Overview of FileBack PC 3.1

Have you ever lost files because they were not backed up?   Have you ever received errors about corrupt configuration files?   Have you ever wished you could retrieve a previous version of a file?   Have you ever wanted to have exact copies of a directory on two computers or two different locations on your hard drive?   Are you a programmer?   If you answered "Yes" to any of these questions, you need FileBack PC because it takes care of all of these situations and more.

FileBack PC is a file backup and <u>synchronization</u> utility.   FileBack PC provides an easy way to backup any file located on any disk or network drive to any other disk or network drive.   These files can be restored when needed by following a few simple steps.

Some of FileBack's unique features include the ability to backup up to 99 versions of important files, an easy-to-use file restoration wizard, and automatic backup of files as they change.

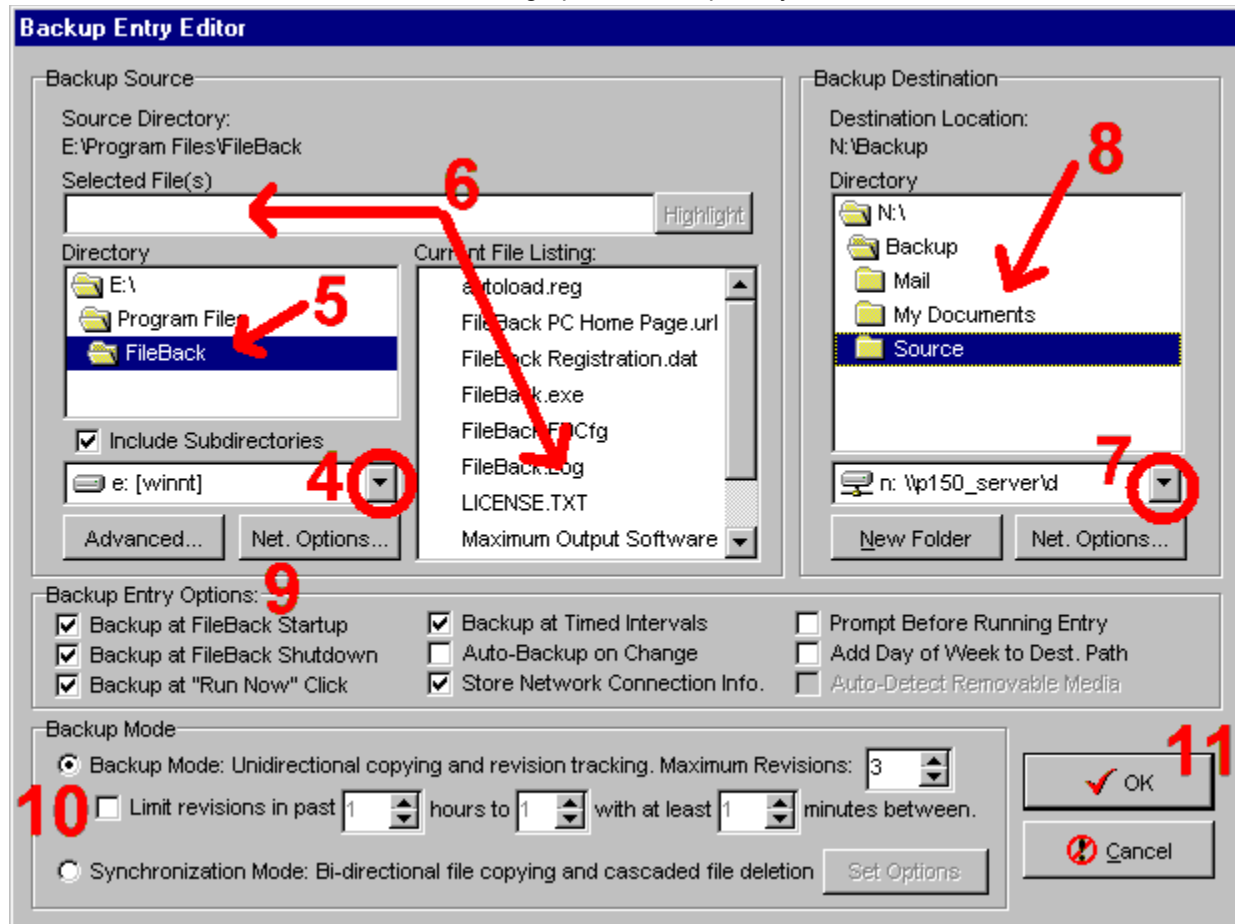For information on how to begin using FileBack PC see the <u>Getting Started</u> section of this help file.

Throughout this help file you will see tips on how to use FileBack PC or taking advantage of its advanced features.   We recommend taking the time to try these tips.   For a list of all tips click on the light bulb at left to jump to the "<u>Tips for Using FileBack PC</u>" section of this help file..

Getting Started with FileBack PC

This describes how to start using FileBack PC, and steps through a basic operation of FileBack.

1. Start the FileBack PC application.

2. Click on the 'Backup Entries' tab to begin adding entries to the backup entries list.

3. Click on the 'New' button.   This will bring up the '<u>Backup Entry Editor</u>' window.

4. Choose the drive that contains the files that you would like to backup.
5. Choose the directory that contains the files that you would like to backup.

6. Select the files that you would like to be backed up.   You may select them by clicking on the filenames under 'Current File Listing' or you can manually type the file names into the edit box labeled 'Selected Files.'   Multiple files may be selected through use of the Shift and Control keys, much like in Windows Explorer.   In the 'Selected Files' edit box, you may also include wild cards; e.g. *.doc.

If you wish to include multiple search criteria, separate each criterion with a space.   If you need to include a filename or search criteria that contains a space, add double-quotes around the criteria.   Example: "FileBack PC.*" "Read Me.txt" *.doc*

*To exclude a file or group of files from a backup, include the name(s) in the "Selected Files" list, preceded by an exclamation point.   For example, to backup all files except *.TMP and *.~* files, the "Selected Files" line would read: *.* !*.TMP !*.~* *

7. Choose the <u>destination drive</u> for the source files.

8. Choose the destination directory where you would like the backup files stored.

9. Select the options that best fit the type of backups that you desire.

Explanations of each of these can be found under the <u>Backup Entry Editor</u> heading.

10. Select the desired backup mode.

Explanations can be found under the <u>Backup Entry Editor</u> heading.

11. Click on the 'OK' button when you have finished making all changes, or 'Cancel' to abandon changes.

Status

The status page is used to provide information about what FileBack has done and what it is currently doing.

File Backup Status

Clear – Clicking on the "Clear" button will clear all text in the dialog window.

Destination - Name of directory currently being used as a backup destination.

Exit - Exit the FileBack PC application.

Hide - Hide the FileBack PC window, but leave the application running in the task bar.

Run Now - Manually runs the backup entries.

Save Settings - Saves current settings including preferences, options, and backup entries.

Source, Destination –The directories which are currently being compared to determine which files need to be backed up.

The FileBack.log file (which is located in the same directory as the FileBack PC program file) contains all information in the "Status" page, and is saved to disk approximately every sixty minutes, or whenever FileBack PC is exited.

The FileBack log is limited to 2000 entries.   All older log entries are automatically deleted.

Double-click on an entry in the status log box to see it in full, including the date it was processed.

Backup Entries

FileBack's backups are done based on backup entries, which are combinations of source directory, destination directory, a list of file(s) to back up, and backup option settings.

Backup Entry List

Backup Entry List - Displays the Source Directory, Destination Directory, File(s), number of revisions, selected options, network source, and network destination for each of the backup entries in the selected backup group.

The columns may be resized by dragging the left or right border of each column heading.   In addition, a column may be auto-sized by clicking on the column heading.

Right-clicking a backup entry in the list will allow you to create a new entry, edit the selected entry, run the selected entry, delete the selected entry, or change its group membership.

Backup Group - Shows the name of the current backup group being displayed below.   Click the "Group Options" button to add, rename, remove, or run a backup group.

Do you have related backup entries?   Try creating groups for them.   You may have up to 25 groups, and each backup entry can appear in multiple groups.

To add or remove a backup entry to or from a group, right click the entry on the "Backup Entries" page and click on the selected group.   A check mark indicates membership in a group.

Group Options - Allows you to 1) create a new backup group, 2) rename an existing backup group, 3) remove an existing backup group, or 4) run all of the backup entries in an existing backup group.

When running a backup group, all backup entries in that group are run regardless of what backup options may be set.   The only exception to this is when a backup entry is disabled because of options disabled in the Hardware Profiles section of FileBack PC, these entries will not be run.

New - Brings up the Backup Entry Editor to create a new backup entry.

Edit - Allows you to edit the selected backup entry, using the Backup Entry Editor.

You may bring up the backup entry editor by double clicking on a backup entry.

Remove - Removes the selected backup entry from the backup list.

When you remove a backup entry it is removed from all backup groups, not just the group currently being displayed.

Up - Moves the selected backup entry up the Backup Entry List so that it is processed earlier in a backup run.

Down - Moves the selected backup entry down the Backup Entry List.

Use the "Up" and "Down" options to change the order in which backup entries are run.   All changes affect the entry order in all groups.

Preferences

The Preferences page provides you with the ability to change the way FileBack operates according to your own personal preferences.

Backup Interval - This sets the time between each timed backup.   If a backup entry is set to run at timed intervals, it will be run every xxx minutes, as set here on the Preferences page.   The number can be changed by clicking directly on the number and changing it with the number keys on the keyboard, or the up and down arrows may be clicked using the mouse.

Performance - This sliding bar allows you to choose the priority of the FileBack processes within your operating environment.   By moving the indicator closer to the 'Best for Other Apps' side of the bar, you are allowing other applications that may be running to take up more of the CPU time.   This can be important if you are backing up large amounts of data, but still desire that your applications in the foreground be given higher priority.   By moving closer to 'Best for FileBack' your backups will occur more quickly, at the expense of slowing down your other open applications.

Default Settings for New Backup Entries: - These options set the default options used for new backup entries.

> *Making a change under "Default Settings for New Backup Entries" has no effect on backup entries already in the backup entry list.   To change the settings for existing backup entries you must either double-click on each entry or select each entry and click "Edit" to make any desired changes.*

Include Subdirectories in Backup - All subdirectories of the source directory will be backed up to the destination directory.

Backup at FileBack Startup - FileBack will automatically run the backup entry each time that the FileBack application is started.

Backup at FileBack Shutdown - FileBack will automatically run the backup entry each time that the FileBack application is shut down.

Backup at Timed Intervals - Backup entry will be run at timed intervals.   The time between backups is defined by the Backup Interval defined above on the Preferences tab.

Backup when "Run Now" is selected - The backup entry will run each time that you click on the "Run Now" button.

Automatic Backup on Change - Each time that the source files are changed, a copy is made to the destination directory.

Store Network UNC Paths - The network (UNC) path, user name, and password will be stored for each of the source and destination drives so the connection can be automatically restored or re-mapped as necessary by FileBack PC.

Revisions for Backup Mode - This is the number of backup revisions that will be saved for each source file.   For example: If three is selected, there will never exceed three revisions of each source file, but the three latest revisions of the source files will be stored in the destination directory.

Limit Rev. / # hrs to # at least # min. between - This options allows you to limit the number of revisions stored for a certain period of time.   You may also define the minimal time between revisions stored.   For example: You may enter the numbers 1,4, and 15 for the number of hours, revisions, and minutes respectively.   This would mean that you would like to store up to 4 different revisions of the source file per hour, but would like at least 15 minutes of time to elapse between each of those revisions.

Set Default Synchronization Options - These option effect files involved when in synchronization

backup mode.

Password Protection - Allows you to password protect the preferences defined on this page so that unauthorized persons may not be able to changed any FileBack PC settings.   When FileBack is password-protected no one will be able to view the FileBack window until the proper password has been entered.

If you forget your password you will be unable to make any changes in the FileBack configuration. In this case, you will need to delete your FileBack.FBCfg file, located in the FileBack PC program directory.

Options

Many options are available within FileBack to control its features and performance.   These options are set on the "Options" page.

Options

Load at Windows Startup (All Users) - FileBack PC will load when Windows is started for all users of this computer.

When FileBack is set to auto-load at Windows startup, it is loaded from the system registry.   To prevent it from loading, uncheck the "Load at Windows Startup" options on the "Options" page.

Load at Windows Startup (Cur. User) - FileBack PC will load when Windows is started for the current user only.

You may set this option for each user that has a profile on the computer.

Hide FileBack Splash Screen- If checked, the FileBack PC splash (title) screen will not be displayed at startup.

Hide FileBack Window at Startup - Hides the main FileBack window when it is first loaded.

Clear Log File at FileBack Startup - Clears the contents of the status log window when FileBack starts.

The FileBack log is limited to 2000 entries.   All older log entries are automatically deleted.

Disable During Periods of Inactivity - After periods of inactivity for fifteen minutes or more, FileBack will disable itself to help with Power Management.

Run Only During Inactive Periods - Prevents FileBack from running until it senses that the computer has not been used for one minute.   This option is useful if you do not want FileBack to slow down your computer while you are using it.

Mark Old Revisions as Hidden – Marks old revision files (older than the newest) as hidden so they don't show up in the Windows Explorer.

Reset Archive Bit on Source File - Clears the archive (marker showing which files have been altered since a backup was made) on files backed up by FileBack.

Reset Archive Bit on Copies - Clears the archive bit archive (marker showing which files have been altered since a backup was made) on backup files created by FileBack.

If you don't want FileBack's backup files to be backed up by other backup software check the "Reset Archive Bit on Copies" option.   This will only work if your other backup software relies on the archive bit to determine which files have changed since the last backup.   Normally backup software uses the archive bit to determine which files have changed since the last backup.

Use Secure File Deletion - When deleting files, FileBack will overwrite existing data twice before deleting the file.

If you often deal with sensitive documents, you may wish to enable the "Use Secure File Deletion" option.   To manually select files to securely delete, use the "Securely Delete Files..."

option on the "Maintenance Tools" page of the main screen.

Use File Date Caching - Backs up files that have changed since the last time FileBack was run rather than comparing the source and destination directories.   File Date Caching is only used on backup entries set to backup mode, and is not activated until the second time a backup entry is run.

File date caching can improve backup performance by as much as 50%.   The down side to using File Date Caching is that it does not actually read the destination directory to determine which files have changed, but relies on the creation or modification date of files in the source directory.   In other words, if a backup file is deleted from the destination location, FileBack will not restore it if File Date Caching is turned on.

Check File Lock State Before Copying - Checks files before copying to see if they are locked by another application.   FileBack performs better with this option disabled, but locked files will generate error messages in the FileBack status log.

Only Prompt Once Per Group - FileBack will only prompt to run a backup entry if no other entry in any common group has already asked for that same media.

Restore Net. Connections at Startup - Restores all necessary network connections when FileBack is loaded.

Keep Restored Net. Connections - After restoring the necessary network connections, FileBack will keep those connections for other applications to use.

Allow Net. Connection Substitution - Allows FileBack PC to attempt to use another suitable network connection if the proper one is not available.

Show Network Errors - FileBack will generate a popup error window when it is unable to restore network connections.

Back Up Empty Directories - Creates subdirectories in destination even if they are empty or no files are included from the source directory.

Treat .ZIF/.ZIP Folders as .ZIP Files - FileBack will treat all .ZIF and .ZIP folders as .ZIP files if Mijenix ZipFolders or ZipMagic is running on your system.

Status Logging Method

Log Errors Only - Only log the errors that FileBack encounters.

If you use FileBack to back up a large number of files, you may wish to set the status logging mode to "log errors only" to improve performance and so that only errors appear in the log.

Log Errors, File Copies - Log the errors that FileBack encounters and also the files that have been copied.

Log Everything - All actions taken by FileBack are added to the log, including directory comparisons, file copies, errors, etc.

Advanced Options

Backup Revision Naming Method - You may select the naming method used to identify the backup revision numbers.   For example: 01_MyFile.doc, FB01_MyFile.doc, MyFile_01.doc, MyFile_FB01.doc, MyFile.doc.01, or MyFile.doc.FB01.

Try changing the revision numbering method to suit your own needs.   Select your favorite option..

FileBack Shutdown Mode - You may select how FileBack will respond to a system shutdown. Options include

    1. Allow Wait / End Task - Performs the shutdown backup BEFORE other applications are shut down. If FileBack takes more than twenty seconds to finish its shutdown procedure, the Wait / End Task dialog will appear.

    2. Automatic 20-second Timeout - Performs the shutdown AFTER other applications are shut down.   Unfortunately, if the backup requires more than twenty seconds to complete Windows will close FileBack in the middle of the backup procedure.

    3. Redirect System Shutdown Request - When Windows tells FileBack that you want to shut down the system, FileBack responds, "I can't shut down" and the shutdown procedure is halted. FileBack then runs the shutdown procedure, and then re-issues the shutdown request.   This allows large backups to be performed.

    4. Redirect System Shutdown as Restart - Same as #3, but instead of shutting down the system FileBack requests that the system be restarted.

If you will be backing up data which will require more than twenty seconds to complete, you will need to select an option other than "Automatic 20-second Timeout" in order for the backup option to be completed.

Scheduled Events

Four different types of scheduled events are available in FileBack.   Possible scheduled events include backups, on-screen text prompts, backup destination directory cleanup, and external program execution.

Event Options

New - Create a new scheduled event.

Remove - Remove a scheduled event.

Run Event - Run the selected scheduled event.

Event Type

Backup Group - A scheduled event could be a backup group.   This allows you to run a backup group at a certain time on certain days of the week.

To create scheduled backups, create a backup group containing the backup entries you wish to run, then schedule the group to run at whatever time is most convenient for you.

Text Prompt – You may define a text prompt that will be displayed to you on certain days during the week.

If you need a daily reminder, FileBack related or not, create a Text Prompt event.

Dir. Cleanup - Directory cleanup can be scheduled to run automatically during the week.

Run Program - FileBack can launch other applications on specified days at a specified time during the week.

When to Run - Choose the days during the week and the time that the selected scheduled event should be run.

Maintenance Tools

FileBack provides tools for maintaining backup files as well as other files in your system.   These tools make it easy to maintain your data.

File Backup

Quick Backup - Allows for a quick backup of files without the creation of a backup entry.   Once clicked, the Backup Entry Editor will be displayed, but the Backup Entry Options will be disabled.   This allows you to chose file(s) or a directory to backup.   This backup runs once the OK button is clicked, but is not saved for future backup processes.

If you need to quickly copy one directory to another, use the "Quick Backup" feature..

File Restoration

Restoration Wizard - This will allow you easily restore a backup file.   This is done in step-by-step fashion.

First select the backup entry that contains the file(s) that you would like to restore.   You may then select the files that you would like to restore.   You can do this by manually clicking on each file listed in the window that you would like to be restored, or the by clicking on the 'Select' button.   The 'Select' button contains the following options:

All Files - Select all files that are listed.

All Files in Selected Directory - If a file is selected, all files in that same directory will then be selected also.

All Files in Directory and Below - If a file is selected, all files in same directory as the selected file and all directories below it will be selected also.

Invert Selection – Selects files which are currently not selected, and deselect files which are currently selected.

Unmark Files Marked with '*' - Unmark all files that are marked with the '*'.   The asterisk is used to mark files which cannot be found in the original source location.

Clear Selection - Deselect all files in the list.

Once the files have been selected, you may then 1) restore the most recent backups of the selected files, 2) restore the files as they existed on a certain date at a certain time, or 3) manually choose the versions to restore.   Once the versions have been selected, you may specify if the files are to be restored to their original locations or to another location.

It's 4:37 PM on May 15th, and you have made some changes to a group of documents since yesterday afternoon that now you wish you hadn't.   Use the File Restoration wizard to retrieve the files to the way they were on 14-May-97 at 2:15 PM.   (This works only when the multiple revision feature is being used and the desired file(s) still exist in the backup destination directory.)

If you need to restore a backup file but don't want to overwrite the current version, use the Restoration Wizard to restore it to another location.   (It will even recreate the directory structure in the alternate location!)

Quick Restore - This is a great way to restore a few files quickly.   Once you click here, you will be

able to choose the <u>source directory</u> that contains the files that you would like to restore.   Once you select the <u>source directory</u>, the source files that are located in that directory will be listed under 'Source Files.'   All backup versions of the selected source files are then listed under 'Backup Versions Available.'   You may then choose the version of the files that they wish to be restored.   There are two options from this point.   You may click on 'Restore Backup' to restore the selected version of the file that you want restored.   Or you may click on 'Open Backup'.   'Open Backup' will create a temporary restore file and then allow you to open the file to browse it if there is a program associated with this file.   'Open Backup' is a great way to ensure that you are restoring the version of the file that is desired.

Quickly restore a few files with the "Quick Restore" feature on the "Tools" page.   Restore many files with the Restore Wizard (also on the "Tools" page).

File Clean-up and Deletion

Clean-up Wizard - Use this when it is desired to clean-up undesired files that may be found in the destination directories of the backup entries.

Are your backup directories getting too large?   Try using the cleanup wizard ("Tools" page) or the automatic cleanup option ("Schedule" page).

Securely Delete Files - Allows you to manually choose files to delete by searching through the directories and selecting files.

Hardware Profiles

FileBack continually monitors the hardware profile in use by Windows.   By doing so, certain features may be enabled or disable based on available system hardware.

Hardware Profiles

Detected and Stored Hardware Profiles - This displays the possible <u>Hardware Profiles</u> that are stored by Windows and in the FileBack configuration file.   This option is used mainly with laptops. If you are using a laptop and own a docking station, you will notice that both a docked and an undocked profile are displayed.   You may select one of these profiles and then choose from the 'FileBack PC Options to Disable' group what is or is not available for the selected profile.

If you are running FileBack on a laptop with different hardware configurations, set the proper options under "Hardware Profiles" to enable or disable the appropriate FileBack PC options, or to automatically run certain backup groups when the profile changes.

Outdated hardware profiles may be removed from the hardware profile list by right clicking on them and selecting "Delete Profile Entry."

An example of when this would be useful is if you have a <u>docking station</u> that has a network card in it.   When you remove your laptop from the docking station, you leave the network card with it.   You have some backup entries that back up your files to network drives.   If you are not <u>docked</u>, then the backups to the network drive are no longer possible.   This is when you would select the <u>undocked</u> profile and then disable access to the network drive so that FileBack PC will not attempt to backup your files to the network drive unless you are docked.

FileBack PC Options to Disable

FileBack can be set to disable certain features when a particular hardware profile is active.   For example, if you are using a laptop that has a docking station which contains a network card, you may disable access to network drives when the laptop is undocked.

Automated Backups - You may select certain backup groups under 'Auto-Run Backup Groups' so that these groups automatically run when the computer is in the selected hardware profile.

Floppy Drive Access - Disable floppy drive access while in the selected hardware profile.

CD-ROM Drive Access - Disable CD-ROM drive access while in the selected hardware profile.

Network Drive Access - Disable Network drive access when in the selected hardware profile.

Removable Drive Access - Disable access to the <u>removable drive</u> when in this hardware profile.

Scheduled Events - Do not run the selected scheduled events while in this hardware profile.

Auto-Run Backup Groups
- List all possible Backup Groups.   This box is used when the box for 'Automated-Backups' is selected.   All selected Backup Groups will run automatically when the selected hardware profile becomes active.

If you are using a laptop to work on files you would like to back up to a network, create a backup group which will backup all important files to your network, then add this group to the list of backup groups to run when the "Docked" profile becomes active.   This way every time you dock your computer your files will be backed up automatically.

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Tips for FileBack PC

- If you use FileBack to back up a large number of files, you may wish to turn the file copy logging off so that just errors appear in the log. To do so, navigate to the "Options" page and select "Log Errors Only" under "Status Logging Method."

- To exclude a file or group of files from a backup, include the name(s) in the "Selected Files" list, preceded by an exclamation point. For example, to backup all files except *.TMP and *.~* files, the "Selected Files" line would read: *.* !*.TMP !*.~*

- FileBack stores information about synchronized directories in a file called FB301SYNC.DAT in the destination location. Therefore, when synchronizing with a directory to which you have read-only rights, always set it as the synchronization source.

- If you often deal with sensitive documents, you may wish to enable the "Use Secure File Deletion" option on the "Options" page. To manually select files to securely delete, use the "Securely Delete Files..." option on the "Tools" page of the main screen.

- If you work with files that change often, try setting a maximum number of backups in a given period in order to keep older versions of those files around.

- FileBack waits between five and ten seconds after receiving the last directory change notification to start a backup in order to allow all changes to be finalized.

- Quickly restore a few files with the "Quick Restore" feature on the "Maintenance Tools" page. Restore many files with the Restore Wizard (also on the "Maintenance Tools" page).

- When the "Auto Backup on Change" option is enabled for a synchronization backup entry, FileBack will run that backup entry when it sees any change in either the source or destination directory.

- To create daily backups, create a backup group containing the backup entries you wish to run, then schedule the group to run at whatever time is most convenient. (see the "Scheduled Events" page)

- Directory Change notification only works on local drives, but will detect any changes in directories on your own computer made by other computers on a network.

- Try right clicking on the "Run Now" button.

- Right clicking on a backup entry will allow you to edit, run, delete, or change that entry's group membership.

- Double-click on an entry in the status log box to see it in full, including the date it was processed.

- The FileBack log is limited to 2000 entries. All older log entries are automatically deleted.

- When FileBack is set to auto-load at Windows startup, it is loaded from the system registry. To prevent it from loading, uncheck the "Load at Windows Startup" options on the "Options" page.

- If you are running FileBack on a laptop with different hardware configurations, set the proper options under "Hardware Profiles" to enable or disable the appropriate FileBack PC options, or to automatically run certain backup groups when the profile changes.

- To prevent FileBack's backups from being backed up in incremental disk backups, check the "Reset Archive Bit on Copies" option on the "Options" page.

- If you are backing up multiple backup entries to removable media, try creating a group for all related entries and selecting the "Ask Once per Group for Removable Media" option, or you may enable the "Auto-Detect Removable Media" option for each backup entry.

- Are your backup directories getting too large? Try using the cleanup wizard ("Maintenance Tools" page) or the automatic cleanup option ("Scheduled Events" page).

- New versions of FileBack PC will be posted to the FileBack PC home page periodically. To get there, click on the hyperlink on the "About" page.

- If you need to quickly copy one directory to another, use the "Quick Backup" feature on the "Maintenance Tools" page.

- In the backup or scheduled event list, click on the header of a column to automatically size it.

- Right-click on the FileBack icon in the system tray (near the clock) to quickly access commonly needed options.

- Are you performing some file operations where FileBack may get in the way? Instead of exiting, right-click on the icon in the system tray and select "Suspend FileBack PC."

- Lose your FileBack window behind the other windows on your system? Try left clicking on the icon in the system tray to bring it back to the front.

- Though the "Auto Backup on Change" option and the "Run at Timed Intervals" are normally mutually exclusive, any entry which has the "Auto Backup on Change" option set is run during the first timed run to check any files which have changed since the last time FileBack PC was run.

- Hover the mouse over the various items on the "Options" page for a more complete description of their use.

- If you are continually being prompted for a network password, store it in the backup entry by clicking on "Network Options" and selecting "Set Username and Password"

- Try changing the revision numbering method to suit your own needs. Select your favorite option on the "Options" page.

- Avoid deleting any FB301SYNC.DAT files that you find. This is FileBack's way of keeping track of which files to keep and which files to delete in synchronization mode.

- Send questions, comments, and suggestions via e-mail to mos@inconnect.com.

- If you need to backup a file with any spaces in its name, include quotations around the name in the "Selected Files" box.

- Recommend FileBack PC to a friend.

- Higher numbers of revisions means a higher likelihood of retrieving an old version of a file. For an even better chance of retrieval, try limiting the number of revisions in a given time period.

- It's 4:37 PM on May 15th, and you have made some changes to a group of documents since yesterday afternoon that now you wish you hadn't. Use the File Restore tool to retrieve the files to the way they were on 14-May-97 at 2:15 PM. (This works only when the multiple revision feature is being used.)

- Are you working on a file at work and at home? Use the synchronization feature and a floppy diskette to move the file back and forth.

- If you would like to see what files would be backed up by a file search specification in the "Backup Entry Editor," click the "Highlight" button.

- Keeping several backups of system files like AUTOEXEC.BAT, CONFIG.SYS, SYSTEM.INI, WINDOWS.INI, etc. is a good idea... just in case.

- The network version of FileBack supports connections over previously established dial-up networking type connections.

- To add or remove a backup entry to or from a group, right click the entry on the "Backup Entries" page and click on the selected group. A checkmark indicates membership in a group.

- File date caching can improve backup performance by as much as 50%. To turn it on, click the "Use File Date Caching" option on the "Options" page. (It has no effect on synchronized directories, however.)

- The FileBack.log file is saved to disk approximately every sixty minutes, and whenever FileBack PC is shut down. It contains a detailed log of FileBack PC's past activities.

- FileBack supports extended wild cards in backup file specifications. For example, to back up all files that contain the word "FileBack" in the title, use "*FileBack*". To back up all files that start with "Document" but also contain the word "Template" in the title, the backup specification would read: "Document*Template*".

- Need to access a backup file quickly? Open it using the "Quick Restore" tool.

- If you need to restore a backup file but don't want to overwrite the current version, use the Restore tool to restore it to another location. (It even recreates the directory structure in the alternate location!)

- Files deleted by the cleanup tool are deleted permanently. Be careful when setting the cleanup options!

- Do you have related backup entries? Try creating groups for them. You may have up to 25 groups, and each backup entry can appear in multiple groups.

- If you wish to backup the Windows registry, create a backup entry to backup SYSTEM.DAT and USER.DAT in your Windows directory. Choose only "Backup at system shutdown."

- If you need a daily reminder, FileBack related or not, create a Text Prompt on the "Schedule" page.

Advanced Uses of FileBack PC

Synchronizing files between work and home

If you are working on the same collection of files at home and at work, you can use FileBack to transport those files between the two computers.

1.   Create a new backup entry to synchronize the files between the source location and a floppy diskette.   The backup entry should be set to synchronization mode. If the total size of all files exceeds the size of one diskette you may want to create multiple backup entries which backup only some of the files each.   An easy way to do this is to divide based on file extension.   (i.e. one entry might backup *.doc, and the other *.* !*.doc)

2.   Create an identical backup entry on the other computer.

3.   Backup entry options which are useful for this type of operation are: "Prompt before running entry" and "Auto-Detect Removable Media."

Creating duplicates of a master hard drive

FileBack may be used to make multiple copies of a master hard disk drive, or move files from one hard drive to another if are upgrading your own hard drive.

Note: With only Windows 95 and FileBack PC running, the only file that cannot be copied is the Windows swap file.   Though this file cannot be copied, Windows 95 will re-create it automatically when it boots from the new drive.

1.   Install the "source" hard drive as the primary drive, and the "destination" drive as a secondary drive.

2.   Boot the computer and FDISK and FORMAT the destination drive.

3.   Reboot and load FileBack PC.

4.   On the "Options" page, disable the "Check File Lock State before Copying" option.

5.   If desired, set the "Status Logging Method" to "Log Errors Only."   (This is not required, but it will make the copy operation go more quickly.)

6.   Navigate to the "Maintenance Tools" page of FileBack, and select "Quick Backup."

7.   Select the "C:" drive (or other "source" drive) as the backup source, and the "D:" drive (or other "destination" drive) as the backup destination.

8.   Set "Selected Files" to read: *"*.*"*   If you would like to exclude FileBack PC from the backup, "Selected Files" should read: *"*.* !FileBack*.*"* (quotes excluded).

9.   Make sure the "Include Subdirectories" option is checked, and the Backup Mode is set to "Backup" with one revision.

10.   Click "OK" to begin.

> *If you need to keep multiple hard drive master images, you can use FileBack to copy the hard drive image to a folder on a large hard drive or network drive.   You can then create backup entries to copy the files from the storage location to the destination hard disk drives.*

Simulating automatic backup of changed files over networks

Because notification of changed files is not supported on most networks, the "automatic backup of changed files" option of FileBack PC does not function over networks.   However, with Windows ability to share files over networks, this feature can be simulated by having the computer with the

changing files distribute those files to the other computer(s) on the network.

1.   Install FileBack PC on all stations that contain files to be backed up.   (Be sure you have a software license for each station!)

2.   Enable file sharing on each of computer to be used as a backup destination.   (Consult your Windows manual or help file for instructions on doing this.)   Optionally, if running Windows NT, create a user account that will allow read and write access to the backup destination directories.

3.   Share the directories that you desire to use as backup destinations.

If you include a dollar sign on the end of a share name it will not show up when browsing the network.

4.   On the computers containing the files to be backed up, create backup entries for each backup destination.   Enable the "Auto-Backup on Change" option, and use the "Net. Options / Map Network Drive" option in the backup entry editor to map the required network drive for each entry.   You may include network path, username, and password to establish these connections.   If you created a user account for file backup purposes, you may enter that username and password here (the password will be kept confidential).

Creating scheduled backups

In addition to near real-time backups, FileBack may also be used to run backups at scheduled times.

1.   If you have not already done so, create backup entries for the files you wish to backup.

2.   Create a backup group by selecting "Group Options / New Backup Group…" and giving it a name.

3.   Select the "All Backup Entries" group.

4.   Right-click on each of the backup entries you wish to schedule, and select the name of your new backup group in the popup menu to add it to the group.

5.   Navigate to the "Scheduled Events" page.

6.   Select "New" to create a new group.

7.   Select "Backup Group" under "Event Type" and select your backup group in the "Backup Groups to Run" window.

8.   Select the day(s) of the week and time of day for the backup to run under "When to Run."

Controlling FileBack PC Programmatically

If you are a programmer using a programming language capable of making Windows API calls you may include routines in your applications to control FileBack PC as necessary.   For example, if your application will be writing temporary files that you do not want FileBack PC to back up, you can use the FileBack API interface to disable FileBack while your application is writing these files.

You only need access to two Windows API calls in order to control FileBack PC: **FindWindow** and **SendMessage**.

FindWindow is used to locate the FileBack window.   The easiest (and recommended) way to do this is to locate the "TFileBackMain" window class.   In Borland Delphi this would be accomplished with the following function:

> FileBackHandle**:=**FindWindow('TFileBackMain',nil);

If FileBack is running this will return a positive value, which is the main FileBack window handle.   Any other value indicates that FileBack is not available.

Once this handle has been retrieved, you may begin controlling FileBack through use of the **SendMessage** API call.   Below is a chart of available calls and their function:

Function Name	uMsg	wParam	Return value
FileBackRun	WM_USER + 1000	0,4 = "Run Now" 1 = "Startup" Run 2 = "Shutdown" Run 3 = "Timed" Run 1001–1025 = Backup group (index+1000)	0 = Success -1 = Illegal value for wParam
FileBackIsEnabled	WM_USER + 1010	Ignored	-1 = FileBack is Enabled 0 = FileBack is Not Enabled
FileBackEnable	WM_USER + 1011	0 = Disable Nonzero = Enable	Ignore return value
FileBackExit	WM_USER + 1012	0 = Exit Nonzero = Ignore request	Ignore return value
FileBackIsShowing	WM_USER + 1020	Ignored	-1 = Window is Showing 0 = Window is Not Showing
FileBackShow	WM_USER + 1021	0 = Hide FileBack 1 = Show FileBack	Ignore return value

*Notes: The current version of FileBack PC always ignores the **lParam** parameter of the **SendMessage** call.   The wParam parameter of **FileBackRun** is ignored in versions of FileBack PC prior to the final release of version 3.1; only "Run Now" is available with prior versions.   Running backup groups with **FileBackRun** assumes the group index is known.   "All Backup Entries" is not included in the index parameter, and not available to be run. **FileBackIsShowing** is not available in versions of FileBack PC prior to the final release of version 3.1. **SendMessage** does not return control to the calling application until the selected operation has been completed.*

Borland Delphi Example:
```
    procedure TForm1.ShowFileBackClick(Sender: TObject);
    var
      FileBackHnd: THandle;
    begin
      FileBackHnd:=FindWindow('TFileBackMain',nil);
      if FileBackHnd>0 then begin
        { Check to see if window is currently showing }
        if SendMessage(FileBackHnd,WM_USER+1020,0,0)<>0 then
          ShowMessage('FileBack window is currently showing!')
        else
          ShowMessage('FileBack window is not currently showing.');
        { Show the window, whether it is currently showing or not }
```

```
        SendMessage(FileBackHnd,WM_USER+1021,1,0);
    end;
end;
```

Backup Entry Editor

The Backup Entry Editor is the control center for FileBack PC.   This is where you define which files and directories you would like to be backed up.

Backup Source

Source Directory - This is the directory that contains the files to be backed-up.

Selected Files - This shows how to choose which files should be selected for the backup entry. You may do this with extended wildcards.   For example: If you would like to backup all files in this directory you would type "*.*".   But if you would like to just backup all of the documents that end in .doc and all of the text files that end in .txt, then you would type both of these filters with a space separating them as follows, "*.doc *.txt" (do not include the quotation marks).   Similarly, if you would like to only backup document files that contain the word "Red" then you would type "*Red*.doc". With the wild cards, the asterisk, before and after the word red, it will look for any combination of letters or symbols proceeding and following the word "Red."   FileBack also supports a not symbol, "!".   This can be used if you would like to backup all files except for certain types.   An example of this would be if you would like to backup all files except for those than end with .tmp.   You would then type "*.* !*.tmp".

> *Tip: FileBack supports extended wild cards in backup file specifications.   For example, to back up all files that contain the word "FileBack" in the title, use "*FileBack*".   To back up all files that start with "Document" but also contain the word "Template" in the title, the backup specification would read: "Document*Template*".   Also, because of the extended wildcard specification, you can select all files with simply a single asterisk.*

Highlight – The highlight button may be used to show which files will be backed up by a specific search specification.   If you are unsure which files your search specification will back up, click the "Highlight" button to see.

Directory - The directory that contains the files to be backed-up.

Current File Listing - Lists all files in the selected directory.

Include Subdirectories - All subdirectories of the source directory will be backed up to the destination directory.

Advanced… - This allows you to choose the File Attributes of the files to be backed-up.

Include Files With Attributes - You can include or exclude files that have been marked by the operating system as Read-only, Archive, Hidden, and/or System.   If the attribute is checked, only files with the selected attribute marked will be backed up.   If a file attribute is not checked, this will back up only those files with the attribute *not* set.   A grayed check mark indicates that FileBack will ignore that particular attribute setting.

Attribute Key – This serves as a reminder to illustrate possible states of the file attributes in the "IncludeFiles With Attributes" group.

Net. Options… - This allows you to choose options for network drives.

Map Network Drive - Map a network drive to select files that are located on the network.

Disconnect Network Drive - Disconnect a network drive that has been previously mapped.

Set User Name and Password - If access to a network drive requires a password that is not saved in your Window's password list, you may enter the username and password here.   This may also be used to connect to a network drive as a different user who may have different read/write rights.   You may also enter an alternate name and password to use when making the

network connection.

Disconnect After Backup - Disconnect the mapped network drive after the backup has taken place.

Backup Destination

Destination Location - The directory to which the selected files are to be placed.

Directory - The directory to which the selected files are to be backed-up.

New Folder - Create a new folder in the current directory.

New Folder in Current Directory – You may specify a name to create a new folder in the current directory.

Copy Source Directory Structure – The same directory structure that is defined for the source directory will be copied to the destination drive.

Net. Options… - Same network options as listed under Backup Source.

Backup Entry Options

Backup at FileBack Startup - FileBack will automatically run the backup entry each time that the FileBack application is started.

Backup at FileBack Shutdown - FileBack will automatically run the backup entry each time that the FileBack application is shutdown.

Backup when "Run Now" is selected - The backup entry will run each time that you click on the "Run Now" button.

Backup at Timed Intervals - Backup entry will be run at timed intervals.   The time between backups is defined by the Backup Interval defined above on the Preferences tab.

Auto-Backup on Change – FileBack checks every five seconds to see if any files in each directory have been changed.   If any files have been changed, FileBack will wait an additional five seconds to see if all file has finished changing.   If after five seconds all files remain the same, the backup of that directory will take place.

Store Network Connection Info. - The network path, user name, and password will be stored for each of the source and destination drives.

Prompt Before Running Entry - Before running this backup entry you will be prompted if it should be run.

If both the "Prompt Before Running Entry" and "Auto-Detect Removable Media" options are checked FileBack will check the removable media to determine if it is already available.   If it is, you will not be prompted before the backup entry is run.   If it is not available, you will be prompted just as you normally would be.

Add Day of Week to Dest. Path - Adds the day of the week to the end of the destination path. This allows you to keep backups for each day of the week separated in different directories.

Auto-Detect Removable Media - This option may be chosen when either the source or destination files are located on removable media.   When selected, FileBack will automatically check to see if the removable media is available.   If the media is detected the backup entry will run.   If not, the backup entry is postponed until the media is present.

Backup Mode

Backup Mode - Files are copied from the source directory to the destination directory.   This is a

one-way file copy that also allows multiple versions of a file to be kept.

Maximum Revisions - The maximum number of revisions of each backup file that are stored at one time.   Once the maximum number is reached all revisions are cascaded upward, and the oldest is deleted if the maximum number of versions has been reached.   For example: If four revisions is selected as the maximum, when the fourth version of a file is reached the newest version of a file becomes the first backup (with the same name as the original file) and each additional revision is renamed to reflect the older revision.   Therefore, the backup file with the same name as the source file is the most current backup, and those files which have been renamed according to the desired naming method (01_*.*, etc.) are older backups.   Higher revision numbers indicate older files.

Limit revisions in past # hours to # with at least # minutes between - This option allows you to limit the number of revisions stored for a certain period of time.   You may also define the minimal time between revisions stored.   For example: You may enter the numbers two, four, and fifteen for the number of "hours," "revisions," and "minutes between" respectively.   This would mean that you would like to store up to four different revisions of the source file for the last two hours, but would like at least fifteen minutes of time to elapse between each of those revisions.

Synchronization Mode - This allows for bi-directional file copying and cascaded file deletion.   The bi-directional characteristics depend on the options selected in "Set Options" as described below.

Synchronization Options

File Copy Mode – File Copy Mode allows you to automatically update files whether they are changed in the source directory ("copy changed files from source to destination only"), the destination directory ("copy changed files from destination to source only"), or both ("copy changed files from source to destination and vice versa"). The third option ensures that the most recently modified file is always backed-up.

Source Directory File Deletion Mode - This allows you to choose when files should be automatically deleted from the source directory.   Options include never deleting files from the source directory, deleting files that do not exist in the destination directory, and deleting files that have been deleted from the destination directory.

Destination Directory File Deletion Mode - This allows you to choose when files should be automatically deleted from the destination directory.   Options include never deleting files from the destination directory, deleting files that do not exist in the source directory, and deleting files that have deleted from the source directory.

Frequently Asked Questions

Q. What is the advantage of using FileBack PC over a DOS or Windows Explorer file copy?

A. FileBack offers important features not available with a copy command. First, FileBack only backs up those files that have changed rather than all files, so it is able to run quickly. Second, it offers a synchronization option that will copy files in from the destination to the source or vice versa to keep all versions of a file up to date. Third, FileBack supports an automatic backup of changed files which means that your files will be backed up within 10 seconds of the time they are saved without any user intervention.

Q. Does FileBack support revisioning?

A. This is where FileBack PC excels. You may keep up to 99 old versions of any file. In addition, FileBack can be set to limit the number of backup files kept for a given time period for files that change frequently.

Q. What is the advantage of using revisioning?

A. Revisioning allows you to retrieve old versions of a file. With FileBack PC's restore wizard you can very easily restore the most current backup of any combination of files, restore files to their state at a given date and time, or manually select which revision of each file to restore.

Q. Does FileBack PC support compression?

A. The 3.0x and 3.1x series of FileBack does not have internal support for compressed backups. This may be addressed in a future version.   In the mean time, we suggest using a product from Mijenix called ZipMagic (or the older ZipFolders).   These products turn .ZIP files into subdirectories without decompressing, so you can copy, move, delete, or search for files inside .ZIP files just as if they had been decompressed.   FileBack PC is equipped to communicate with these two products to use them even more effectively than Windows itself.

Q. Does FileBack PC work under Windows NT?

A. FileBack PC does run under Windows NT 4.0 and NT 3.51. It was designed for Win32 (Windows NT and Windows 95) from the start, but some features require NT 4.0 to work as designed.   Performance-wise, FileBack PC performs better under Windows NT than it does under Windows 95.

Q. The files I would backup change a lot.   Are all versions of every file kept?

A. FileBack PC has a destination directory cleanup wizard which may be used to delete old backups, old files, temporary files, backups of files which no longer exist, and empty directories. The event scheduler also allows these cleanup operations to take place automatically.

Q. How does FileBack select which files to backup?

A. Each backup entry includes a source directory, destination directory, file specification, backup frequency, and backup options. The file specification uses extended wildcards (e.g. File*Back?? 97*May.*DA?), and may also be used to exclude specific files or combinations of files by including an exclamation point before the specification (e.g. !*.BAK !*.TMP).

Q. Does FileBack PC have networking support?

A. Yes! Not only does the network version of FileBack PC work on network drives, it offers features to make networking easier. FileBack keeps track of which network connections are used and will either restore the connection or use an alternate connection before running any backup entries.

Q. Does FileBack PC support tape drives?

A. FileBack PC was not designed as an archival backup system, but rather a way to quickly backup files to a location where they can be quickly accessed. Because of this, tape drives are not suited to being a

backup destination for FileBack. If you want this type of backup, you may want to look at other backup software packages.

Q. I tried to uninstall FileBack PC, and when I boot my computer I get an error message that it can't find FILEBACK.EXE. What's wrong?

A. FileBack PC is configured to load from the system registry at startup. To prevent this message from occurring in the future, you may either: (1) Re-install FileBack PC and deselect the "Load at Windows Startup" option on the options page, or (2) use the system registry editor (REGEDIT.EXE) to delete the "FileBack PC" value from the "HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\ CurrentVersion\Run" registry key.

Q. What kind of security options does FileBack PC have?

A. FileBack PC has several options to enforce data security. First, FileBack PC configuration files are encrypted to prevent tampering. Second, FileBack PC may be password protected to prevent users from changing its settings. Third, a "secure file delete" feature is available to erase the contents of deleted files so they cannot be recovered.

Q. Does FileBack support removable media?

A. Yes! FileBack can not only use removable media as a backup source or destination, it has an option to prompt for the proper media before running any backup entry which uses removable media.   An auto-detection option is available as well to make sure you are backing up to the right media.

Q. What is the difference between the standalone and network versions?

A. The standalone version will not access network drives as either a backup source or a backup destination. The network version will access network drives, and will either restore or substitute network connections automatically as necessary.

Q. Am I allowed to download updates from the Internet?

A. Yes! We encourage you to do so. Visit the FileBack PC Internet page at http://www.inconnect.com/~mos/FileBack.html to get the latest version and information.

Default Option or **Default Setting**

When nothing else has been specified these options/preferences will be chosen.

Destination Directory

The directory which has been chosen to store backup files

Destination Drive

The drive which has been chosen to store backup files.

Docked

When a laptop is connected to its docking station.

Docking Station or **Docking Bay**

An accessory to a laptop that gives added functionality to a laptop when connected.

Hardware Profiles

Part of Microsoft's operating systems that allows different hardware settings for different hardware configurations.

Power Management

Some computers allow the system to use less electrical power when idle.

Removable Media

Storage medium that can be easily removed from the computer.

Source Directory

The directory containing the files to be backed-up.

Source Drive

The drive containing the files to be backed-up.

Synchronization

Comparing two directories and making changes so that both contain the same files.

Undocked

When a laptop is removed from its docking station.