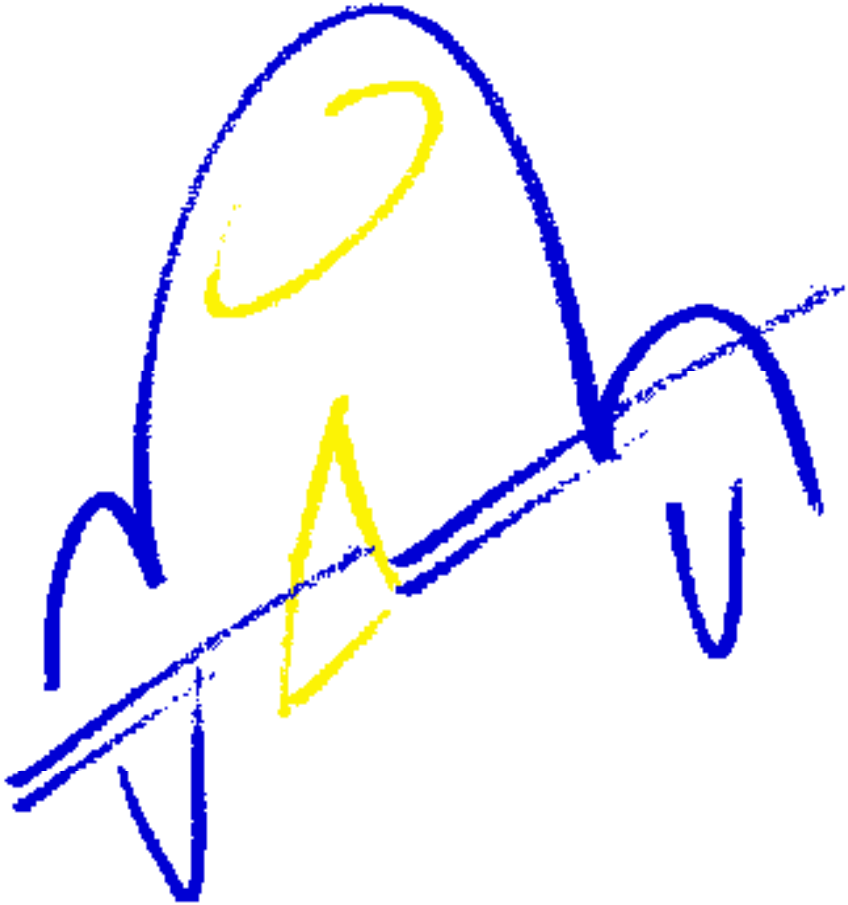


# AutoBack



A automatic backup utility for the Macintosh

## **What Does AutoBack™ Do?**

AutoBack creates and maintains duplicates of your most important documents and working files, either on the same disk drive as the original document or on any hard disk or network drive. It does this whenever you close a document that you have been working on. We know that files from some applications may be more important to backup than others, so AutoBack lets you decide what application documents will actually be backed up. You can choose any network or local disk for your backups to reside. AutoBack optionally keeps old as well as current backups of your document to aid in the "Oops, I wish I hadn't saved that" situations. AutoBack lets you restore entire hard drives, folders or individual files. We at SoftTrends welcome your comments and suggestions about our products.

## **System Requirements**

Macintosh 512Ke or above

Finder or MultiFinder

At least one hard disk drive or network drive

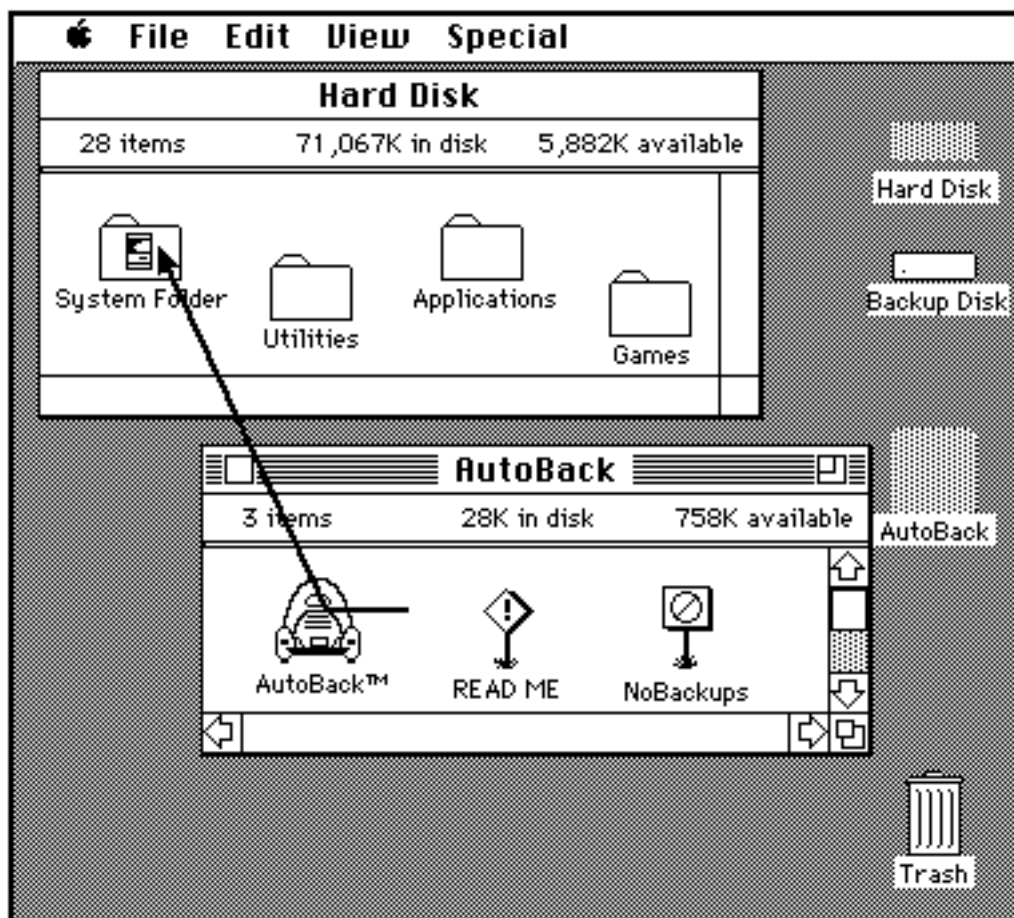
We recommend you have at least two drives, though it is not necessary, so the backups are maintained on a second volume. The second drive can be a network drive such as AppleShare, TOPS, AlisaTalk, PacerLink, CAP, uShare or Novell Netware. In general, AutoBack will backup to any drive that can be seen by the Finder and mounted on the desktop.

## **What is AutoBack?**

AutoBack is a control panel device (Cdev) that contains an init portion that loads every time you start your Mac. AutoBack must be placed in your System Folder and then configured through the Control Panel.

## **Installation**

Copy AutoBack to your System Folder by putting the AutoBack diskette into your diskette drive and dragging the AutoBack icon to your System Folder on your hard drive.



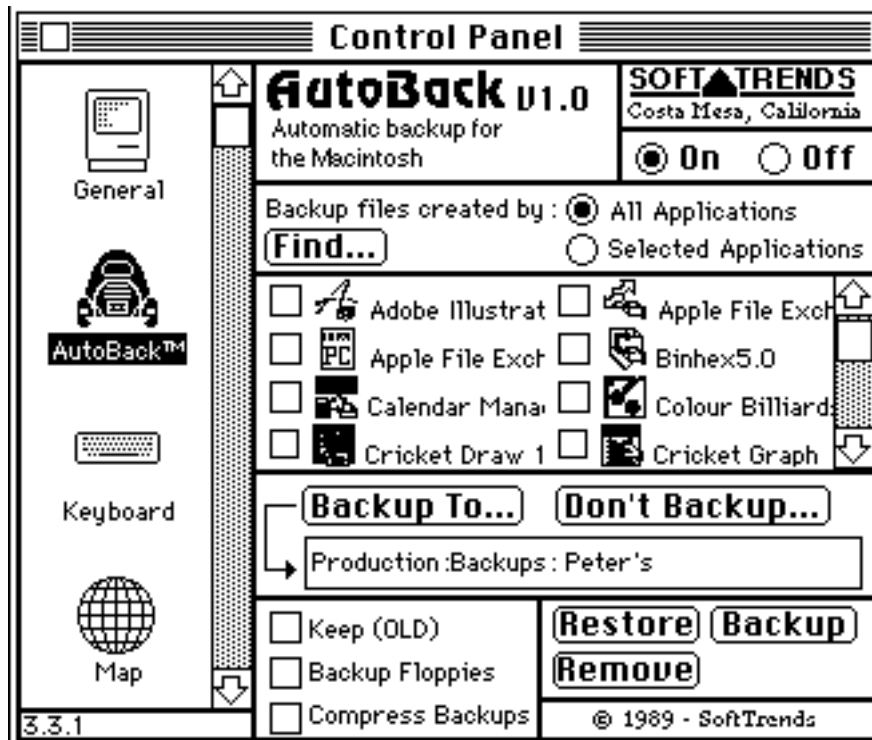
Restart your computer to activate AutoBack™.

Now that Autoback is installed in your Macintosh you are ready to customize it to suit your needs.

## Configuration

Select the Control Panel from the Apple(◻) menu.

Select AutoBack from the icons along the left side of the Control Panel. Now you can see the AutoBack options available. Initially, the scrollable list of applications in the center of the control panel will be empty.



### Find...

Press the “Find” button to search your current disks for applications that can create documents . Scanning may take as long as three minutes per disk, but soon you will see a list of all of the applications available. You may cancel the scanning of any disk by pressing the “Cancel” button in the scan dialog.

The demo version will only let you select one application for which backups should be made. Do this by clicking in the check box before the application name. In the actual version you will be able to select any of the applicaitons or select to have all of the applicaiton documents backed up.

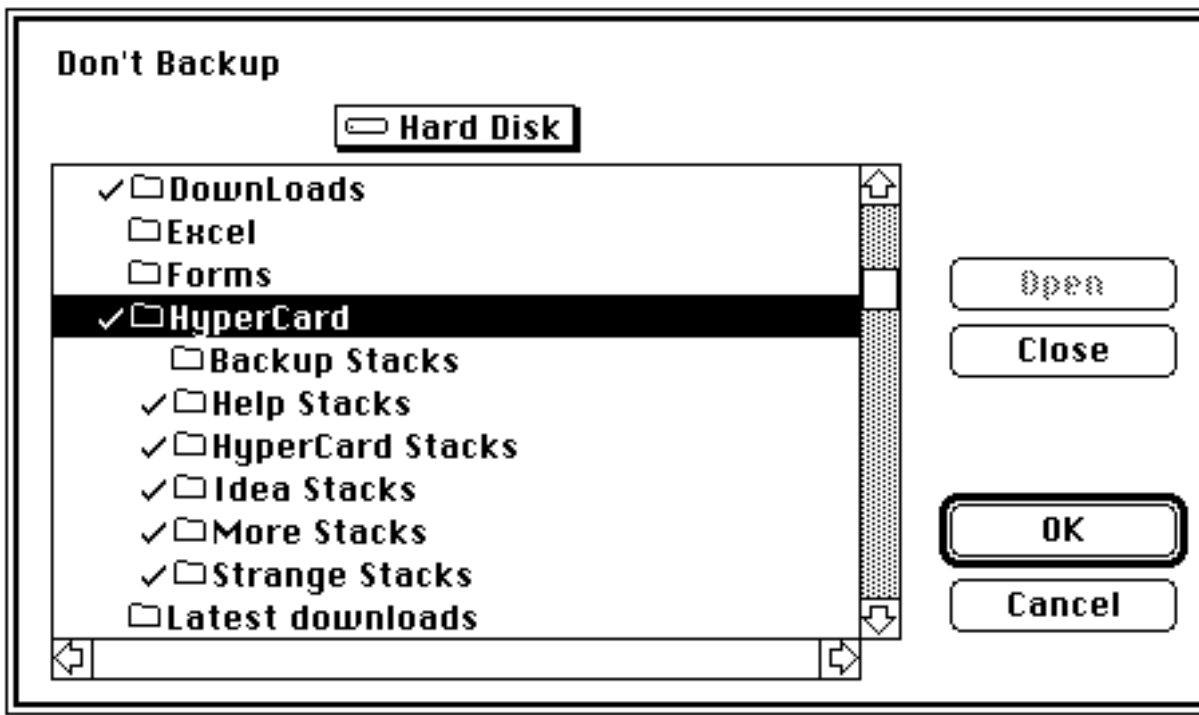
### Backup To...

Press the “Backup To...” button to select the location for the backups. Backup selection dialog will appear, from which you will choose or create the backup folder. AutoBack will recreate a duplicate folder structure of your hard disk in this location. So it makes sense to give your backup folder an obvious name like: Peter's Backups.

**Warning:** If you are selecting a network drive please be sure that the drive is available after start-up. AutoBack will not make backups if the drive you have selected is not available or has changed it's name.

### Don't Backup...

Press the "Don't Backup..." button to select the folders that should not be backed up. These folders might contain games, temporary files, or files that are usually thought of as read-only, such as dictionaries, thesauri, some HyperCard stacks, etc.



AutoBack will place a file called NoBackups in the folders that will not be backed up as a reminder to you. If you decide that a folder should be backed up, just throw away the NoBackups file or uncheck the folder from the "Don't Backup" dialog box.



☒ Keep (OLD)

Check "Keep (OLD)" if you would like to keep an old version of each document in addition to the current version. The old version is helpful when you change a document and realize you need to go back to the previous version. The current version, designated by the filename suffix "(NEW)", is created when you close the file. It is an exact copy of the file you have just closed. AutoBack names each backup file with the name of the original file plus the suffix (OLD) or (NEW), depending on which kind of backup file has been generated.

☒ Backup Floppies

Check "Backup Floppies" if you would like floppy disks backup. As with hard disks, AutoBack will create and maintain backups of files on floppies. The backups will appear in their own folder on the user's backup volume and their file structure will shadow the desktop structure of the floppy.

We know that most people do not use floppy disks in the same way that they use hard disks. Files kept on floppies are usually backups of hard disk files or are files that are intended for distribution. AutoBack allows the user to decide whether floppies should be backed up just as the user's hard disks are.

## **Backup**

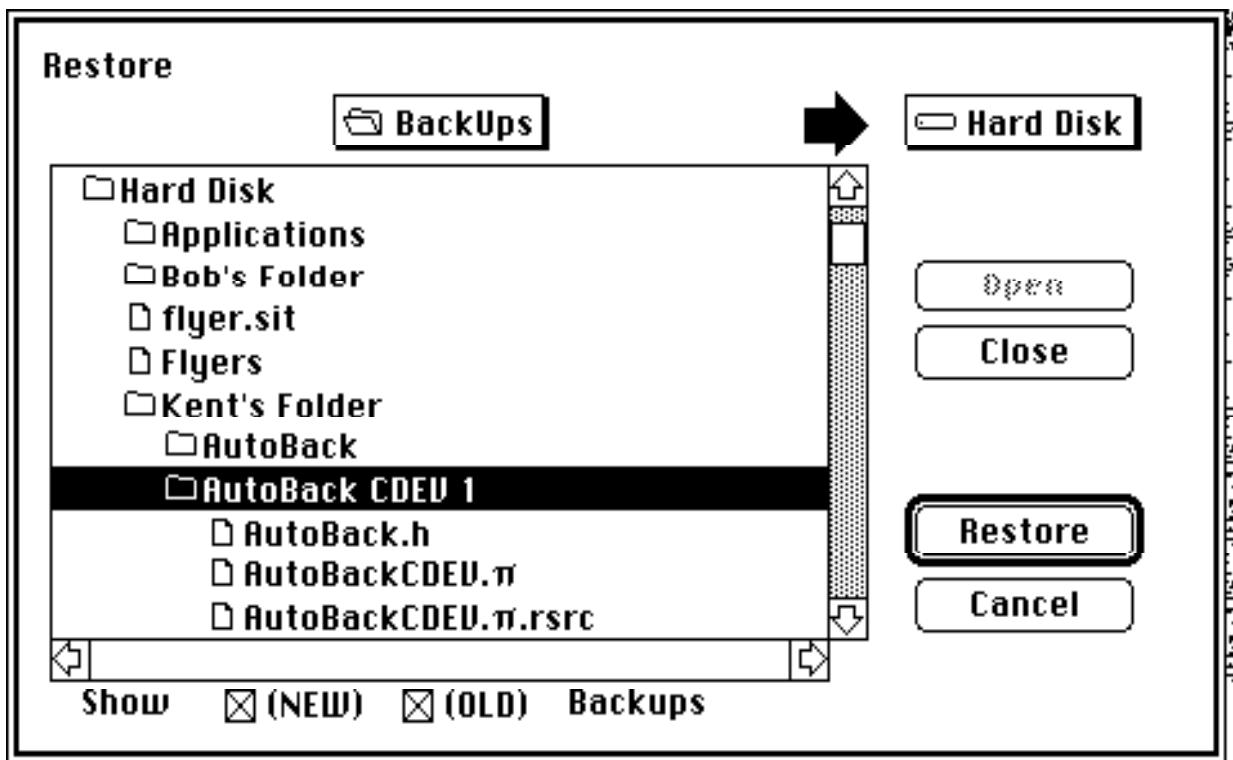
Pressing backup will create an initial backup of all of your files according to the criteria set in the configuration. This operation is put in for convenience and was not optimized for speed. The operation can take several minutes to several hours depending on the size of your hard drive and the criteria set. Keep this in mind if you choose this option.

After you've customized and installed AutoBack, all you have to do is sit back and use your Macintosh as you normally would. AutoBack will manage your backups for you, continuously and automatically. Anytime that you wish to return to a backup version of a file, simply restore the file using the restore function from the AutoBack in the control panel. You may always use the finder to simply copy the file back from the backup location and rename the file without the (NEW) suffix.

## **Restore**

When you need to restore files select the "Restore..." button in the AutoBack Control Panel and a list of your backups will appear. Check the files and folders that you would like to restore. Each file with a check mark in front will be restored to the drive designated on the right side of the black arrow. However, you may always use the finder to simply copy the file back from the backup location and rename the file without the (NEW) suffix.

Press the "Restore..." button. The Restore window will appear (pictured below). You may check any files or folders that you would like to restore. If a folder is checked all of the files contained in that folder will be restored to a folder at the same location on the drive shown on the right of the black arrow.



To change the destination drive files restore-to, click on the name of the drive and a pull down menu will appear listing the name of the available drives. Select the name of the drive that you wish to restore to.

You may expand any folder to see the contents by either double clicking on it or selecting it and using the open button. To close a folder either double click on its name or select it and press the close button.

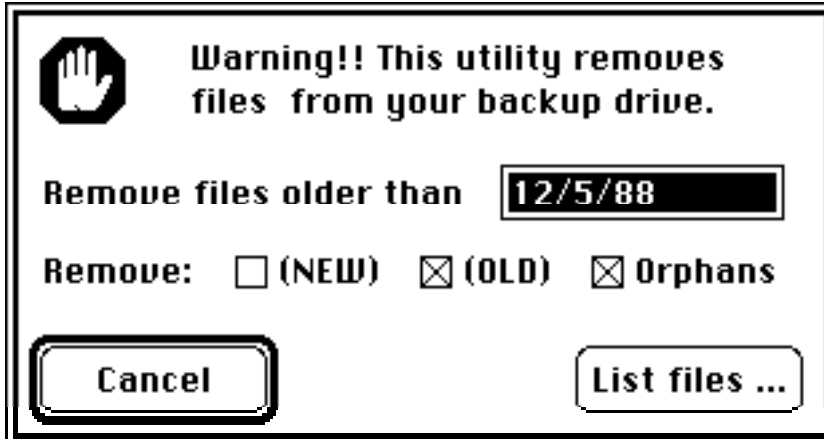
**Warning:** If you close a folder in which only some items are selected for restoration, then all files and the folder will be reset to the "do not restore", unchecked state.

Once you have selected all of the files you would like to restore, and the location they should be restored to, press "Restore" and your files will be restored to the destination drive.

## **Remove**

From time to time it will be necessary to remove old backup files that are no longer necessary in order to recover disk space your backup location. AutoBack's "Remove..." button provides the ability to remove files that no longer appear on your hard disk or files that are older then a designated date. In order to safeguard against accidental removal of files, there are several steps involved in the removal process. You will see the files selected for removal prior to deletion for your verification.

Press the "Restore.." button. The first of a series of clean up windows will appear. Here you choose the criteria to remove old unwanted backups.



A warning dialog box with a black border. In the top left corner is a black octagon containing a white hand icon. To its right, the text reads: **Warning!! This utility removes files from your backup drive.** Below this, the text "Remove files older than" is followed by a date field containing "12/5/88". Underneath, the text "Remove:" is followed by three checkboxes: ☐ (NEW), ☒ (OLD), and ☒ Orphans. At the bottom left is a button labeled "Cancel", and at the bottom right is a button labeled "List files ...".

Autoback will remove only files older than the date specified. This is used in addition to the following options to select the files that will be removed from the backup location.

☐ (NEW)

If this option is checked, AutoBack will remove all files on your backup drive that have the suffix (NEW) and that meet the date requirements.

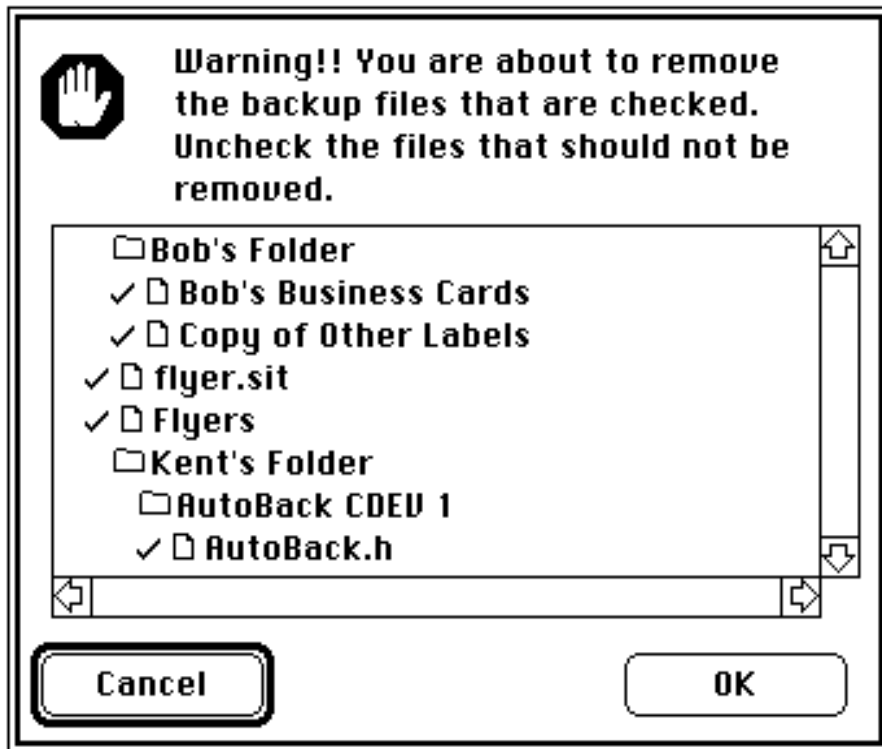
☒ (OLD)

If this option is checked, AutoBack will remove all files on your backup drive that have the suffix (OLD) and that meet the date requirements.

☒ Orphans

If this option is checked, AutoBack scans your backup volume for files that no longer appear on your hard drive. This operation will require some time (10 minutes or more). It will remove both (OLD) and (NEW) files that meet the date requirements. Basically, this will remove the files you threw away, renamed or moved to another folder location.

Press List Files...



Now you will have a chance to see all of the files that will be deleted at the end of the cleanup operation. Remove will only show you a list of files that meet the criteria; you will not see a complete listing of the backup directory.

Look through the file listing to find any files that you do not want to remove from your backup drive. You may uncheck any file you do not want removed by clicking on the file name. Only files with check marks in front of them will be removed.

Press the OK button when you are sure that you want to remove all of the files checked.

### **Technical Information**

AutoBack works as files are closed by an application many applications may not close a file after each save. This can cause potential problems if you are working with a file all day long and the application never closed the file. Microsoft Word is one example of a program that works this way, as long as the window is open the file will not be backed up. Many other applications may open and close a file many times during the course of working with the file, such as MacDraw II.

AutoBack will only take up approximately 32K of system heap memory.

Some items AutoBack will not backup are:

- Files ending in 8-10 digits.
- Files ending in (NEW) or (OLD)
- Applications
- System Files including files of the Type APPL, INIT, CDEV, ZSYS, PRER, RDEV, ADEV, CLIP, DFIL.
- Files opened "Read Only"
- Files on locked volumes
- Locked Files

### **To Order the full version**

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