

Menus

⌘f Menu

About Drag'nBack... A window will display various keyboard and mouse features.

File Menu

New... -- Save and close an open template. Display a dialog allowing user to choose to back up the start up disk or certain folders.

Open... -- Save and close an open template then display a dialog allowing user to choose to open a template. Thus opening the open template again is equivalent to executing a save command.

Revert --Discard changes to the open template and reopen it.

Quit ⌘Q -- Quit the application. Changes to the open template will be saved first.

Edit Menu

Mark -- Put file exclusion marker • in front of all selected files.

Unmark -- Remove the file exclusion marker • from all selected files.

Cut ⌘X -- Remove all selected files from the catalog.

Undo Cut ⌘Z -- The opposite of cut.

Select All ⌘A -- Select all files.

Unselect All ⌘U -- Unselect all files.

Select Marked -- Select all marked files.

Unselect Marked -- Unselect all marked files.

Find Selected ⌘1 -- Find file that is selected.

Find Marked ⌘2 -- Find file that is marked.

Find... ⌘F -- Find a file in the template. The find dialog allows you to specify more criteria of what file to find.

File Name -- The name you entered should match the file name in the catalog.

Parent Folder -- The name you entered should match the parent folder name in the catalog.

Hierarchical Folders -- The name you entered should match the hierarchical folder name in the catalog. The hierarchical folders are the folders that contain the parent folder.

Disk Name -- The name you entered should match the disk name in the catalog.

Match Case -- The name should match the case of the characters you entered.

contains -- The name contains the characters you entered.

begins with -- The name begins with the characters you entered.
ends with -- The name ends with the characters you entered.
is -- The name is exactly the characters you entered.
type -- The type of the file are the characters you entered.
creator -- The creator of the file are the characters you entered.
Marked -- The file is marked.
Has Comment -- The file has a comment.
Selected -- The file is selected.
Source Folder -- The backup file is inside a source folder.
Encrypted -- The backup file is encrypted.
Archives Folder -- The backup file is inside an archives folder.
Enter ^E-- Enter file name, type and creator as next search criteria.

Special Menu (Shown with a small selected Drag'nBack document icon on some computers): The commands in this menu apply to files selected in the template.

Scan Folders: Scans the disk for files not in the template. For each folder in the template, it looks at the corresponding folder in the disk. If a file in the disk is not in the template, it adds the file to the template. If the shift key is pressed it scans the backup disk instead.

Clear Disk Name: Clears disk name from the template. It is used when a disk can not be used. If the shift key is hold down, the backup disk name will be cleared.

Move To Top -- Moves selected file to the top of the catalog.

Open ^O -- Opens selected file. Requires System 7.

Get Info ^I -- Opens the Get Info window of selected file. Requires System 7.

Reveal ^R -- Opens parent directory window of selected file. Requires System 7.

Make Alias... -- Makes an alias of selected file. Requires System 7. You specify the window the alias will be created.

Copy Files... -- Duplicates a selected file. Requires System 7. You specify the folder the duplicate will be created.

When you apply above five commands to backup files, if the backup file is not found and the source disk field is blank, the record in the template will be deleted.

Delete... -- Deletes selected file.

Restore... -- Restores selected file.

Backup... -- Backs up selected file.

Compare... -- Compares selected file with its backup. Note if the selected file is changed it will not be backed up unless you hit the Start button.

Drag'nBack Menu (Shown with a small Drag'nBack document icon on some computers)

Preferences... ^P -- For a description of this command read the topic on preferences. Can use Balloon Help to see the function of each option.

Pressing a key will turn Balloon Help on or off.

Old Template... $\hat{C}T$ -- Use this command to open a template from a list; change templates to be opened when double-clicking the program icon or drag-and-drop icons over the program icon; choose whether to display the template dialog when the program starts up.

Backup... $\hat{C}B$ -- Backup all files in the catalog.
Restore... -- Restore all files in the catalog.

Catalog... -- Use the open dialog to add files to the catalog.
Search nested folders -- The folders in the folder you want to catalog will be cataloged too.
Shred -- The file or folder selected will be shredded then deleted.
Delete -- The file or folder selected will be deleted.
Trash -- The file or folder selected will be put in the Trash folder.
Rename -- The file or folder selected will be renamed.

Scan Folders -- Scans the disk for files. For each folder in the template, it looks at the corresponding folder in the disk. If a file in the disk is not in the template, it adds the file to the template. If the shift key is pressed it scans the backup disk instead.

Register... -- Register this program.

View Menu

by -- Choose one item in this submenu to sort the files.
Sort... -- In the sorting dialog you can choose up to four levels to sort the files.

Reverse -- Reverse listing of files in the template.
First $\hat{C}K$ -- Scroll to the top of the catalog.
Last $\hat{C}L$ -- Scroll to the bottom of the catalog.

Hide/Show $\hat{C}W$ -- Hide or show the template window.

Open Menu This menu appears when you open a source file in the template.
Edit Menu -- Change the appearance of the Open menu.