

# Using QuickBackup

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## SUPPORT

For fast and accurate help, please have the following ready when you contact McAfee:

- Program name and version number
- Type and brand of your computer, hard drive, and any peripherals
- DOS type and version
- Network name, operating system, and version
- Contents of your AUTOEXEC.BAT, CONFIG.SYS, and system LOGIN script
- Specific steps to reproduce the problem.

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## Who Should Read This Book

*Using QuickBackup* contains guidelines and procedures for anyone interested in safely and effectively backing up their valuable information. Whether you are a new computer user or an experienced network administrator, this manual contains all you need to know about backing up and restoring your files.

After reading this chapter, you will:

- Know how this manual is organized
- Become familiar with the notation and conventions
- Understand the basics of online navigation
- Know the QuickBackup documentation set
- Understand Windows 95 operating assumptions.

For more information, see:

- “What You’ll Find in This Book” on page 7
- “Conventions and Notation” on page 8
- “Documentation” on page 11
- “Operating Expectations” on page 12.

# What You'll Find in This Book

*Using QuickBackup* contains guidelines and procedures for backing up important information safely and efficiently, covered in the following topics:

## **Before you begin**

Chapter 1, “About This Document,” describes how this manual is organized and explains the conventions and notations used.

Chapter 2, “Storage Management,” provides a general description of the features and functions of QuickBackup.

## **Installation and configuration**

Chapter 3, “Installation,” describes installing QuickBackup and ImageStor.

Chapter 4, “Configuration Wizard,” provides instructions for defining or changing backup parameters using the Configuration Wizard.

Chapter 5, “Protection Manager,” provides instructions for using Protection Manager’s advanced backup configuration features.

Chapter 6, “ImageStor,” describes hard drive imaging procedures.

## **Backing up and restoring data**

Chapter 7, “Backing Up Files On Demand,” covers on-demand backups.

Chapter 8, “Restoring Files,” provides instructions for restoring data.

## **LAN reference**

Chapter 9, “LAN Setup,” describes configuring QuickBackup in a LAN environment.

# Conventions and Notation

Each chapter in *Using QuickBackup* is designed to provide information on specific tasks in a step-by-step format.

## Procedures

Procedures describe how to perform specific actions. Procedures begin with an introductory paragraph, followed by step-by-step actions. Screen captures are used to illustrate what you should be viewing in QuickBackup as you proceed.

There are usually many ways to accomplish specific tasks. Generally, procedures detail the most direct way to perform a task, and include references to alternative methods.

Procedures use the following format:

### Step

### Action

1. Numbered steps tell you what action to take.

**Response:** Tells how the system responds to the actions you take.

**Action:** Tells what further action, if necessary, you need to perform to complete the step.

## Information references

Distinct notation is used throughout this manual to aid in following procedures or identifying specific commands. Special conventions are used for keyboard, notation, menu commands, button commands, file and path names, author notes and text notes.

*Key notation.* This notation represents a key or a combination of keys on the keyboard you press to perform a function. The keys to be used are spelled as they appear on the keyboard in a serif font. If you must use a combination of keys, these are connected by a “+” (plus) sign.



Example: press the **ENTER** key. Or, press **SHIFT + F10**.

*Menu commands.* Menu commands are noted with bold type; hierarchical menu command levels are separated by a slash. “Choose” is used to execute menu commands.

Example: Choose **Actions/Backup Now**.

*Option commands.* Option buttons, check boxes, labeled text boxes, group boxes and other option controls are enclosed by angle brackets (< >). “Select” is used for option buttons or tabbed Properties pages. “Activate” is used to enable check boxes.

Example: Select <Backup when your computer is idle>.

Example: Activate <Use PASV mode>.

*Button commands.* Configuration Wizard, tabbed Properties pages, and toolbar buttons are noted by bold type. “Click” is normally used to execute button commands.

Example: Click the **Backup Now** toolbar button.

Example: Click **Next>** to continue.

*File or path names.* File or directory path names are indicated by a serif font in all capital letters. Internet Uniform Resource Locator (URL) addresses are shown in a lower case serif font.

Example: The directory is **C:\PROGRAM FILES\MCAFEE\**Example: The URL is **http://www.mcafee.com**.




This note contains important reference information.

*Author note.* The author note provides references to information in the current chapter, a different chapter, or another manual. The author note appears in the left sidebar.

*Text note.* The text note emphasizes important information about options, functions, procedures, or cautions.

Example:

 *You must have an Internet connection (dial-up or direct access) to use an FTP server as your backup repository.*

## Online navigation

*Using QuickBackup* is written in a conventional format, covering subject matter in a logical and sequential manner. Though designed as an online manual, it can be printed for reference.

The manual is presented in Adobe Systems Incorporated Portable Document Format (PDF) and is opened by Adobe's Acrobat™ Reader, included with your QuickBackup software. In Portable Document Format, online files are read-only. Therefore, you will not see the traditional arrow cursor. Instead, you will see a "hand" cursor.

The Acrobat Reader includes menu commands and toolbar buttons to help you navigate through the online document. You should take a few minutes to become familiar with the Acrobat Reader conventions. The Acrobat Reader also includes an online Help file, found in the Help menu.

Online documents feature hypertext navigation. Hypertext enables linking of specially identified text elements, or "hotspots," to specific or related topics located elsewhere in the document. Hypertext appears in the same typeface as normal text, but is light green in color. When you move the Acrobat Reader hand cursor over a hypertext element, the open hand turns into a "pointing" hand with the index finger extended; by double-clicking on the hotspot text, you move or "jump" directly to the identified topic.

Example:

See ["Operating Expectations" on page 12](#) for more information.

# Documentation

The QuickBackup documentation set is designed to provide guidelines and procedures for effectively configuring your backup and restore operations. The documentation set includes the following:

- QuickBackup QuickStart card (included only in boxed software)
- **WHATSNEW.TXT**
- **README.TXT**
- *Using QuickBackup*
- QuickBackup online Help

The QuickStart card is a reference card included in the software package, designed to aid in QuickBackup installation.

**WHATSNEW.TXT** is an electronic text file containing information about QuickBackup and ImageStor.

**README.TXT** is an electronic text file that contains licensing agreements and information about McAfee Associates, Inc.

*Using QuickBackup* is this online manual that contains instructions for backing up and restoring information.

The QuickBackup online Help file contains reference information, procedures, and context-sensitive information about Configuration Wizard and Protection Manager features and functions. To view QuickBackup online Help, choose **Help/Help Topics** from the Protection Manager primary window. To view context sensitive Help topics, choose **Help/What's This?**. To view context-sensitive Help for any Configuration Wizard page, click **Help** or press **F1**.

ImageStor also contains a Help file. To access this from the ImageStor primary window, select the Help tab.

# Operating Expectations

QuickBackup requires the Windows 95 operating system and integrates many Windows 95 features to provide a seamless interface for backing up and restoring your information. You should be familiar with all basic aspects of Windows 95 operations, capabilities, and conventions, and have a working knowledge of:

- Windows 95 desktop and taskbar
- My Computer and Windows Explorer views
- Keyboard commands and two-button mouse operation
- Windows 95 desktop controls and operations, including Cut, Copy, and Paste; drag and drop operations; and multiple folder or file selection
- Directory (folder) and file naming conventions and management
- Context menus and properties sheets
- Windows 95 Registry.

## Storage Management Overview

QuickBackup is McAfee's backup and data management utility for Windows 95. It provides a simple and effective method for protecting data through a variety of easy to use features including:

- Backup to a local hard drive, a SCSI tape drive, a network drive, or an FTP server on the Internet
- Backup on demand or by automated schedule
- Seamless integration with the Windows 95 interface
- Backup by Windows 95 desktop controls and operations
- Backup status reporting by screen displays or designated log files
- Hard drive imaging for emergency system reboot or restoration.

After you read this chapter, you will be familiar with storage management concepts and QuickBackup features, components, and operations.

See the following topics:

- [“Backing Up Information” on page 14](#)
- [“Features and Benefits” on page 15](#)
- [“About Personal Storage Management” on page 16](#)
- [“Data Compression” on page 19](#)
- [“Data Encryption” on page 20](#)
- [“McAfee Personal Vault” on page 21](#)
- [“Where to Go from Here” on page 22.](#)

## Backing Up Information

Whether you use the Configuration Wizard or the advanced features of the Protection Manager, all backup operations consist of the following basic parameters, which you define:

- Where you want to back up your information (the repository)
- Which files you want to back up
- When you want backups to occur.

These parameters do not have to be defined in any particular order. The Configuration Wizard presents them in a logical sequence and provides recommended default settings.

When you define your backup parameters, QuickBackup creates a configuration file that retains and uses these settings as the default. You can change your backup configurations at any time through the Configuration Wizard or the Protection Manager. These topics are covered in more detail in [Chapter 4, “Configuration Wizard,”](#) and [Chapter 5, “Protection Manager.”](#)

Use the Configuration Wizard to define your initial backup settings. The Configuration Wizard is designed to protect your entire hard drive. As you become more comfortable with QuickBackup, you can experiment with the advanced features of the Protection Manager, which offers backup settings at the folder or file extension level.

You should restore your files occasionally to verify you are getting the results you desire. QuickBackup provides very powerful, easy-to-use tools to back up your information. This ease of use can result in accidentally altering your backup configurations.

## Features and Benefits

QuickBackup offers a fast, easy, and reliable method of backing up and restoring your data. The table below outlines the key features and benefits of QuickBackup.

Key Features	Benefits
Backup to repositories of your choice: local drives, network drives, SCSI tape drives, or FTP servers on the Internet.	Provides a variety of backup options for flexibility and accessibility. Additional backup hardware is optional.
Ease of use	Perform on-demand backup and restore operations using standard Windows drag and drop features, Explorer context commands, or you can automate backups to run on a regular schedule.
Flexible backup protection	Configure your backups to suit your needs and preferences. Backup at the drive, folder, or file level. Include or exclude specific file types.
Express or Custom Setup	The Configuration Wizard walks you step-by-step through selecting files to back up, selecting the location for storing backed up files, and scheduling backups. The Configuration Wizard offers a quick global setup to back up your entire hard drive.
Advanced backup configurations	Protection Manager provides advanced backup configuration features at the folder or file extension level. You can define multiple backup configurations or locations, define backups on a drive, folder, or file level, and set automatically scheduled backups.
Hard drive imaging and disaster recovery	ImageStor copies your entire hard drive and system configuration. You can recover from a hard drive crash or re-format a new hard drive.

## About Personal Storage Management

QuickBackup includes features that provide efficient and easy to use information management and protection, including:

- QuickBackup to back up and restore your information
- ImageStor to create image copies of your entire hard drive
- Repository “virtual folder.”

These features are described in the following sections.

### QuickBackup

QuickBackup configures your backup operations through two methods:

- The Configuration Wizard
- Protection Manager.

The first time you run QuickBackup, the Configuration Wizard is invoked to establish default backup parameters. The Configuration Wizard is designed to operate from a “top down” approach to back up your entire hard drive by offering intelligent default settings. “Top down” means that Configuration Wizard will automatically include all contents of your hard drive, depending on repository space available. The Configuration Wizard also can be accessed at any time to change backup parameters.

The Protection Manager is the main application (**.EXE**) of QuickBackup. Except for the first time you run QuickBackup, the Protection Manager appears whenever QuickBackup is opened. Protection Manager provides advanced features for defining backup configurations at the folder or file extension level, defining backup parameters from the “bottom up.” In other words, Protection Manager defines backup parameters based on individual files or folders. Protection Manager also provides capabilities to define multiple backup configurations or destinations.

You make configuration changes in Protection Manager by means of menu commands and toolbar buttons. The Protection Manager column headings feature “toggle” action to change settings by mouse clicks. This feature allows file extension types to be included or excluded from backup configurations.



Configuration Wizard is designed to meet the backup needs of most users, while Protection Manager provides the power user with advanced capabilities.

QuickBackup runs only one instance at a time. That is, you cannot open the application multiple times. Therefore, the current configuration, whether defined via Configuration Wizard or Protection Manager, determines the default configuration QuickBackup uses for all on-demand or regularly scheduled backups.

The Configuration Wizard guides you step-by-step through changing:

- Where data is stored (the repository)
- Which files are backed up
- When the backup occurs.

For your convenience, Configuration Wizard also offers options to change all of the above configurations at any given time.

Whether you make changes to your backup configuration through Configuration Wizard or Protection Manager, the most recent changes become the default for all on-demand or automated backups. However, if you do not save these changes when closing the application, QuickBackup reverts to the previous saved backup configuration.

## ImageStor

ImageStor is a DOS-based program designed for hard drive recovery or restoration. ImageStor creates an image or “clone” of your hard drive, including all system configurations, partitions and logical drives. This image can be directly substituted for the original hard drive, with no reinstallation of the operating system or applications. ImageStor creates an image of your entire hard drive, rather than performing a file-by-file backup.

You can also use ImageStor to create an emergency bootable diskette that contains the DOS operating system, a mouse driver, an ASPI SCSI driver, and all necessary ImageStor application files. In the event of a hard drive failure, this diskette can be used to boot your computer and use ImageStor to access your hard drive image on your repository. You can then restore your entire hard drive without reinstalling any system software.

## Repository Virtual Folder

Your backup repository appears as the QuickBackup Repository in the My Computer view. The repository appears as a “virtual folder” rather than a drive letter, and shows any drives that have had files backed up.

When the repository virtual folder is selected in the My Computer left panel, the right panel heading will be “Drive.” Anything below that level in the folder will display in the standard Explorer view.


The repository virtual folder behaves like any other folder on your hard drive. You can open it to view the contents, select files and display context menus or Properties sheets, drag files to or from the folder for back up or restore operations, or use the Explorer menus for backup or restore. This information is covered in greater detail in [Chapter 7, Backing Up Files On Demand](#) and [Chapter 8, “Restoring Files.”](#)

## Data Compression

QuickBackup provides the option to compress your data to optimize your backup configuration. Data compression can be used for any backup media, but is selected by default if you choose an FTP server as your backup repository.

Compression works at the binary level by eliminating gaps, empty fields, redundant, or unnecessary data so that most files can be reduced by up to 50 percent. This is a very useful feature, enabling you to maximize use of your backup repository allocated space. None of your information is altered or reformatted in the compression process. When decompressed, your files appear in their original format.

Since data compression and encryption work at the binary level, they can work together to maximize storage and protection of your files. QuickBackup offers the ability to use these features together or independently through both Configuration Wizard and Protection Manager.


 *If you restore files using Explorer click and drag, they will not be decompressed. You must use mouse right-click or the file properties page restore feature to decompress files.*

## Data Encryption


QuickBackup provides the option to encrypt your data to offer a high level of security and protection. Encryption guarantees the privacy and security of your data; no one can view your data without the proper access key.

Data encryption enables you to secure your data, making it inaccessible and unreadable to other parties. Encryption, like compression, works at the binary level, rearranging the bits into an unreadable form. Encryption involves the use of algorithms to convert data into a code or cipher.

When you encrypt your data, you provide a “key” that is necessary to decipher your data. The encryption key functions similar to a password, but is more secure; no systems administrator can access your key through login scripts. This feature is necessary to ensure that your data is totally protected. This also means that, if you lose the encryption key, or reinstall a new version of QuickBackup without using the same key that you backed up with, you also lose access to your encrypted data—forever.

 **WARNING:** *If you lose your encryption key or reinstall QuickBackup without first restoring your data, you will lose access to your data PERMANENTLY. Data that is encrypted MUST be decrypted with the same key.*

Since both data compression and encryption work at the binary level, they can work together to maximize storage and protection of your files. QuickBackup offers the ability to use these features together or independently through both Configuration Wizard and Protection Manager.

 *If you restore files using Explorer click and drag, they will not be unencrypted. You must use mouse right-click or the properties page restore feature to unencrypt files.*

## McAfee Personal Vault

McAfee now offers the Personal Vault, an Internet FTP storage service for QuickBackup users. To access the McAfee Personal Vault, you must have Internet access and a World Wide Web browser.

You can find more information about the McAfee Personal Vault at the McAfee World Wide Web home page. Make sure your Internet connection is active, then use one of the following methods:

- From the Windows 95 taskbar, choose **Start/Programs/QuickBackup/McAfee Vault SignUp**.
- From the desktop, choose the My Computer or Windows Explorer view. Choose the path **C:\PROGRAM FILES\MCAFEE\QUICKBACKUP**, then double-click on **MPV.HTM**.
- From your Internet World Wide Web browser, enter the Uniform Resource Locator (URL) **<http://www.mcafeestore.com>**.

When you install QuickBackup, you have the option to sign up for the McAfee Personal vault service. You can also sign up for the McAfee Personal vault at any time. From the Windows 95 taskbar, choose **Start/Programs/QuickBackup/McAfee Personal Vault SignUp**.

## Where to Go from Here

The table below shows where you can find instructions for the task you want to perform.

If you want to. . .	See. . .
Install QuickBackup	<a href="#">Chapter 3, Installation</a>
Define or change backup configurations for your entire hard drive	<a href="#">Chapter 4, Configuration Wizard</a>
Define or change backup configurations at the file or folder level	<a href="#">Chapter 5, Protection Manager</a>
Create or restore a hard drive image	<a href="#">Chapter 6, ImageStor</a>
Perform on-demand backups	<a href="#">Chapter 7, Backing Up Files On Demand</a>
Restore data	<a href="#">Chapter 8, Restoring Files</a>
Review LAN repository options	<a href="#">Chapter 9, LAN Setup</a>

## Installation Overview

This chapter provides a review of QuickBackup system requirements and complete instructions for installing QuickBackup and ImageStor. This chapter contains the following topics:

- “System Requirements” on page 24
- “Installing QuickBackup” on page 25
- “Installing ImageStor” on page 33.

## System Requirements

QuickBackup has the following system requirements:

- CPU running Windows 95
- At least 4 megabytes available hard drive space
- A 3.5-inch high-density disk drive
- Backup storage devices to include: a local or removable hard drive, SCSI tape drive, optical drive, or network share drive.

If you want to use an FTP server on the Internet as your backup repository, you must have:

- Internet access (direct or dial-up)
- An account with at least one FTP site.

ImageStor has the following system requirements:

- DOS 6.x or later
- 1 megabyte available hard drive space
- Drive image storage devices to include: 3.5-inch high-density disk drive, SCSI tape drive, SCSI/IDE drive, or network share drive.



## Installing QuickBackup


To install QuickBackup, follow the procedure below. You can stop the installation procedure at any time by clicking the **Cancel** button. No QuickBackup components will be installed if you exit the installation.

Step	Action
1.	With Windows operating, close all other applications.
2.	Insert the QuickBackup installation Disk 1 into drive <b>A</b> , or the CD-ROM into drive <b>D</b> . If you are installing from a BBS download, open the QuickBackup Disk 1 folder.
3.	From the Windows 95 taskbar, choose <b>Start/Run</b> .
4.	Type the following command in the Run dialog box:

**X:** \SETUP (where X is the drive containing the install disk)

If you are installing from a BBS download, open the file **SETUP.EXE**.

**Response:** QuickBackup prepares the InstallShield Wizard to guide you step-by-step through the installation process.


 *This procedure follows a typical BBS install, which proceeds through the installation without interruption. If you are installing from 3.5-inch disks, you will be prompted by the InstallShield Wizard at certain steps to remove the current install disk and insert the next appropriate disk.*

The QuickBackup Install window is displayed.

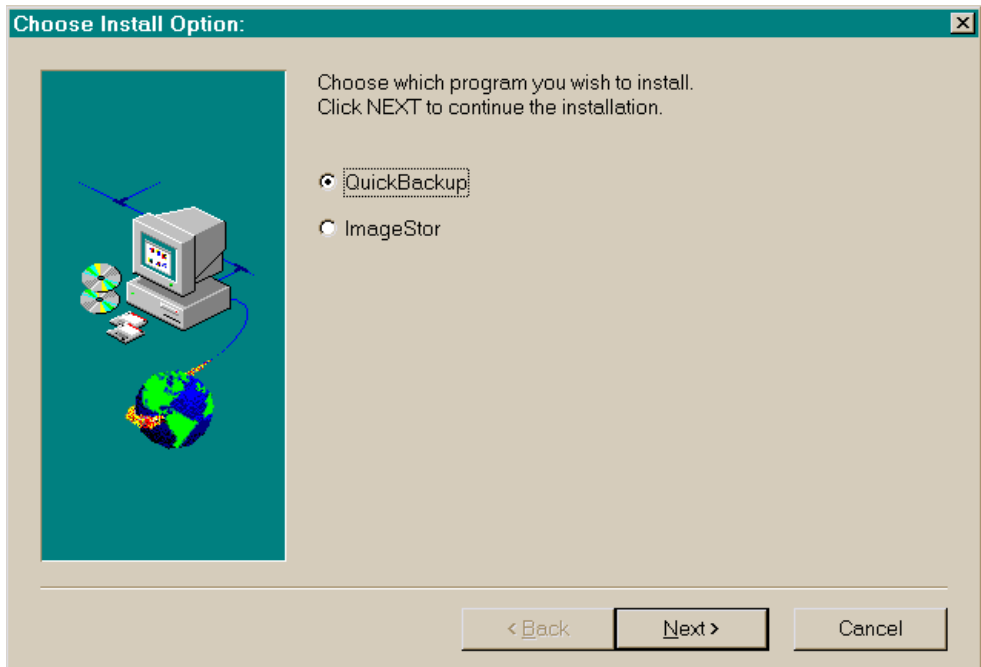


**Figure 3-1. InstallShield QuickBackup/ImageStor Install**

5. Click **Next>** to begin installation. Click **Cancel** to exit the installation.

 *At each installation window, you are given the option to continue installation by clicking **Next>** or stopping the installation by clicking **Cancel**. Some windows have a **<Back** button to allow you to review or revise installation parameters before proceeding.*

**Response:** The Choose Install Option window is displayed.



**Figure 3-2. InstallShield Choose Install Option**

6. Select <QuickBackup>. Click **Next>** to continue.

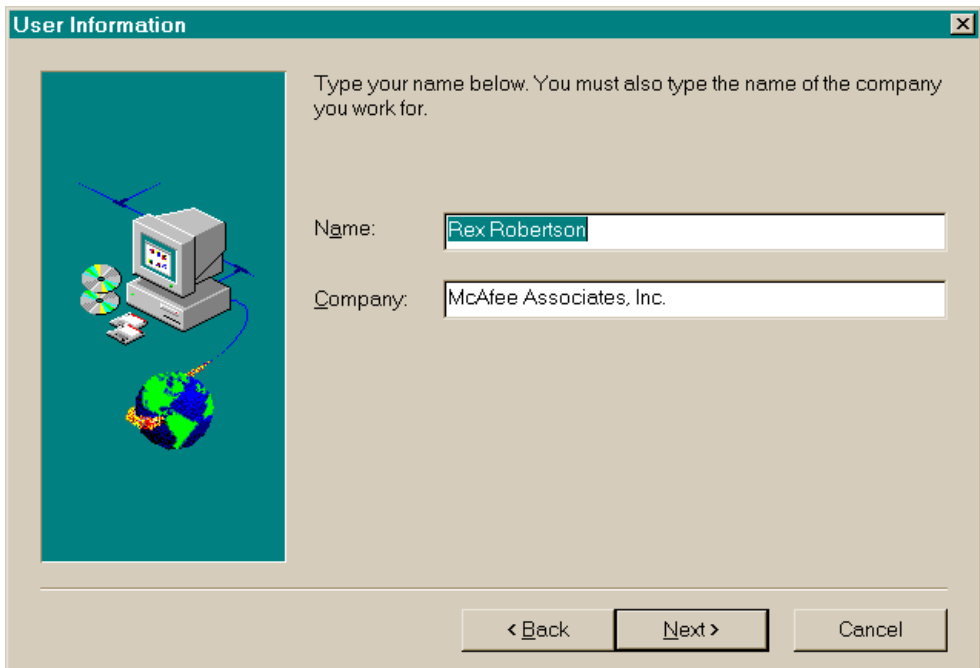
**Response:** The Welcome window is displayed.



**Figure 3-3. InstallShield Welcome to QuickBackup Setup**

7. Click **Next>** to continue.

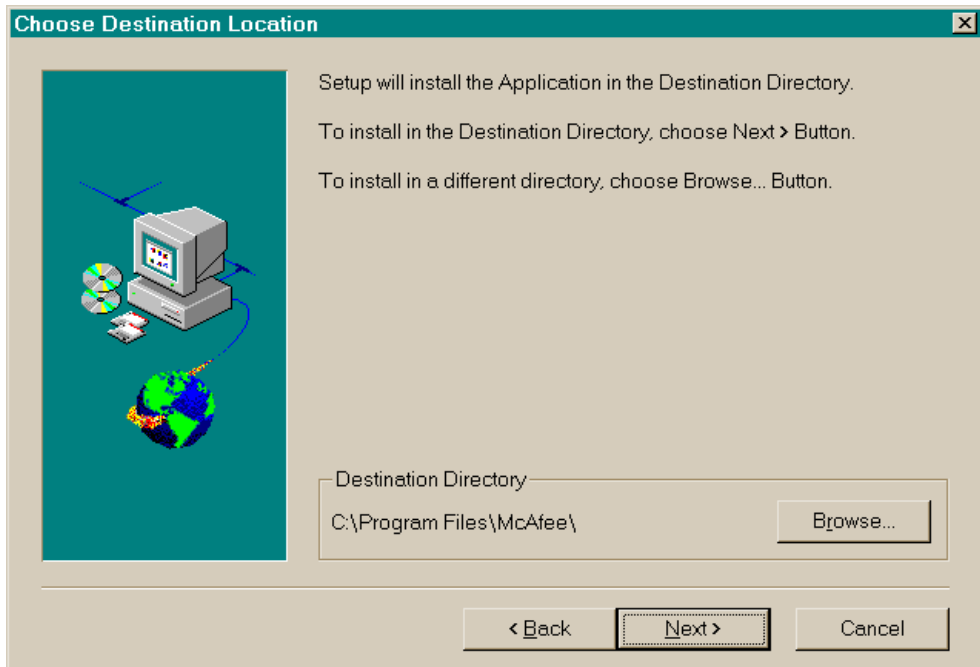
**Response:** The User Information window is displayed.



**Figure 3-4. InstallShield User Information**

8. Type your name and company (if applicable), then click **Next>** to continue. Click **<Back** to return to the previous window.

**Response:** The Choose Destination Location window is displayed.



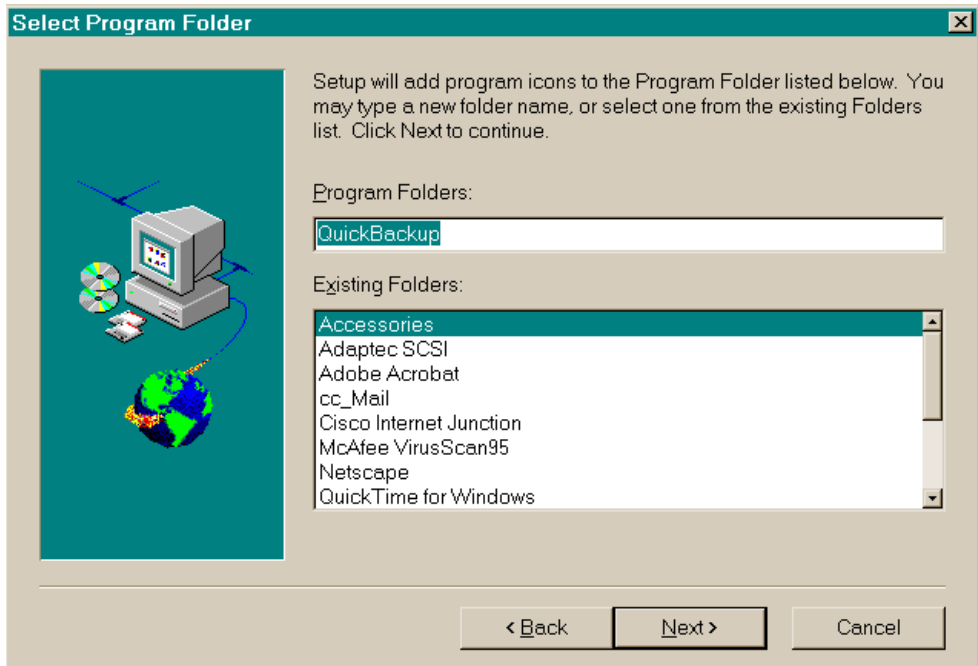
**Figure 3-5. InstallShield Choose Destination Directory**

9. Click **Next>** to install in the recommended destination directory

**C:\PROGRAM FILES\MCAFEE\QUICKBACKUP**


or click **Browse** to select a different drive and directory. After determining the destination directory, click **Next>** to continue.

**Response:** The Select Program Folder window is displayed.

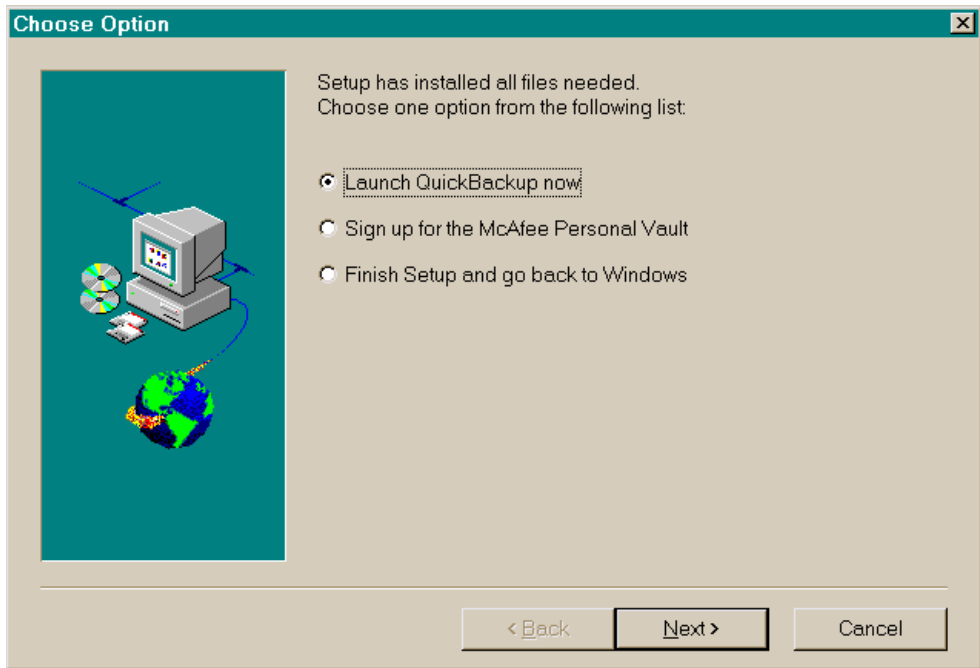


**Figure 3-6. InstallShield Select Program Folder**

10. Select the Program Folder where you want program icons to appear. You can accept the default of **QUICKBACKUP**, type in a new folder name, or select an existing folder from the list. Then, click **Next>**.

 *If you have a SCSI tape drive installed, QuickBackup will present the option to select this as your backup repository. Click **Yes** to accept the tape drive as your backup repository. Click **No** to select a different repository.*

**Response:** The Choose Option window is displayed after you have designated the program folder.



**Figure 3-7. InstallShield Choose Option**

11. Select one of the following options:
  - Select <Launch QuickBackup now> to define your backup configuration ; see [Chapter 4, “Configuration Wizard.”](#)
  - Select <Sign up for the McAfee Personal Vault> to designate an FTP server as your backup repository.
  - Select <Finish Setup and go back to Windows> to return to Windows. You can launch QuickBackup at any time.


Click **Next>** to complete the installation. Click **Cancel** to exit the installation (no QuickBackup components will be installed).




## Installing ImageStor

ImageStor is installed by QuickBackup InstallShield Wizard, so the first steps in the procedure are the same as installing QuickBackup. You can stop the installation procedure at any time by clicking **Cancel**. No ImageStor components will be installed if you exit the installation. To install ImageStor, follow the procedure below.

You need a blank, formatted 3.5-inch high-density disk for ImageStor to create the hard drive image.

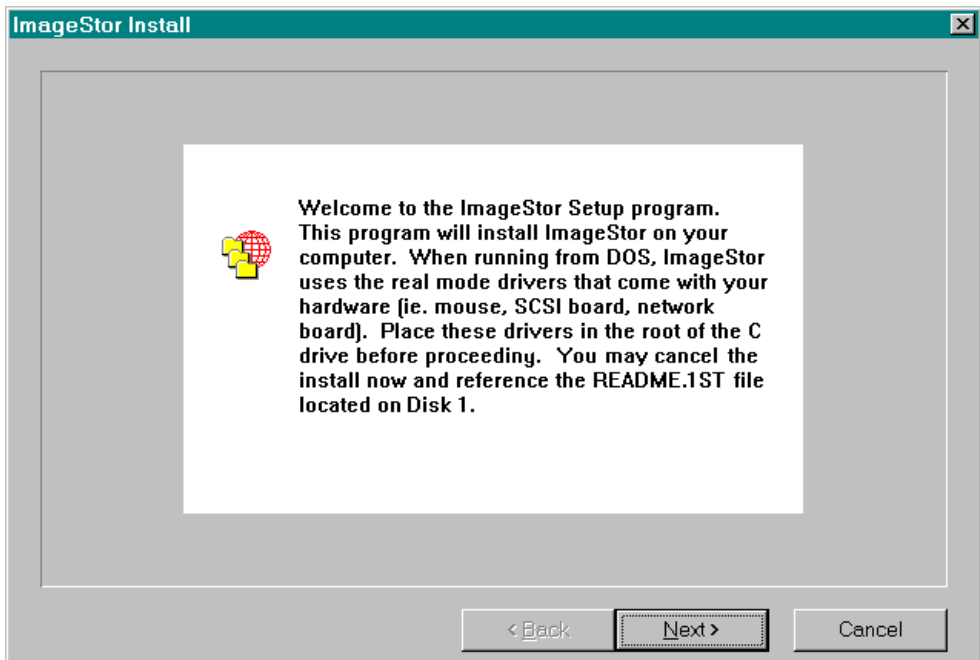
Step	Action
1.	With Windows operating, close all other applications.
2.	Insert the QuickBackup installation Disk 1 into drive <b>A</b> , or the CD-ROM into drive <b>D</b> . Or, if you are installing from a BBS download, open the QuickBackup Disk 1 folder.
3.	From the Windows 95 taskbar, choose <b>Start/Run</b> .
4.	Enter the following command in the Run dialog:  <b>X:\SETUP</b> (where X is the drive containing the install disk)  If you are installing from a BBS download, open the file SETUP.EXE.  <b>Response:</b> QuickBackup prepares the InstallShield Wizard to guide you step-by-step through the installation process.   <i>This procedure follows a typical BBS install, which proceeds through the installation without interruption. If you are installing from 3.5-inch disks, you will be prompted by the InstallShield Wizard at certain steps to remove the current install disk and insert the next appropriate disk.</i>  The QuickBackup Install screen is displayed (see Figure 3-1 on <a href="#">page 26</a> ).  5. Click <b>Next&gt;</b> to begin installation. Click <b>Cancel</b> to exit the installation.

 At each installation window, you are given the option to continue installation by clicking **Next>** or stopping the installation by clicking **Cancel**. Some windows have a **<Back** button to allow you to review or revise installation parameters before proceeding.

**Response:** The Choose Install Option window is displayed (see Figure 3-2 on [page 27](#)).

6. Select <ImageStor>. Click **Next>** to continue.

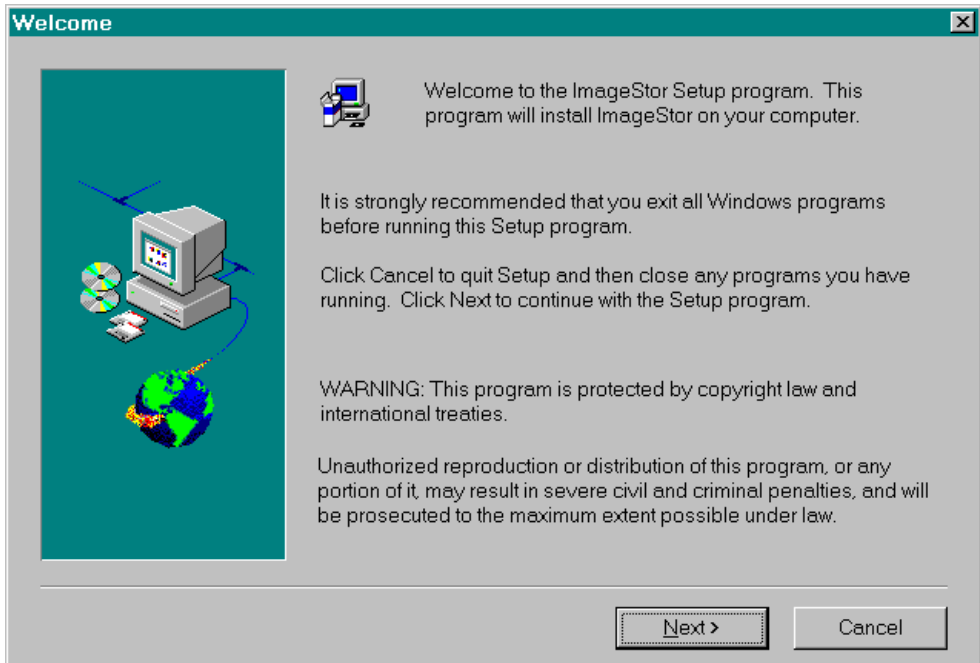
**Response:** The ImageStor Install Welcome screen is displayed.



**Figure 3-8. InstallShield ImageStor Install**

7. Click **Next>** to continue.

**Response:** The Welcome to ImageStor Setup screen is displayed.

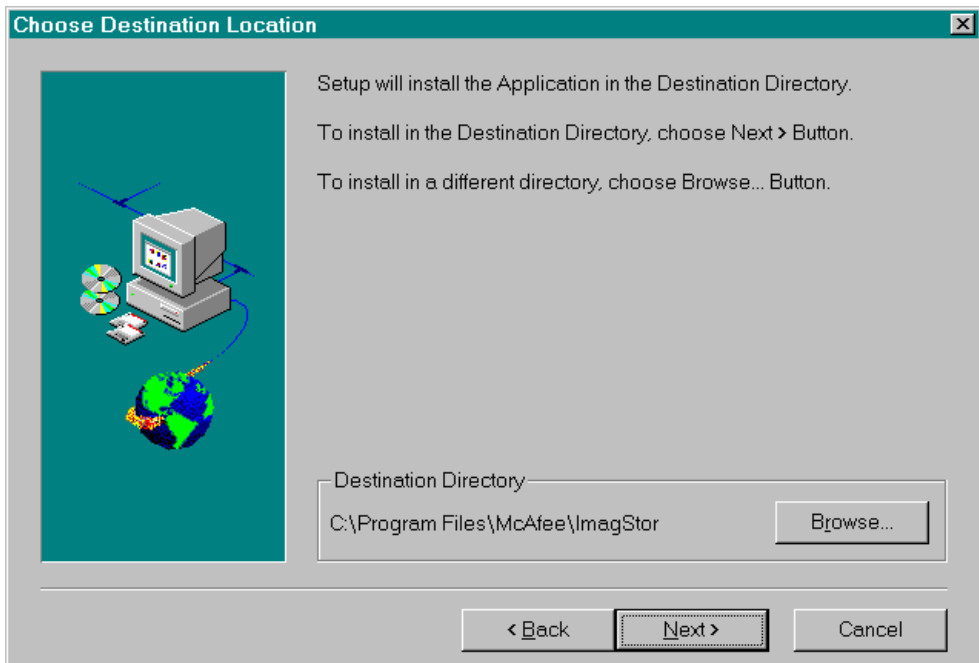


**Figure 3-9. InstallShield Welcome to ImageStor Setup**

**Response:** The User Information window is displayed (see Figure 3-4 on page [page 29](#)).

8. Type your name and company (if applicable), then click **Next>** to continue. Click **<Back** to return to the previous page.

**Response:** The Choose Destination Location window is displayed.



**Figure 3-10. InstallShield Choose Destination Location**

9. Click **Next>** to install in the recommended Destination Directory

**C:\PROGRAM FILES\MCAFEE\IMAGSTOR**

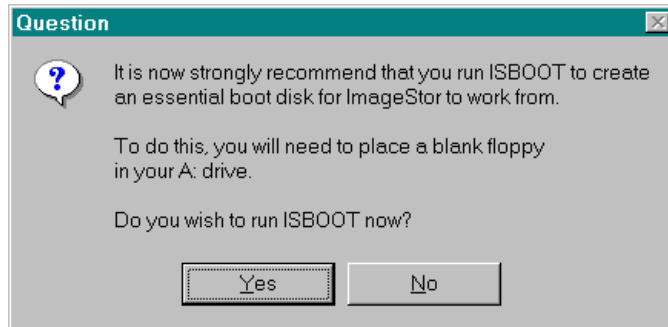
or, click **Browse** to select a different drive and directory. After determining the Destination Directory, click **Next>**.

**Response:** The Select Program Folder window is displayed (see Figure 3-6 on page [page 31](#)).

10. Select the Program Folder where you want program icons to appear. You can accept the default of **QuickBackup**, type in a new folder name (such as ImageStor), or select an existing folder from the list. Then, click **Next>**.

*Although a stand-alone product, ImageStor is installed by the QuickBackup InstallShield Wizard. By default, the InstallShield Wizard will place the ImageStor application files in the QuickBackup folder.*

**Response:** When installation is complete, the Question window is displayed.

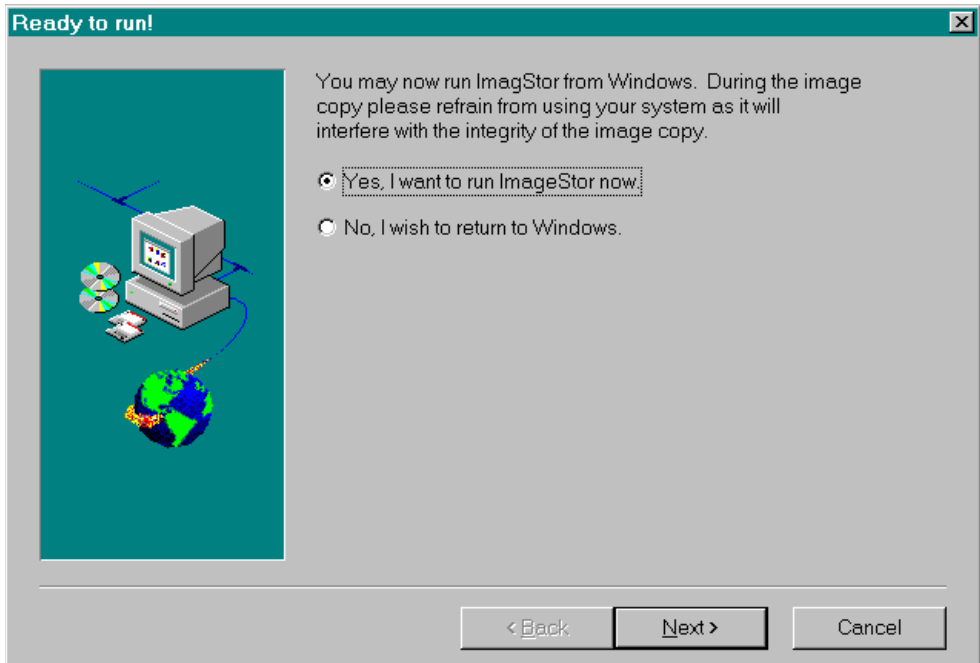


**Figure 3-11. ISBOOT question**

11. Remove the QuickBackup installation disk from drive **A** and insert the blank, formatted 3.5-inch high-density diskette into drive **A**. Click **Yes** to create the essential boot diskette.

Click **No** to run ISBOOT at a later time. You must open ImageStor to create the essential boot diskette.

12. The Ready to run! window is displayed.



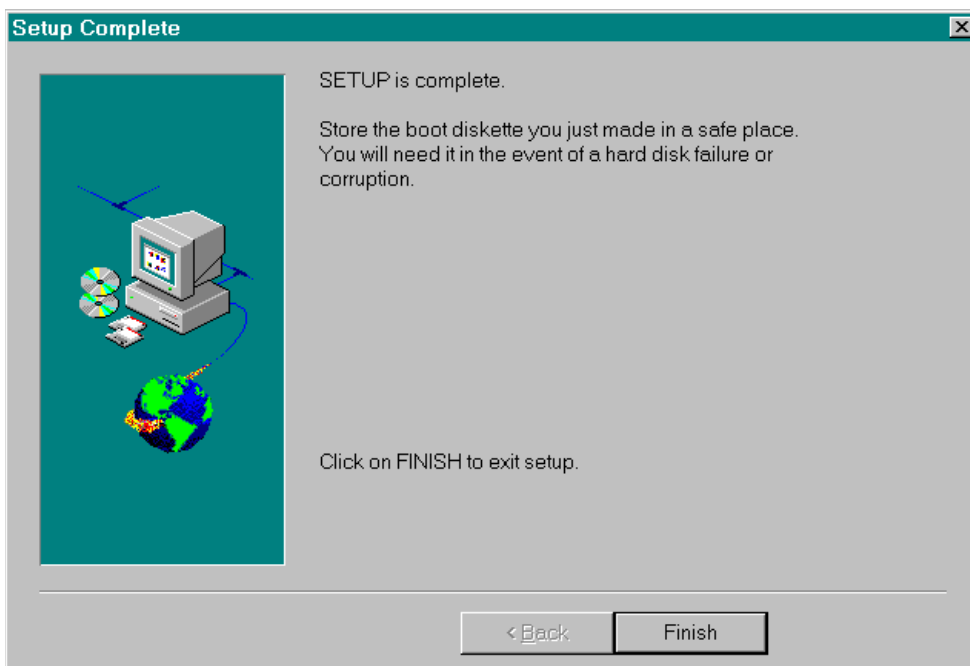
**Figure 3-12. InstallShield Ready to run**

13. Select <Yes, I want to run ImageStor now.> to start ImageStor. ImageStor copies an image of your hard drive that contains **AUTOEXEC**, **CONFIG.SYS**, and any driver files required to properly boot your system and places this image on the 3.5-inch disk. For more information, see [Chapter 6, "ImageStor."](#)

Select <No, I wish to return to Windows.> to return to Windows without starting ImageStor.

Click **Next>** to continue.

14. The Setup Complete window is displayed.



**Figure 3-13. InstallShield Setup Complete**

15. Click **Finish** to exit the ImageStor setup. Store your recovery boot diskette in a safe place.

## Where to Go From Here

Now that you've installed QuickBackup, you should define your backup configuration and back up your data. Review the table below to find where to go next.

If you want to. . .	See. . .
Set up initial backup parameters with Configuration Wizard, or redefine parameters for your entire hard drive	<a href="#">Chapter 4, Configuration Wizard</a>
Redefine backup parameters at the folder or file level	<a href="#">Chapter 5, Protection Manager</a>
Create or restore a hard drive image	<a href="#">Chapter 6, ImageStor</a>
Perform on-demand backups	<a href="#">Chapter 7, Backing Up Files On Demand</a>
Restore files	<a href="#">Chapter 8, Restoring Files</a>
Configure LAN repositories	<a href="#">Chapter 9, LAN Setup</a>



## Configuration Wizard Overview

This chapter contains instructions for setting up your initial backup settings using the Configuration Wizard. You can also use the Configuration Wizard at any time to change your backup settings. After you read this chapter, you will know how to:

- Define initial backup parameters by Express Setup
- Define initial backup parameters by Custom Setup
- Change backup parameters using Configuration Wizard.

You have the option of running the Configuration Wizard immediately after installing QuickBackup. If you do not start QuickBackup immediately following installation, you can open QuickBackup later from the Windows Explorer. Double-click on the QuickBackup application, or choose **Start/Programs/QuickBackup/QuickBackup** from the Windows 95 taskbar.

The first time you run QuickBackup, the Configuration Wizard walks you step-by-step through Express or Custom Setup. Express Setup is designed to quickly designate a backup repository and back up your entire hard drive. Custom Setup allows you to configure your backup in more detail; in addition to defining your backup repository, you can designate certain types of files to be included or excluded from backup, as well as automate future backups to run on a pre-determined schedule.

For more information, see:

- [“Configuration Wizard Express Setup” on page 42](#)
- [“Configuration Wizard Custom Setup” on page 52](#)
- [“Using Configuration Wizard to Change Backup Settings” on page 66.](#)

## Configuration Wizard Express Setup

When you install or launch QuickBackup for the first time, the Configuration Wizard walks you through your initial backup definition. The Configuration Wizard is designed to back up your entire hard drive.

When you choose Express Setup, the Configuration Wizard automatically:

- Presents available repository options
- Scans and analyzes your current drive space usage
- Selects your entire hard drive for backup
- Selects which type of files to backup, based on how much space is available on your backup destination.

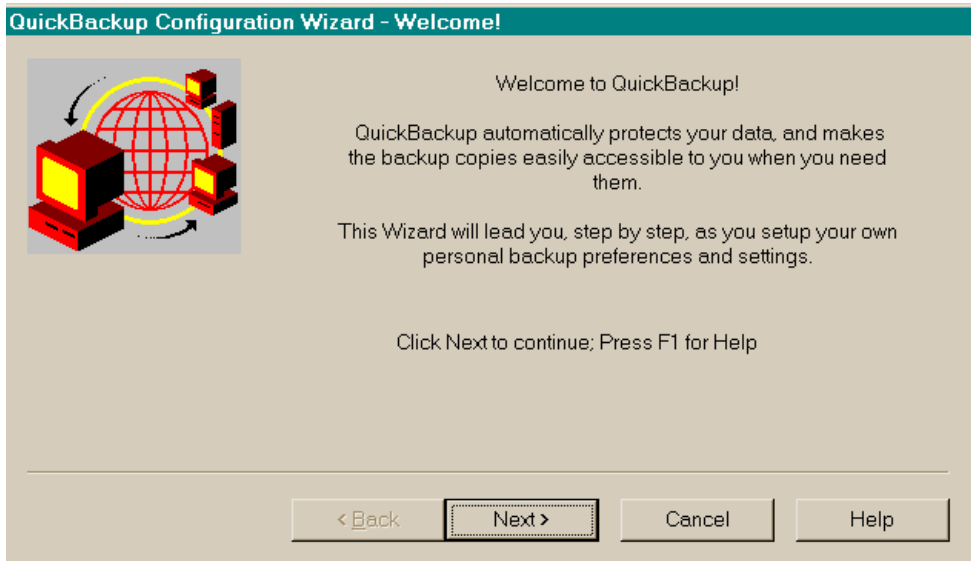
### Step

### Action


1. After QuickBackup installation, select <Launch QuickBackup now>.

If you did not run QuickBackup at installation, double-click the QuickBackup application from the Windows Explorer, or choose **Start/Programs/QuickBackup/QuickBackup** from the Windows 95 taskbar.

**Response:** The Configuration Wizard - Welcome window is displayed.




**Figure 4-1. Configuration Wizard - Welcome**

 At each window, click **Next>** to continue the configuration. Click **<Back** to return to the previous window to redefine your settings. Click **Cancel** to exit the configuration (no settings will be preserved). Click **Help** or **F1** for online Help.

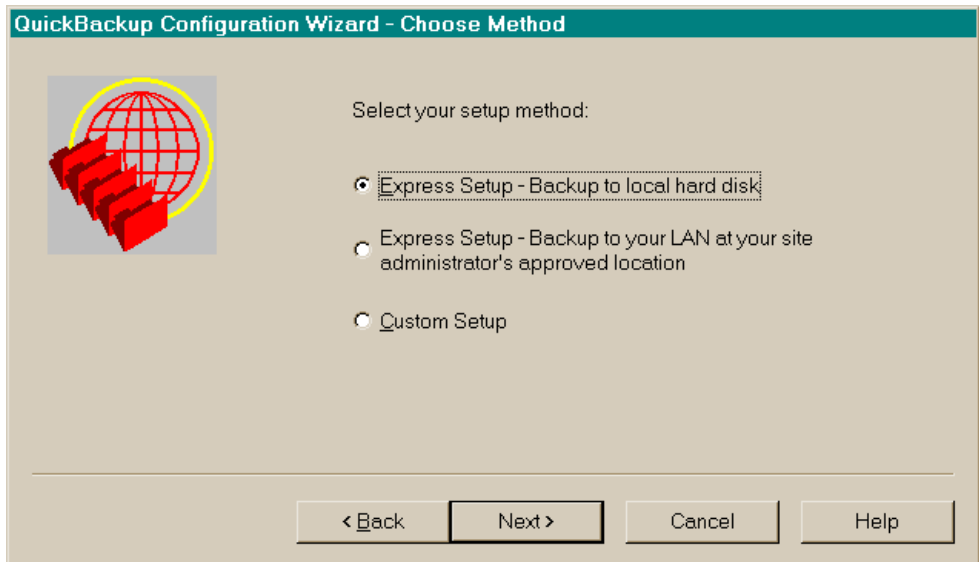
2. Click **Next>** to continue.

**Response:** The Choose Method window is displayed.

The Choose Method window presents the available backup repositories, depending on how your system or network is configured.

 If you have a SCSI tape drive installed, this will appear as your default backup destination.

You also have the option for Custom Setup; see “[Configuration Wizard Custom Setup](#)” on [page 52](#).



**Figure 4-2. Configuration Wizard - Choose Method**

3. Select your backup repository, then click **Next>**. For any repository other than an FTP site, the Disk Space Analysis window (Figure 4-5 on [page 48](#)) is displayed; proceed to Step 8 on [page 48](#).

**Response:** If you have designated an FTP server as your backup repository, the FTP Site Information window is displayed.

**QuickBackup Configuration Wizard - FTP Site Information**

Please provide the FTP site information requested below.  
If you don't know what to enter, ask your FTP Site Administrator for assistance.

FTP Server name or IP address:  Port:

User Name for FTP Login:

Password for FTP Login:

Directory for QuickBackup:

☒ Compress Files to Back Up

☐ Encrypt Files to Back Up

Encryption Password:

☐ Use Firewall


☐ Use PASV mode

< Back    Next >    Cancel    Help

**Figure 4-3. Configuration Wizard - FTP Site Information**


4. Type the required <FTP Server Name> (or IP address), <Port> (default is 21), <User Name>, <Password for FTP Login>, and <Directory for QuickBackup> path in the appropriate text boxes. This information must be provided by the FTP site administrator.

If the FTP site supports long file names, the repository folder will be automatically named **QUICKBACKUP\_REPOSITORY**. If the FTP site does not support long file names, the repository folder will be named **BACKUPS**.


 *As a client of an FTP site, you have limited options and access to the FTP server. You must use the full directory path provided by your FTP site administrator. If you define an incorrect path (or a path that does not exist), a warning message will be displayed informing you that there is an "Error creating/changing to directory...". If you get this warning message, you will need to contact the FTP site administrator for the proper directory path to your shell account.*

5. Select from the following backup optimization options:

- To compress data, select <Compress Files to Back Up>.
- To encrypt data, select <Encrypt Files to Back Up>, then type your encryption key.

 *WARNING: If you lose your encryption key or reinstall Quick-Backup without using the same key, you will lose access to your data. Data that is encrypted must be decrypted with the same key.*

- The FTP site administrator will instruct you whether or not to activate <Use Firewall>. If the FTP site uses a firewall, follow Step 7 on [page 47](#).
- The FTP site administrator will instruct you whether or not to activate <Use PASV mode>.

 *PASV mode enables the FTP connection data channel as an outgoing call from the FTP client to the FTP server, rather than as an active open connection from the FTP server to the FTP client.*

Click **Next>** to continue.

6. If you did not select <Use Firewall>, the Disk Space Analysis window (Figure 4-5 on [page 48](#)) is displayed; proceed to Step 8 on [page 48](#).

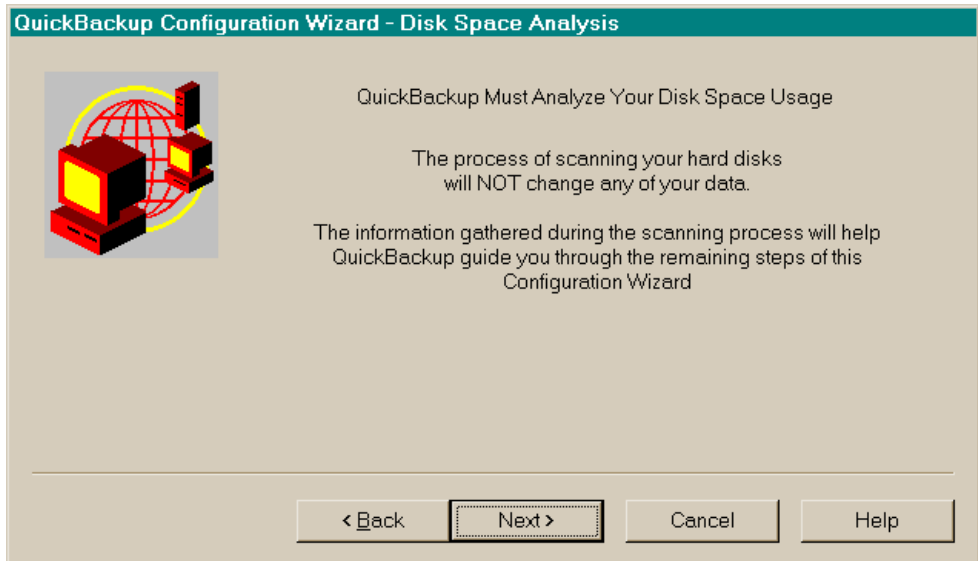
If you select <Use Firewall>, the FTP Firewall Information window is displayed.

The screenshot shows a window titled "QuickBackup Configuration Wizard - FTP Firewall Information". Inside, there is a message: "Please provide the FTP firewall information requested below. If you don't know what to enter, ask your FTP Site Administrator for assistance." Below this, a section labeled "Firewall Type" contains four radio buttons: "SITE hostname" (which is selected), "USER after login", "USER with no login", and "PROXY Open". Underneath, there are three input fields: "Hostname:" with the value "ftp.vault.mcafeestore.com", "Port:" with the value "21", "Username:" with the value "rrobert", and "Password:" which is empty. At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

**Figure 4-4. Configuration Wizard - FTP Firewall Information**

7. The FTP Firewall Information window must be completed with information supplied by the FTP site administrator. Click **Next>** to continue.

**Response:** The Disk Space Analysis window is displayed.

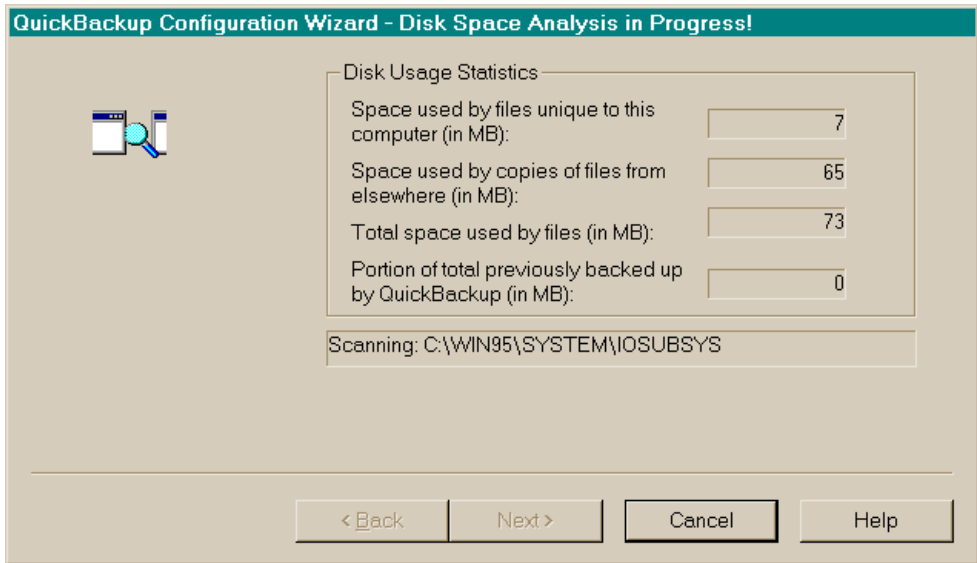


**Figure 4-5. Configuration Wizard Disk Space Analysis**


8. Click **Next>** to continue.



**Response:** The Disk Space Analysis in Progress window is displayed.



**QuickBackup Configuration Wizard - Disk Space Analysis in Progress!**



**Disk Usage Statistics**

Space used by files unique to this computer (in MB):	7
Space used by copies of files from elsewhere (in MB):	65
Total space used by files (in MB):	73
Portion of total previously backed up by QuickBackup (in MB):	0

Scanning: C:\WIN95\SYSTEM\IOSUBSYS

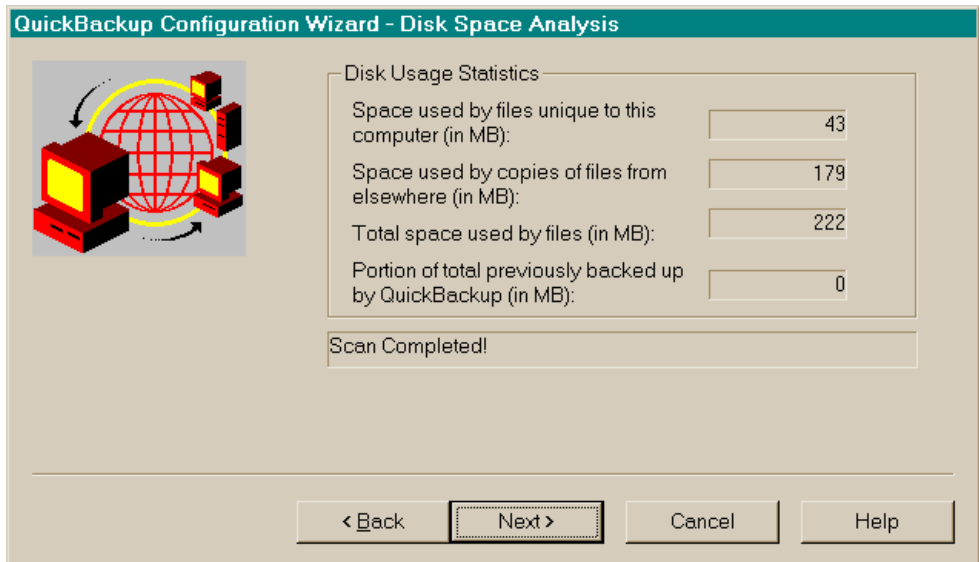
< Back   Next >   Cancel   Help

**Figure 4-6. Configuration Wizard - Disk Space Analysis in Progress**


QuickBackup analyzes your current drive space usage (no data is changed or affected by the scan) and selects your entire hard drive for backup. Based on how much space is available on your backup repository, QuickBackup selects which types of files to back up.

If your designated repository supports long file names, the repository folder will be automatically named **QUICKBACKUP\_REPOSITORY**. If the designated repository does not support long file names, the repository folder will be named **BACKUPS**.

When Configuration Wizard completes the scan of your hard drive, the results are presented in the Disk Space Analysis Results window.



**QuickBackup Configuration Wizard - Disk Space Analysis**



**Disk Usage Statistics**

Space used by files unique to this computer (in MB):	43
Space used by copies of files from elsewhere (in MB):	179
Total space used by files (in MB):	222
Portion of total previously backed up by QuickBackup (in MB):	0

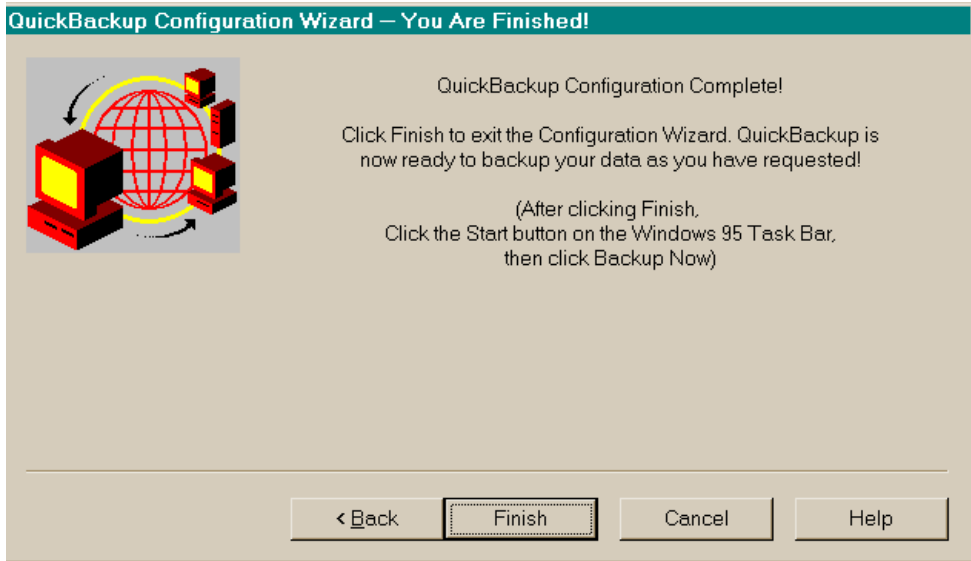
Scan Completed!

< Back   **Next >**   Cancel   Help

**Figure 4-7. Configuration Wizard - Disk Space Analysis Results**

9. Click **Next>** to continue.

**Response:** The You Are Finished window is displayed.



**Figure 4-8. Configuration Wizard - You Are Finished**

10. Click **Finish** to complete the backup configuration. Click **<Back** to return to the previous window at any step to redefine your configuration. Click **Cancel** to exit the Setup without installing any components. Click **Help** or **F1** for online Help.

To perform a backup immediately, choose **Start/Backup Now** from the Windows 95 taskbar. For more information on backing up your data, refer to [Chapter 7, "Backing Up Files On Demand."](#)

## Configuration Wizard Custom Setup

When you install QuickBackup, you have the option of configuring QuickBackup immediately through the Configuration Wizard. The Configuration Wizard offers Express Setup (covered in the previous section) or Custom Setup options. Express Setup is designed to define your backup repository and immediately back up your entire hard drive. Custom Setup allows you to configure your backup in more detail.

With Custom Setup, the Configuration Wizard:

- Allows you to designate a local hard drive, SCSI tape drive, network share drive, or an FTP server on the Internet as the backup repository
- Scans and analyzes your current disk space usage
- Allows you to designate the drive and file types for backup
- Allows you to designate on-demand backups or schedule automated backups.

To use Custom Setup, follow the procedure below:

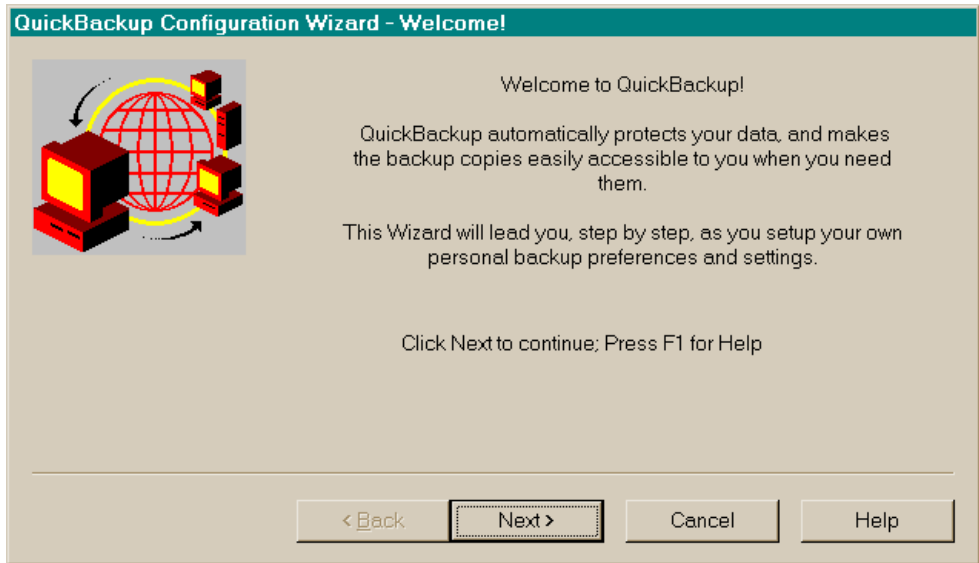
### Step

### Action

1. After you have completed QuickBackup installation, select <Launch QuickBackup now>, then click **Next>**.


If you did not run QuickBackup at installation, double-click the QuickBackup application from the Windows Explorer, or choose **Start/Programs/QuickBackup/QuickBackup** from the Windows 95 taskbar.

**Response:** The Configuration Wizard - Welcome window is displayed.

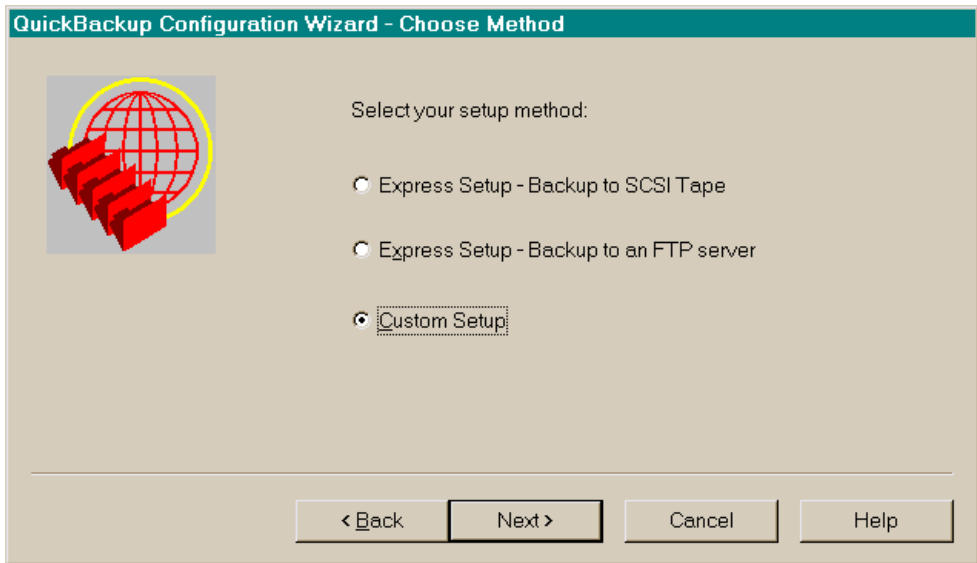


**Figure 4-9. Configuration Wizard - Welcome**

2. Click **Next>** to continue.

 *At each window, click **Next>** to continue the configuration. Click **<Back** to return to the previous window to redefine your settings. Click **Cancel** to exit the configuration (no settings will be preserved). Click **Help** or **F1** for online Help.*

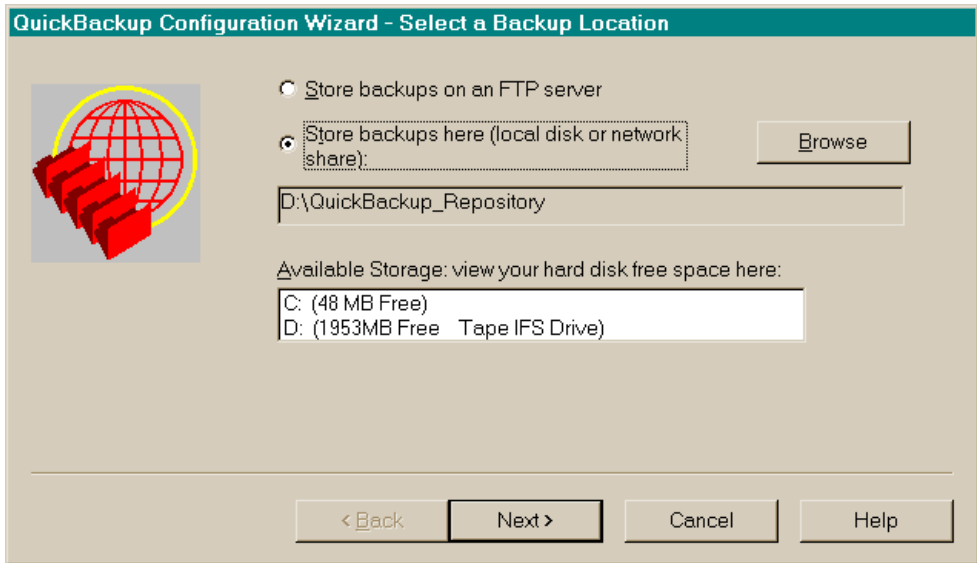
**Response:** The Choose Method window is displayed.



**Figure 4-10. Custom Setup**

3. Select <Custom Setup>, then click **Next>**.

**Response:** The Select a Backup Location window is displayed.



**Figure 4-11. Configuration Wizard - Select a Backup Location**

4. Select your backup repository location:
  - Select <Store backups on an FTP server> to designate an Internet FTP server as your repository. Click **Next>** to continue, then proceed to Step 5 on [page 56](#).
  - Select <Store backups here (local disk or network share)> to designate a local drive , SCSI tape drive, or network share drive as your repository. If necessary, click **Browse** for an Explorer view to designate your desired location. Click **Next>** to continue, then proceed to Step 10 on [page 58](#).

5. If you have selected an FTP site as your repository, the FTP Site Information window is displayed.

**QuickBackup Configuration Wizard - FTP Site Information**

Please provide the FTP site information requested below.  
If you don't know what to enter, ask your FTP Site Administrator for assistance.

FTP Server name or IP address:  Port:

User Name for FTP Login:

Password for FTP Login:

Directory for QuickBackup:

☒ Compress Files to Back Up

☐ Encrypt Files to Back Up Encryption Password:


☐ Use Firewall ☐ Use PASV mode

< Back Next > Cancel Help

**Figure 4-12. Configuration Wizard - FTP Site Information**

6. Type the required <FTP Server Name>, <Port> (default is 21), <User Name>, <Password for FTP Login>, and <Directory path for QuickBackup> in the appropriate text boxes. This information must be provided by the FTP site administrator.


If the FTP site supports long file names, the repository folder will be automatically named **QUICKBACKUP\_REPOSITORY**. If the FTP site does not support long file names, the repository folder will be named **BACKUPS**.

 As a client of an FTP site, you have limited options and access to the FTP server. You must use the full directory path provided by your FTP site administrator. If you define an incorrect path (or a path that does not exist), a warning message will be displayed informing you that there is an "Error creating/changing to directory...". If you get this warning message, you will need to contact the FTP site administrator for the proper directory path to your shell account.




7. Select from the following backup optimization options:

- To compress data, select <Compress Files to Back Up>.
- To encrypt data, select <Encrypt Files to Back Up>, then type the encryption key.

 **WARNING:** *If you lose your encryption key or reinstall Quick-Backup without using the same key, you will lose access to your data PERMANENTLY. Data that is encrypted MUST be decrypted with the same key.*

- The FTP site administrator will instruct you whether or not to activate <Use Firewall>.
- The FTP site administrator will instruct you whether or not to activate <Use PASV mode>.

 **PASV mode enables the FTP connection data channel as an outgoing call from the FTP client to the FTP server, rather than as an active open connection from the FTP server to the FTP client.**

Click **Next>** to continue.

8. If you did not select <Use Firewall>, the install will proceed to the Disk Space Analysis window in Step 10 on [page 58](#); if you activate the <Use Firewall> check box, the FTP Firewall Information window is displayed.

**Figure 4-13. Configuration Wizard - FTP Firewall Information**

QuickBackup Configuration Wizard - FTP Firewall Information

Please provide the FTP firewall information requested below.  
If you don't know what to enter, ask your FTP Site Administrator for assistance.

Firewall Type

☒ SITE hostname ☐ USER after login ☐ USER with no login ☐ PROXY Open

Hostname:  Port:

Username:

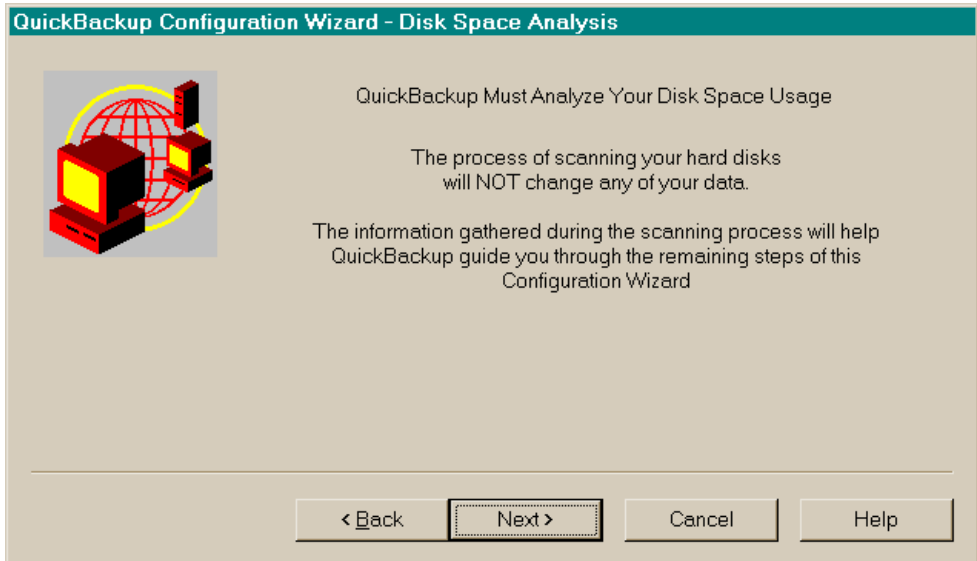
Password:

< Back Next > Cancel Help

9. The FTP Firewall Information window must be completed with information supplied by the FTP site administrator. Click **Next>** to continue.
10. After you have completed the FTP Site and Firewall information, or selected a local drive, SCSI tape drive, or network share drive, the Disk Space Analysis window is displayed.

If your designated repository supports long file names, the repository folder will be automatically named **QUICKBACKUP\_REPOSITORY**. If the designated repository does not support long file names, the repository folder will be named **BACKUPS**.

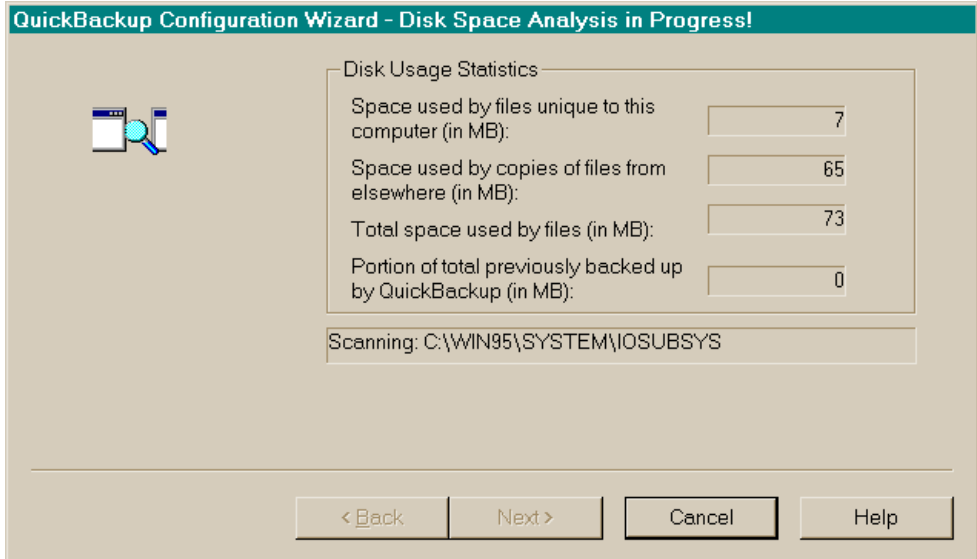
*\*Special Note: If you are reconfiguring your backup definition and chose Change WHICH FILES to back up, the Disk Space Analysis window is displayed. Complete Steps 11-15 on [page 59](#) through [page 63](#), then complete Steps 20 and 21 on [page 65](#) and [page 65](#) to finish.*



**Figure 4-14. Configuration Wizard - Disk Space Analysis**

11. Click **Next>** to continue.

**Response:** The Disk Space Analysis in Progress window is displayed.



The screenshot shows a window titled "QuickBackup Configuration Wizard - Disk Space Analysis in Progress!". On the left is an icon of a computer with a magnifying glass. The main area is titled "Disk Usage Statistics" and contains four rows of data, each with a label and a text box showing a value:

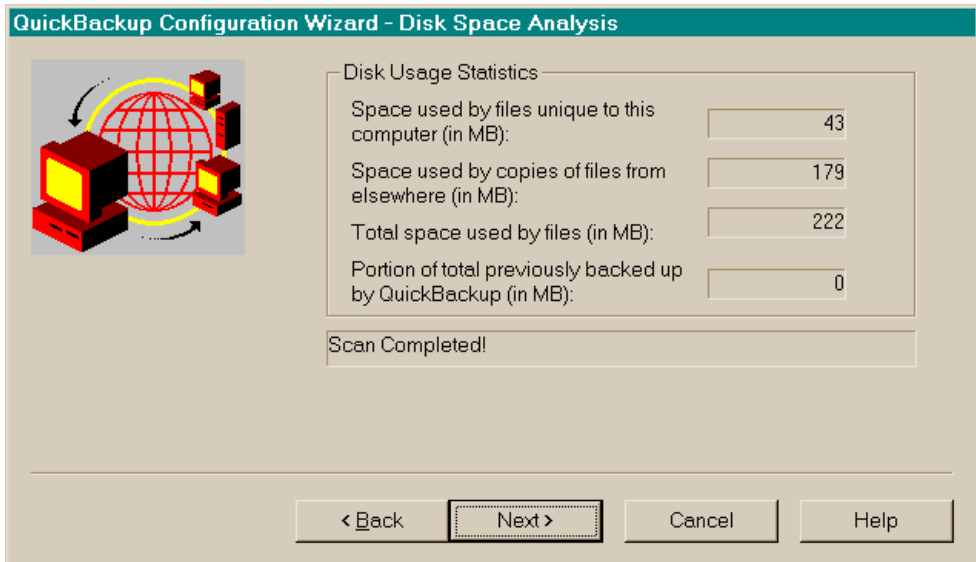
Label	Value
Space used by files unique to this computer (in MB):	7
Space used by copies of files from elsewhere (in MB):	65
Total space used by files (in MB):	73
Portion of total previously backed up by QuickBackup (in MB):	0

Below the statistics is a text box labeled "Scanning:" containing the path "C:\WIN95\SYSTEM\IOSUBSYS". At the bottom are four buttons: "< Back", "Next >", "Cancel", and "Help".

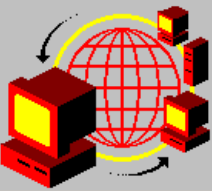
**Figure 4-15. Configuration Wizard - Disk Space Analysis in Progress**

QuickBackup analyzes your current disk space usage (no data is changed or affected by the scan).

When Configuration Wizard completes the scan of your hard drive, the results are presented in the Disk Space Analysis Results window.



**QuickBackup Configuration Wizard - Disk Space Analysis**



**Disk Usage Statistics**

Space used by files unique to this computer (in MB):	43
Space used by copies of files from elsewhere (in MB):	179
Total space used by files (in MB):	222
Portion of total previously backed up by QuickBackup (in MB):	0

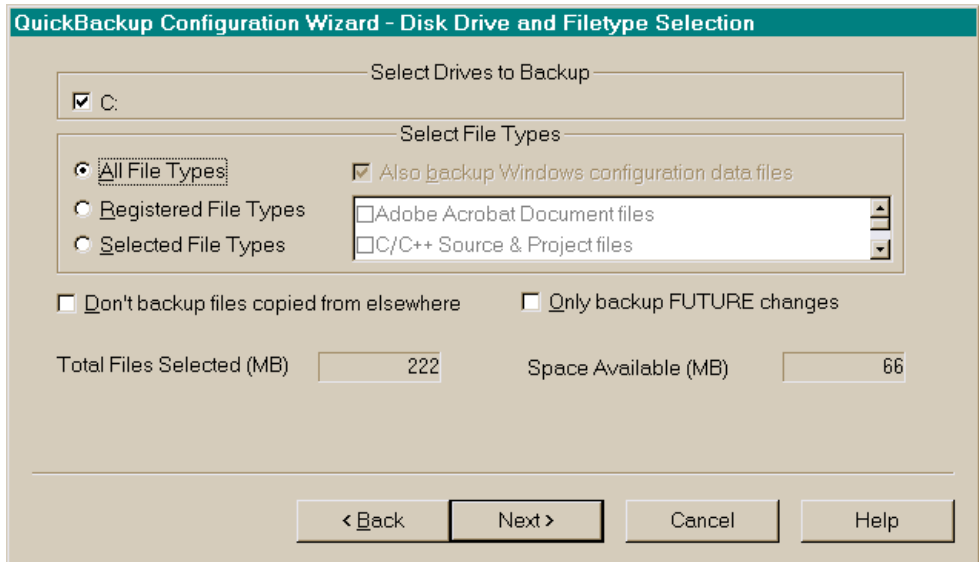
Scan Completed!

< Back   **Next>**   Cancel   Help

**Figure 4-16. Configuration Wizard - Disk Space Analysis Results**

12. Click **Next>** to continue.

**Response:** The Disk Drive and Filetype Selection window is displayed.



**Figure 4-17. Configuration Wizard - Disk Drive and Filetype Selection**

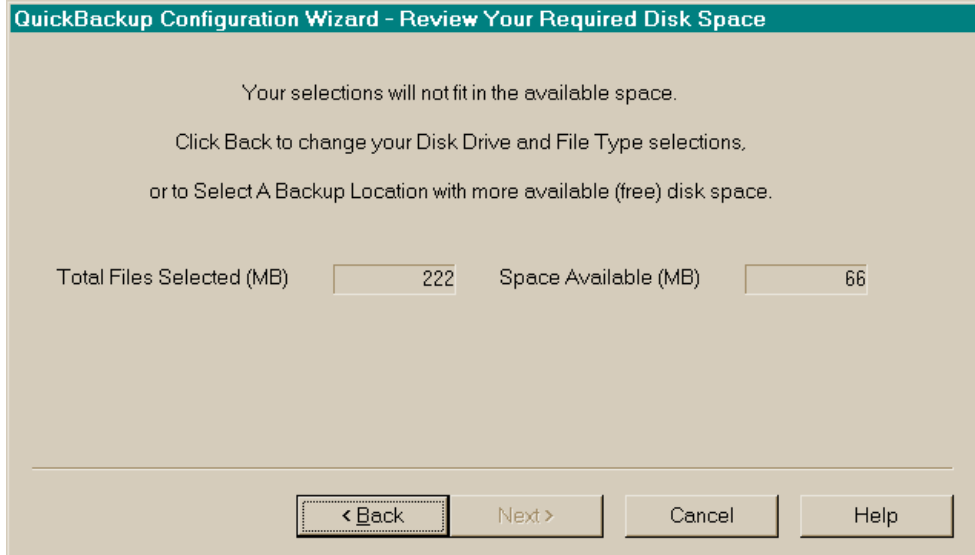
13. Enter the drive you want to back up in the <Select Drives to Backup> group box (C is the default selection).
14. Select the file types you want to back up in the <Select File Types> group box.
  - <All File Types> backs up all files.
  - <Registered File Types> backs up all Windows 95 registered files. If you choose this option, the <Also backup Windows configuration data files> check box is enabled.
  - <Selected File Types> enables selection of specific file types. The <Also backup Windows configuration data files> option is enabled. Select the file types you desire in the list box.

15. Select backup features:

- Select <Don't backup files copied from elsewhere> to prevent external file copies (program disks or CD-ROMS) from being backed up. If you upgraded your computer to Windows 95 from a prior version of Windows, then all files in existence prior to the upgrade will not have a creation date and will be categorized as copies by QuickBackup. This option also excludes applications from backup.
- Select <Only backup FUTURE changes> to backup only selected files modified since the last backup.

16. Click **Next>** to continue.

**Response:** If your backup will not fit the available repository, the Review Your Required Disk Space window is displayed.



**Figure 4-18. Configuration Wizard - Review Your Required Disk Space**

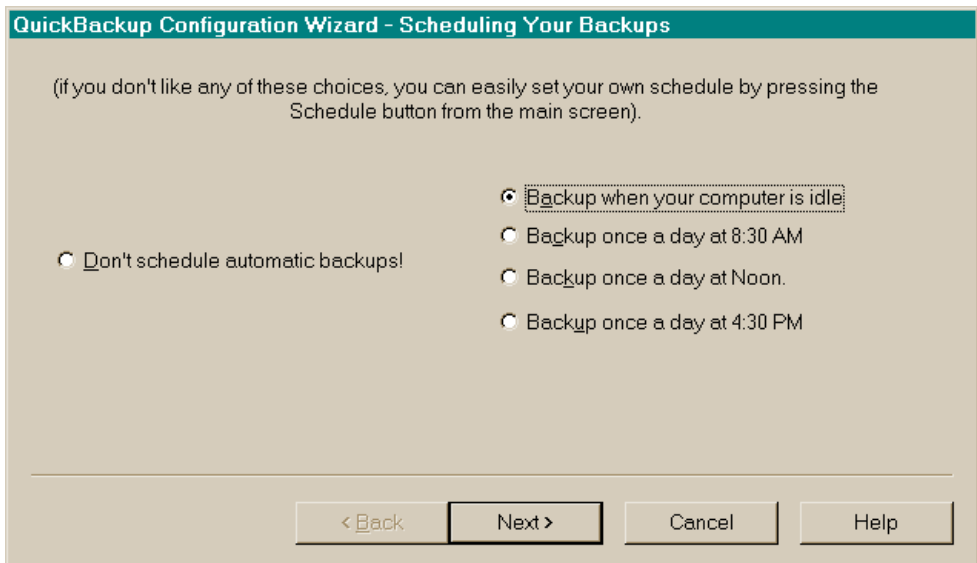
17. QuickBackup displays <Total Files Selected (MB)> and <Space Available (MB)>. Review your backup configuration requirements. If you need to modify your file type selections, click **<Back**.

*✎ Because QuickBackup can only scan local drives, if you have designated an FTP server as your backup repository, the Space Available (MB) text box will display “unknown.”*

18. Once your file type selection is satisfactory, click **Next>** to continue.

**Response:** The Scheduling Your Backups window is displayed.

*\*Special Note: If you are reconfiguring your backup definition and chose <Change the backup SCHEDULE>, the Scheduling Your Backups window is displayed. Complete Steps 19-21 on [page 64](#) through [page 65](#).*



**Figure 4-19. Configuration Wizard - Scheduling Your Backups**

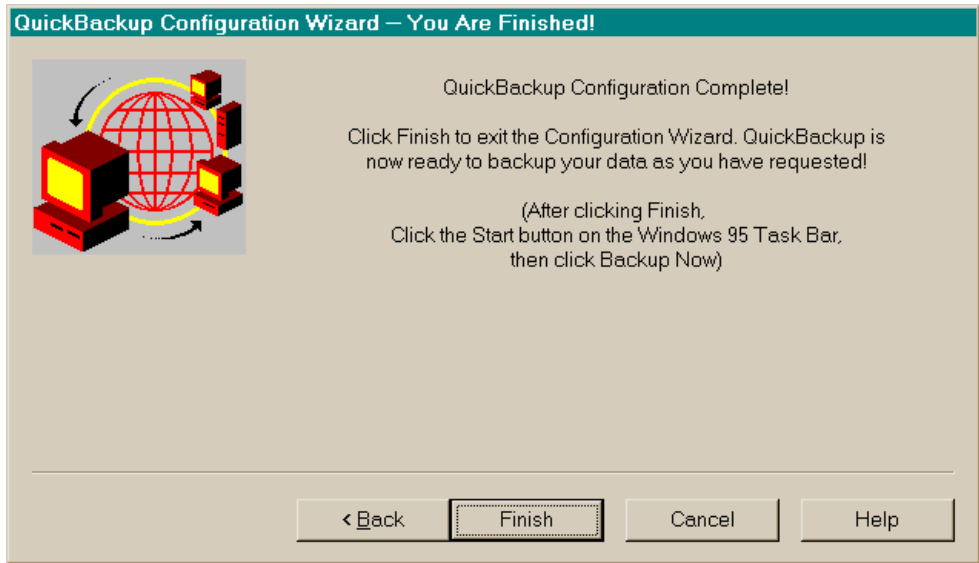
19. Select your desired backup schedule.

*✎ If you don't like any of these options, you can designate other backup times through the Protection Manager. See [Chapter 5, Protection Manager](#) for more information.*



20. Click **Next>** to continue.

**Response:** The You Are Finished window is displayed.



**Figure 4-20. Configuration Wizard - You Are Finished**

21. Click **<Back** to review or modify your settings. Click **Finish** to preserve your settings, or click **Cancel** to exit the configuration (no settings will be preserved).

To perform a backup immediately, choose **Start/Backup Now** from the Windows 95 taskbar. For more information on backing up your data, refer to [Chapter 7, "Backing Up Files On Demand."](#)

## Using Configuration Wizard to Change Backup Settings

The Configuration Wizard is invoked the first time you run QuickBackup. However, you can return to the Configuration Wizard at any time to redefine your backup parameters. Configuration Wizard provides options to change specific or all settings in your backup configuration. You can:

- Change where data is to be backed up (the repository)
- Change which files are to be backed up
- Change the backup schedule
- Change all backup settings.

Whichever option you choose, the Configuration Wizard walks you step-by-step through the configuration process.

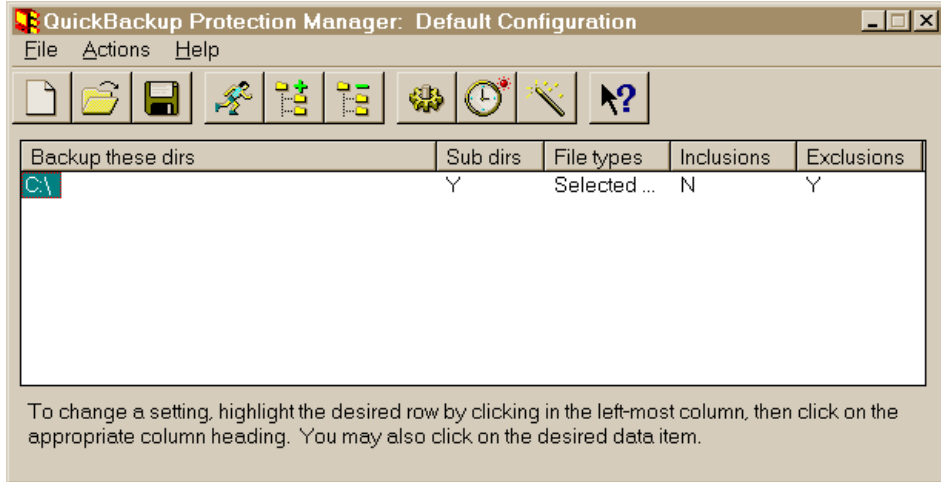
Remember, use the Configuration Wizard to protect your entire hard drive. To define backups at the file level, use the Protection Manager (see [Chapter 5, Protection Manager](#)).

It is important to remember that QuickBackup will only run one instance. This means that changes you make with the Configuration Wizard will override any backup settings you have previously defined with the Configuration Wizard or with Protection Manager.

To change any of your backup configurations using the Configuration Wizard, use the following procedure:

Step	Action
1.	From the Windows taskbar, choose <b>Start/Programs/QuickBackup/QuickBackup</b>

**Response:** The Protection Manager primary window is displayed.

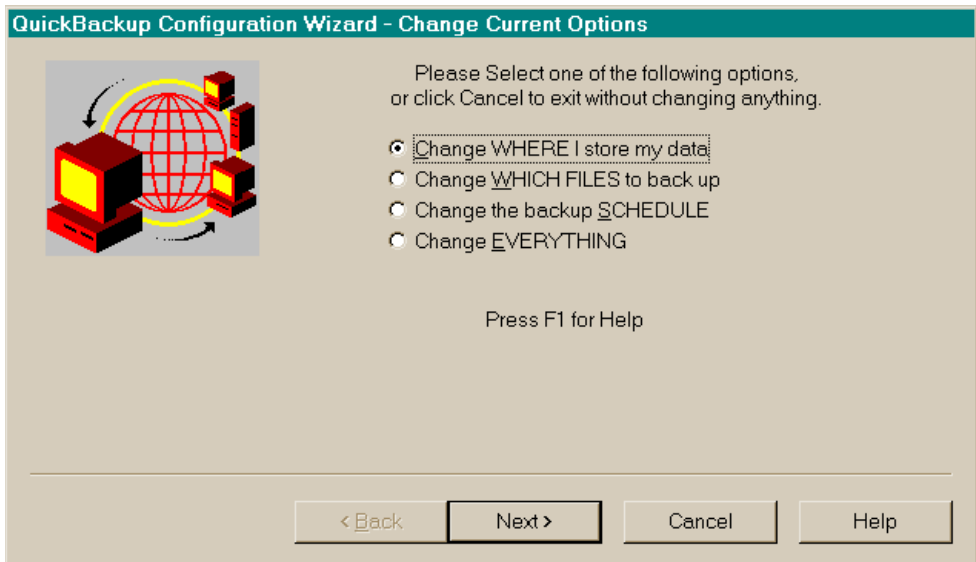


**Figure 4-21. Protection Manager primary window**

2. To access the Configuration Wizard, choose the menu command **Actions/Configuration Wizard** or click the **Configuration Wizard** toolbar button.



**Response:** The Configuration Wizard - Change Current Options window is displayed.



**Figure 4-22. Configuration Wizard - Change Current Option**

3. Choose one of the following options. To:

- <Change WHERE I store my data>, see “[Configuration Wizard Express Setup](#)” on [page 42](#).
- <Change WHICH files to back up>, see “Configuration Wizard Custom Setup” Special Note\* at Step 10 on [page 58](#).
- <Change the backup SCHEDULE>, see “Configuration Wizard Custom Setup” Special Note\* at Step 18 on [page 64](#).
- <Change EVERYTHING>, see “[Configuration Wizard Custom Setup](#)” on [page 52](#).

With the exception of the introductory windows, reconfiguring backup parameters with Configuration Wizard follows the same steps as setting up the initial backup parameters.

## Protection Manager Overview

The Protection Manager is the main QuickBackup application (.EXE) and offers advanced backup settings at the folder or file extension level. After you read this chapter, you will know how to:

- Set up configuration files
- Add or delete folders and files to the backup configuration
- Schedule automated backups
- Define reporting options
- Change backup repositories.

Protection Manager defines backups as configuration files, which you can define or change in a variety of ways. For more information, see:

- [“Configuration Files” on page 70](#)
- [“Changing Backup Configurations” on page 71](#)
- [“Protection Manager Primary Window” on page 72](#)
- [“Adding Directories to the Backup Configuration” on page 79](#)
- [“Defining File Types for Backup Inclusion or Exclusion” on page 81](#)
- [“Removing Directories From the Backup Configuration” on page 84](#)
- [“Scheduling Backups” on page 85](#)
- [“Opening a Configuration File” on page 87](#)
- [“Changing Backup Destinations” on page 88](#)
- [“Reporting Options” on page 90](#)
- [“Defining FTP Server Backup Destinations” on page 95](#)
- [“Defining FTP Firewall Parameters” on page 98](#)
- [“Using a SCSI Tape Drive for Backup Repository” on page 100.](#)

## Configuration Files

Protection Manager uses configuration files to store information controlling backup operations. Configuration files include:

- The backup destination (repository)
- The drives, folders or files to be backed up
- The types of files to be included or excluded from backup
- Backup reporting options
- The backup schedule.

You define the default configuration when running QuickBackup for the first time through the Configuration Wizard.

You can define multiple backup and restore configuration files using the **File/New** or **File/Save As** commands or toolbar buttons in the Protection Manager primary window. New configuration files with the **\*.PSM** extension are created. These configuration files can be invoked for specific backup operations by selecting the desired configuration file from the Protection Manager primary window menu (**File/Open** or the **Open new configuration** toolbar button) prior to backup operations. For more information on Protection Manager toolbar buttons, see [“Protection Manager toolbar buttons” on page 74](#).

QuickBackup uses the current configuration, whether defined through the Configuration Wizard or the Protection Manager, as the default configuration. Whatever changes you make in backup configurations becomes the new QuickBackup default backup configuration. You will be prompted to save any configuration changes when you exit QuickBackup.

## Changing Backup Configurations

It is important to remember that QuickBackup runs only one instance at a time; whatever backup you have defined through either the Configuration Wizard or the Protection Manager serves as the backup default. If you make any configuration changes through the Wizard or the Protection Manager, these become the new default backup configuration.

With Protection Manager, you can create multiple backup configurations to customize individual file backup. By creating custom configuration files, you eliminate the steps required to define settings each time you perform a backup.

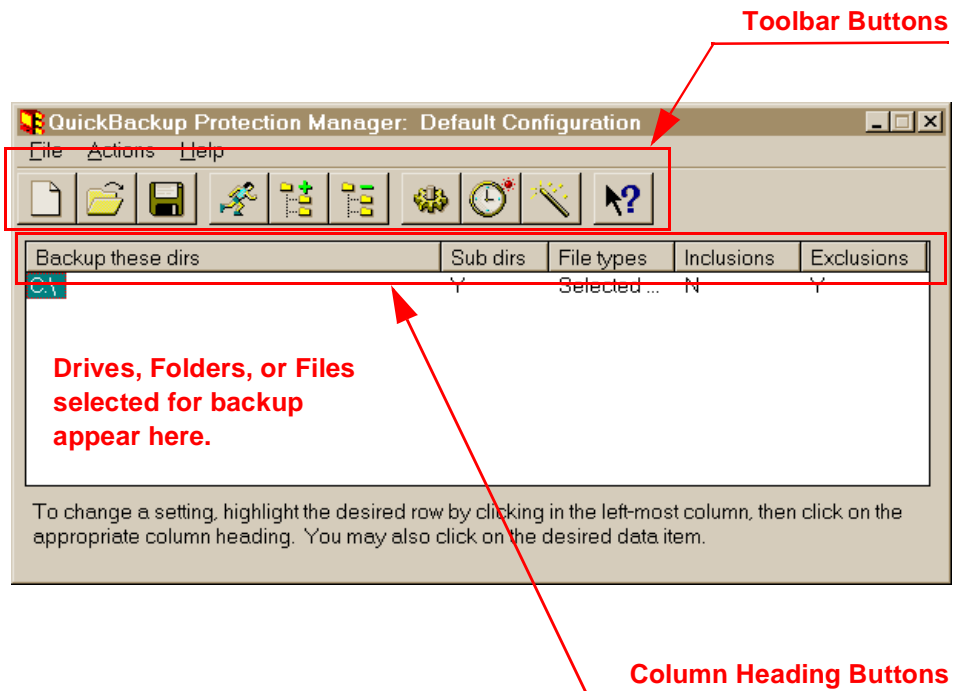
If you define multiple backup configurations, be sure you have the correct configuration open for the specific backup you want to perform.

When you close QuickBackup, you will be prompted to save configuration changes. If you save changes, these become the default backup configuration. If you do not save changes, QuickBackup will “remember” the last configuration you defined as the default. For more information, see [“Opening a Configuration File” on page 87](#).

## Protection Manager Primary Window

The QuickBackup Protection Manager offers a variety of tools to ensure that your important data is backed up, including Menu commands, Toolbar buttons, and Column Heading buttons.

To open Protection Manager, select Start/Programs/QuickBackup/QuickBackup from the taskbar, or double-click on the QuickBackup program icon from the Windows Explorer. The Protection Manager primary window is displayed.



**Figure 5-1. Protection Manager**

The Protection Manager allows you to:

- Select specific files or folders to back up
- Define your backup destination
- Define an automated backup schedule



- Perform on-demand backups.

## Protection Manager menus

The **File** menu allows you to create new, open existing, or restore default backup configurations:

- **New** restores settings to the default configuration.
- **Open** presents the Open Configuration window to open a configuration file.
- **Save** saves the current configuration as the default.
- **Save As** saves new backup configurations or duplicates existing backup configurations with a different **.PSM** name.
- **Exit** closes the QuickBackup application.

The **Actions** menu performs specific configuration actions:

- **Configure** presents options in a series of tabbed properties pages.
- **Backup Now** performs an immediate backup of designated files based on the current backup configuration.
- **Schedule** presents options to schedule automated backups.
- **Configuration Wizard** invokes the Configuration Wizard to change your backup configuration for your entire hard drive.
- **Complete Backup** backs up your current backup configuration as compared to the contents of your designated repository. Note that if you are using removable media as your repository, QuickBackup will be unable to scan the repository contents. Also, QuickBackup ignores file creation or modification dates. If the files exist in the repository, QuickBackup will not back them up, regardless of modifications made since the previous backup.
- **View Reports Log** opens the backup report log, if you have configured log reporting. See [“Reporting Options” on page 90](#) for more information.

If you have designated a SCSI tape drive as your backup repository, the **Tape** menu appears in the Protection Manager primary window.

- **Eject** removes the tape cartridge from the drive.
- **Resynch** caches the tape drive directory structure to your hard drive, overwriting any existing tape caches.

- **Retension** adjusts the tape cartridge tension for proper read/write capabilities.
- **Rewind** rewinds the tape.
- **Format** prepares the tape for read/write capabilities. Unformatted tapes must be formatted prior to use. Reformatting a tape will cause all existing information to be overwritten.
- **Properties ??**



For more information on using a SCSI tape drive as your backup repository, see [“Using a SCSI Tape Drive for Backup Repository” on page 100](#).









The **Help** menu contains online and context-sensitive help:


- **Help Topics** opens the online help file.
- **What’s This?** activates context-sensitive help.
- **About** contains QuickBackup release and version information.

## Protection Manager toolbar buttons

Protection Manager toolbar buttons provide quick access to configuration tasks and backup operations.

Button	Button Name and Function
	<b>New (read in defaults)</b>  Reads in the QuickBackup default backup configurations. Use this command to work in the Protection Manager primary window without preserving configuration changes.
	<b>Open new configuration</b>  Opens a configuration file. The open configuration file controls all backup and restore operations until you open a different configuration file or restore the default configurations.

Button	Button Name and Function
	<b>Save current configuration</b>  Saves the current configuration as the new default configuration. This configuration will control all backup and restore operations until you open or create a different configuration file.
	<b>Backup Now</b>  Performs a backup operation immediately, based on the current configuration.
	<b>Add entry to dir(ectory) list</b>  Presents an Explorer browse window to add folders to the backup configuration.
	<b>Delete entry from dir(ectory) list</b>  Deletes folders selected in the Protection Manager primary window from the backup configuration.
	<b>Configure</b>  Presents a set of tabbed properties pages so you can define the backup destination (repository), set reporting options, define special backup parameters, establish FTP site connection parameters, or set FTP firewall parameters.
  	<b>Schedule</b>  Allows you to define a schedule for automated backups. If you have defined any automated schedule, the <b>Schedule</b> toolbar button displays a red active status light.  If you have not defined any automated backups, the <b>Schedule</b> button status light is inactive.
	<b>Configuration Wizard</b>  Opens the Configuration Wizard to customize or reconfigure your backup settings. Use the Configuration Wizard to redefine backup configurations for your entire hard drive.

Button	Button Name and Function
	<p><b>What's This?</b></p> <p>Presents context-sensitive Help about items in the Protection Manager primary window. When you click this button, the pointer displays a question mark. By clicking on any menu command, button or column heading, a Help topic will be displayed. The pointer is restored to normal operation after the Help topic window is closed.</p>

Complete procedures for defining or changing configurations through Protection Manager are covered later in this chapter.

## Protection Manager column heading buttons

Protection Manager column heading buttons provide browse or toggle options to customize backups for folders you have selected and that appear in the Protection Manager window. The following table provides a summary of the options presented by the column headings.

Column Heading	Selection Option	Description
<b>Backup these dirs</b>	—	Click this column heading to browse for folders to include in backup.
<b>Sub dirs</b> <i>When a folder in the Backup these dirs column is highlighted, clicking on the column heading toggles between <b>Y</b> and <b>N</b>.</i>	<b>Y</b> (yes)	Includes all sub-folders in the highlighted directory to be backed up.  <b>Y</b> is the default setting.
	<b>N</b> (no)	Excludes all sub-folders in the highlighted directory from backup.

Column Heading	Selection Option	Description
<b>File types</b> <i>When a folder in the Backup these dirs column is highlighted, clicking on the column heading toggles between All Files, Registered and Selected.</i>	<b>All Files</b>	Includes all file types.
	<b>Registered</b>	Includes only Windows 95 registered file types.
	<b>Selected</b>	Includes only the file types you designate.
<b>Inclusions</b>	—	If <b>All Files</b> is designated in the <b>File Types</b> column, all file types are automatically included and <b>Inclusions</b> is not presented as an option.
	<b>Y (yes)</b>	If <b>Registered</b> or <b>Selected</b> is designated in the <b>File Types</b> column, click <b>Y</b> to include specific file types. Click on the <b>Inclusions</b> column heading to open a dialog box to select file type filters.
	<b>N (no)</b>	If <b>Registered</b> or <b>Selected</b> is designated in the <b>File Types</b> column, click <b>N</b> to exclude use of additional file types.

Column Heading	Selection Option	Description
<b>Exclusions</b>	<b>Y</b> (yes)	Click on the <b>Exclusions</b> column heading to open a dialog box to select file type filters.
	<b>N</b> (no)	Click <b>N</b> to exclude use of additional file types.

## Desktop controls

QuickBackup controls are embedded in the Windows 95 Explorer interface. Backup and restore operations can be performed on a pre-determined basis or on demand through a variety of methods.

If you are running QuickBackup, you can use:

- Protection Manager drop-down menus
- Protection Manager toolbar buttons.

If you are not running QuickBackup, you can back up on demand using the Windows Explorer:

- Windows 95 taskbar **Start/Backup Now** menu command
- Drag and drop operation
- Individual file context menus
- Individual file Properties sheets.

On-demand backups are covered in more detail in [Chapter 7, “Backing Up Files On Demand.”](#) Restore operations are covered in [Chapter 8, “Restoring Files.”](#)

## Adding Directories to the Backup Configuration

To take full advantage of QuickBackup capabilities, you should have some knowledge of file types and the Windows 95 Registry.

To add directories to your backup configuration:

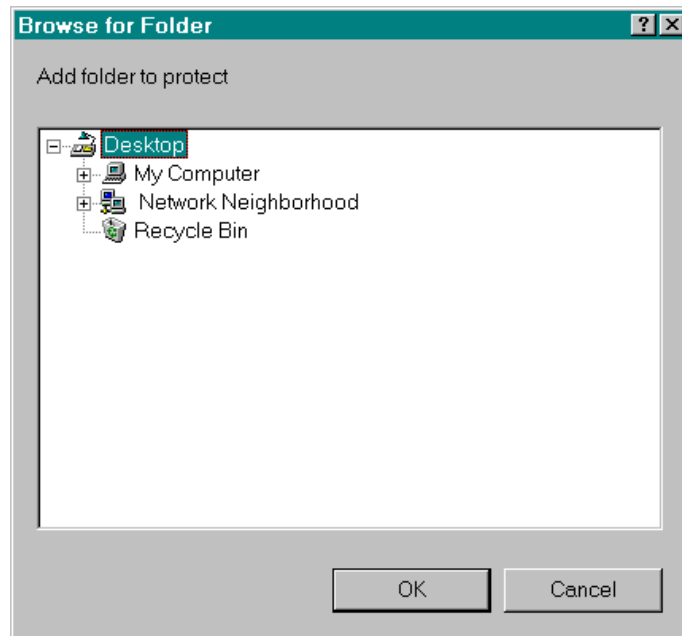
### Step

### Action

1. In the Protection Manager primary window (Figure 5-1 on [page 72](#)), click the **Backup these dirs** column heading button, or click the **Add entry to directory list** toolbar button.



**Response:** The Browse for Folder window is displayed.



**Figure 5-2. Protection Manager Browse for Folder**

2. Navigate through the directories to select specific folders or files you desire to backup.
3. Click **OK** to accept the selected folder or file. Repeat if necessary to add multiple folders to backup operations. Folders or files you select will then be displayed in the Protection Manager primary window in the **Backup these dirs** column.

Click **Cancel** to terminate the folder or file selection; no settings will be preserved.

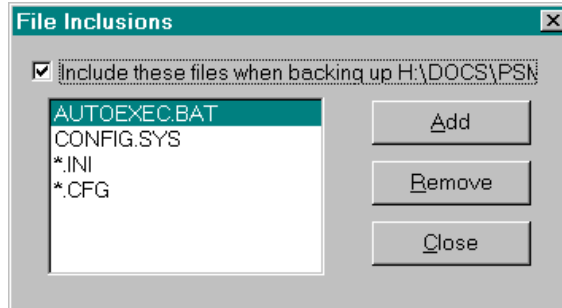


## Defining File Types for Backup Inclusion or Exclusion

After you have defined the folders or directories you want to include in your backup configuration, you can further refine your settings by including or excluding specific file types. For more information, refer to “[Protection Manager column heading buttons](#)” on [page 76](#).

Step	Action
1.	In the Protection Manager primary window (Figure 5-1 on <a href="#">page 72</a> ), select a folder in the <b>Backup these dirs</b> column.
2.	With a specific folder selected, click the <b>Sub dirs</b> column heading button to include or exclude sub-directories in backup operations. Clicking the column heading button toggles between: <ul style="list-style-type: none"><li>■ <b>Y</b> (yes) to include sub-directories.</li><li>■ <b>N</b> (no) to exclude sub-directories.</li></ul> <p><b>Y</b> is the QuickBackup default setting.</p>
3.	With a specific folder selected, click the <b>File types</b> column heading button to include or exclude file types in backup operations. Clicking the column heading button toggles between: <ul style="list-style-type: none"><li>■ <b>All Files</b> - to include all file types in backup.</li><li>■ <b>Registered</b> - to include only those file types registered with Windows 95.</li><li>■ <b>Selected</b> - to back up only the file types you choose from the <b>Inclusions</b> and <b>Exclusions</b> column headings.</li></ul>
4.	If you choose Registered or Selected file types, you can specify additional files to backup. Click the <b>Inclusions</b> column heading for a dialog box to include file types in the backup configuration.

**Response:** The File Inclusions dialog is displayed.



**Figure 5-3. Protection Manager File Inclusions**

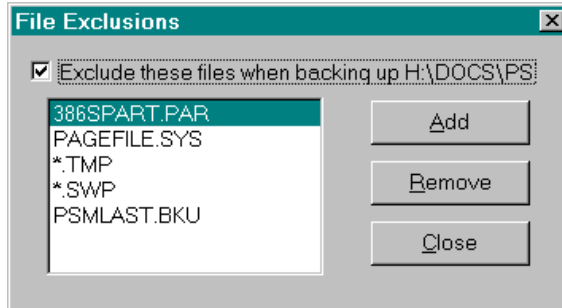
5. Activate the <Include these files when backing up...> check box. You can use DOS wildcard characters in the Inclusions list to indicate file names or file types you want to include. For example, you can enter \*.DOC to include all files with the extension .DOC, or REPORT\*.DOC to include all document files that include REPORT (REPORT1.DOC, REPORTXYZ.DOC, etc.). Select the file extension types, then click **Add**. Click **Close** to accept your settings. You can select single files by entering the file name.

You can remove file types from backup inclusion; select the file type, click **Remove**, then click **Close** to preserve your settings.

If you do not activate the <Include these files...> check box, no specific file types will be included in your backup configuration.

6. If you choose Registered or Selected file types, you can specify files to be excluded from backup. Click the **Exclusions** column heading for a dialog to exclude file types from the backup configuration.

**Response:** The File Exclusions dialog is displayed.




**Figure 5-4. Protection Manager File Exclusions**

7. Select the <Exclude these files when backing up...> check box. You can use DOS wildcard characters in the Exclusions list to indicate file names or file types you want to include. For example, you can enter \*.DOC to exclude all files with the extension .DOC, or REPORT\*.DOC to include all document files that include REPORT (REPORT1.DOC, REPORTXYZ.DOC, etc.). Click **Add**, then **Close** to accept your settings. You can select single files by entering the file name.

You can remove file types from backup exclusion; select the file type, click **Remove**, then **Close** to preserve your settings.

If you do not activate the <Exclude these files...> check box, no specific file types will be excluded from your backup configuration.

 *Each folder which you have chosen to backup has its own individual Inclusion and Exclusion list. You can modify these settings for each folder without disturbing the settings for other folders.*

*Files which match the exclusions you specify will NEVER be backed up, regardless of other settings. Files which match the inclusions you specify will ALWAYS be backed up regardless of other settings.*

*Inclusions and Exclusions are powerful tools to ensure that certain files are ALWAYS backed up or to ensure that certain files are NEVER backed up. Use these options carefully, and when you change them, make certain you are getting the results you intend!*

## Removing Directories From the Backup Configuration

To remove folders or directories from your backup configuration, follow the procedure below:

- | Step | Action  |
|------|---|
| 1.   | In the Protection Manager primary window (Figure 5-1 on <a href="#">page 72</a> ), select (highlight) the folder you want to delete from your backup configuration. |
| 2.   | Click the <b>Delete highlighted entry from directory list</b> toolbar button.   |



**Response:** The highlighted folder is removed from the Protection Manager primary window. Repeat as necessary to remove folders from backup configurations.

## Scheduling Backups

To automate your backup schedule, use the following steps:

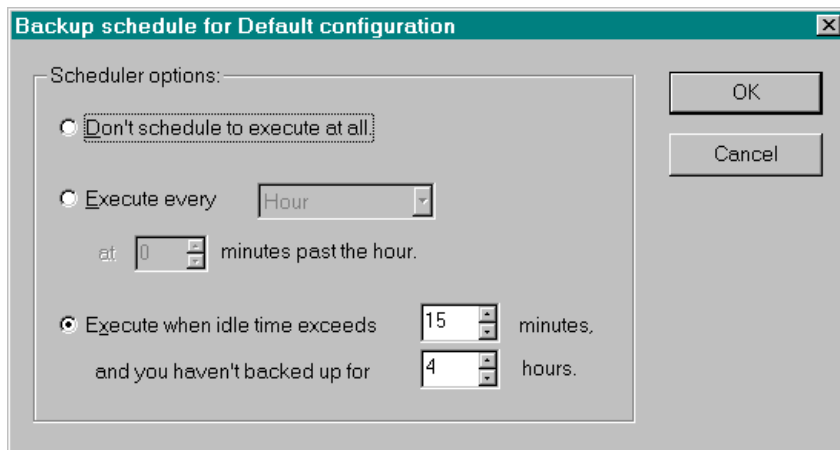
### Step

### Action

1. In the Protection Manager primary window (Figure 5-1 on [page 72](#)), choose **Actions/Schedule** or click the **Schedule** toolbar button.



**Response:** The Backup schedule for Default configuration window is displayed.



**Figure 5-5. Protection Manager Backup schedule for Default configuration**

2. Select <Don't schedule to execute at all> if you only want to run back-ups manually (on demand).

If you select <Don't schedule to execute at all>, the Schedule toolbar button status light is turned off.



If you want to schedule backups at regular times, select <Execute every>, then define the time frame:

- Select <Hour> to run the backup every hour. Enter the minutes (0-59) when you want the backup to run.
- Select <Day> to run the backup at the same time every day. Click Change to set the hours (1-12), minutes (0-59), and time period (AM or PM) when you want the backup to run.
- Select <Week> to run the backup every week. Select the day (Monday-Sunday), hour (1-12), minutes (0-59), and time period (AM or PM) when you want the backup to run.
- Select <Month> to run the backup every month. Select the date (1-31), hour (1-12), minutes (0-59), and time period (AM or PM) when you want the backup to run.

If you want to run the backup whenever your computer is idle, select <Execute when idle time exceeds>. Then,

- Select the idle time minutes (10-99).
- Select the hours between backups (0-24).

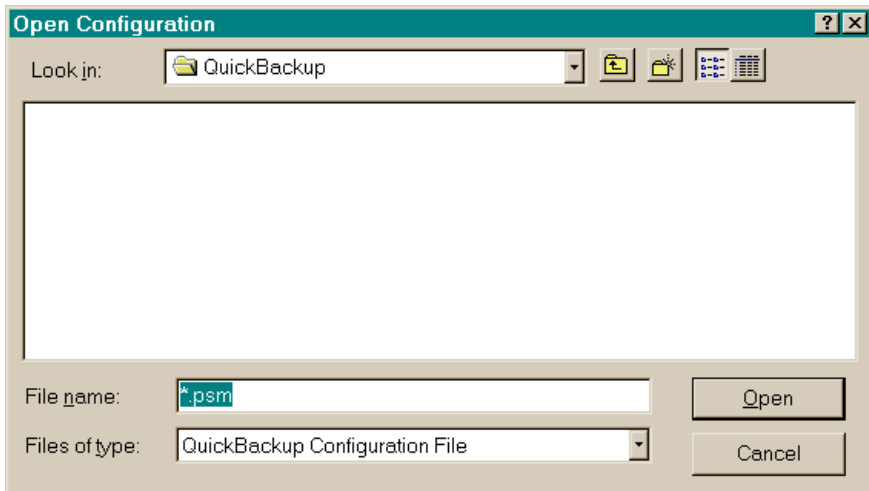
3. Click **OK** to accept the backup schedule configurations. Click **Cancel** to terminate your backup scheduling activities; no settings will be preserved.

## Opening a Configuration File

If you create configuration files, they must be opened through the Protection Manager primary window. To open a configuration file:

- | Step | Action   |
|------|--|
| 1.   | In the Protection Manager primary window (Figure 5-1 on <a href="#">page 72</a> ), choose <b>File/Open</b> . |

**Response:** The Open Configuration window is displayed.



**Figure 5-6. Protection Manager Open Configuration**

2. Select the configuration file and click **Open**, or double-click the selected file.

**Response:** QuickBackup uses the configuration file you open as the default for all on-demand or scheduled backups.

*⚠ QuickBackup only runs one instance at a time, so be sure you have the correct configuration file open when you are performing backups.*

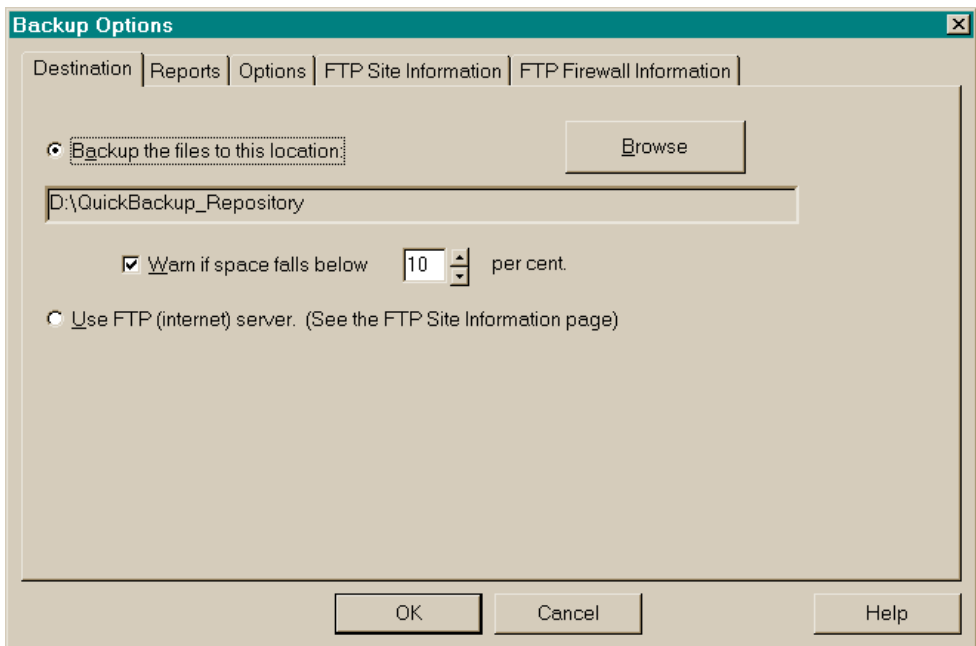
## Changing Backup Destinations

Use the following procedure to change your backup repository.

- | Step | Action  |
|------|---|
| 1.   | In the Protection Manager primary window (Figure 5-1 on <a href="#">page 72</a> ), choose the menu command <b>Actions/Configure</b> , or click the <b>Configure</b> toolbar button. |



**Response:** The Backup Options window opens to the Destination tab.



**Figure 5-7. Protection Manager Backup Options - Destination**



2. Select one of the following backup destination options:

- Select <Backup files to this location> to designate a local or network backup repository. Enter the drive, path and folder where you want the backup files to reside, or click **Browse** to select the drive and path.

If your designated repository supports long file names, the repository will be automatically named **QUICKBACKUP\_REPOSITORY**. If the FTP site does not support long file names, the repository will be named **BACKUPS**.

- Select <Use FTP (Internet) server> to designate an FTP server as backup repository. If you use an FTP server, you must provide the FTP connection parameters and the FTP Firewall parameters (if required).

If the FTP site supports long file names, the repository will be automatically named **QUICKBACKUP\_REPOSITORY**. If the FTP site does not support long file names, the repository will be named **BACKUPS**.

3. If you designate a local or network drive as the backup repository, QuickBackup can warn you when the repository space falls below a certain percentage. Select <Warn if space falls below>, then enter the desired percentage (0-75) in the scrolling list box.
4. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

## Reporting Options

To define backup operation screen or log reporting, follow the steps below:

### Step

### Action

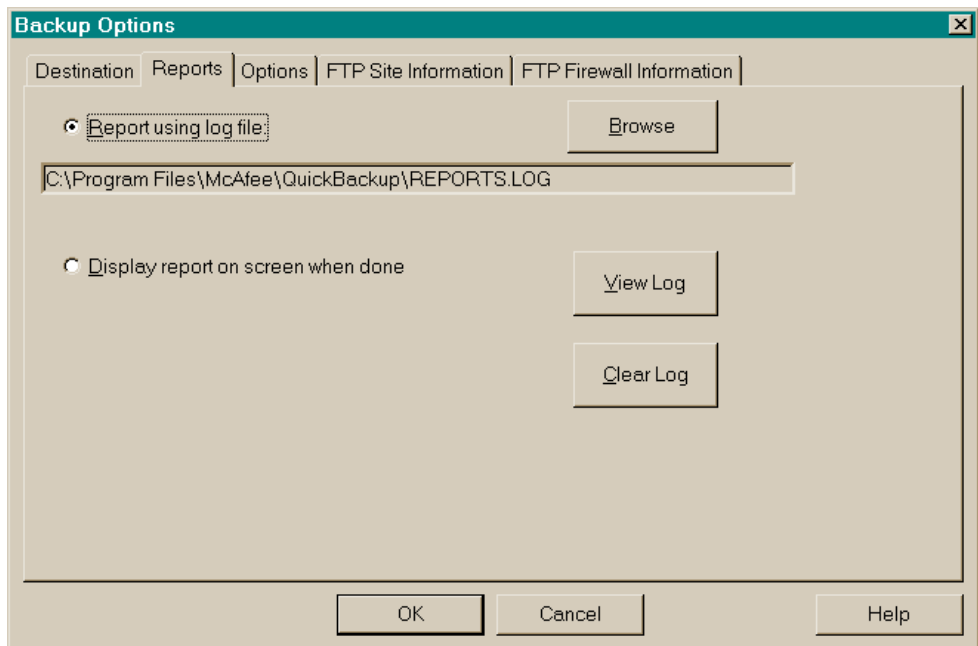
1. In the Protection Manager primary window (Figure 5-1 on [page 72](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



**Response:** The Backup Options window opens to the Destination tab (Figure 5-7 on [page 88](#)).

2. Select the Reports tab.

**Response:** The Reports window is displayed.




**Figure 5-8. Protection Manager Backup Options - Reports**

3. Select one of the following reporting options:

- Select <Report using log file> if you want the backup operation results to be stored in a log file. Enter the drive, path, and name of the log file you wish to use, or click **Browse** to select the drive, path, and file name. The log file has the file name **\*.LOG**.

If you select <Report using log file>, click **View Log** to see the backup log file. To clear the backup log, click **Clear Log**.

 *Selecting <Report using log file> will cause QuickBackup to add information to your log file each time it performs a backup. You may wish to periodically review the contents of this file and then clear it to conserve disk space. Although the log file grows slowly, it will continue to increase until cleared or deleted.*

- Select <Display report on screen when done> if you want to view the backup operation results on your screen when the backup is complete. Selecting this option does not create a log file.

4. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

## Backup Options

This page provides options for defining a customized backup “strategy” for streamlining the backup process by providing criteria for QuickBackup to base backups on. Without these criteria, QuickBackup will back up any files you have selected, even if no changes have been made. By establishing modification criteria, your backup process can be speeded up significantly.

Your criteria will apply for all automated or on-demand backups of files you have selected for backup. Your choice of backup strategies will be influenced, in part, by the nature of your backup repository.

This page provides a number of options that can streamline the backup procedure. You can direct QuickBackup to back up files by checking against the creation date, the modification date, the DOS archive bit, or the contents of the repository.

To change backup options, follow the procedure below:

### Step

### Action

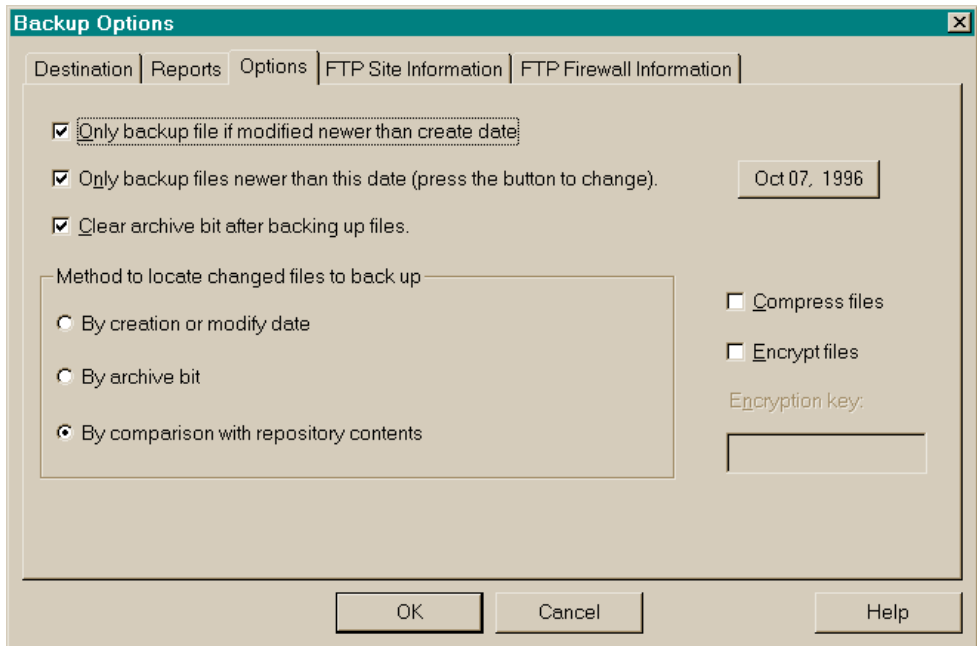
1. In the Protection Manager primary window (Figure 5-1 on [page 72](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



**Response:** The Backup Options window opens to the Destination tab (Figure 5-7 on [page 88](#)).

2. Select the Options tab.

**Response:** The Options window is displayed.




**Figure 5-9. Protection Manager Backup Options - Options**

3. Select the appropriate backup criteria:
  - Activate <Only backup file if newer than create date> to back up only those files modified since the last backup operation. When this option is activated, QuickBackup will not back up a file unless the scan reveals modifications newer than the create date. Selecting this feature can speed up the backup process.
  - Activate <Only backup files modified newer than this date> to specify a file modification date to determine backup. When this check box is activated, QuickBackup ignores any changes to files prior to the date you define. If you select this feature in addition to the <Only backup file if newer than create date> feature, QuickBackup will back up only those files that have been modified after the date you specify, regardless of the creation date.

- Activate <Clear archive bit after backing up file> to clear the file's archive bit after each backup. The archive bit is used by the operating system to determine if the file has ever been backed up or has been modified since any previous backup, regardless of creation or modification dates.


4. In the <Method to locate changed files to back up> group box, select one of the following options:

- Select <By creation or modify date> if you want to base backups on the files that are new to the system, have been modified, or do not exist in the repository.
- Select <By archive bit> if you want to base backups on the file's archive bit instead of the file's creation or modification date. If you select this option, QuickBackup will back up only those files whose archive bit indicates the file has not been backed up since it was last modified, regardless of creation or modification dates.
- Select <By comparison with repository contents> to base backups on the repository contents. QuickBackup will scan and compare the contents of the repository to the file you have designated for backup, based on the criteria you have activated in Step 3.

 *If you are using removable media as your backup repository, QuickBackup will be unable to scan the repository contents and this option will not be available.*

5. To compress backup data, activate <Compress Files>.


6. To encrypt backup data, activate <Encrypt Files>, then enter your encryption key.

 **WARNING:** *If you lose your encryption key or reinstall QuickBackup without using the same key, you will lose access to your data PERMANENTLY. Data that is encrypted MUST be deciphered with the same key.*

7. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

## Defining FTP Server Backup Destinations

If you have Internet access (direct or dial-up), you can use the Internet to connect to an FTP server and use this as your backup repository. McAfee offers the McAfee Personal Vault for your backup requirements; for more information, see “[McAfee Personal Vault](#)” on [page 21](#). You must also establish a user account with the FTP systems administrator.

 *The FTP systems administrator MUST provide you with the necessary information to properly configure the FTP connection parameters.*

### Step

### Action

1. In the Protection Manager primary window (Figure 5-1 on [page 72](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



**Response:** The Backup Options window opens to the Destination tab (Figure 5-7 on [page 88](#)).

2. Select the FTP Site Information tab.

**Response:** The FTP Site Information window is displayed.


The screenshot shows a Windows-style dialog box titled "Backup Options" with a close button (X) in the top right corner. It has five tabs: "Destination", "Reports", "Options", "FTP Site Information" (which is selected), and "FTP Firewall Information". Inside the "FTP Site Information" tab, there is instructional text: "Please provide the FTP site information requested below. If you don't know what to enter, ask your FTP Site Administrator for assistance." Below this, there are several input fields: "FTP Server Name or IP Address:" with the value "ftp.vault.mcafeestore.com", "Port:" with the value "21", "User Name for FTP Login:" with the value "rrobert", "Password for FTP Login:" (empty), "(Retype password to confirm):" (empty), and "Directory for QuickBackup:" with the value "\users\rrrobert\QuickBackup\_Repository". At the bottom of the input section, there are two checkboxes: "Use Firewall" (checked) and "Use PASV mode" (unchecked). At the very bottom of the dialog box are three buttons: "OK", "Cancel", and "Help".

**Figure 5-10. Protection Manager Backup Options - FTP Site Information**

3. Enter the required <FTP Server Name> (or IP address), <Port> (default is 21), <User Name>, <Password for FTP Login>, and <Directory> path in the appropriate text boxes. This information must be provided by the FTP site administrator.


If the FTP site supports long file names, the repository will be automatically named **QUICKBACKUP\_REPOSITORY**. If the FTP site does not support long file names, the repository will be named **BACKUPS**.



 *As a client of an FTP site, you have limited options and access to the FTP server. You must use the full directory path provided by your FTP site administrator. If you define an incorrect path (or a path that does not exist), a warning message will be displayed informing you that there is an “Error creating/changing to directory...”. If you get this warning message, you will need to contact the FTP site administrator for the proper directory path to your shell account.*

4. If the FTP server is using a firewall, activate <Use Firewall>. You must enter the FTP firewall parameters; this information will be provided by the FTP systems administrator. See “[Defining FTP Firewall Parameters](#)” on page 98.


5. If you want to enable PASV mode, activate <Use PASV mode>. The FTP systems administrator will instruct you whether or not to activate this feature.

 *PASV mode enables the FTP connection data channel as an outgoing call from the FTP client to the FTP server, rather than as an active open connection from the FTP server to the FTP client.*

6. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

## Defining FTP Firewall Parameters

If you have designated an FTP server as your backup repository (see “[Defining FTP Server Backup Destinations](#)” on [page 95](#)), and the FTP server uses a firewall, the FTP firewall parameters must be defined.

 *The FTP systems administrator must provide you with the necessary information to properly configure the FTP firewall parameters.*

### Step

### Action

1. In the Protection Manager primary window (Figure 5-1 on [page 72](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



**Response:** The Backup Options window opens to the Destination tab (Figure 5-7 on [page 88](#)).

2. Select the FTP Firewall Information tab.

**Response:** The FTP Firewall Information window is displayed.

The screenshot shows a dialog box titled "Backup Options" with a tabbed interface. The "FTP Firewall Information" tab is selected. The dialog contains a message: "Please provide the FTP firewall information requested below. If you don't know what to enter, ask your FTP Site Administrator for assistance." Below this, there is a "Firewall Type" section with four radio button options: "SITE hostname" (selected), "USER with no login", "USER after login", and "PROXY Open". Below the radio buttons are four text input fields: "Hostname" (containing "ftp.vault.mcafeestore.com"), "Port" (containing "21"), "Username" (containing "rrobert"), and "Password" (empty). Below the "Password" field is a "(Retype password):" label followed by another empty text input field. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

**Figure 5-11. Protection Manager FTP Firewall Information**

3. The FTP Firewall Information window must be completed with information supplied by the FTP site administrator.
4. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

## Using a SCSI Tape Drive for Backup Repository

If you have a SCSI tape drive installed, Configuration Wizard will present this as the default Express Setup backup repository. When you select this option, the Protection Manager primary window adds the **Tape** menu.

Tape drives work as Write Once Read Many (WORM) devices. Your files stored on tape drives can be read, restored, or overwritten. They cannot be deleted, unless the tape cartridge is reformatted.

Unlike hard drives, which are random access devices, tape drives are sequential access and require adjustments to work properly. For example, the tape must be resynched prior to use. Resynching caches the current tape drive directory to your hard drive. The tape must also be retensioned to maintain proper head read/write access.

Like hard disks, tapes must be formatted prior to use. Formatting prepares the tape for read/write capabilities. Reformatting a tape will cause all existing information to be overwritten.

You should resynch and retension the tape drive before backups. You can do this manually through the **Tape** menu commands, or you can automate this process by settings you determine in the Properties page. For more information, see ??

### Using the menu to adjust the SCSI tape drive

The **Tape** menu provides all the necessary commands to ensure that your tape drive is optimized for use as a backup repository.

Step	Action
1.	To remove the tape cartridge from the drive, choose <b>Tape/Eject</b> . If your tape drive does not support auto-eject, you must press the <b>Eject</b> button on the front of your tape drive to remove the tape.
2.	To resynch the tape drive directory structure to your hard drive, choose <b>Tape/Resynch</b> .
3.	To retension the tape, choose <b>Tape/Retension</b> .

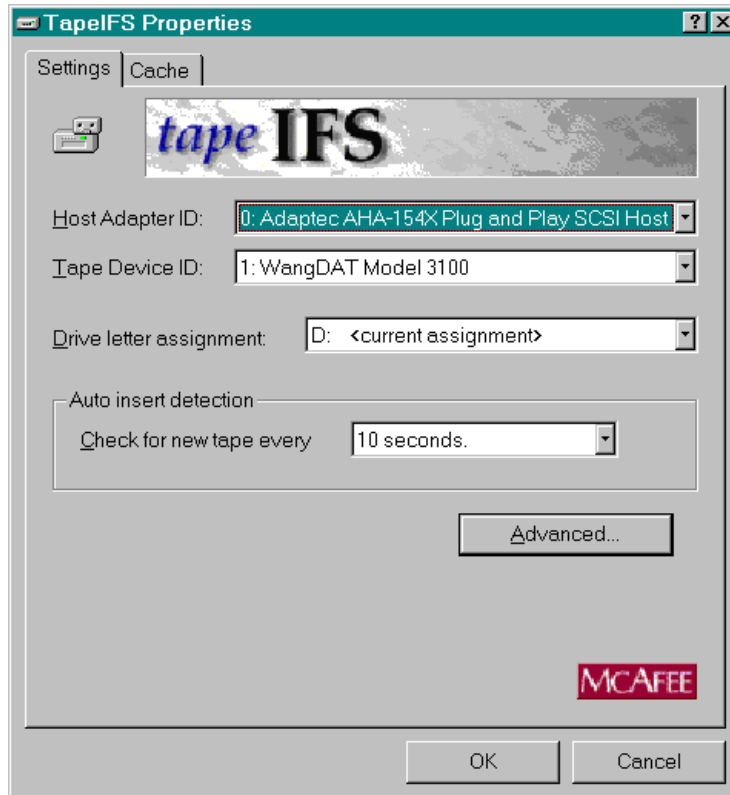
4. To rewind the tape, choose **Tape/Rewind**.
5. To format a new tape or reformat an existing tape, choose **Tape/Format**.

## Defining SCSI tape drive properties

You have several configuration options designed to improve the performance of backing up to your tape drive. Settings allows you to define Tape IFS (Installable File System) default operations. Cache allows you to define the operation of the Tape IFS cache. The cache places the Tape IFS directory on your hard drive. Configuring Settings and Cache are covered in the following procedure.

Step	Action
1.	From the Protection Manager primary window, choose <b>Tape/Properties</b> .

**Response:** Tape IFS Properties opens to the Settings tab.

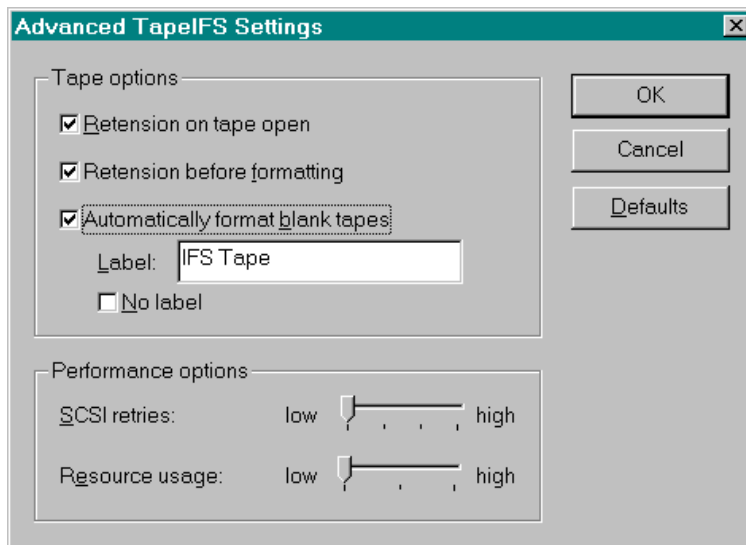


**Figure 5-12. Tape IFS Properties - Settings**

2. The Settings page displays default information about the SCSI tape drive connected to your system. If you have more than one tape drive connected, you must select the tape drive you want to use for a backup repository.
  - The <Host Adapter ID> text box displays the tape adapter (if only one adapter is installed, this is automatically selected by default). If more than one adapter is present, choose from the list box selections.
  - The <Tape Device ID> text box selects the tape drive. If only one tape drive is installed, it is selected by default. If more than one tape drive is installed, choose from the scrolling list box.

- The <Drive Letter Assignment> text box displays the letter selected for drive identification.
3. In the <Auto insert detection> group box, enter the time you want Tape IFS to check for the presence of a tape cartridge in the tape drive. The default setting is 10 seconds.
  4. Click Advanced to configure Tape IFS advanced settings.

**Response:** The Advanced Tape IFS Settings window is displayed.



**Figure 5-13. Advanced Tape IFS Settings**

5. The <Tape options> group box allows you to define the following parameters:
  - <Retention on tape open> retensions the tape when it is opened.
  - <Retention before formatting> retensions the tape prior to formatting.
  - <Automatically format blank tapes> formats blank tapes when they are inserted into the tape drive.

- Enter a label name in the <Label> text box, or use the default “IFS Tape.”
- If you do not want a label applied, activate <No label>.

6. The <Performance options> group box defines:

- <SCSI retries> determines how often Tape IFS attempts to access the SCSI bus if it is busy. The default setting is low and results in Tape IFS waiting longer before retrying the SCSI bus.
- <Resource usage> determines the size of the memory cache used for the database. The default setting is low.

7. Click **OK** to accept your advanced settings and return to the Tape IFS Properties - Settings window. Click **Cancel** to exit the advanced configuration; no settings will be preserved. Click **Defaults** to restore the Tape IFS advanced default settings.

8. To define Tape IFS cache settings, select the Cache tab.



**Response:** The Tape IFS Cache window is displayed.



**Figure 5-14. Tape IFS Cache**

9. To select a different folder for the Tape IFS cache, click **Change**.
10. Click **Empty** to delete the current cache file.
11. Activate <Remove unused information after> and select the number of days to automatically remove unused information.
12. Activate <Remove information when tape is ejected> to empty the cache when the tape is removed.
13. Click **OK** to accept your settings. Click **Cancel** to exit the cache configuration; no settings will be preserved.

## ImageStor Overview

ImageStor is a DOS-based program designed for hard drive recovery or restoration. ImageStor creates an image or “clone” of your hard drive, including all system configurations, partitions and logical drives. This image can be directly substituted for the original hard drive, with no reinstallation of the operating system or applications. ImageStor creates an image of your entire hard drive, rather than performing a file-by-file backup. ImageStor operates in MS-DOS mode when the imaging process is underway to ensure that the data is in a stable state throughout the copy process.

You can also use ImageStor to create an emergency bootable diskette that contains the DOS operating system, a mouse driver, an ASPI SCSI driver, and all necessary ImageStor application files. In the event of a hard drive failure, this diskette can be used to boot your computer and use ImageStor to access your hard drive image on your repository. You can then restore your entire hard drive without reinstalling any system software.

This chapter provides information on configuring and using ImageStor. After reading this chapter, you will know how to:

- Configure ImageStor preferences
- Create and restore a drive image
- Create a bootable diskette
- Perform disaster recovery.

ImageStor provides an easy to use graphical interface based on tabbed dialog windows. Each tabbed window contains a specific Help topic, accessed by the **F1** function key. ImageStor also contains an online Help file.

For more information, see:

- “ImageStor Preferences” on page 108
- “ImageStor Help” on page 110
- “Creating a Drive Image” on page 112
- “Creating a Bootable Diskette” on page 114
- “Restoring a Drive Image” on page 116
- “Disaster Recovery” on page 118.

## ImageStor Preferences

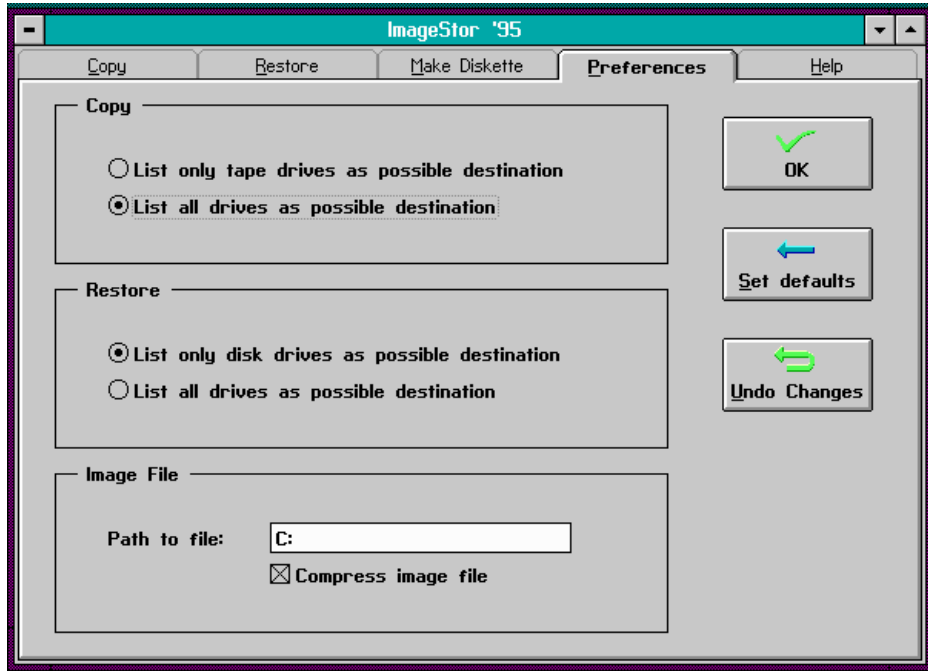
When you install ImageStor, default preferences are used to create the hard drive image. The preferences are shown in the ImageStor Preferences window (Figure 6-1 on [page 109](#)):

- In the <Copy> group box, the default is <List all drives as possible destination>.
- in the <Restore> group box, the default is <List only disk drives as possible destination>.
- In the <Image File> group box, the default path is  
**C:\PROGRAM FILES\MCAFFEE\IMAGSTOR**
- <Compress image file> is activated by default.

To change the default settings:

Step	Action
1.	Open the ImageStor ( <b>IMAGESTOR.EXE</b> ) application.
	<b>Response:</b> The ImageStor Copy window is displayed (see Figure 6-3 on <a href="#">page 113</a> ).
2.	Select the Preferences tab.

**Response:** The ImageStor Preferences window is displayed.



**Figure 6-1. ImageStor Preferences**

3. In the <Copy> group box, select the drive image destination.
4. In the <Restore> group box, select the image restore destination.
5. In the <Image File> group box, enter the hard drive restore image path. To compress the image file, activate <Compress image file>.
6. Click the **Set Defaults** button to restore the ImageStor default settings. Click **Undo Changes** to cancel the settings you have defined. Click **OK** to accept your settings.
7. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left corner of the ImageStor window, then choose **Close**.

## ImageStor Help

ImageStor contains Help topics for each tabbed window, accessed by the **F1** function key. ImageStor also contains an online Help file.

Step	Action
------	--------

1. Open the ImageStor (**IMAGESTOR.EXE**) application.

**Response:** ImageStor opens to the Copy tab (Figure 6-3 on [page 113](#)).

2. Select the Help tab.

**Response:** The ImageStor online Help file is displayed.

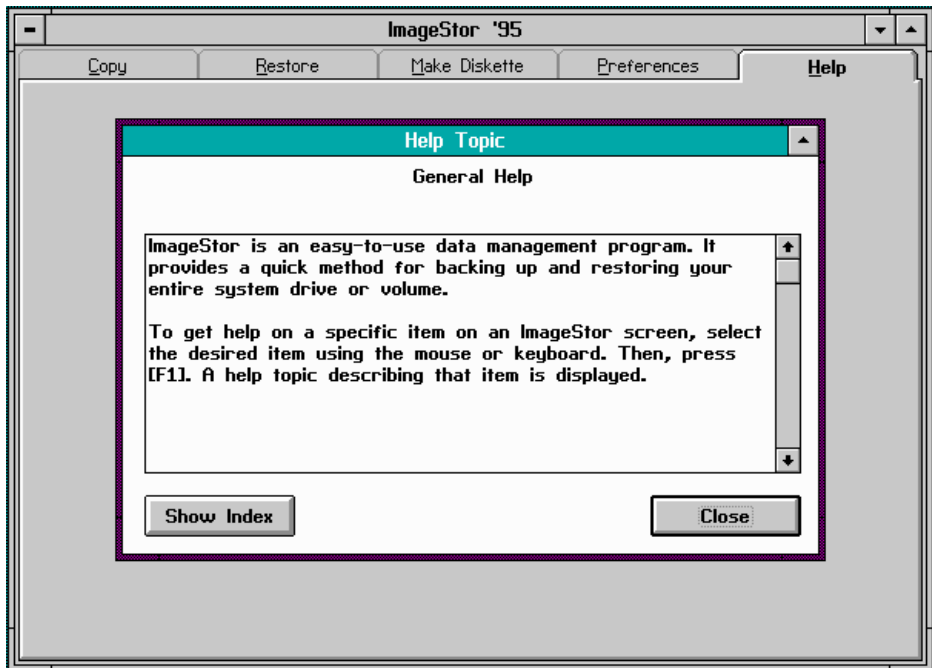


Figure 6-2. ImageStor General Help

3. To look up specific topics, click **Show Index**.
4. Click **Close** to exit the General Help file.
5. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left corner of the ImageStor window, then choose **Close**.

## Creating a Drive Image


ImageStor creates an image or “clone” of your hard drive, including all system configurations, partitions and logical drives. ImageStor uses the following rules to govern image creation and restoration:

- The destination drive (repository) for the hard drive image must be at least the same size or larger (in megabytes).
- If the source is a disk drive and the target is a tape drive, the entire contents of all partitions on the disk are copied to tape, regardless of partition types.
- If the source image (either disk or tape) has multiple partitions, all partitions will be copied to a destination disk drive only if that drive has the same geometry as the source image.
- If the source image (either disk or tape) contains an initial FAT partition, that partition can be copied or restored with a different geometry than the image. Subsequent partitions of any type will not be copied.

This image can be directly substituted for the original hard drive, with no reinstallation of the operating system or applications.

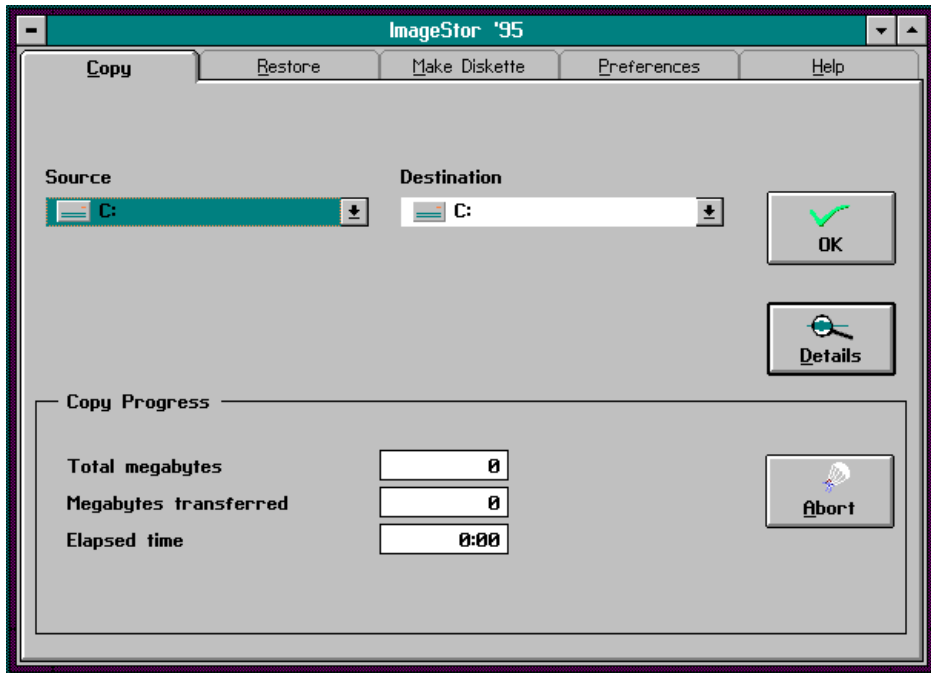
ImageStor operates in MS-DOS mode when the imaging process is underway to ensure that the data is in a stable state throughout the copy process. It is very important that no automated backups be in progress during the imaging process.

To create an image of your hard drive, follow the procedure below:

- | <b>Step</b> | <b>Action</b>  |
|-------------|--|
| <b>1.</b>   | <p>Close all open applications, disable your screen saver, and make certain that any scheduled automatic file backup is disabled.</p> <p> <i>Warning: Disable your screen saver and make certain that no automated file backups occur during the image process. If your screen saver activates or an automated file backup occurs during the image process, the copy of your hard drive may be corrupted.</i></p> |
| <b>2.</b>   | <p>Open the ImageStor (<b>IMAGESTOR.EXE</b>) application.</p>  |



**Response:** ImageStor opens to the Copy window.



**Figure 6-3. ImageStor Copy**

3. In the <Source> list box, select the appropriate drive . Unless you have multiple hard drives, the source drive will be C.
4. In the <Destination> list box, select the appropriate destination drive. ImageStor presents all available drives as destination options.
5. Click the **OK** button. For information on source and destination drives, click **Details**; click **Abort** to cancel the hard drive imaging process.

**Response:** ImageStor copies an image of your hard drive to the designated destination and provides a progress report of the image process. When the process is complete, ImageStor displays an alert.

6. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.

## Creating a Bootable Diskette

You can use ImageStor to create an emergency bootable diskette that contains the DOS operating system, a mouse driver, an ASPI SCSI driver, and all necessary ImageStor application files. In the event of a hard drive failure, this diskette can be used to boot your computer and use ImageStor to access the hard drive image on your repository. You can then restore your entire hard drive without reinstalling any system software.

When you install ImageStor, you are presented with the option to create a diskette that contains an image of your hard drive. Complete instructions for creating a drive image diskette upon installation are contained in [“Installing ImageStor” on page 33](#). For information on restoring your hard drive, see [“Restoring a Drive Image” on page 116](#).

The boot diskette does not contain data from your hard drive; it exists only as a means of accessing this data that you have stored on a designated repository.

If you did not create a bootable diskette at ImageStor installation, follow the procedure below:

Step	Action
------	--------

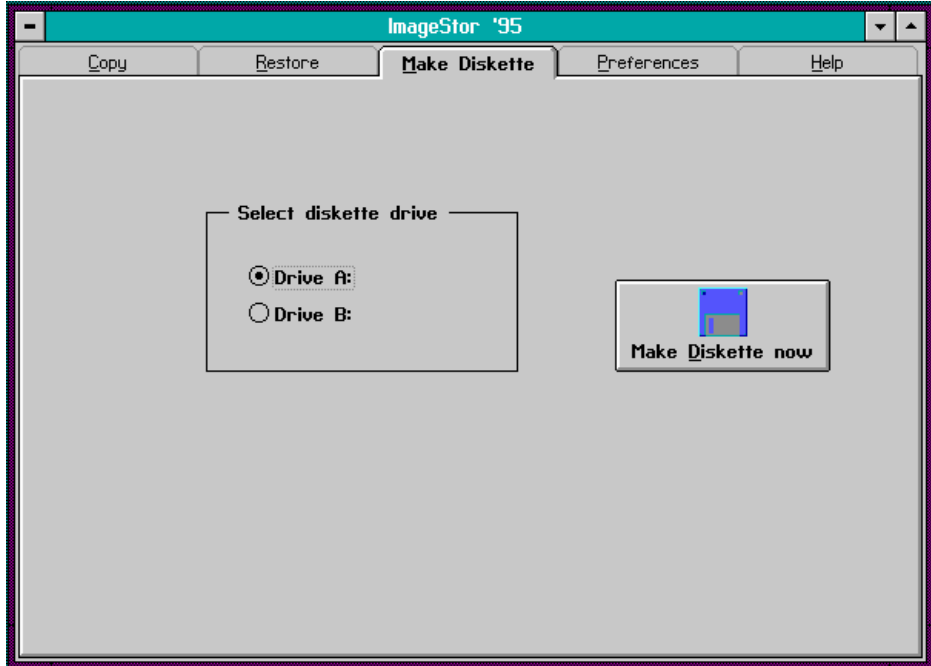
- |    |  |
|----|--|
| 1. | Close all open applications. Insert a blank, formatted 3.5-inch high-density diskette into the <b>A</b> drive, or a blank, formatted 5.25-inch diskette into the <b>B</b> drive. |
|----|--|

- |    |  |
|----|--|
| 2. | Open the ImageStor ( <b>IMAGESTOR.EXE</b> ) application. |
|----|--|

**Response:** ImageStor opens to the Copy window (Figure 6-3 on [page 113](#)).

- |    |                               |
|----|-------------------------------|
| 3. | Select the Make Diskette tab. |
|----|-------------------------------|

**Response:** The Make Diskette window is displayed.



**Figure 6-4. ImageStor Make Diskette**

4. Select the appropriate drive.
5. Click **Make Diskette** now .

**Response:** ImageStor copies the DOS operating system, mouse driver, ASPI SCSI driver, and all necessary ImageStor application files to the designated diskette.

6. Remove your bootable recovery diskette and store in a safe place.
7. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.

## Restoring a Drive Image

To restore the image to your hard drive, use the following procedure.

Step	Action
------	--------

1. Open the ImageStor (**IMAGESTOR.EXE**) application.

**Response:** ImageStor opens to the Copy window (Figure 6-3 on [page 113](#)).

2. Select the Restore tab.

**Response:** The Restore window is displayed.

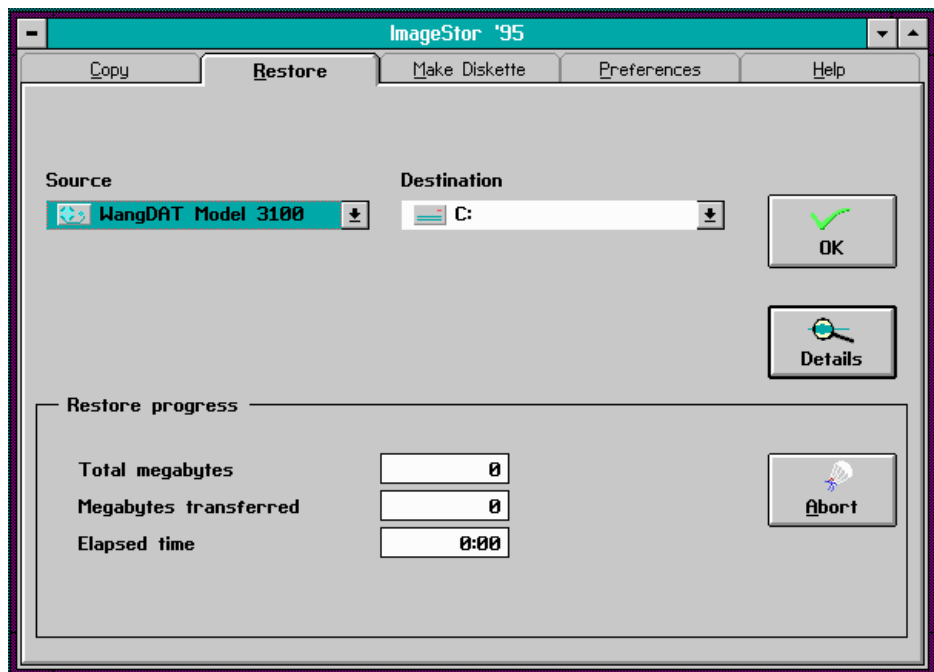



Figure 6-5. ImageStor Restore

3. Select the image source in the <Source> list box.

4. Select the image restore destination in the <Destination> list box.
5. Click **OK** to restore the drive image. Click **Details** for information on source and destination drives. Click **Abort** to terminate the restore process.

During the restore process, ImageStor displays the total megabytes of the image, the megabytes transferred, and the elapsed time. Click **Abort** to terminate the restore process.

6. When the restore operation is complete, to exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.

 *If you plan to restore your C drive (i.e. the boot drive), see “Disaster Recovery” on page 118.*

## Disaster Recovery

In the event of a hard drive failure, the bootable diskette you created through ImageStor can aid in the recovery of your hard drive.

Step	Action
------	--------

1. Insert the bootable diskette into the **A** or **B** drive.
2. Press the reset button on your computer.

**Response:** Your computer boots and the ImageStor Copy window (Figure 6-3 on [page 113](#)) is displayed.

3. Select the Restore tab.

**Response:** The Restore window is displayed.

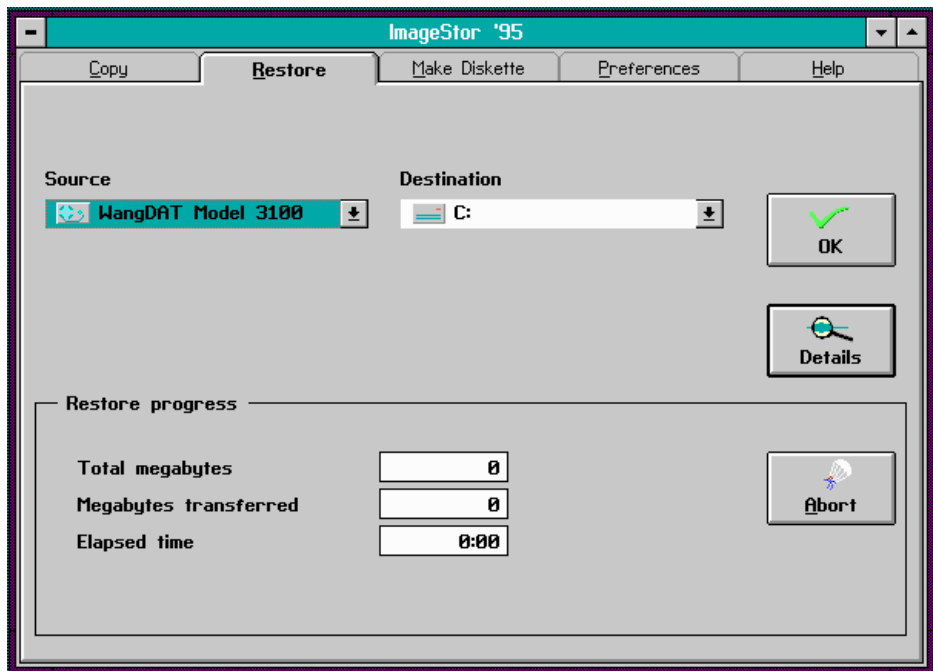


Figure 6-6. ImageStor Restore

4. Select the image source (your designated repository) in the <Source> list box.
5. Select **c** in the <Destination> list box.
6. Click **OK** to restore the drive image. Click **Details** for information on source and destination drives. Click **Abort** to terminate the restore process.

During the restore process, ImageStor displays the total megabytes of the image, the megabytes transferred, and the elapsed time. Click **Abort** to terminate the restore process.

7. When the restore operation is complete, to exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.
8. Remove the bootable recovery diskette and store in a safe place.
9. Restart your computer. Your computer will now boot from the restored hard drive.

## On-Demand Backup Overview

Even if you automate your backups, you can always perform on-demand backup at any time. You can back up all files previously configured, or back up selected individual folders or files. QuickBackup provides a number of methods to make on-demand backup effortless. This chapter tells you how to:

- Perform on-demand backups with the Explorer interface
- Perform on-demand backups with Protection Manager.

When you back up files by any of the on-demand features, the backup is controlled by the default settings in QuickBackup. If you want to use specific configurations for on-demand backups, you must first define a backup configuration, then open the configuration file before performing the backup; for more information, see [“Opening a Configuration File” on page 87](#).

When you execute Backup Now, QuickBackup backs up those files or folders which you have configured through the Configuration Wizard or the Protection Manager. QuickBackup also provides the flexibility to select individual files or folders for instantaneous backup. If you have designated an FTP server as your backup repository, SmartStor makes the FTP connection automatically.

The following topics review each of the on-demand backup methods:


- [“Using the Taskbar for On-Demand Backup” on page 121](#)
- [“Using Drag and Drop for On-Demand Backup” on page 122](#)
- [“Using Context Menus for On-Demand Backup” on page 123](#)
- [“Using the Properties Sheet for On-Demand Backup” on page 124](#)
- [“Using Explorer Menus for On-Demand Backup” on page 127](#)
- [“Using Protection Manager for On-Demand Backup” on page 128](#).



## Using the Taskbar for On-Demand Backup

When you perform an on-demand backup using the Windows 95 taskbar, QuickBackup searches the drives and folders you have specified for backup. If this scan detects files that have changed since any previous backup, the modified files are copied to your designated repository.

To use the Windows 95 taskbar to perform an on-demand backup:

- | Step | Action  |
|------|---|
| 1.   | <p>Choose <b>Start/Backup Now</b> from the Windows 95 taskbar (if QuickBackup is already open, you will receive a message directing you to the current instance of QuickBackup; see “<a href="#">Using Protection Manager for On-Demand Backup</a>” on page 128).</p> <p><b>Response:</b> QuickBackup is opened and automatically scans your hard drive for files to back up, based on your default backup configuration. Click <b>Stop</b> if you want to cancel the scan and close QuickBackup.</p> <p> <i>Using the taskbar backs up only those files you have designated as your default backup configuration through either the Configuration Wizard or the Protection Manager.</i></p> <p>If the QuickBackup scan reveals no current files to back up based on your current default backup configuration, QuickBackup will inform you, then automatically close.</p> <p>If modified files are found, these are backed up instantly to your designated repository. If your designated repository is an FTP server, the FTP connection is automatically made. A status bar displays the backup progress.</p> |
| 2.   | <p>When backup is complete, QuickBackup automatically closes.</p>   |


## Using Drag and Drop for On-Demand Backup

QuickBackup offers you the ability to perform instantaneous backup of selected files using Windows Explorer drag and drop capabilities.

Step	Action
1.	Open QuickBackup.
2.	From the Explorer view, select the file or folder you want to back up.
3.	Drag the selected file or folder to the Protection Manager window, then drop.



**Response:** The selected file or folder is copied to your designated repository. If your designated repository is an FTP server, the FTP connection is automatically made. A status bar displays the backup progress.

4. When backup is complete, QuickBackup automatically closes.

 *Backing up files with drag and drop operations uses the QuickBackup default configuration, with the following exception: the files backed up are those you have selected from the Explorer view, NOT the files indicated in the QuickBackup configuration settings.*

## Using Context Menus for On-Demand Backup

QuickBackup offers you the ability to perform instantaneous backup of selected files using Windows Explorer file context menus. You can only back up one file at a time using individual file context menus.

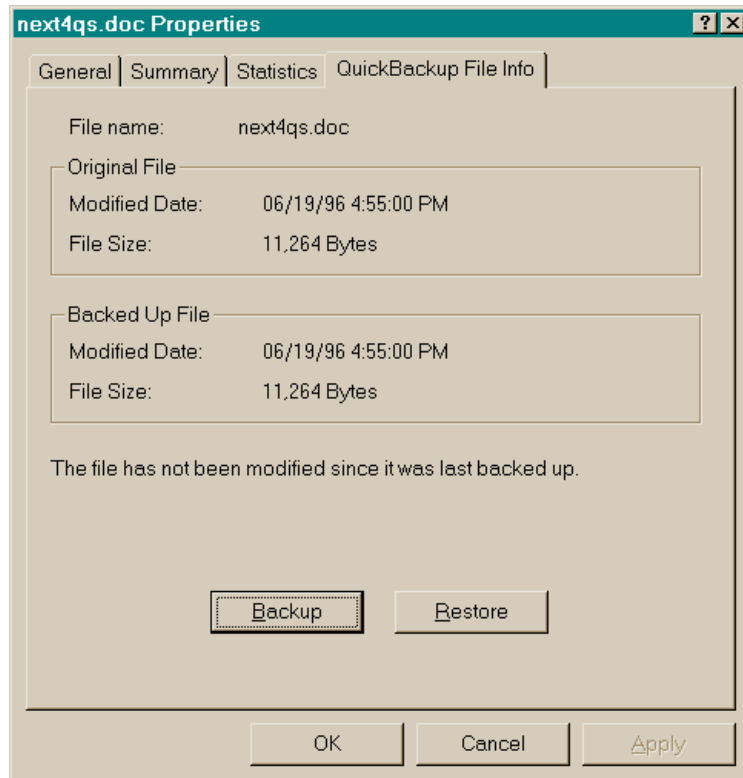
- | Step | Action  |
|------|---|
| 1.   | In the Windows Explorer or My Computer view, select the file you want to back up.   |
| 2.   | With the file highlighted, right-click the mouse.<br><br><b>Response:</b> The context menu is displayed.  |
| 3.   | Choose <b>Backup Now</b> .<br><br><b>Response:</b> The selected file is copied to your designated repository. If your designated repository is an FTP server, the FTP connection is automatically made. A status bar displays the backup progress.<br><br>If the file has not been backed up, QuickBackup will display this information.<br><br> <i>If the file has not been modified since the last backup, you will not be able to perform a backup..</i> |
| 4.   | When the backup is complete, QuickBackup automatically closes.<br><br> <i>Backing up files by the context menu uses the QuickBackup default configuration file, with the following exception: the file backed up is that associated with the context menu, NOT the files indicated in the QuickBackup configuration settings.</i>  |

## Using the Properties Sheet for On-Demand Backup

QuickBackup provides the ability to perform on-demand backup of selected files using Windows Explorer file Properties sheet. You can only back up one file at a time using the Properties sheet.

Step	Action
1.	In the Windows Explorer or My Computer view, select the file you want to back up.
2.	With the file highlighted, right-click the mouse.  <b>Response:</b> The context menu is displayed.
3.	Choose <b>Properties</b> .  <b>Response:</b> The Properties sheet is displayed.
4.	Select the QuickBackup File Info tab.

**Response:** The QuickBackup File Info Properties sheet is displayed.




**Figure 7-1. QuickBackup File Info**

The QuickBackup File Info page displays the following information:

- ❑ File Name
- ❑ Original File size

also provides Backed Up File status messages.

If the file has not been backed up or has been modified since the last backup, QuickBackup will suggest that you back up the file.

 *If the file has not been modified since the last backup, you will not be able to perform a backup.*

5. Click **Backup** to copy the file to your designated repository.

**Response:** The selected file is copied to your designated repository. If your designated repository is an FTP server, the FTP connection is automatically made. A status bar displays the backup progress.

6. When backup is complete, QuickBackup automatically closes.



*Backing up a file by the Properties sheet uses the QuickBackup default configuration file, with the following exception: the file backed up is associated with the Properties sheet, NOT the files indicated in the QuickBackup configuration settings.*

## Using Explorer Menus for On-Demand Backup


QuickBackup provides the ability to perform on-demand backup of individual or multiple selected files using Windows Explorer menus.

Step	Action
1.	In the Windows Explorer or My Computer view, select the file or files you want to back up.


2. With the file or files highlighted, choose **File/Backup Now**.

**Response:** QuickBackup copies the file or files to your designated repository. If your designated repository is an FTP server, the FTP connection is automatically made. A status bar displays the backup progress.

If the file has not been backed up, QuickBackup will display this information.

 *If the file has not been modified since the last backup, you will not be able to perform a backup.*

3. When backup is complete, QuickBackup automatically closes.

 *Backing up files by Windows Explorer menus uses the QuickBackup default configuration file, with the following exception: the files backed up are those selected from the Explorer view, NOT the files indicated in the QuickBackup configuration settings.*

## Using Protection Manager for On-Demand Backup

Protection Manager provides on-demand backup; however, this only backs up drives, folders or files included in the current active configuration.

### Step

### Action

1. In the Protection Manager primary window (Figure 5-1 on [page 72](#)), select **Actions/Backup Now**, or click the **Backup Now** toolbar button.



**Response:** QuickBackup automatically scans all files or folders that you have configured for backup (displayed in the Protection Manager primary window), based on your default backup configuration. Click Stop if you want to cancel the scan and close QuickBackup.

If the QuickBackup scan reveals no current files to back up, QuickBackup will inform you and then automatically close.

If modified files are found, these are backed up to your designated repository. If your designated repository is an FTP server, the FTP connection is automatically made. A status bar displays the backup progress.

2. When backup is complete, QuickBackup automatically closes.



## File Restore Overview

Restoring files means returning the information you have placed on the repository to your hard drive. A file cannot be restored unless it is first backed up. QuickBackup provides several convenient methods for restoring your files. After reading this chapter, you will know how to:

- Restore files with the Explorer interface
- Restore files with the QuickBackup Explorer.

If you have designated an FTP server as your backup repository, the FTP connection is made automatically when you restore files using the properties sheet, context menu or Explorer views. You may restore files using drag and drop in the QuickBackup Explorer, but the restored files will reside on your desktop, not the original location.

If compression or encryption are selected, the file you restore by drag and drop will still be encrypted and/or compressed, therefore unreadable. To properly restore encrypted and/or compressed files, you must use the restore function.


Unlike backup operations, file restoration cannot be automated and must be performed manually. The following procedures assume that files to be restored have been previously backed up:

- [“Using Drag and Drop to Restore Files” on page 130](#)
- [“Using the Context Menu to Restore Files” on page 131](#)
- [“Using the Properties Sheet to Restore Files” on page 132](#)
- [“Using the Explorer Menu to Restore Files” on page 134](#)
- [“Using QuickBackup Explorer to Restore Files” on page 135.](#)


## Using Drag and Drop to Restore Files

QuickBackup offers you the ability to perform instantaneous restoration of selected files using Windows Explorer drag and drop capabilities.

- | Step | Action  |
|------|---|
| 1.   | From the Windows 95 taskbar, choose <b>Start/QuickBackup Explorer</b> .   |
|      | <b>Response:</b> If your designated repository is an FTP server, the FTP connection is automatically made. The QuickBackup Explorer view provides a folder view of your FTP repository. For all other drives, the QuickBackup Explorer provides the same view, menus and operations as the Windows 95 Explorer. |
| 2.   | Select the folder or file you want to restore.  |
| 3.   | Drag the selected folder or file from the QuickBackup Repository, then drop on your hard drive in the desired location.   |

 *If compression and/or encryption are used, the file you restore by drag and drop will still be encrypted and compressed, therefore unreadable. To properly restore encrypted and/or compressed files, you must use the restore function.*

**Response:** The selected folder or file is restored to your hard drive.

 *If you are retrieving files from an FTP server, the speed at which this is accomplished depends on the size and number of files you have selected to restore, and the speed and type of your Internet connection. If you are retrieving a large file or a number of files through a 14,400 bps modem, for example, the restore process may take some time.*

## Using the Context Menu to Restore Files

QuickBackup offers you the ability to perform instantaneous restoration of selected files using Windows Explorer context menus. You can only restore one file at a time using context menus.

### Step

### Action

1. From the Explorer view, select the file you want to restore.
2. With the file highlighted, right-click the mouse.

**Response:** The context menu is displayed.

3. Choose **Restore Files**.

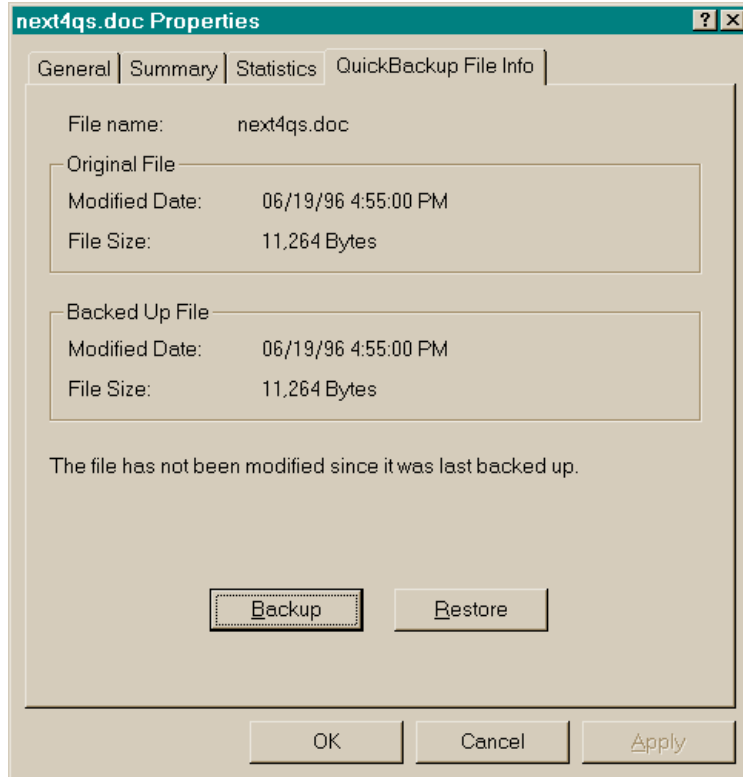
**Response:** The selected file is restored to your hard drive.

## Using the Properties Sheet to Restore Files

QuickBackup offers you the ability to perform instantaneous restoration of selected files using Windows Explorer Properties sheet. You can only restore one file at a time using the Properties sheet.

Step	Action
1.	From the Explorer view, select the file you want to restore.
2.	With the file highlighted, right-click the mouse.  <b>Response:</b> The context menu is displayed.
3.	Choose <b>Properties</b> .  <b>Response:</b> The Properties sheet is displayed.
4.	Select the QuickBackup File Info tab.

**Response:** The QuickBackup File Info Properties sheet is displayed.




**Figure 8-1. QuickBackup File Info**

The QuickBackup File Info page displays the following information:

- ❑ File Name
- ❑ Original File size

also provides Backed Up File status messages.

 If the file has not been backed up, the **Restore** button is not available.

**5.** Click **Restore**.

**Response:** The selected file is restored to your hard drive.

## Using the Explorer Menu to Restore Files

QuickBackup offers you the ability to perform on-demand restoration of selected folders or files using Windows Explorer menus.

Step	Action
1.	In the Windows Explorer or My Computer view, select the folder or file you want to restore.
2.	With the folder or file highlighted, choose <b>File/Restore Files</b> .

**Response:** The selected folder or file is restored to your hard drive.

## Using QuickBackup Explorer to Restore Files

QuickBackup offers you the ability to perform on-demand restoration of selected folders or files using the QuickBackup Explorer.

### Step

### Action

1. From the Windows 95 taskbar, choose **Start/QuickBackup Explorer**.

**Response:** If your designated repository is an FTP server, the FTP connection is automatically made. The QuickBackup Explorer view provides a folder view of your FTP repository. For all other drives, the QuickBackup Explorer provides the same view, menus and operations as the Windows 95 Explorer.

2. Select the folder or file you want to restore.

- If your repository is a local or network drive, choose **File/Restore Files**.
- If your repository is an FTP server, choose **File/Download Now**.

**Response:** The selected folders or files are restored to your hard drive.

## LAN Administration Reference

If you are a LAN administrator and would like to support QuickBackup for on-site network users, you can do two things to simplify this:

- Define a default repository and path for user backup
- Define a storage limit value for users.

This is accomplished by setting variables in the user's DOS environment strings by adding commands to the system login scripts or profiles. Consult your network operating system administration documentation for details on how to set environment variables within a system or user login script or profile.

If you set up a backup repository on the LAN, the option to designate an FTP server as a backup repository will not be presented to users in the Configuration Wizard Express Setup. However, users will still be able to use an FTP server for backup (if they have Internet access and a shell account on an FTP server) by defining this backup destination through the Protection Manager.


### Defining a Default Path for LAN Backup

To direct the Configuration Wizard's Express Setup to automatically select a particular storage path and folder for network user backup, add the following variable to each user's environment settings:

```
SET QUICKBACKUP_LANPATH=\\SERVERNAME\VOLUMENAME\DIRECTO-  
RYNAME
```



The path must be defined using Universal Naming Conventions (UNC) rather than proprietary notation. Consult your network operating system documentation for UNC naming conventions; these differ depending on whether you use Bindery Emulation or NDS logins on your network.

 *Ensure that each user has a unique path specified for their **QUICKBACKUP\_LANPATH** setting. One way to do this is to use the user home directory name or incorporate the user login name into the path setting. Refer to your network operating system documentation for more information.*

When users run Configuration Wizard, the presence of this set variable in the DOS environment string causes two things to happen:


- <Express Setup - Backup to your LAN...> becomes the default setting. The option <Express Setup - Backup to an FTP server> no longer appears. However, the user can still choose the Configuration Wizard <Custom Setup> option or use the Protection Manager to configure backup to an FTP site (if the user has an Internet connection and an FTP server shell account).
- When the user chooses <Express Setup - Backup to your LAN...> or <Custom Setup> the default destination for the repository is now set to the **QUICKBACKUP\_LANPATH** value. The user can change this default by using the Configuration Wizard <Custom Setup> option or the Protection Manager.

## Defining Space Limitations for LAN Backup

You can set an environment variable to cause the Configuration Wizard to limit the amount of LAN storage used during setup. This limit is enforced in both Express and Custom Setup modes. Use the environment string:

```
SET QUICKBACKUP_MAXLANMB=xx
```

where **xx** is the maximum LAN storage space allowed in megabytes (MB) for backup during Wizard setup operations.

 *This space limitation method is only in effect during the Configuration Wizard setup processing. If you need to implement an absolute upper limit on user disk storage space for all configuration methods, you should set these limits using network administration capabilities.*

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October 1996

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