# Back4Win© (Backup For Windows)

# Introduction

Back4Win© will ensure that your data is kept secure - just make sure you use it on a regular basis.

I wrote it because there were no other freeware (and shareware) programs that let me reliably back up to CDR-CDRW media as well as the usual floppy disks or another hard drive. The most critical advantage of Back4Win over other sofwares is its reliability.

Features

#Industry standard ZIP compression ensures that your data will be accessible regardless of which PC operating system, or version you are using (eg Linux, Windows(all) Mac and so on).

#Optionally backup your data as an EXE file that can be expanded on most machines without decompression software.

#Backups are labeled with a unique easy-to-find timestamp.

#Variable compression rates to suit different machine specifications (older machines perform faster with lower compression rates)

#Powerful arrangement of backup size – spanning disks, predefined disk size to suit CDR CDRW media etc.

#Optional Password locking of the ZIP file ensures you or your licensee are the only ones able to access your sensitive data.

#Logical, easy to use functions without annoying pop-up windows.

#Various modes of backup operation provide easier and faster ways of doing your backups.

#The Restore window lets you select single, several or all files of a backup to restore.

Feature Limitations

Backup to CDR/RW requires Easy CD Creator, Nero Burning/InCD or similar.

Backup to CDR requires sufficient Hard Disk space for temporary storage of backup file(s) and manual transfer by using your CD burning software.


**More functions are available in Back4WinXP©**

**Backup Strategies**

Preferably, if you have plenty of hard disk space, partitioning your hard drive, and backing up to the second partition allows you to restore files and/or system very quickly, with least fuss. Keep one main backup, and keep several of important data that you change regularly.

Please read Disk Input/Output to ensure you know what backup media you can use.

There are several ways to back up:
Small backups, typically Project files, Daily Files:

see MENU OPTIONS

1. New zip (or shortcut Alt+N), select destination and name the file.
2. Check the directories and/or files you want in the Browser.
3. Click the [WriteZIP] button.

Backing Up to CDRW By Using Span Disks to CDRW, you can back up a whole disk drive with ease.
Note that when you are backing up to removable media, you can not select sizing options, apart from reserve disk space on 1st disk (Disk#1Free). This is to make settings easier & for greater reliability.

Backing up to CDRW will use your current CD-writer driver software to write to the disk directly.

Unless you are using Roxio DirectCD, you cannot backup to CDR media without using a separate burning program. This is for reliability reasons since backing up requires considerable system resource and ideally burning a CD should be done in a separate session. So, even if you have DirectCD, I recommend you follow the following steps:

Backing up to CDR by Spanning to Hard Drive  (If you do not have sufficient space on the Hard Drive then use CDRW media and back up using spanning as above 'Backing Up to CDRW'.) First, Alt+N (New zip) and select the destination hard drive directory for the backup and a file name. Check Span Disks. Check CDR 650Mb for CDR or other size, or MaxSizeMB for different media type. *Note that you cannot select Erase Disk First*  for obvious reasons. After you click Write, Back4WinXP will write a series of files, size determined by your previous size settings, plus a directory file of the same name. For example: VCLzip.z01 VCLzip.z02 VCLzip.z03 VCLzip.zip VCLzip.zfc. If you are only going to use Back4Win(XP) for restore, then you can burn the files as is,   example you would burn both VCLzip.z01   and VCLzip.zfc to the first CDR then each other file to a CD, so that the second CD would have VCLzip.z02 the 3rd VCLzip.z03 and so on, with VCLzip.zip as the last disk. Otherwise to retain Winzip compatibility, rename all the numeric extensions eg VCLzip.z01 rename to VCLzip.zip, then burn, VCLzip.z02 to VCLzip.zip then burn and so on. Don't forget to delete these files off the hard drive after you are confident that they have been burnt correctly.  Back4WinXP burns these files directly to CD so you dont have to do a separate burn. Disk sizing to hard drive is only available if you use SPAN DISKS.

Tip - If you were to back up onto a CDRW disk using Nero InCD, you would usually leave most settings as default.

To determine ZIP backup size (when trying to fill a single disk - not spanned), if you are using maximum compression you should be able to half the checked filesize amount. Therefore, if you are going to backup to CDR/640Mb the checked amount should be around 1300Mb, whereas for CDRW checked amount should be about 1000Mb. To select the right number can require some trial, and if you have sufficient room on your hard drive you can select a directory to do an experimental backup, then write the CD later.

*Note if you have done a huge backup eg more the 65535 files and/or 4Gb you can only use ZIP64 unzippers eg Back4win & Back4WinXP. Per sei: if you want Winzip compatibility you need to zip less than 65535 files and/or less than 4Gb data chunks.

**Browser tab** The Left Pane Virtual Explorer changes its checkbox state according to the current mode. In <u>new zip</u> and <u>add to zip</u>, checkboxes are used for selecting directories and/or files for archiving.

*Tip - in both views you can use Explorer for most browsing functions eg Ctrl-C for copy file(s) Ctrl-V for paste files. Or, alternatively use mouse right-click within the Explorer window for various options.*

## Archive tab

After a ZIP archive is selected with *open zip*, use the Archive tab to select desired files to retrieve. After [ExtractZIP], select desired Extract To Directory.

<u>To summarise Archive operations:</u>
*New zip* provides checkboxes in Browser, and ZIP creation options.
For example: click *New zip*, enter filename, check the directories and files you want to back up (Archive), check or uncheck desired options in Right Pane Archive Settings then press [WriteZIP].
*Tip - in case of a large number of files it may appear the program is doing nothing for a while. Be patient, it is busy sorting out files and preparing them for archiving.*

**Restore Strategies**

Steps: click   *File/open zip* and open the desired ZIP file, select file(s) you want to restore. Select the <u>Extract Settings</u> (Expand Directories, Overwrite Existing, Extract All, Span). Then click [Extract] then select where you want the file(s) to be restored to. If same directory just select the main drive eg C: also see <u>Restore Settings</u>

*If you are restoring from a multi-disk archive, when the dialog box comes up asking for the next disk, after you insert it, press [F5] to refresh and see the contents of the new disk.*

<u>In case of a hard disk failure</u>, you will need to try to repair the corruption (depending on extent of damage).
If you are not familiar with repair/restoration processes, you should leave this task up to someone who is qualified, as it can be irrevocable damage caused to your data if the job is done incorrectly.
Normally, HD failure is a strong signal in any case, you need to purchase a replacement drive.
Therefore, step one would be to install a new drive and a clean version of Windows, boot from the new drive and ensure the system is operating correctly <u>then</u> endeavour to resurrect the old drive.
The following may seem a long-winded process, but it is the most reliable way to restore your system to a clean state:
a) Install all your preferred programs. Do not copy them, but install them from the orginal install disks, or if you have updated installations, use those. Try to put them into the same directories they were in originally.
b) Using Back4Win (or Back4WinXP), get your backups, and restore them to a temporary directory eg C:\ temp.
c) Manually go through the restored directories and selectively copy the <u>data files only</u> that are relevant to your newly installed program data directories. If you are unsure about doing this seek help from someone who can.

If you are using Windows 98 or below, you may be able to restore a system from Backup ZIP disks. However, the previous method is more reliable.
Due to copy protection and other criteria, it is not possible to restore Windows versions higher than 98 using ZIP backups, unless using a mirrored partition, or similar ghosting restoration process.
Backup programs (not just Back4Win) are principally used to allow you to restore lost or corrupt data, not complete operating systems.

<u>Restoring Data Files</u> to a directory when the data you have needs to be replaced by older, or non corrupt:
Restore and select the desired Archive. Select the files you need to restore, leaving *Expand Directories* checked, and if you want to overwrite existing files, check *Overwrite Existing.* Click *ExtractFromZIP* and select the route folder. EG if your data files were in C:\OOffice\Data, you would just select C:\ because the directories will be expanded.

Conversely, if you just need to copy files which are missing, do not check *Overwrite Existing*. The all original files will remain untouched.

Sometimes I am unsure if the backup data file is better than the one currently on hard disk. Then I restore the backup file(s) to a temporary directory <u>without</u> *Expand Directories* checked. It is then easy to compare original files with restored files and manually copy the desired files. This is also handy for getting parts of data that you need to include in new data. For example a form letter that is within the backup can be used as part of a new letter just by opening the backup and copying desired parts to the new file you are working on.

*Tip - To restore a single folder, when viewing the Archive Tab, click on Path header*

*button (to sort files into their directory) then Click the first file of desired directory, go down to the end of directory and pressing Shift click the last file of that folder and desired entries are highlighted, and may be restored.*

**The main thing to remember when restoring files is to OverWrite only if you are absolutely sure.**

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UPDATES
To keep your Back4Win© current send me an email, and I will inform you occasionally if there is a new version and what the changes are. Click <u>HERE</u> to send me an automatic email requesting updates.
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To the United Church (all denominations), Waihi Beach, New Zealand via my Paypal account. Any such donations appreciated. To make this $5 donation, click <u>HERE</u>. Otherwise, if $24.95 is OK, you could use my Back4WinXP registration via credit card, but please advise separately by email that it is a donation for the church. For the latter option please click <u>HERE</u>
PRIVACY
Your contact details are confidential. All I wish is that eventually you may purchase <u>Back4WinXP</u>© as a reward to me for providing you with some useful software.
APPRECIATION
To Kevin Boylan for VCLzip (a compression engine in Delphi)   <u>http://www.bigfoot.com/~vclzip</u>

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## Back4WinXP©

Back4Win© should be adequate for most casual home users. But small businesses and others who are reliant on their computer systems should seriously consider Professional Version Back4WinXP©.

It is tuned for WindowsXP, but works perfectly with Windows 98 and up. You will be entitled to free upgrades for the life of the product. For only $24.95 you are purchasing an investment which will help protect your data in an improved way over this version:

* Job files allows define and reuse previous settings.
* Versioning saves variations of the same file within the same archive.
* Basic and Expert modes.
* Backup reports and ZIP comments.
* Pause, shutdown, Tray Icon.
* Stealth mode monitors and automatically backs up selected files as they are changed, keeping each version so that you can revert back to <u>any</u> previous version.
* Stand-alone Stealth mode.
* Command-line parameters for scheduled unattended backups.
* Find desired file within a bunch of ZIP's quickly (global search).
* Burn CD direct.
* Instant Backup.
* And more!

Although Back4WinXP has been designed for WindowsXP, it works well with all versions of Windows95/98 and higher.

Try Back4WinXP© for 21 days and if you do not consider its extra features worth-while then you can revert back to the Freeware version. See what Back4WinXP looks like <u>HERE</u>
 Click to download ==> <u>Back4WinXP©</u> or here ==> <u>Back4WinXP©</u>

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<u>Archive View</u>
Shows the contents of a compressed file eg ZIP or EXE compressed.
Clicking on the headers lets you sort by name, directory or creation date, to help you find the desired files.
File Selection only applies if <span style="color:magenta">Extract All Files <u>unchecked</u>.</span> Standard Windows selection parameters apply eg click one file, hold SHIFT and click another file for a contiguous range to be selected. OR click one file, hold Ctrl and click other files you want. By clicking the checkbox, or pressing [Space] when files are selected will check the files for inclusion.

## Add Type

Copy Only - all files marked are included in Archive.

Update newer and new in archive - <u>used with add files</u> to existing archive add existing files which have been updated AND new files to end of archive.

Refresh existing files in archive - <u>used with add files</u> to existing archive add existing files which have been updated to end of archive.

Move files into ZIP then delete source - move files from source then delete - use with care!

POSSIBLE ERRORS:

*"0 files were added" Often caused by not following the helpfile <u>HERE</u> .

*'Stream error - 0 files' with CDRW disk can be bad sectors on disk. Suggest quick format and verify disks before backup to avoid this error.

*If using CDR/RW: you may not have formatted disk in drive, or you do not have a Native writer like Incd or Roxio. Back4win cannot backup to CD if you cant drag and drop files onto your CDRW drive.

*Problems with Roxio Easy CD Creator. User reports 'uninstalled my   whole Roxio Easy CD Creator app, reinstalled it and now I   can get B4W to backup directly to CDRW!'.

*Part of your backup source disk could have a faulty file in your backup list which should be fixed by scandisk.

*Input/output error. For example, if you have a faulty CDRW disk and are backing up to it, when the write reaches the faulty section it sends an abort message to any applications using it. Since it cannot be recovered, the backup is aborted with the above message. To avoid this ensure that all your disks are formatted clean before backing up.

*If Disk I/O error or similar could be faulty CD drivers. For example, the some InCD (Nero) have proven very unreliable and will abort CD write operations - sometimes crashing WindowsXP!. A reliable version we have found is Ver 3.51.91, also latest version 4.0.5.6 seems OK.

*A Back4win user report: I am still encountering problems in using Back4Win. However, I am convinced my current difficulties arise entirely from my use of the UDF format as implemented by Nero's InCD program which accomapnied my Samsung CD-RW drive.   A significant percentage of my disks ( I guestimate 10% to 20%)   fail in use when using the UDF format.

*When backing up to CDRW program response is very slow: this is a problem with some Native CDRW software drivers. It is not Back4win. You will notice similar delays when writing to CDRW with other programs.

* Other CDRW disk errors - it is HIGHLY recommended to ensure that disks are erased/formatted before use, unprepared disks are the <u>most common</u> cause of disk errors.

*Trying to back up Outlook (Outlook Express) but '0 files added'. This will happen if you have some programs open - they will not share the files with any other. Just close the program eg Outlook, then the backup will proceed normally.

*Get message 'File (filename) is open' and buttons [Repeat|Skip|Bypass]. Files are protected - press Bypass to avoid this prompt. If you could back up and restore these files could cause failure of your system, hence they are protected. Other backup programs perform the same.

*Norton Antivirus kept crashing out of its scheduled full system scans: "Navw32: ...illegal operation and will be shut down" (invalid page fault). The problem ocurred when NAV tried to scan an 'Update Newer and New' B4W zip archive which had grown to over 2GB. Presumably NAV can't scan zips > 2GB, and probably most other AV scanners can't either. (Due limitation of some Antivirus scanners).

Further Troubleshooting or Request Features
Nine times out of ten, the fault lies with the operator, but if, after you have read the help thoroughly and get stuck with a fault in this software please let me know by email: support@back4win.com
***I need to know the scenario that made the bug appear (step-by-step if possible)***, especially if you can replicate the fault makes it easier for me to sort it out. Do not send a bug report like "It did not backup my files". I need to know what you did before trying to backup the files exactly otherwise I cannot help.
Preferably, send me a JPG screen shot (not BMP) of the setup detail before you press the Write button.
Do not send large attachments. If you do, I will not receive your mail.


Requests for Features are not supported in freeware version, but updates & bug fixes are.


The shareware version Back4WinXP  will have most features you are likely to want. If not, let me know and if it is a good idea it will be added.

Thank you,
Alistair George

## <u>RETURN TO INDEX</u>
## Main Menu items

Main Menu is the title bar New zip, Options, Help:
EG use the Menu Options below:
Options
   |
Clear Disk Method for spanned disks, determines whether the method is to delete all files on disk, or format the disk.
TemporaryDIR some computers require this item to be set different to DEFAULT. However, if the software works without any problems in this respect leave it set to DEFAULT.

Help
  |
Help - click for helpfile, or press F1 to bring up helpfile.
Check for updates - Checks homepage for updates on your current version. If there is an update, optionally allows you to open your web explorer to view the page, or download the update.
Hints On - can be unchecked when you are used to the program.
About - contact details or listbox showing appreciations of help from others.

*Hint - To quickly get an option use shortcut keys Alt+N (use Alt key in conjunction with underlined letter).*

For updates, go to either web page address below:
http://www.back4win.com or http://www.v-share.com/~v_bigal/b4win

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Back4win is freeware, although donations to our United Church would be appreciated.
For more features use **Back4WinXP©**, downloadable from the web address above.

<u>JOB Files</u> - **Back4WinXP Only**
Many backups will use different options and directories.
By using a job file system we can recall previous settings and file selection criteria with ease:
Press NewZIP, define a filename for the backup (see <u>Backup Strategies</u>) check the files and/or directories
you want to include. Adjust your ZIP BACKUP settings. Then Press SAVE JOB.

**DateTimeStamp**
Is a convenient way of saving files in chronological order.
It also lets you find your backup of the same type within a certain date period much more easily.
You determine your file to be saved eg IBMbackup and it will be renamed to IBMbackup-2002_Dec_04.zip (depending on todays date).

<u>Directory Settings</u>
Encrypt - prompts for your password so that only you can access the created archive.
Include Hidden - hidden files (read-only etc) are included in the archive.
Full Directories - All directories below the one checked will be included as well.
Save Directories - saves the pathname with each filename. (Drive ID's are never stored in the archive)
Span Disks - This option lets you use several disks when using floppy, or with CDR/RW.
#Erase Disk First - If 'Span disks' checked and the disk is erasable they are erased of all files by prompt, or no prompt, depending on Menu, Options, Clear Disk Method setting. Caution - this can occur without prompting, so make sure your backup disks contain no valuable data. The first disk is expected to be cleared by user, so if it has files manually delete them.

<u>Write Specifications</u>
Automatic - fills up disk to maximum available, then prompts for a new one if using Span.
Floppy, CDR, CDRW - typical preset size for these disk formats.
MaxSizeMb - other size you determine in Megabytes eg for Iomega ZIP drive or other formats.
Disk#1Free - Disk first free space left over desired.
You can use this if you want to include extra files on first disk like PKUNZIP
for instance.

<u>Add Type</u>
Copy - standard copy of all files.
Update Both Newer & New - (in add to archive) newer files will replace existing and new files will be added.
Refresh existing files in archive - newer of files already in archive.
Move files into ZIP - deletes source files after a successful add to the archive.

**<u>Compression</u>**
<u>Maximum</u> equates to a ZIP setting of 9, effectively reducing disk use to less than 1/2 the original size.
<u>Medium</u> is ZIP setting of 7, faster but uses more disk space.
<u>None</u> is where you are using the archive to store as one file, a collection of files uncompressed.

**Progress**
The small progress bar displays individual files, and tickler activity of the ZIP process.
The large progress bar displays total ZIP progress.

**<u>Restore Settings</u>**
<u>Expand Directories</u> Uses original directory, if Archived with Save Directory Names, & Full Directories.
For example, if files originally came from, & you wanted to restore to C:\Business\work, you would need to select C:\ only.
<u>OverWrite Existing</u> *without prompts* if same directory selected to restore to.
<u>ExtractALLfiles</u> if unchecked, only files that have been selected by Click, hold Shift then Click (a full range) or Ctrl-Click, individual files, or by checking the checkboxes (by selecting then pressing the space-bar), or checking the check-boxes by clicking the box.

## <u>Archive</u>

Files may be sorted into desired order by clicking on the grey column headers. EG if you click on Date/Time, they will be sorted into DateTime order. Default is File name order. The column that is sorted shows a triangle either pointing up or down, according to the current sort direction (you may click same column again to change the sort direction).

<u>Viewing</u> normally, you would view Back4Win in its default Restore size window, but if you need to see **more** of the Grid, press the maximise box (upper right square box), which expands the window to full size.

You can also click on the column headers, between each column and holding the mouse button down, shifting left or right increase, or decrease the size of the current column.

**<u>Browser</u>**
After you click Alt+N, Browser changes to a checkbox explorer to let you select the files you want to include in the current ZIP.

To extract from a ZIP browse the folders for the desired file, double-click it (must be a ZIP).
Then click on the Archive tab, the contents of the zip are shown there.
Check the desired extract options you want for this group of files and highlight and/or check the files (if you want to select a few). After you press the ExtractFromZIP button, click on the directory (or) drive you want to extract the files to, *then* click the Folder Select Button.

*Tip - several button functions can be done within the explorer window. For example, double-click a ZIP file and it will open. Right-Click does a drop-down box to let you delete, copy, rename etc.*

**Disk Input/Output**

To backup to CDRW you must have packet writing software eg Nero INcd or Roxio EasyCDcreator.

Some softwares allow you to treat a CDR as a floppy disk (as opposed to CDRW). Reliability of this method is suspect so I recommend you make your backups to Hard disk then write once to the CDR media and close it, or for direct writing to CD, use CDRW media instead, with INcd (Nero) or Roxio softwares.

Unless you use CDRW, or Roxio software, you cannot UPDATE or FRESHEN CDR archives.

**A Step-By-Step Guide**

Backup:
(if you are going to use floppy disk, or other removable media, place it in the drive first)
Click **New zip** (or shortcut Alt+N). Browse to where you want the ZIP to go, enter a filename and press OK. On the **Browser** tab, select the drive and *check the directories you want to back up.
Zipfunctions are next: unless you are going to use CDRW or removable media, you can generally leave these settings as default. You should read the helpfile more though to determine what you want to do later on to use these settings to your advantage. Click on the ? icon and bring it down to the box you want more info on then click it to bring up context-help. Click **WriteZIP** and your archive will be created.
*Note - If you are going to use removable media with several disks, check the SPAN option.*


Restore :
On the **Browser** tab, browse to the directory where your zip is. You can double-click the zip to open, or click **File/open** (or shortcut Alt+O) and open the zip from there.
Your zip will be displayed in the **Archive** tab. From there you can click the column headers to do respective sorting.
Check the files you want (see *Selection below). Check the extraction methods you want. Finally, restore the desired files by **[Extract]** button.

**\*Selection:** standard Windows selection methods can apply eg click one file, hold SHIFT and click another file for a contiguous range to be selected. OR click one file, hold Ctrl and click other files you want. *But preferably use checking for selection by clicking the checkbox, or pressing [Space] when files are selected will check the files for inclusion.*

[Extract] extracts some or all files from the current zip to desired location.
[Delete] removes selected files from current zip - caution this operation is not undo-able.
[ToEXE] converts current zip to an EXE file which can be opened on any PC.
[TestZIP] confirms archive is valid (not usually necessary to use this function)

To abort in case you wish to cancel out of anything press the [Esc] button.

FAQ - Questions, Answers & Hints

Question (Q): The checked files count was 23,258 but backed up files were only 18,987 what happened to the rest?

Answer (A):   Many directories are selected as well. These are not files, but are included in the total count.

Q: I checked over 2,000 files and only 1300 files were backed up, many were skipped why?

A: You have not checked the 'Full Directories (recursion)' option, which prevents directories from being saved, hence those missed files will be duplicates of files in other directories.

Q: I want to save empty directories. A: Check 'Save Directory Names'.

Helpful Tips:

If you use CDRW disks for backup destination, just click Span Disks without setting the size, and Back4winXP will handle the correct sizing for you.

When connected to the internet every month Back4win will ask if it can check for a new version will let you know.