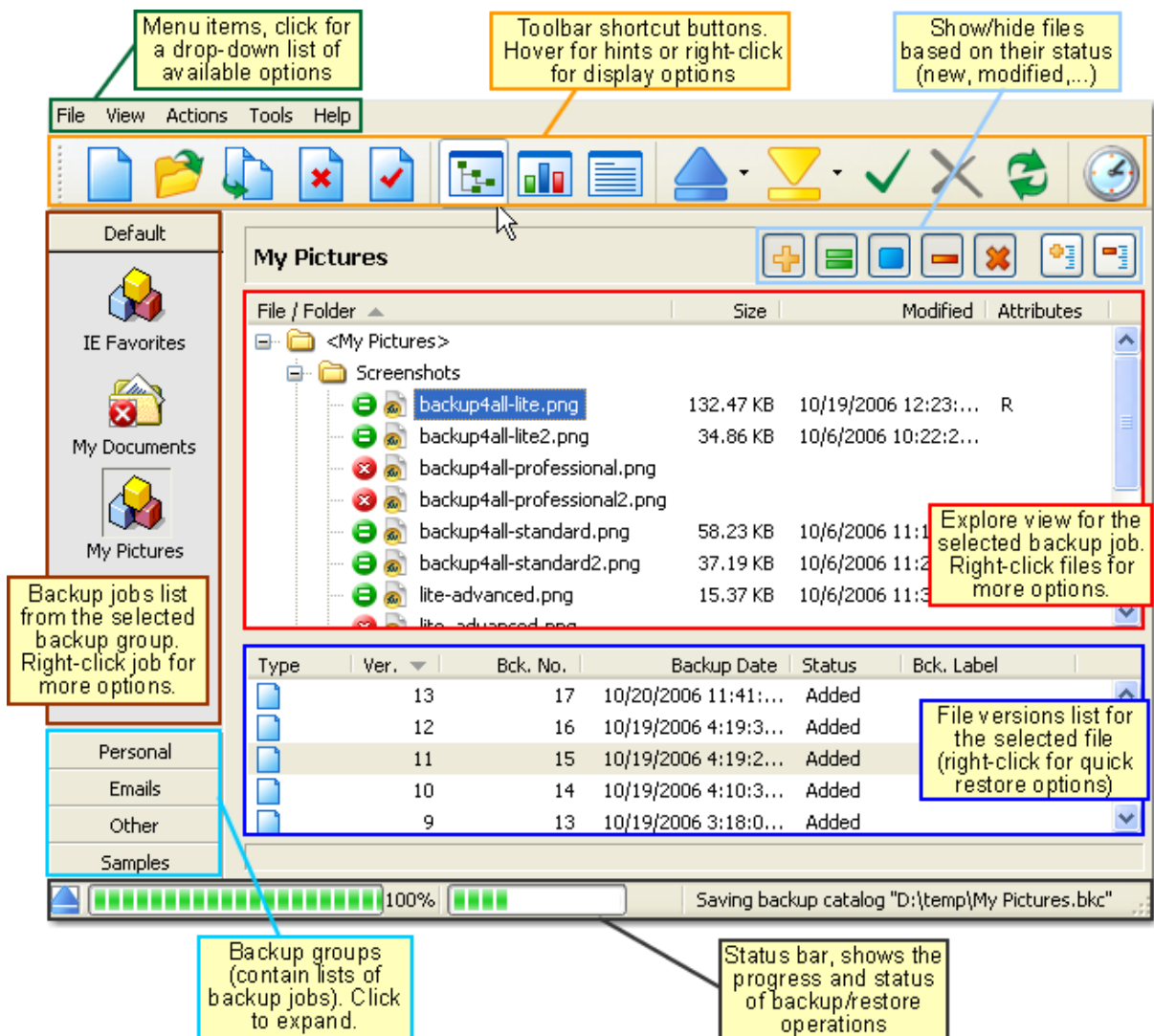
Part



1 Introduction

1.1 Product Description

Backup4all is an award-winning backup software for Windows. Backup4all protects your valuable data from partial or total loss by automating backup tasks, password protecting and compressing it to save storage space. Using Backup4all you can easily backup to any local or network drive, backup to FTP (with support for SSL encryption, proxy server, passive mode), backup to CD/DVD, or other removable media (such as USB drives).



Backup4all can backup open/locked files and it can perform full, differential, incremental and mirror backups. When defining a backup you can also set file filters and schedule the backup for automatic execution. Once a backup is performed, you can see what files have been changed since the last backup or you can read the statistics about the next backup execution. You can use the context menu from the tree to run standard actions associated with the file

type.

There is also the option to run predefined backups, such as My Documents, My Pictures or Outlook Express emails and settings.

Backup4all has ZIP64 support (can create backups over 2 GB) and creates standard zip files, meaning that you can access it with any zip compatible utility. Backup4all also allows you to encrypt your backup using AES encryption (128/192/256-bit).

Backup4all keeps track of file versions. You can easily restore any version of files or a whole folder. You can filter files to be restored.

Backup4all tests the backup files automatically to ensure the backup is safe and correctly executed (uses CRC32). You can also enable email notifications to receive an email in case of success/error/warning.

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

Backup4all runs on 95/98/Me/NT/2000/2003/XP/Vista and offers multi language support (over 17 language packs available).

1.2 System Requirements

To install Backup4all you need Windows 95/98/Me/NT 4.0/2000/XP/Server 2003 or Windows Vista and at least 20 megabytes of free disk space. Installing additional language files may increase the space requirements.

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

Note: Backup4all can backup open files only if installed on Windows XP, Windows 2003 Server or Windows Vista and if the files are on NTFS partitions. Backup4all works on Windows 95/98/Me/NT 4.0/2000 too but this feature will not be available on these systems.

1.3 Installation

Install

To install Backup4all on a computer you need to have administrative rights. The installation process does not take much time. All you need to do is to follow the instructions of the **Backup4all Setup Wizard**. There is no need to reboot at the end of the setup, you can run the program right after it is installed on your machine.

If you have already installed an older version of Backup4all, you can install the new version on

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

Note: If you have version 2.x (or previous) installed, you can install version 3.x without uninstalling the other one. Backup4all 3 will install and run separately, and will give you the option to import your backup jobs/groups from the previous versions.

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

Steps during installation:

- 1) **Select setup language** - you need to choose from the drop-down box a language for the setup wizard
- 2) **Setup welcome message** - press **Next** to continue
- 3) **License agreement** - shows the Backup4all **EULA**. After you read and accept it, check the **I accept the agreement** option and **Next** to continue.
- 4) **Destination location** - gives you the option to select a folder where Backup4all will be installed. By default it creates an entry in the **Program Files** directory.
- 5) **Start menu folder** - lets you select where to place shortcuts in the Start Menu folder
- 6) **Select default settings** - lets you select if you want to have the settings (and backup jobs) kept different for each users (Current User) or shared for all users (All Users). Also it allows to override the location of the default destination and folder where settings will be kept.
- 7) **Select additional tasks**
 - i) **Create a desktop icon** - checked by default, places a shortcut on desktop
 - ii) **Associate Backup4all 3 with the ".bkc" extension** - checked by default, will associate the .bkc files with Backup4all (".bkc" are catalogs created by Backup4all after each backup)
 - iii) **Start on Windows startup** - if checked Backup4all will load each time Windows starts
 - iv) **Create a Quick Launch icon** - checked by default, places an icon in the Quick Launch toolbar
 - v) **Start 'One Touch Backup' Agent**
 - vi) **Allow restricted users to use the CD/DVD writer devices** - if checked it will give access to users with restricted rights to select CD/DVD as destination
 - vii) **Start the Volume Shadow Service** - checked by default, the VSS is needed by Backup4all to perform open files backup (usually this service is started by Windows, so if this option is checked Backup4all will verify if is started and if not it will start it)
- 7) **Select default backup folder** - select a folder where backups will be stored by default
- 8) **Blank Scheduler Password** - option to allow blank passwords when scheduling
- 9) **Select languages for the interface** - you can check to multiple languages for Backup4all's interface
- 10) **Select default interface language** - if multiple languages were selected, you need to

select a default one

11) A summary is displayed and in the last window click on Install to start the installation.

Uninstall

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

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

1.3.1 Command Line Parameters

Installing Backup4all with command line parameters

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

Syntax

b4aOTB.exe [switches]

Switches can be any combination of the following parameters:

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

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

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

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

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

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

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

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

/SETTINGSFOLDER="DEFAULT|<PATH>" - Specifies the path of the folder where program's settings will be kept. If DEFAULT is selected, the path will be "C:\Documents and Settings\<CURRENT USER NAME>\Application Data\Softland\Backup4all 3\" (same as if <PATH> would be empty). Otherwise if a full path is entered that will be where the settings folder will be kept.

/TASKS = "comma separated list of task names" - Specifies a list of tasks that should be initially selected or deselected. To deselect a task, prefix its name with a "!" character. Only the specified tasks (and their children) will be selected; the rest will be deselected. Use the **/MERGETASKS** parameter instead if you want to keep the default set of tasks and only select/deselect some of them.

Task names:

- desktopicon - Create a desktop icon
- associate - Associate Backup4all with the .bkf file extension
- autostart - Start on Windows startup
- quicklaunchicon - Create a Quick Launch icon
- startotbagent - Start 'One Touch Backup' Agent
- addburnright - Allow restricted users to use the CD\DVD writer devices
- startVSS - Start the Volume Shadow Service (Needed for open file backup)

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

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

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

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

/RegisterName="registration name" - Backup4all registration name

/RegisterKey="license key" - Backup4all Registration key

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

Uninstalling Backup4all with command line parameters

The uninstaller has also some parameters for silent uninstall.

Syntax

unins000.exe [switches]

Switches can be any combination of the following parameters:

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

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

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

1.4 Notice to Backup4all 2 Users

Backup4all 3 brings new features and enhancements improving its overall functionality:

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

- **New scheduler (runs as a service).** The scheduler now uses Windows Task Scheduler thus giving more flexibility to automating the backup task.
- **CD/DVD burning enhanced.** Backup4all now has two built-in CD/DVD burning engines included, in order to give the option to choose which solution fits better.
- **Independent spanned backups.** If you have a large backup that spans over several removable media (CD/DVD, floppy) each spanned backup can be independently restored. Thus, if one of the spanned backups is corrupted you can still restore the other files. Also, after each CD/DVD written the backup test is performed (if the test backup option is enabled).
- **Improved design.** We've modified some of the design elements for Backup4all (menu, buttons, icons). Now the user has the ability to: toggle toolbar buttons hints and captions, change visualization modes for Normal/Windows/Scheduler startup, change background color.
- **Custom file locations.** You can change now the location for the temporary, initialization (.ini), log and catalog file folder (.bkc).

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

1.5 Features Summary

Intuitive interface

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

Flexibility

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

Manage multiple backup jobs

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

Email notifications

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

AES encryption

Backup4all supports 128-bit, 192-bit and 256-bit AES encryption. These numbers reflect the

encryption key size used to encrypt the data, thus a higher key size provides stronger encryption.

Backup locked or open files

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

Create backup shortcut

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

Statistics

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

Summary

Textual description of all configurations made to a backup job.

New backup wizard

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

Easy file and folder selection

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

Backup types

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

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

File filters

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

Built in scheduler

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

Extra actions

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

Test backup

The application tests the backups (using CRC32). This ensures that the files have been backed up properly and the backup is safe. You can also test the backup integrity at a later time from the application main menu.

When backing up to removable media, after each media item written the backup test is performed (for spanned backups).

When backing up to FTP, the XCRC command can be used (if supported by server). This speeds up the testing as Backup4all will verify the backup based on the CRC information received from server.

Standard zip compression

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

Customized zip names

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

Password protection

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

Snapshots

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

Disk spanning

Automated support for splitting your backup between many removable disks or even on the same media. You can specify the maximum size of the zip archives.

When performing a mirror backup and using disk spanning you can choose not to split the files. This is an useful option because you can copy your music/movies to CD or DVD and not have them trimmed when the CD or DVD is full.

Multi-thread

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

Logs

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

Command line

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

Restore wizard

Restore backed up data step-by-step. Allows you to choose the version of files which will be restored and filter them to restore only the files that are needed.

Restore

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

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

Compatibility

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

One touch backup

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

Play custom sounds

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

File warnings

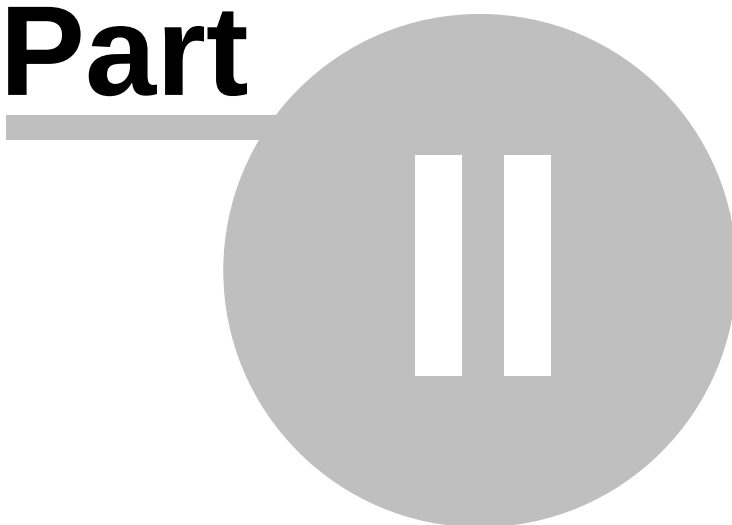
File warnings like access denied, locked files, etc. are displayed to the user during backup execution if the user chooses so. These warnings are also written to the log file. Scheduled backups do not show these warnings even when this option is set. Default is checked.

Backup catalog

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

Getting Started

Part



2 Getting Started

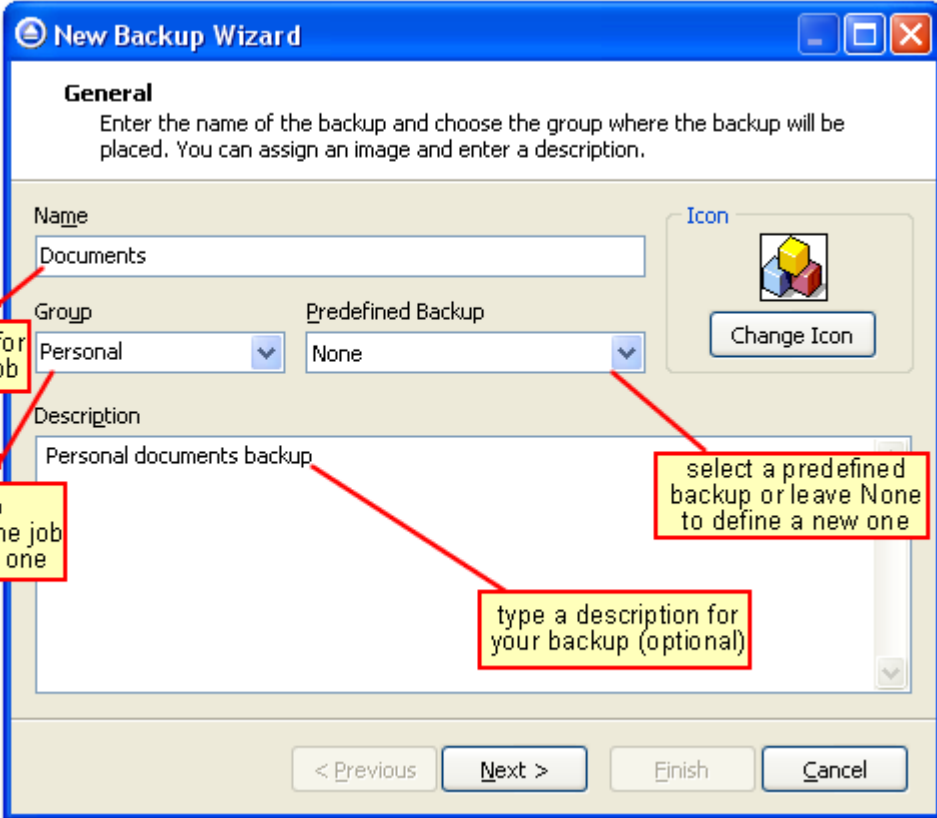
2.1 How to Configure a New Backup?



To create a new backup job, click on the **New Backup Wizard** toolbar button (). For each backup job you must specify at least its name, source files and a valid storage destination (first three steps of this wizard), the rest of the options not being mandatory.

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

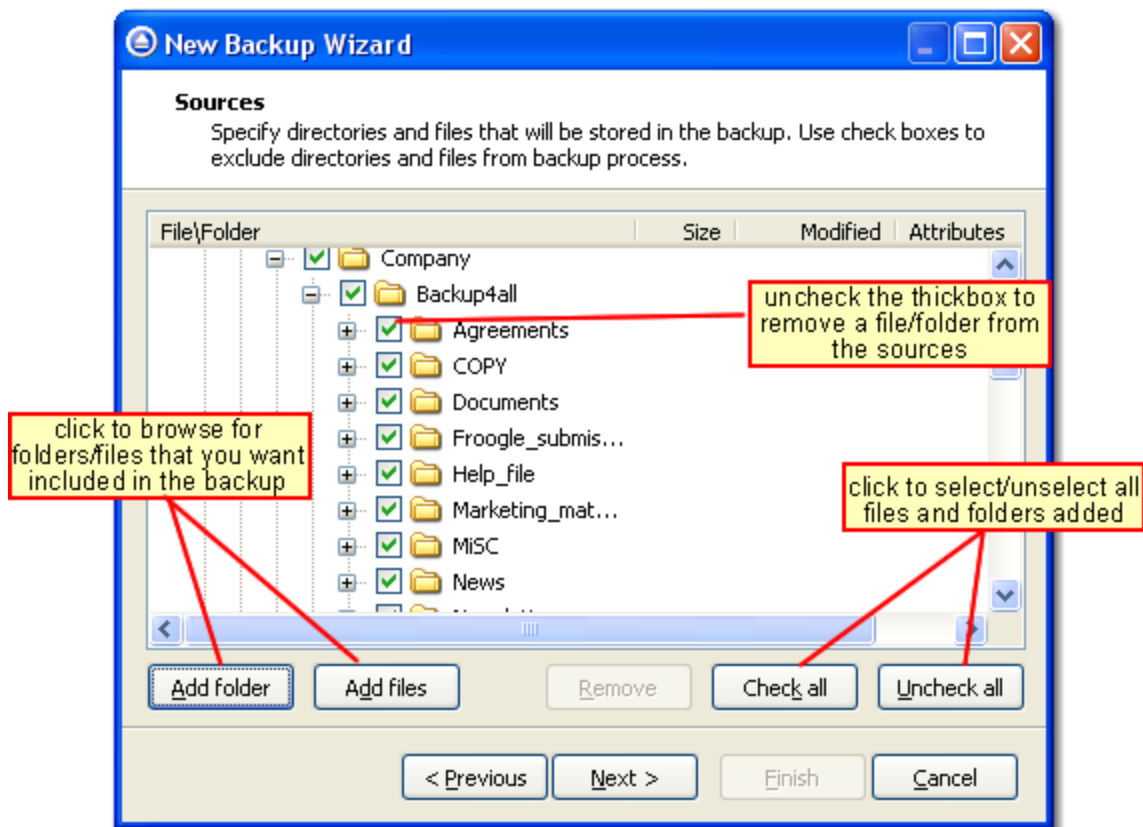
- 1) **General** - Enter the name of the backup in the **Name** field, select a group or define a new one and choose the predefined backup type (or leave **None** to create a new backup). Click **Next** to go to the following step.



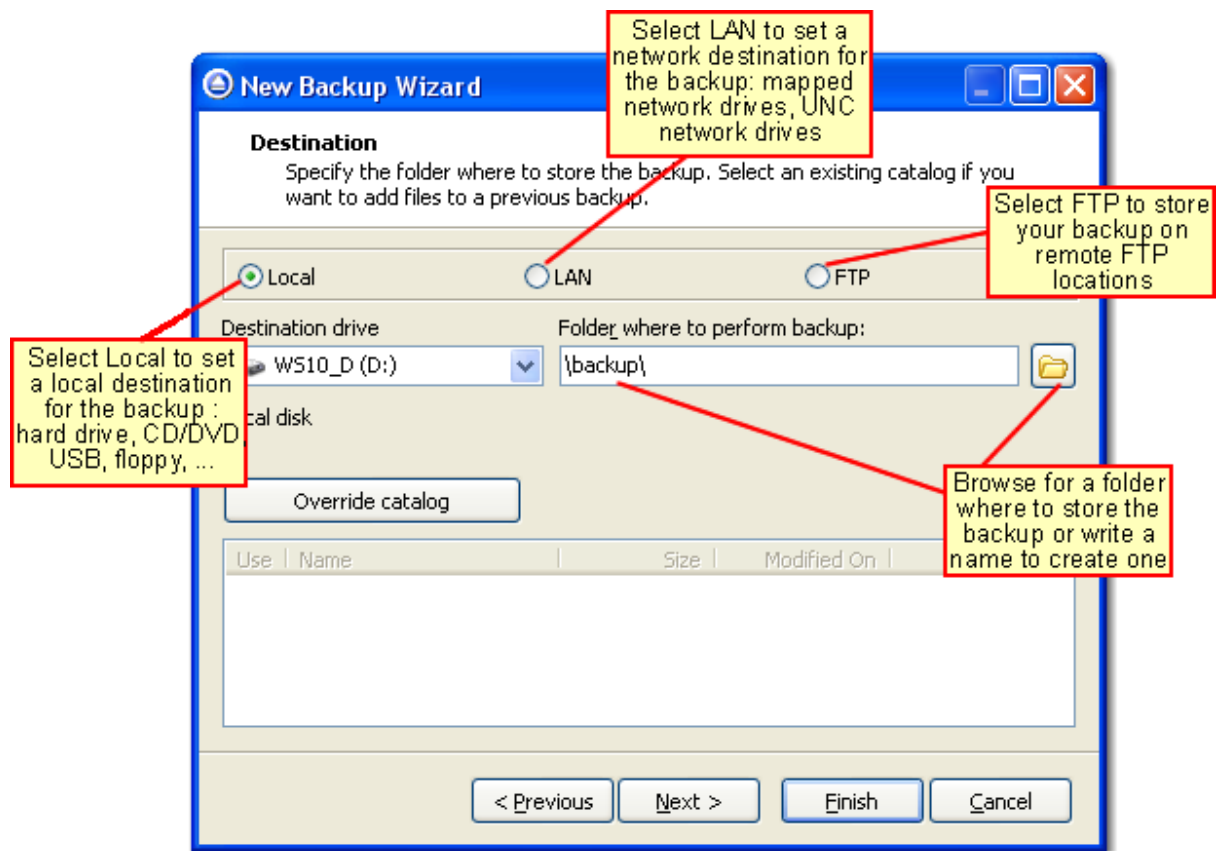
The screenshot shows the 'New Backup Wizard' dialog box, 'General' step. The dialog has a title bar with standard Windows window controls. The main area contains the following fields and controls:

- Name:** A text box containing 'Documents'. A red arrow points to this field with a yellow box containing the text 'Enter a name for your backup job'.
- Group:** A dropdown menu showing 'Personal'. A red arrow points to this dropdown with a yellow box containing the text 'Select a group where to put the job or write a new one'.
- Predefined Backup:** A dropdown menu showing 'None'. A red arrow points to this dropdown with a yellow box containing the text 'select a predefined backup or leave None to define a new one'.
- Description:** A text box containing 'Personal documents backup'. A red arrow points to this text box with a yellow box containing the text 'type a description for your backup (optional)'.
- Icon:** A section containing a default icon (a 3D cube) and a 'Change Icon' button.
- Buttons:** At the bottom, there are four buttons: '< Previous' (disabled), 'Next >' (active), 'Finish' (disabled), and 'Cancel' (disabled).

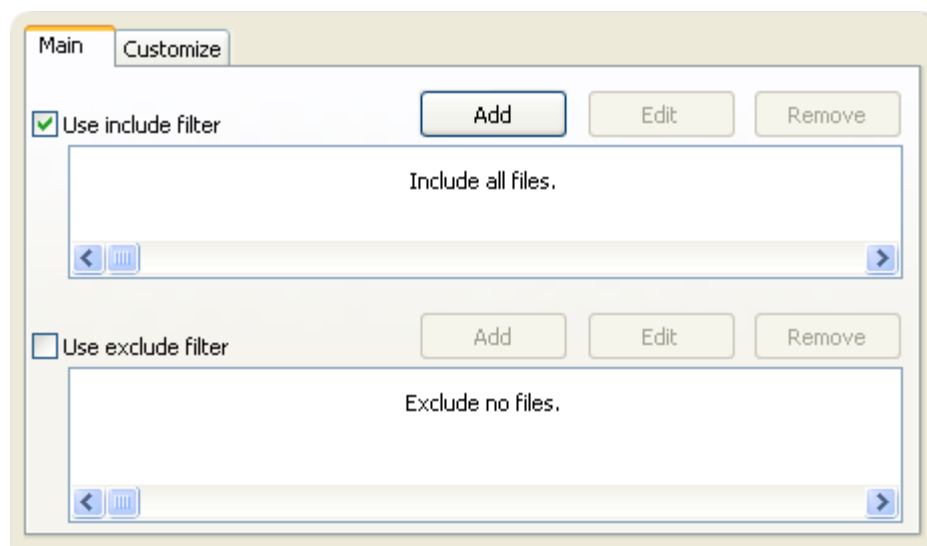
- 2) **Sources** - Select the files and folders you want to backup (sources of the backup) and click **Next**



- 3) **Destination** - Select a destination for the backup (where the source files will be stored) and click **Next**. You can choose as destination your local hard drive (**Local**), a network computer (**LAN**) or an FTP destination (**FTP**).

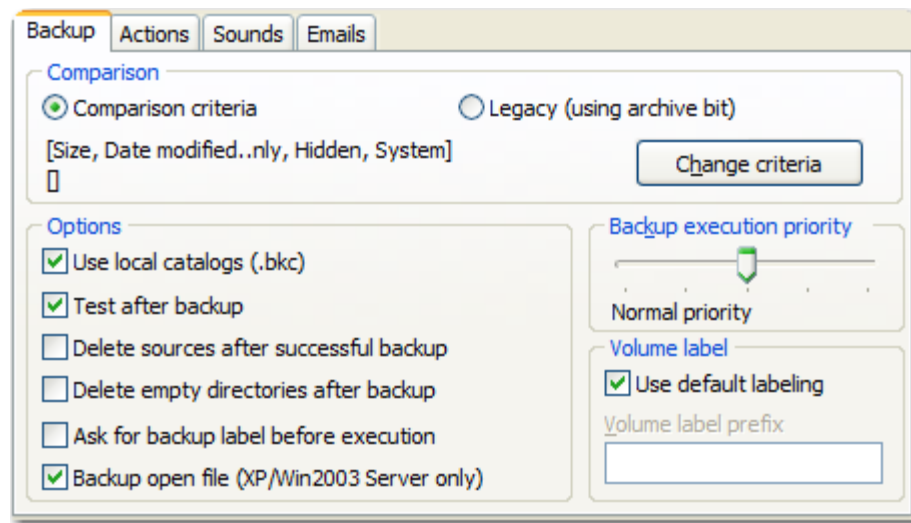


- 4) **Type** - Select the type of the backup (full, incremental, differential or mirror), set backup type and ZIP compression related options and press **Next**.
- 5) **Filters** - Filter the source files indicating what files and folders to be included or excluded from the backup.

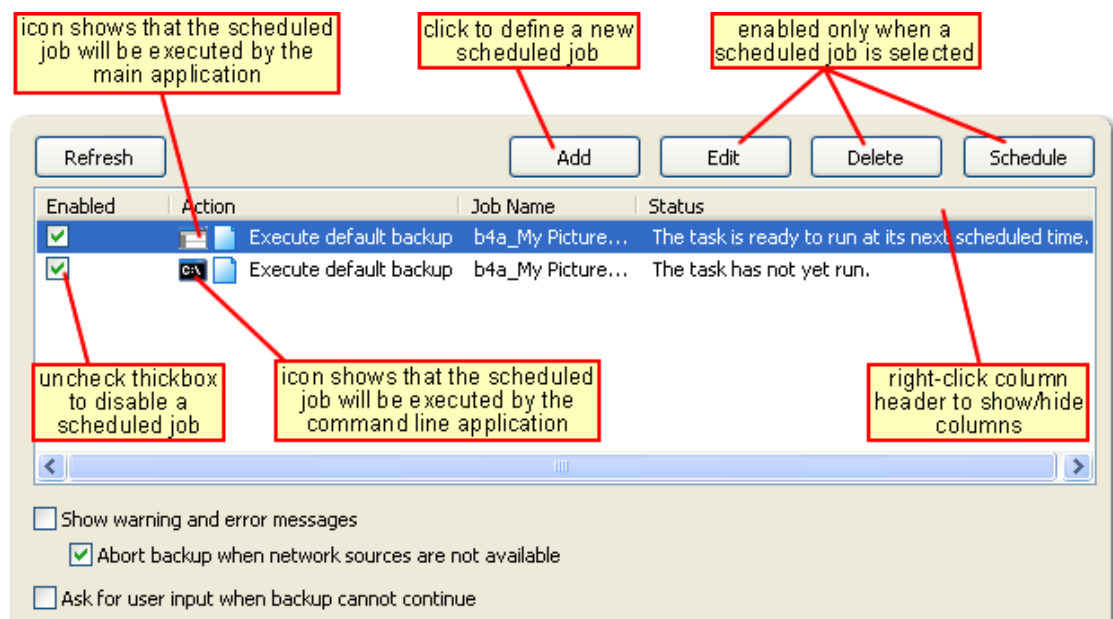


- 6) **Advanced** - Set advanced options for the **Backup**, **Actions**, **Sounds** and **Emails** sections (like comparison criteria, automatic test, actions before or after the backup,

sounds, email notifications etc.) and click **Next**.



7) **Scheduler** - Schedule the backup job for unattended backup executions.



Backup4all provides extended information about the backup, which can be consulted before the backup execution. You can switch between views by pressing the following buttons from the application toolbar:



Explore - shows files and folders for the backup job



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



Summary - shows configuration information about the backup

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

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

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

2.2 How to Run a Backup Job?



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

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



IE Favorites

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



IE Favorites

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

execution is successful.



2.3 How to Manage Backup Jobs?

Copy an Existing Backup Configuration



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

Modify a Backup Job Configuration

First you must select the backup job you wish to modify. Then press the **Properties** button (



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

Delete a Backup Job



Select the backup job you want to delete and click the **Delete** button () from the application's toolbar. Another possibility is to choose **Delete** from the right-click menu of the backup job.

Files and folders from the source and destination will not be deleted, by any of these operations.

2.4 How to Restore from a Backup?

With Backup4all you can do the following restore operations:

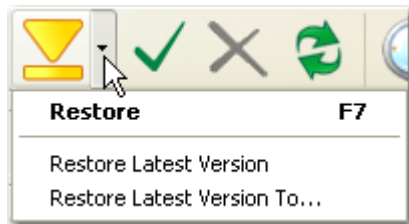
- full restore
- filtered restore
- restore all the files from a folder
- restore the latest version of a particular file
- restore the latest version of multiple selected files
- restore any version of a particular file

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

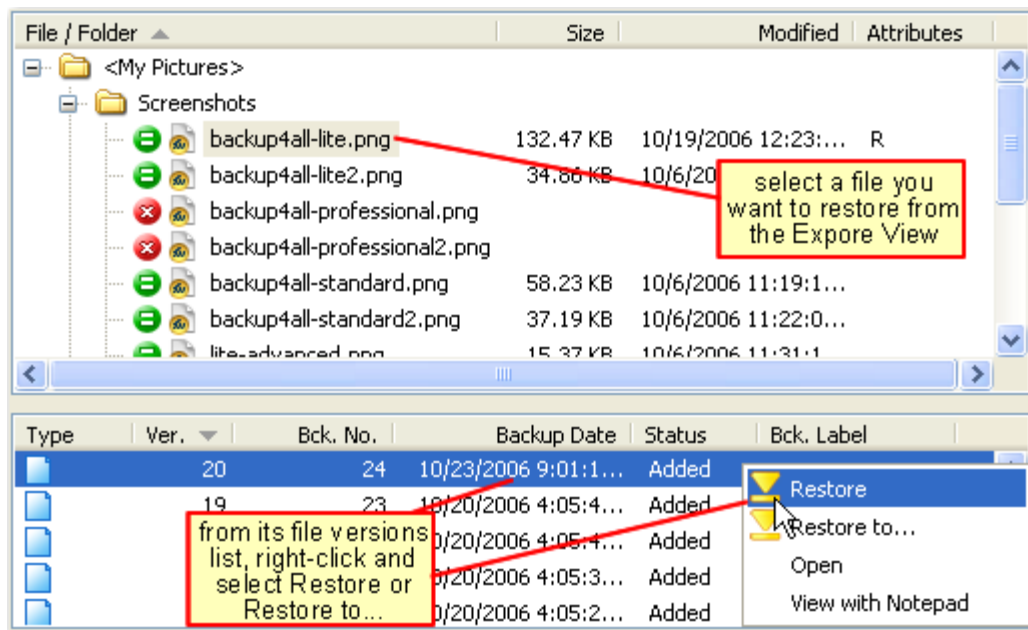


) from the application's toolbar. You can restore to the original location or to a different location of your choice.

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



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



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

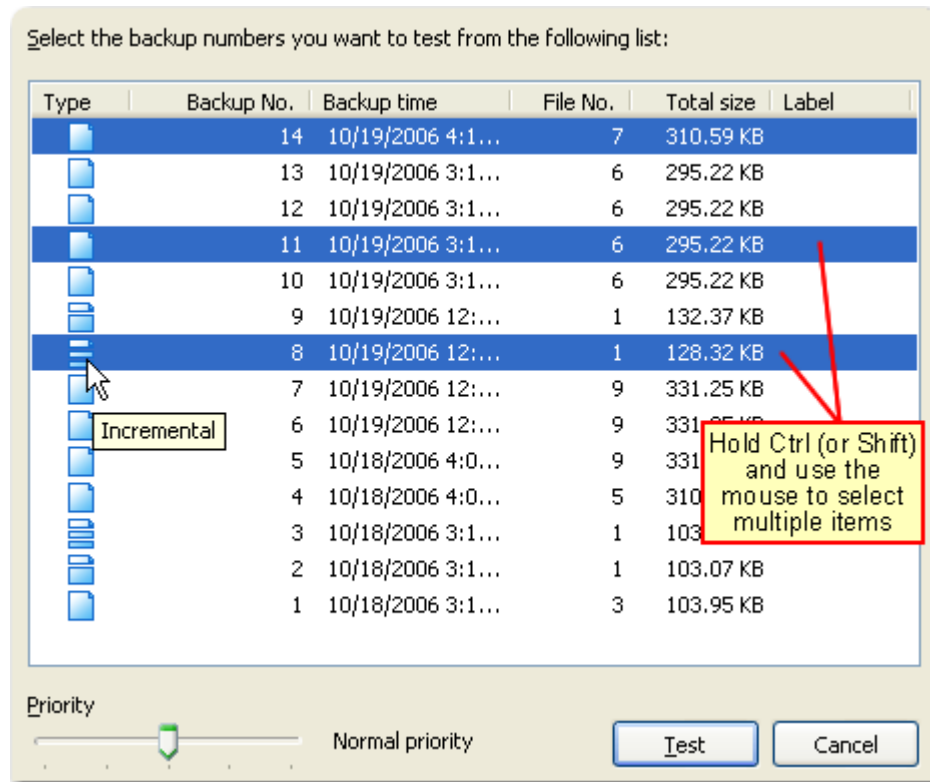
2.5 How to Test a Backup?

With Backup4all you can:

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

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

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



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

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



IE Favorites

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

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

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



IE Favorites

2.6 How to Password Protect a Backup?

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

Setting the Password

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

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

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

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

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

When choosing a password, it is recommended that you use a combination of letters and numbers and at least a 6 character long password.

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

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

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

How to Remove the Password?

In the **Encryption settings** window select the **No Encryption** option and enter the password that you used in the **Old password** field. You cannot remove the password if you don't

provide the old one.

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

Using Passwords when Restoring

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

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

2.7 How to Schedule a Backup?

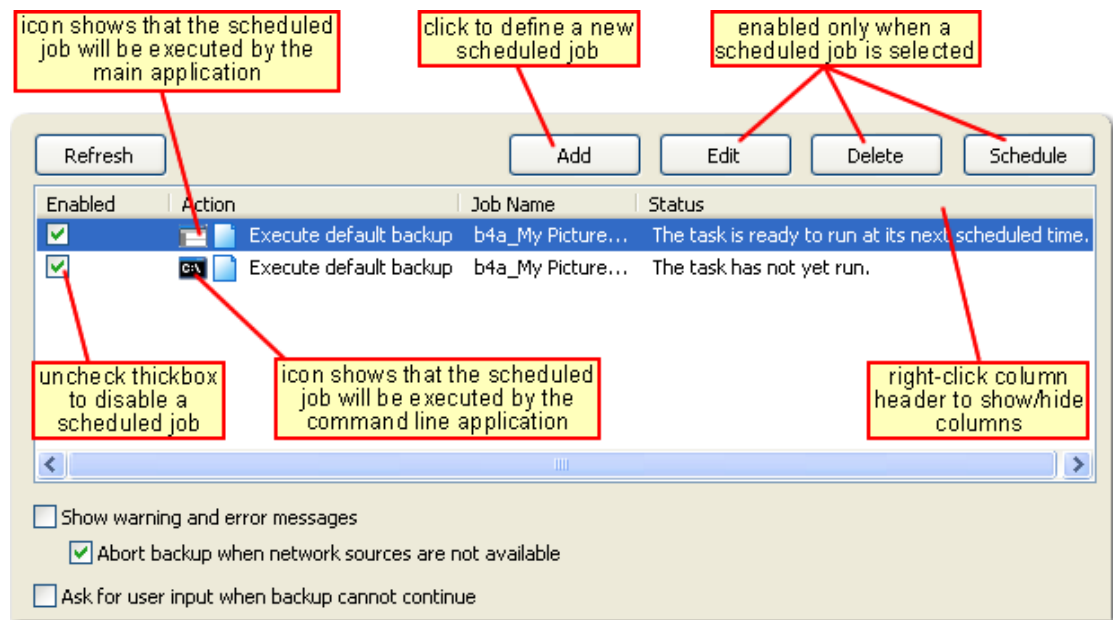
You can schedule a backup either from the **Backup Properties** window or from the **Schedulers** window.

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

window by pressing the **Scheduler** button ()

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

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



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

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

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

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

2.8 How to Backup to USB Drives?

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

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

There are external hard drives that beside the USB technology use also FireWire as a connection port. On one side FireWire hard drives tend to have increased speed over USB, but

on the other side USB ports are more common on computers.

Steps in backing up to USB drive with Backup4all:

- 1) **Start your USB device.** Before starting the backup process make sure that the USB drive is started and working. Usually the enclosure should have a start button and display the status of the drive using led displays. When it is started a green led should be lighted.
- 2) **Make sure your drive is formatted.** If you have just purchased the drive and didn't use it yet, you might have to format it (only if you didn't use it before, since formatting will erase everything from it). Formatting the USB drive in Windows XP:
 - Go to **Start->Settings->Control panel->Administrative tools->Computer Management.**
 - Under **Computer Management** click **Disk Management** then check the right-bottom window (scrolling down if necessary)
 - You should see the additional hard drive disk; right-click on it, choose **New partition**, then follow the instructions to format the hard drive.
 - **Test** to see if the drive is now recognized by going to **Windows Explorer** (a new drive letter should appear)
- 3) **Configure Backup4all.** If the drive is formatted and recognized by Windows, it will be recognized by Backup4all too. Now, to backup to the USB drive you should define a backup job in Backup4all that has the destination set to the USB drive. To ensure this, please select the backup job you want to run, press **CTRL+P** in order to open the **Backup Properties** window, go to the **Destination** page and select a drive from the **Destination** drive drop down list. You can also define a new backup job and in the destination window select the USB drive.

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

2.9 How to Send Email Notifications?

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

Enabling email notifications:

- 1) Open **Tools->Options->Email**
- 2) Check the **Enable email notifications** box
- 3) Enter the following details:
 - **Dial-up connection** - if you are using a dial-up connection select from the drop-down box a method that Backup4all should use to be able to send emails:

automatically connect (it will connect without user assistance) or manually connect (it will require user assistance to enable the connection).

- **Email addresses** - you must specify the email address used to send the email (From field) and optionally a Reply To email address
 - **SMTP Server** - specify the name or IP address of the SMTP server used for sending the mail (example: smtp.novapdf.com) in the Name/IP field and a Port number for it (usually is 25); you can also **Secure Socket Layer** when connecting to the SMTP server.
 - **Authentication** - if the SMTP server requires authentication check the **Server requires authentication** box and enter an user name and a password.
- 4) Click on the **Send Test Email** button and enter the email address where you want to receive the notification. Once you press **OK** you should receive a test email. If you didn't receive it, you must revise the settings you configured.
 - 5) Press **OK** to save your settings

Sending email notifications

You have to enable separately for each backup job the option to send emails. To do so follow these steps:

- 1) Select a backup job and open the **Backup Properties** window (right click and select **Properties** or **Ctrl+P**)
- 2) Go to the **Advanced** tab and click on **Emails**
- 3) Enable the option **Send email notification**
- 4) Optionally you can edit the default emails sent and also to attach the backup log to the email
- 5) Press the **Save** button to save your changes

2.10 How to Configure One Touch Backup?

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

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

- Create a new backup job for **One Touch Backup**. If you select this, the **New Backup Wizard** will start and you can create a new backup job to be used with the **One Touch Backup** feature
- Select an existing backup job or backup group for **One Touch Backup**. If you select

this, the **One Touch Backup** section of the **Options** window will open and you can select the backup job or group you want to use. This option is disabled when there is no backup job to select.

- Disable this feature (you can activate it back at any time from **Options**). This will disable the **One Touch Backup** feature. You can activate it again from the **One Touch Backup** section of the **Options** window.

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

2.11 How to Use One Touch Backup?

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

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

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

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

2.12 How to Enable Detailed Logging?

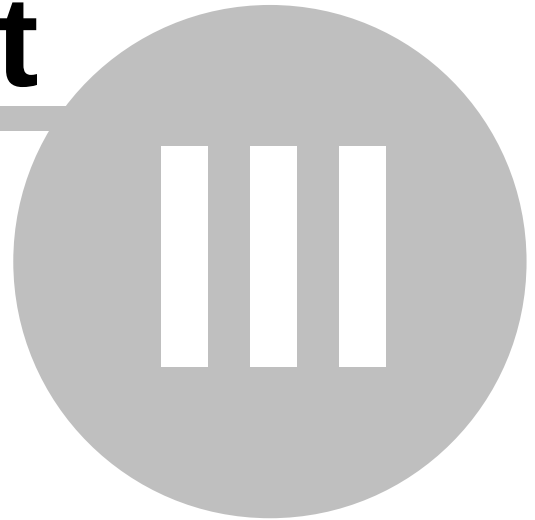
Backup4all allows you to log detailed information about the operations executed (backup, restore or test). Practically, this means that beside the warnings and errors, the log file will contain detailed information about all files handled by the backup, restore or test process.

To enable detailed logging:

- 1) Go to **Tools** menu and open the **Options** window
- 2) Switch to the **Logging** page
- 3) Check the option **Log detailed information**
- 4) Check the option **Include summary in log** (this will included in the log file all the information available from the **Summary** view)
- 5) Additionally you can limit the size of the log folder too. Just select in the **Restricted** to section the maximum values you want to allow the log folder to grow to.
- 6) Click **OK** to close the window and save the changes

FAQ

Part



3 FAQ

3.1 Using Backup4all

1. How can I create a new backup job?

Backup jobs are created by the **New Backup Wizard**. The wizard can be started from the **File**

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

2. How can I copy a backup job (create a new one similar to another)?

Select the backup job you want to copy from the list of available backups. Click the **Create**

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

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

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

- **Show New Files**  is pressed (Ctrl+1)
- **Show Unchanged Files**  is not pressed (Ctrl+2)
- **Show Modified Files**  is pressed (Ctrl+3)
- **Show Excluded Files**  is not pressed (Ctrl+4)
- **Show Deleted Files**  is not pressed (Ctrl+5)

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

- **Show New Files**  is not pressed (Ctrl+1)
- **Show Unchanged Files**  is pressed (Ctrl+2)
- **Show Modified Files**  is pressed (Ctrl+3)
- **Show Excluded Files**  is pressed (Ctrl+4)
- **Show Deleted Files**  is pressed (Ctrl+5)

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

Open the **Options** window, go to the **General** page and check the **Hide empty folders on**

expand all option. After this option is set, the **Expand All** operation () will not show empty folders.

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

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

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

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

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

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

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

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

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

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

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

10. How does Backup4all handle archive bit for backed up files?

By default Backup4all does not modify the archive flag. Backup4all uses its own catalog file (".bkc") to keep track of the new and changed files. The advantage of a catalog is faster backup execution. Another advantage is that you can run Backup4all together with other backup applications because they will not interfere with each other. However if you wish to set the Archive bit, you can choose so from the Type page of the Backup Properties window.

11.Can I backup to tape using Backup4all?

No. The current version does not support tape drives.

12.Can I backup open files with Backup4all?

Yes you can backup open or locked files with Backup4all as long as your system meets some requirements:

- you have Backup4all version 3 (or higher) installed
- you are using Windows XP, Windows 2003 Server or Windows Vista
- the files reside on local NTFS partitions (will not work on shared network drives)
- the Volume Shadow Copy service is running

13.Can I backup registry files?

Yes you can backup registry files with Backup4all as long as your system meets some requirements:

- you have Backup4all version 3 (or higher) installed
- you are using Windows XP, Windows 2003 Server or Windows Vista
- the files reside on local NTFS partitions (will not work on shared network drives)
- the Volume Shadow Copy service is running

Note that you cannot restore registry files for now (restore function will be included in a future version).

14.Can I backup Outlook Express emails and settings?

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

15.How do I restore the default layout for all Backup4all windows?

Open the View menu and select **Restore Default Layout**. This will restore all windows to their original size and position, and will also reset the column order, size and visibility for all grids.

16.Which Operating Systems are Compatible with Backup4all?

Backup4all is compatible with Windows 95/98/ME, Windows 2000, Windows XP, Windows Server 2003, Windows 2003 Small Business Server, Windows NT 4.0 systems and Windows Vista. It is not compatible with Macintosh and Linux systems (you can however try using emulator software for MAC, such as Virtual PC 2004, or for Linux, such as Wine).

17.What security offers Backup4all for my backups?

Backup4all supports AES encryption (128-bit, 192-bit and 256-bit key strength), one of the most secure encryption methods available.

If you want your backups protected, select one of the **Encryption** methods available and define a password of at least 6 characters:

- **Zip (2) compatible encryption** is less secure, but the zip files resulted are compatible with most of the ZIP utilities.
- **AES encryption** provides high security, but the zip files resulted are compatible only with the latest version of the ZIP compatible utilities.

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

18.What happens when I change the backup type?

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

19.How can I set the compression level of the zip files?

Open **Backup Properties**, go to the **Type** page and press **Zip Advanced Settings**. Here you can choose from four compression levels: none, low, medium or high.

20.How can I split a backup across several disks?

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

21.How can I give customized names to the zip files?

Open **Backup Properties**, go to the **Type** page and press **Advanced** button. You can customize the zip file name prefix there.

22.I have used Backup4all for some time now and I have a large number of zip files in the destination. How can I clear them and start over again?

Open the **Backup Properties** window for the backup job. Go to **Advanced** page, check **Run program/action before backup** and choose **<Clear backup>** from the combo. This will delete the backup files in the destination before the execution of the backup job. If you check the **Run only once** option, the **<Clear backup>** action will be executed only once (at next backup execution) and after that it will be disabled. The **<Clear backup>** action has parameters to further customize its functionality.

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

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.

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

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

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

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

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

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

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

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

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

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

29.How can I test older backup versions?

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

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

We don't have any solution to recover your lost password.

If you used **Zip(2) compatible encryption** you could try using a 3rd party zip password recovery application - depending on the length of your password there is a chance to recover your password.

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

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

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

window that opens click on Set password and enter the password for the current logged in user. We do not save your password but it is needed in order to set up the scheduled task in the **Windows Task Scheduler**.

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

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

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

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

- in the **Filters** window of the backup/restore wizard click on **Add** (in the include or exclude filter) to open the **Edit file filter** item window
- check the option **Filter by name** and **Filter folder names** also
- in the **Filter** field, enter the directory name that you want to filter in the following format: ***\directory_name***. Backup4all will apply the filter to all the directories that are called **directory_name**. If you want to apply the filter to directories containing a specific word, you must enter it in the following format ****keyword****. Now Backup4all will apply the filter to all the directories that have the word keyword in their names. Once you've written the desired combination, press on **Add** and then **Ok** to apply the filter.

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

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

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

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

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

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

35.How can I restore one or more files?

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

version using the right-click menu (as mentioned above).

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

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

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

Sometimes we need to restore files from an older backup version. To do this open the **Restore**



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

38.How can I restore everything?



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

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



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

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

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

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

Backup4all creates standard zip files that can be extracted with 3rd party zip programs. However, when using the **Create Independent Splits** option and backing up a file big enough to be split into more than one zip file, you will need to perform an additional operation if you want to restore that file manually (without using Backup4all).

Steps in restoring a split file from independent zip archives:

- Unzip the backup that was created by Backup4all. Assuming that the initial file was called music.wav, if the file was split in 2 parts you'll have 2 files called music1.wav and music2.wav. The split files need to be combined so that you have the entire original file, music.wav. Open the Windows command prompt (Start->Run, type cmd and press Enter).

- Using the command copy (write copy/? and press Enter to see the help for this function) write copy music1.wav /b + music2.wav /b music.wav (first two files are the sources, last file is the destination) and press Enter. Note that you have to be in the folder where the source files are in order for it to work.

42.Does Backup4all work with dual layer/double layer DVDs?

For now Backup4all cannot write to dual layer (DVD-R DL) or double layer (DVD+R DL) DVDs. We will add this functionality in a future release of Backup4all.

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