

Photo Backup

Manual

version 2.1.0

About Photo Backup

Photo Backup, is an organizer and backup utility. It serves to help you arrange and backup of your files. The unique features of Photo Backup, make it easy to create and maintain a large archives of thousands of files. Photo Backup remembers what is already on backup, and where it is stored, so that when you use it to make backup, only new files get copied. It includes backup management to help you locate files on the backup, and manage the backup.

About this manual

This manual shows you how to use Photo Backup The manual is printable, and includes step-by-step instructions for how to setup the program and use it to organize, edit, print and backup.

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1 Registration

At startup, unregistered copies of Photo Backup, look like this:

Register Photo Backup

Continue trial (14 days left)

OR

Register for only \$19.95

First name: John

Last name: Smith

Email: jsmith@hotmail.com

Already purchased the software

Purchase receipt / activation code: _____

Buy now

* Internet connection is required in order to purchase/activate

To purchase the program, enter your name and email and click on 'Buy now'. Alternatively, you can use the 14 days trial period without purchasing and without filling in any information, by clicking on the 'Continue trial' button.

Once you complete the purchase, a receipt will be issued to you, and sent to your email. Check the box 'Already purchased the software' and enter the purchase receipt as shown in the next figure. The 'Buy now' button will change into 'Activate'.

Register Photo Backup

Continue trial (14 days left)

OR

Register for only \$19.95

First name: John

Last name: Smith

Email: jsmith@hotmail.com

Already purchased the software

Purchase receipt / activation code: PB123456

Activate

* Internet connection is required in order to purchase/activate

Photo Backup will connect to the Internet and get an activation code for your copy. A message will be displayed once this is done.

2 How Photo Backup works

Photo Backup arranges files in what we call 'galleries'. A gallery includes all the setup information (types of files and directories), any editing performed on photos (rotation and crop), organization into albums and archive information (where each file is archived).

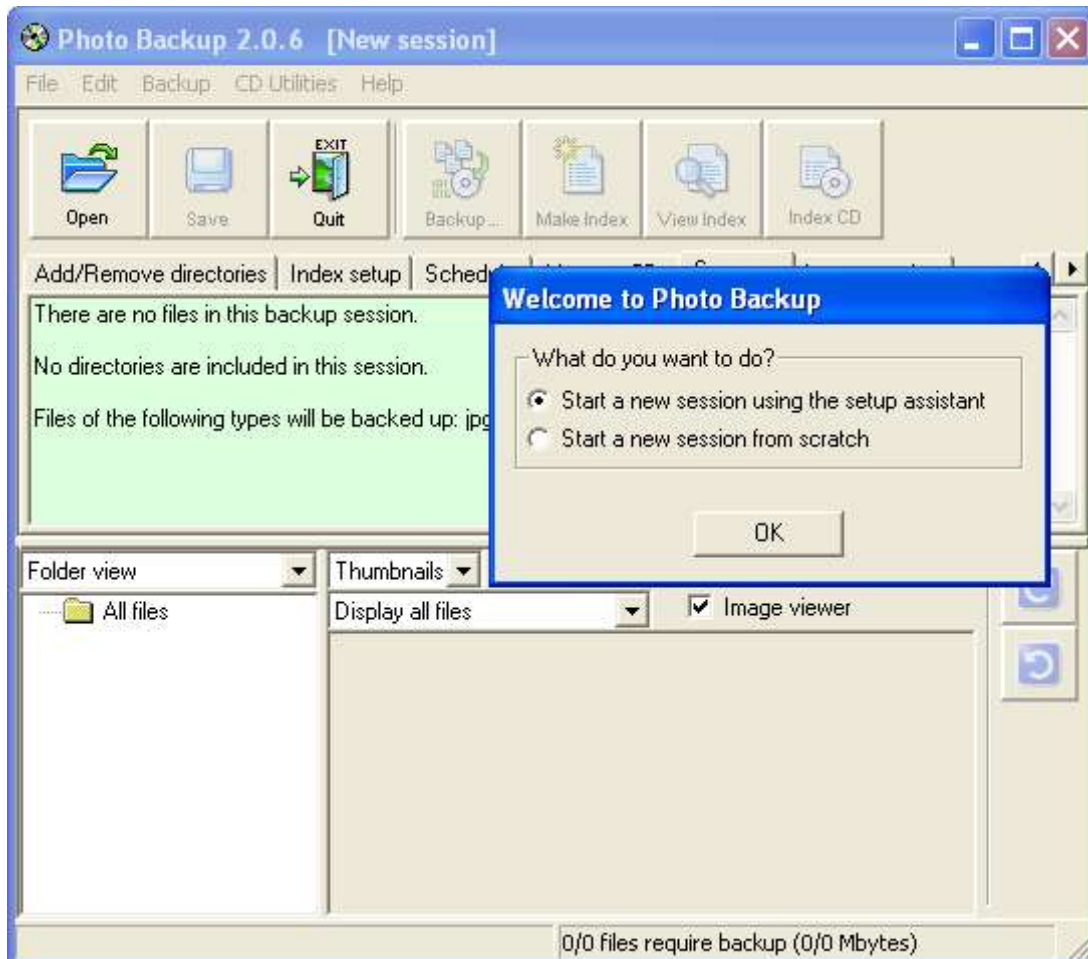
When the program starts, a setup assistant is offered. This assistant guides you through the setup and helps create albums and setup backup.

3 Step by step instructions for setting up

This section follows the steps of the setup assistant. It explains, with full details, how to setup new galleries.

3.1 Starting the program

After you complete the registration, or if you're still evaluating the program, this is the first screen you'll see.



You can choose if you want to use the setup assistant or setup a new session from scratch. We'll use the setup assistant for this tutorial.

First, we'll set-up a gallery. After you setup a gallery, you can organize it, edit and manipulate photos, and archive it.

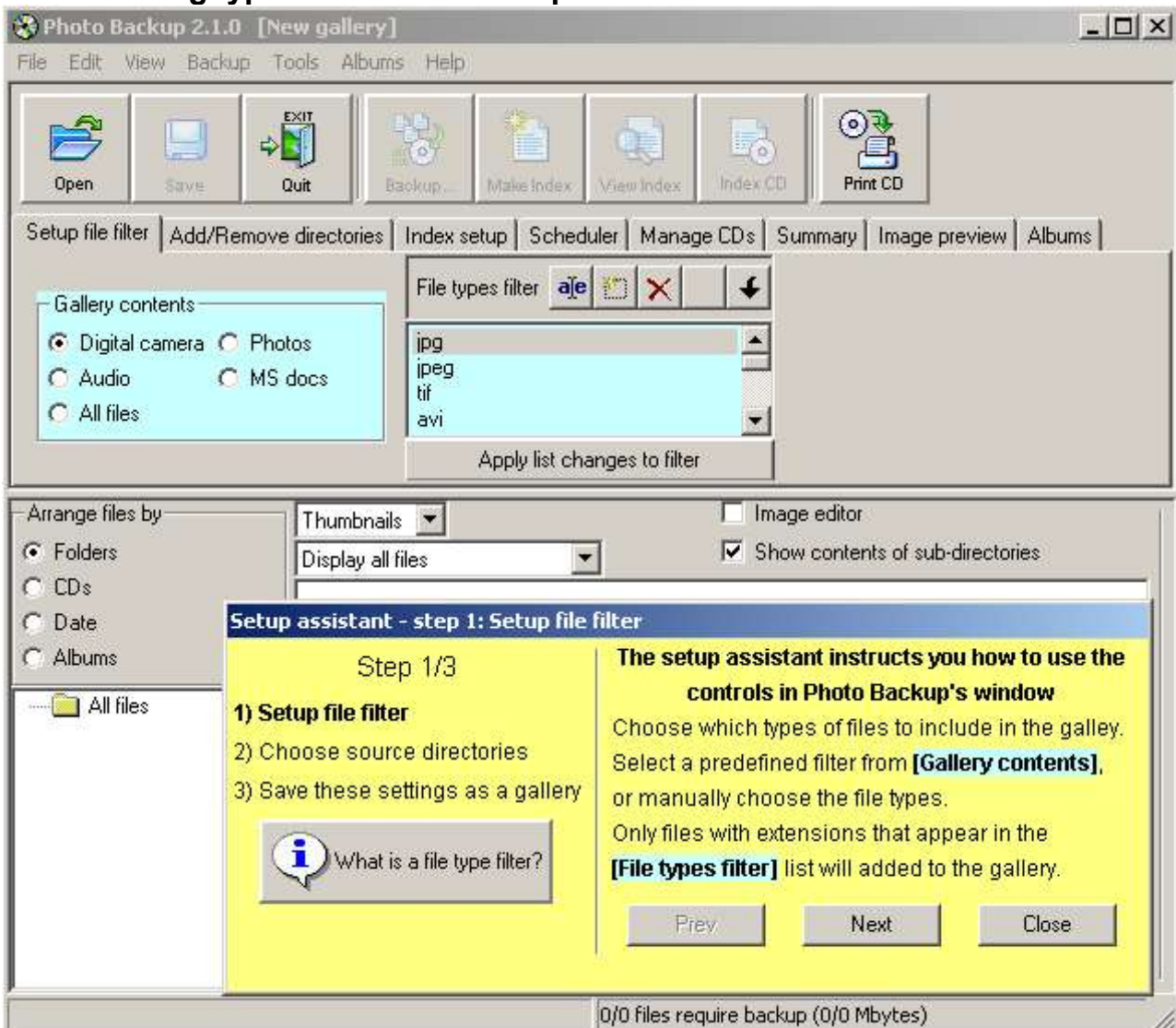
To setup a new gallery, Photo Backup will prompt you for:

- The type of files to include (photos, audio, documents, or any other files)
- Folders that hold the files on the hard drive

You can navigate using the NEXT and PREV buttons, and press CLOSE if you want to shut down the assistant. You can always re-open the setup assistant from the *Help->Howto* menu.

Click OK, and we'll get started.

3.2 Choosing types of files to backup



Step 1 of the setup assistant allows you to choose the type of files to backup. By default this is set to digital photos. You can change the selection to any of the other predefined filters by clicking on other options in BACKUP CONTENTS. The list named FILE TYPES FILTER shows the actual file types that will be backed up. This list updates when you change the backup contents. You can also add, edit and removes items from this list to customize the backup filter¹.

Button Action



Edit the selected list item



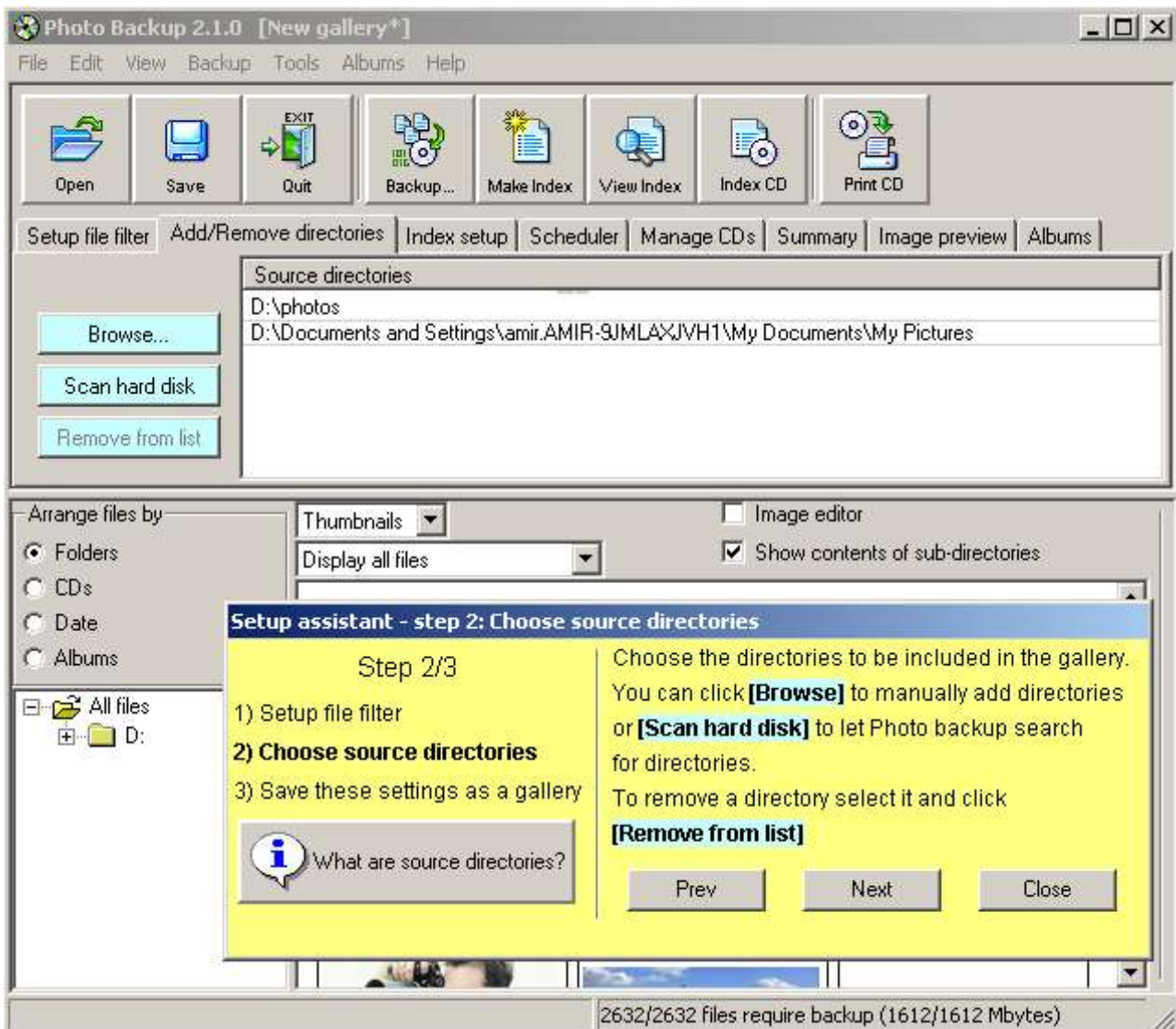
Add a new list item (you need to click on the list after adding an item to apply the addition)



Delete an item from the list

¹ After editing the FILE TYPES FILTER, press the button APPLY LIST CHANGES TO FILTER in order for the changes to take effect.

3.3 Locating folders to backup



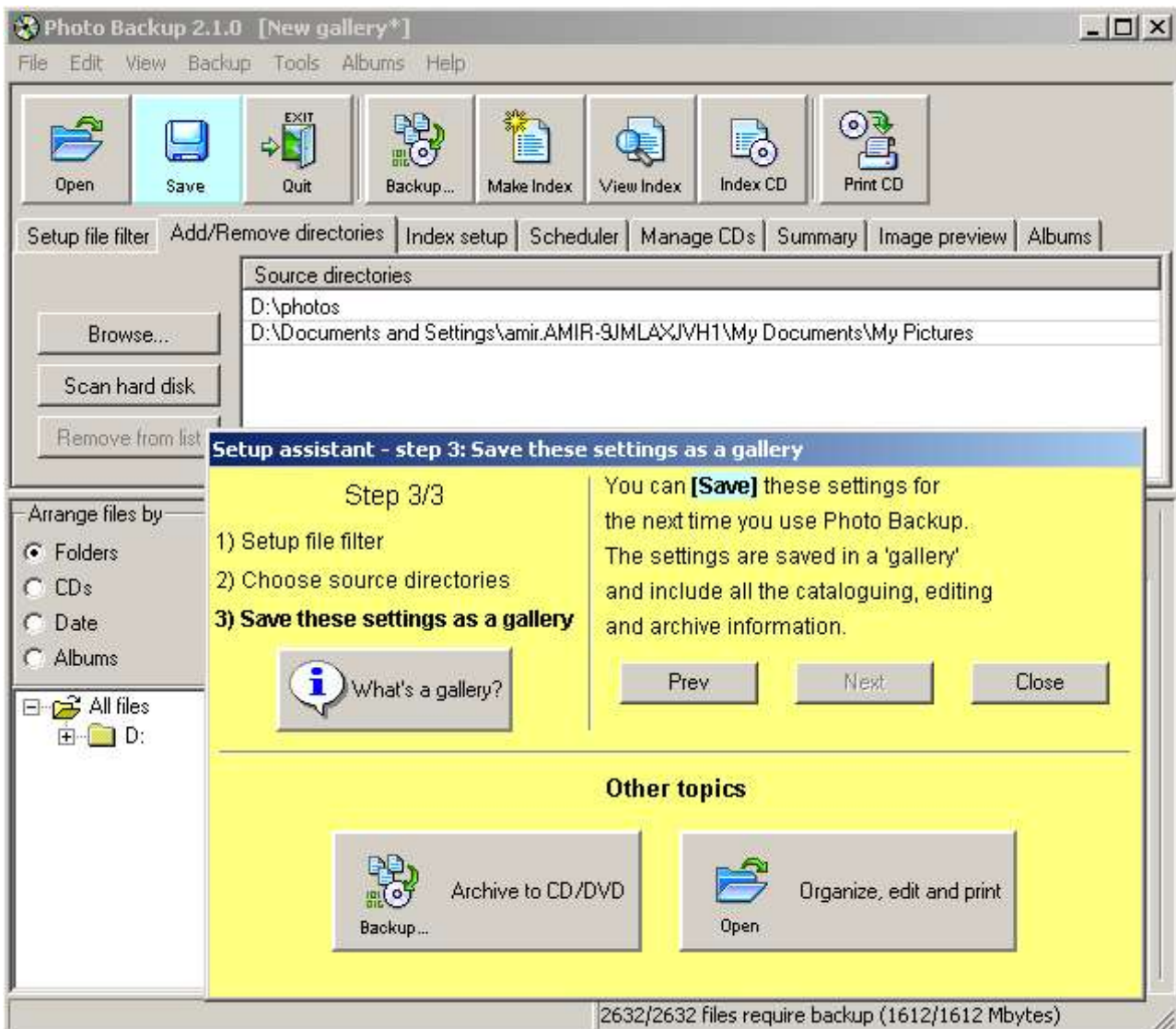
Every file, matching the file type filter, found in the source directories list will belong to the gallery you're setting-up.

To add directories you can:

- ◆ Clicking on BROWSE, and manually selecting folders.
- ◆ Clicking on SCAN HARD DISK to let Photo Backup search the hard drive(s) for folders with photos, audio or whatever you selected as backup contents.
- ◆ Dragging folders from Windows Explorer directly to the SOURCE DIRECTORIES list.

You can also remove folders from the list by selecting them and pressing REMOVE FROM LIST. The folders will only be removed from Photo Backup's list and not physically modified on the hard drive.

3.4 Saving the gallery settings



The gallery can be saved now. Click SAVE and choose a name (use a meaningful name for easy access later on). This setting includes the file type filter and list of source directories. Additional information will be added later to the gallery – such as backup history, albums and photo editing.

After saving, you may close the setup assistant or continue with instructions on how to archive or organize the gallery. If you choose to close the assistant, you can open it later from the “Help->How to” menu.

4 Making backup

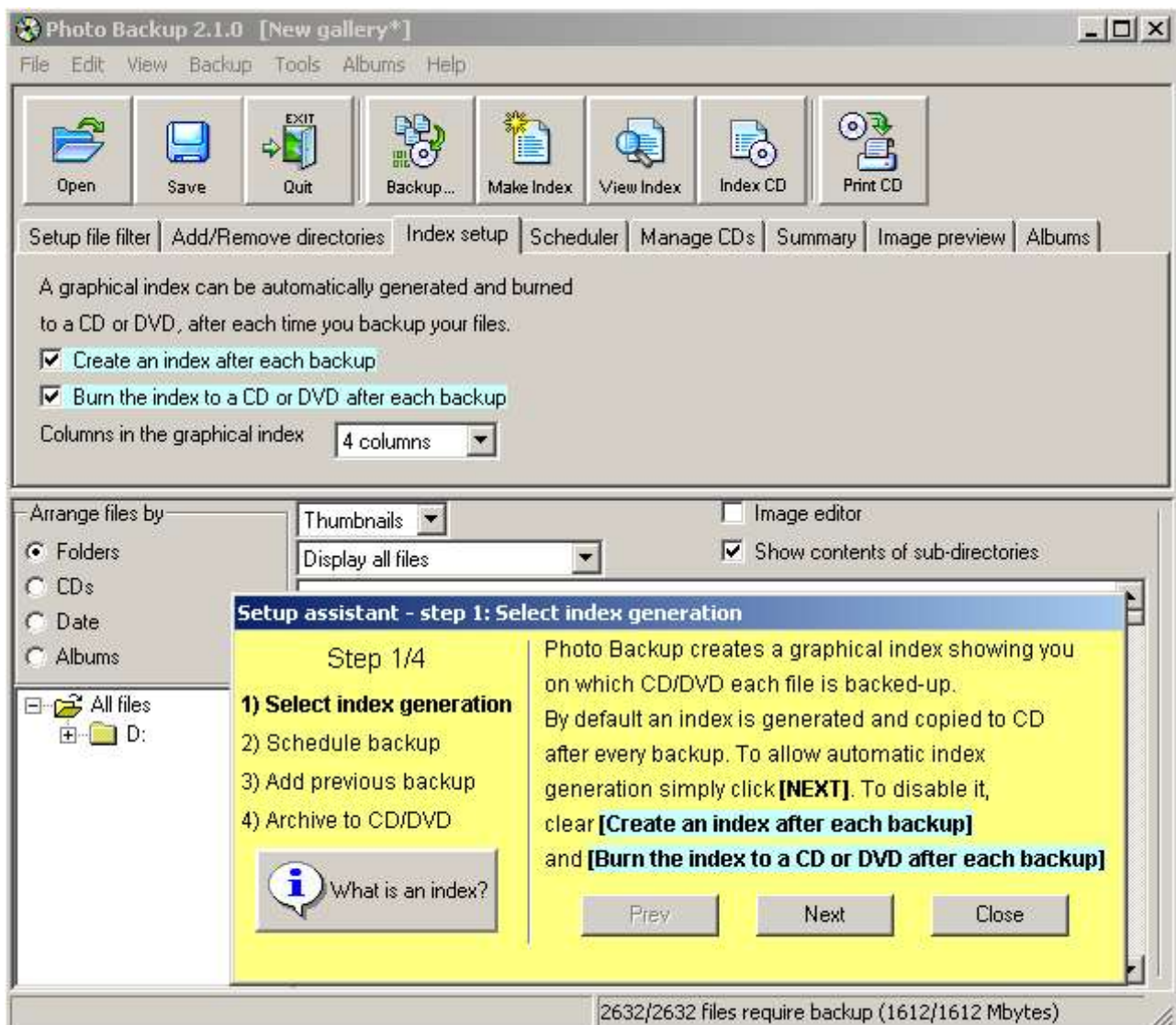
Once a gallery has been setup, there is no special setup required in order to archive. This section describes optional setup or features that can help you more easily manage the archive later on.

We're using the setup assistant to do this too. It can be accessed by clicking on "Archive to CD/DVD" button in the setup assistant (at the previous step) or from the "Help->How to" menu.

This assistant includes four steps:

- Determine if you want an index to be generated automatically
- Set scheduling for automatic backup
- Scan existing backup you made before using Photo Backup
- Backup to CDs or DVDs

4.1 Automatic index generation



By default, Photo Backup will create an index every time backup is performed. This way, the index is always up-to-date, showing where each file is stored on backup. Also, after the index is

generated, Photo Backup will copy this index to a CD (you'll need a separate CD to hold the index). The index takes about 3Kbyte for each photo archived (this is the size of the thumbnail in the index), so maintaining an index for a very large number of files doesn't take up a lot of space on your hard drive or on the index CD.

To keep these defaults, simply click NEXT, and allow automatic index generation.

If you aren't interested in the index, or don't want to burn it every time you backup, clear the corresponding options from the INDEX SETUP panel, and then click NEXT.

4.2 Automatic backup scheduling

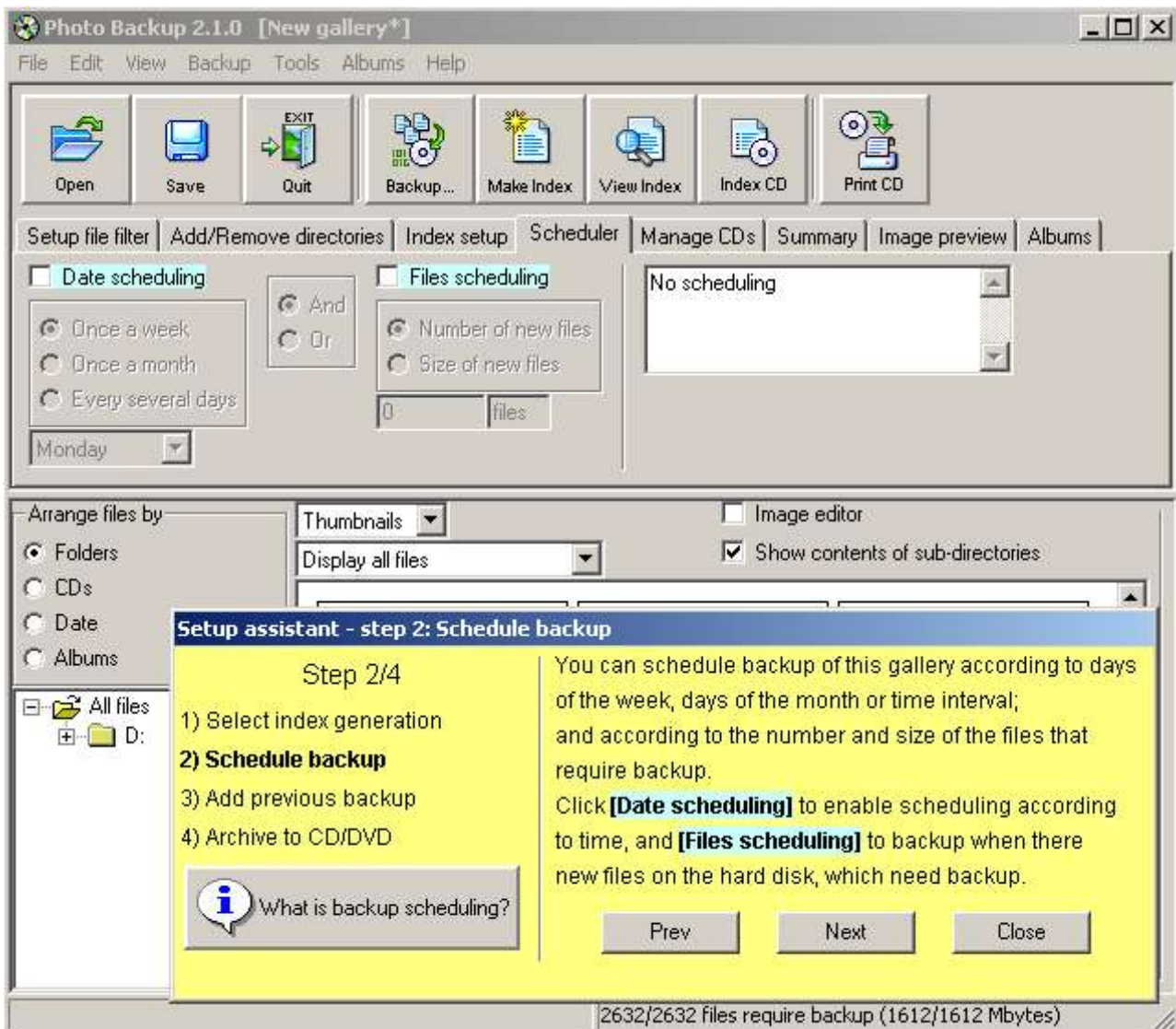


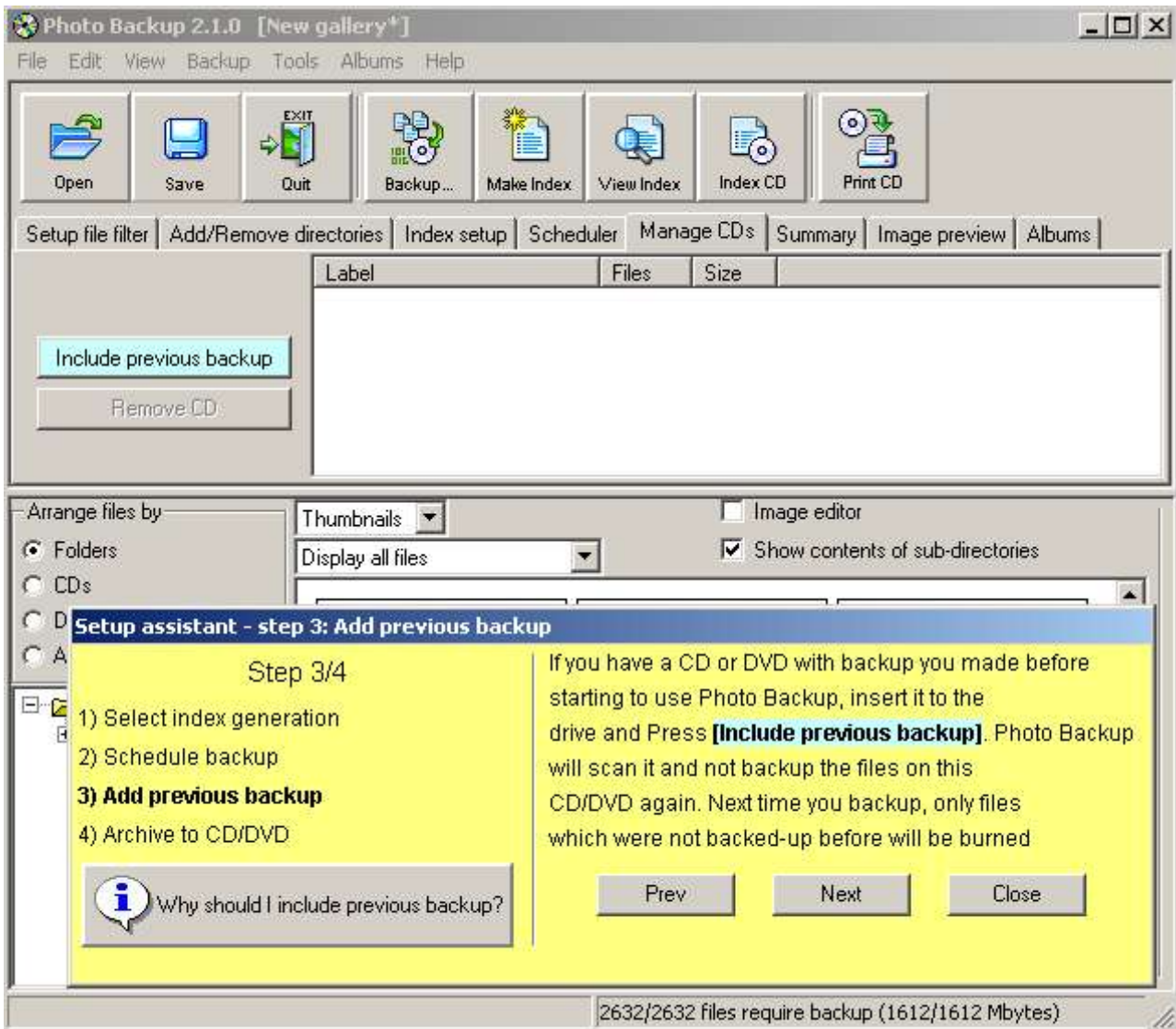
Photo Backup can be started automatically (scheduled). You can choose if you want to schedule it according to time on when new files appear on the hard drive.

To schedule backup according to time, click on DATE SCHEDULING. You can then select if you want to make backup once a week, once a month or every few days.

To make backup every time new files appear on the hard drive, click on FILES SCHEDULING. Then you can select if backup is made every time there is a number of new files, or when the size of the new files reaches a certain value.

You can also combine time and new-files scheduling. When both options are selected, you can choose if you want to backup when both conditions exist at the same time or when just one condition exists. For example, if you want to make backup each month, but if there are at least 100 new files, you'd like to backup immediately, select OR. If you want to backup weekly, and only when there are at least 10 new files to backup, select AND.

4.3 Scanning previous backup



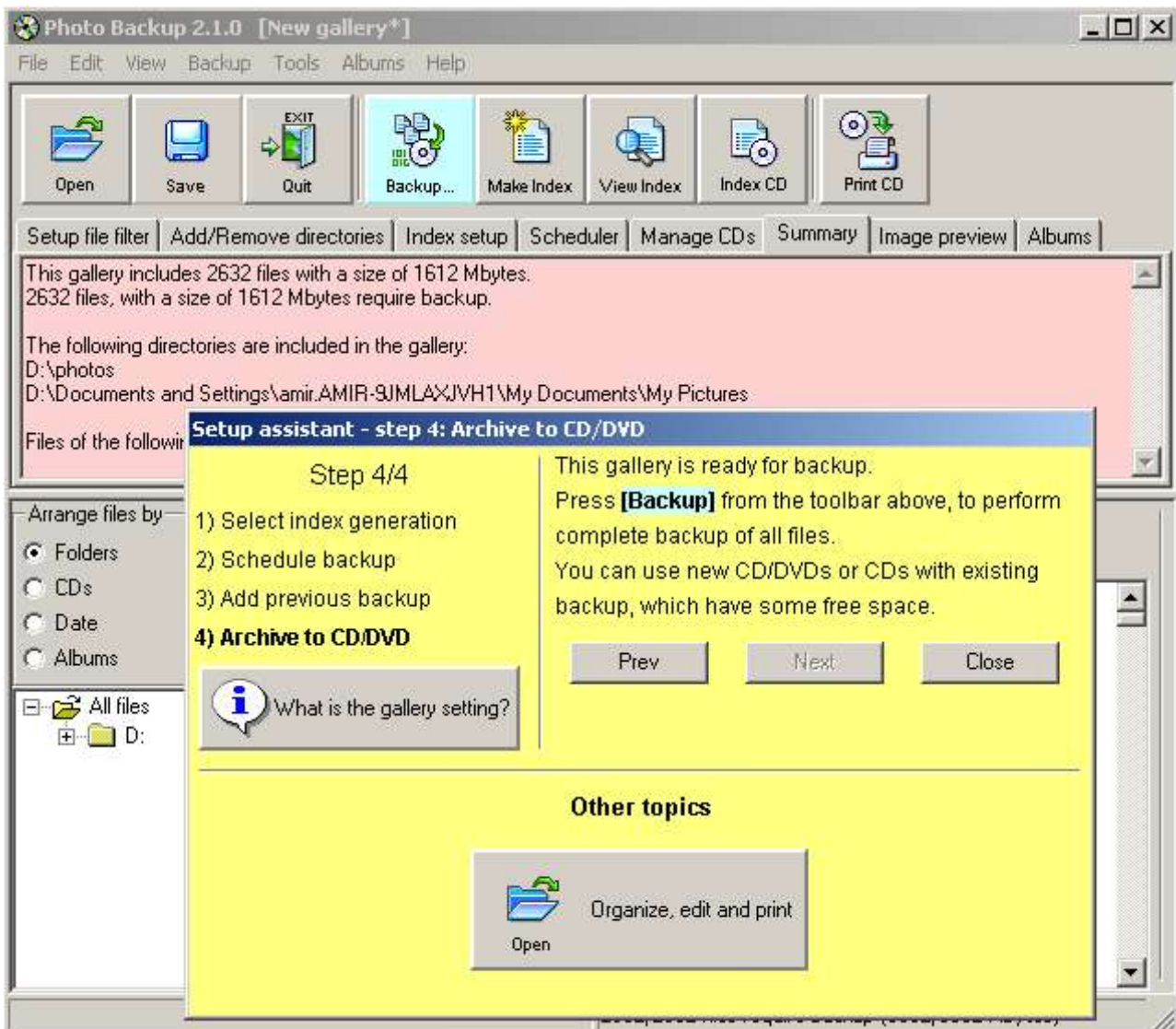
This panel should be used in case you already have some backup of the files and you don't want Photo Backup to create another backup of the same files.

If there is no previous backup, just click NEXT.

Insert a CD with existing backup to the drive and press SCAN PREVIOUS BACKUP. This will synchronize Photo Backup with the existing backup, so that only files which have no backup will be burned to CD. You can repeat this step several times if you have more than one CD.

When you are done click NEXT.

4.4 Backup to CDs and DVDs



At this stage, Photo Backup has all the information it needs to make backup. Just Click BACKUP!

You will be asked to insert CDs/DVDs. Photo Backup can use blank media or CDs/DVDs with existing backup, which have some free space on them.

We recommend that you label CDs in the backup serially (like BACKUP1, BACKUP2, ...). You don't need to worry what files are copied to which CD – Photo Backup takes care of that. Just keep the last CD in the backup, which still has some free space available, handy. Use it until it fills up and then get ready with another blank CD.

Photo Backup does multisession backup, so you don't have to wait until you have 700MB of data to backup (or almost 4GB for DVDs). You can backup as soon as you have any number of new files.

You should also save the settings used for this backup, so that next time, Photo Backup will remember what's already on backup and continue from that point. The session setting is a small file, which should be saved to your hard drive.

5 Organizing files

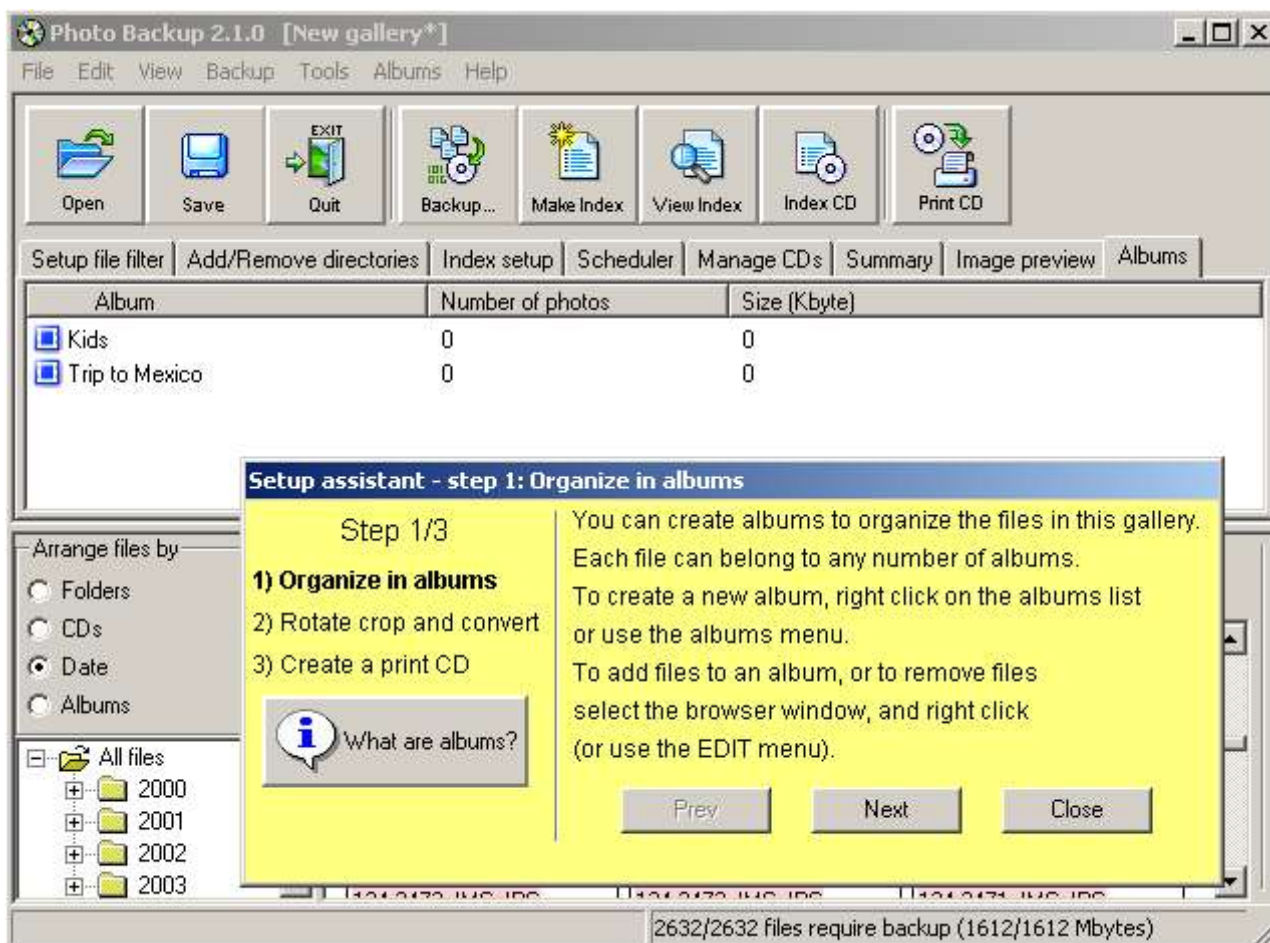
You can create albums to organize files.

Any file can belong to any number of albums – eliminating the need to duplicate files on the hard drive.

Also, albums can be used to automatically generate print CDs. A print CD will include all the photos in a selected album, adjusted and rotated for best printing results.

The setup assistant can help you setup albums using the steps shown in the next sections.

5.1 Using albums



The setup assistant brings up the ALBUMS panel. This panel allows you to create, rename, delete, empty and print albums.

All album operations can be accessed from the ALBUMS menu or by right clicking inside the ALBUMS panel.

Once albums are created, you can add photos to albums, or remove photos from albums using the EDIT menu, or by right clicking on photo thumbnails or on the photo in the IMAGE EDITOR.

6 Browsing and finding files

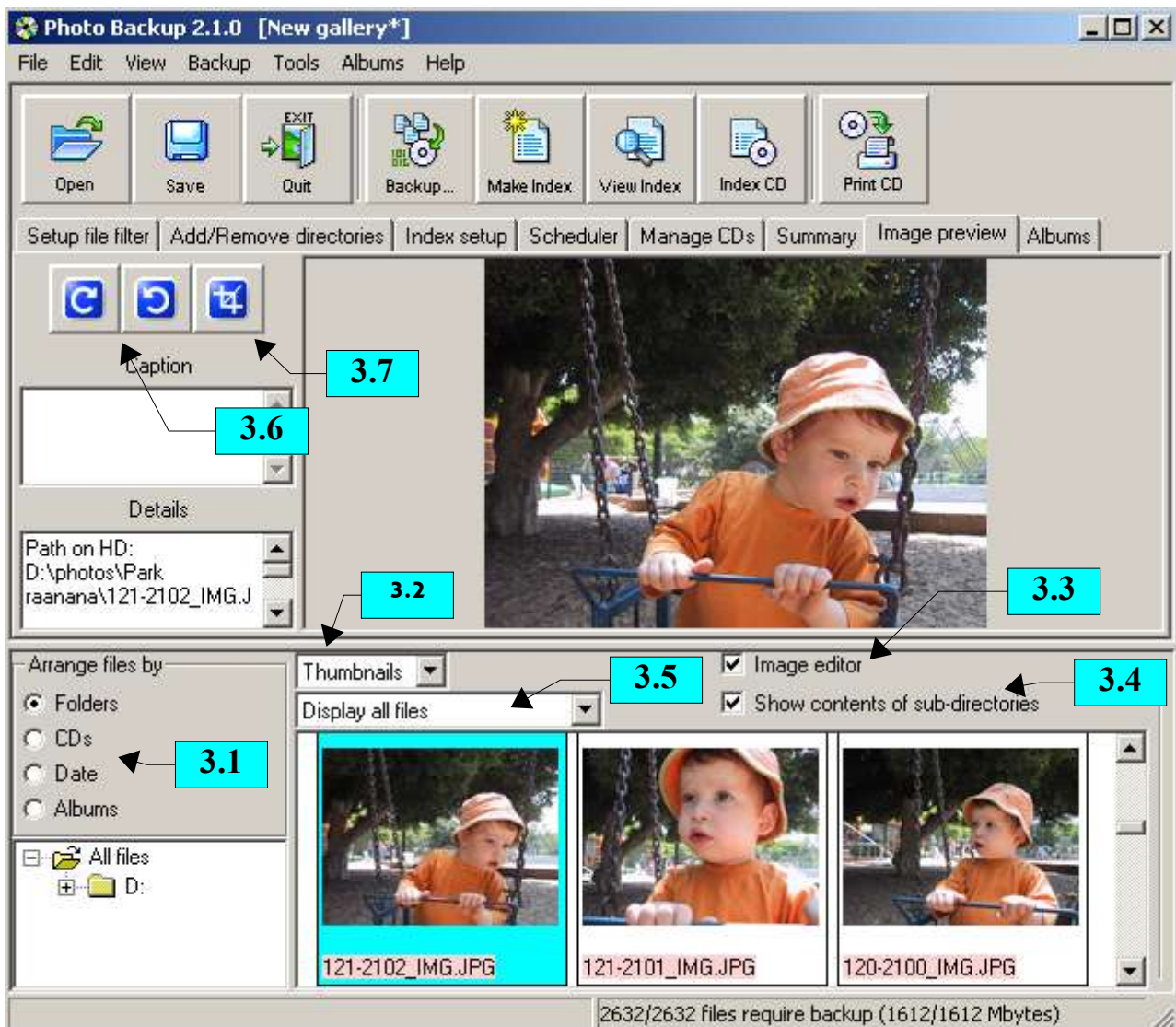


Photo Backup includes a thumbnail image browser. Unlike the browser built into Windows, Photo Backup's browser is optimized to help you arrange, organize, adjust and archive digital photos.

The numbers in the call-outs in the figure above show the paragraph that explains each function.

6.1 Browse according to folders, discs, dates or albums

You can browse your files according to the directories on the hard drive (similar to the standard Explorer functionality), according to where files are backed-up, according to the dates of the files on the hard drive or according to albums.

For example, if you want to see what's copied to the CD that you labeled BACKUP3, just switch from FOLDER VIEW to CD VIEW (located just above the folders tree, on the left hand side of the window).

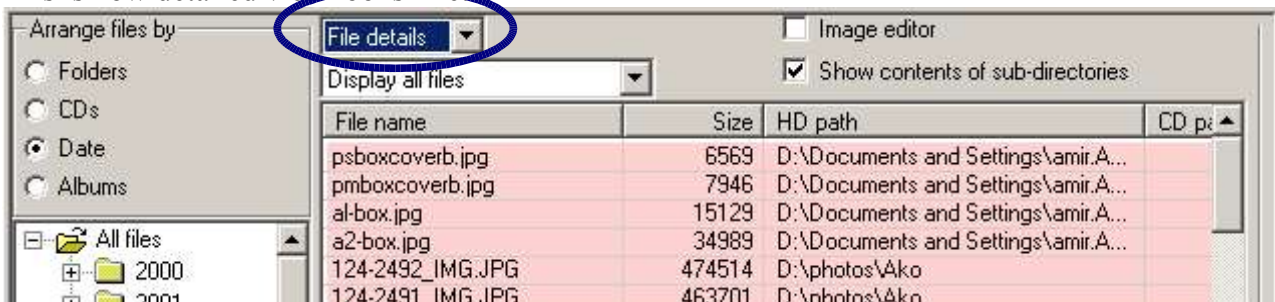
If you're looking for Photos taken on November 2003 (your vacation trip), just switch to DATE VIEW. This is how this window looks like in DATE VIEW:



6.2 View thumbnail or complete file details

Similar to Window Explorer, Photo Backup allows you to browse your files in either thumbnail or detailed view. Detailed view provides information on where each file is backed up, along with other standard file information.

This is how detailed view looks like:



6.3 Image viewer

You can see full sized images in the IMAGE PREVIEW panel, by clicking on an image (single click) when the IMAGE VIEWER option is turned on (default). Photo Backup will resize the viewed image to fit the available space.

6.4 Showing the contents of sub-directories

By default, Photo Backup displays all the files in the selected folder and in all folders under it. For example, if you selected the directory c:\photos, Photo Backup will display all the photos in c:\photos, c:\photos\kids, c:\photos\ski, etc.

If you want to view only the files in the selected folder, without the files in the folders under it, clear the SHOW CONTENTS OF SUB-DIRECTORIES option.


The same applies for CD VIEW and TIME VIEW. In time view, showing the contents of sub-directories means that Photo Backup will display all files with dates containing the selected date. For example, clicking on 2003, will show all files dated from the year 2003. Clicking on 11-Nov, under 2003 will show only the files with dates in November 2003 (you can also expand the month to view files per day).

6.5 Displaying all files / non-backed-up files / files on backup only

You can tell Photo Backup to display all files, only the files that need backup or only the files that need to be restored.

6.6 Rotating photos

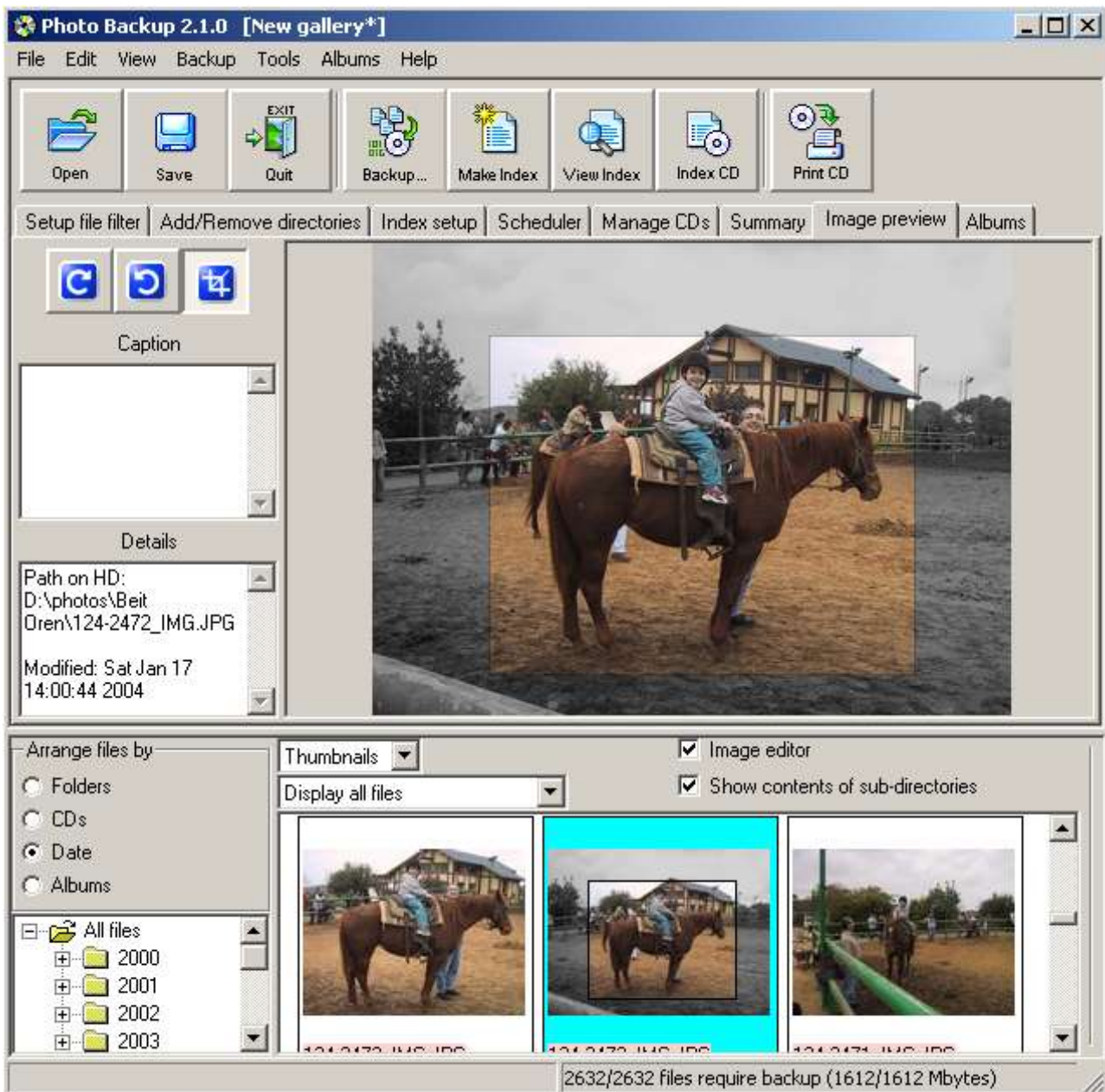
Some photos may be rotated (because they were taken when the camera was held vertically).

You can select one or more photo thumbnails and use the rotation buttons .

The thumbnail images will rotate, and when you view the image in the Image Viewer, it will also appear rotated.

This rotation does not affect the files stored on the hard drive. The rotation is only made to the displayed images (thumbnails and Image viewer), so your original photos are not damaged.

6.7 Cropping photos



To crop a photo, select it when the IMAGE EDITOR is active.

Then, using the mouse, draw a rectangle and click on the cropping icon 

When an image is cropped, the cropping icon appears pressed. To cancel the cropping – click on the cropping icon (to release it).

7 Restoring from backup / verifying the backup

To restore all files from the backup, or verify that the backup CD is not damaged, go to the BACKUP menu and select RESTORE/VERIFY.



Photo Backup will examine the CD/DVD in the drive and display this dialog:



To restore, select the RESTORE DESTINATION, which can be either the original location of the files on the hard drive, or a temporary restore folder (“c:\Photo Backup restore”). Then, press RESTORE. Photo Backup will restore to the hard drive only the files which have to be restored. If only some files were deleted from the hard drive, and others still exist, Photo Backup will only restore the missing files. While restoring, Photo Backup will also restore file attributes.

To verify the contents of the backup click on VERIFY CD. Photo Backup will compare the contents of the files on the backup to the files on the hard drive. If differences are encountered, or files on the backup cannot be accessed, Photo Backup will mark these files for backup, so that they will be copied to CD next time you backup.

You can insert other CDs and press SCAN CD DRIVES to refresh this display and restore / verify other CDs or DVDs.