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Backup features context-sensitive help.   That means you can press **F1** at any time to see help associated with the current dialog box or program message.

You can maneuver through the help system by:

·   Using the Browse buttons to move through related help topics.
·   Selecting highlighted or underlined words or phrases in the help text.   This displays help on the underlined word or phrase.
·   Searching for keywords.   Use the Search button at the top of the Help window.

For more information on using the help system, choose Help from the Help menu.

Using the Keyboard & Mouse

Backup is designed to provide easy operation with both a keyboard and a mouse.

Keyboard

The arrow keys can be used with Spacebar or Enter to select any item or option.   In addition, every function and option can be accessed via a hot key shortcut.

In general, the following keys perform standard functions within Backup:

Tab   Moves the selection bar to the next area within a window or dialog box.

Shift-Tab   Moves the selection bar to the previous area within a window or dialog box.

Arrow key   Moves the selection bar to the closest text box or button in the direction of the arrow. Within a text box, use the right and left arrow keys to move the cursor one character to the left or right.   Press the up and down arrow keys to move within a list box.

Enter   Activates the selected or default button.   The selected or default button has a thick border and a dotted outline around the text on the button.

Spacebar   Selects and deselects check boxes, option buttons, and list items.

Home   Moves the selection bar to the beginning of a list or text box.

End   Moves the selection bar to the end of a list or text box.

PgUp   Moves the selection bar toward the top of a list in window-size increments.

PgDn   Moves the selection bar toward the bottom of a list in window-size increments.

F1   Displays context-sensitive help

F10   Activates the menu bar, so that the arrow keys can be used to open menus.

Esc   Cancels the current operation and returns to the previous window.

Hot key   Most words in dialog boxes or menus contain a letter that is underlined.   These letters are referred to as "hot keys" and can be used to quickly select program items.

To select an item on the screen that contains a hot key, hold down the Alt key and then press the hot key letter.   The selection bar will jump to the word containing the hot key letter, and activate the item just as if you had pressed the Enter key.

Alt+ ↓   Opens and closes drop-down combination and list boxes.

Mouse

You can perform most actions within Backup simply by pointing and clicking on items with the mouse.

The mouse buttons are used in the following manner:

Left Button　　　Selects buttons with a single click.   Selects directories and files for backup, restore, and compare with a double-click.   You can scroll rapidly through lists by holding the button down and moving the pointer to the top or bottom of the list.

Right Button　　　Selects directories and files for backup, restore, and compare with a single click. You can select a group of list items by holding the right mouse button, dragging the selection bar over the list items you want to select, and then releasing.

General Overview

Backup makes use of standard Windows elements such as sizeable windows, dialog boxes, scroll bars, and buttons.   If you are not familiar with these items, consult your Microsoft Windows documentation or the Program Manager's help system.

The Backup window is divided into two main regions.   The upper region contains buttons that are used to select the current function.   The lower region displays commands and options relevant to the current function.

For example, if the Restore button is chosen with the mouse or keyboard, the lower region will display the Restore commands and options.

The buttons and respective functions are identified below:

Backup: Files are copied from the hard disk to another destination, such as floppy disks, for safe keeping, archiving, or data transfer.

Compare: Backed-up files are compared with the original files to confirm the integrity of the backup data.

Restore: Data is recovered (copied) from the backup set to the hard drive.

Configure: Program settings are reviewed and may be changed.

Quit: Exits Backup

Basic Skills

The basic procedure for using Backup is as follows.

Backup

To back up files from your hard disk:

1   If the Backup window is not already displayed, choose the Backup button.
2   Select the drives to back up in the <u>Backup From</u> list box, or choose <u>Select Files</u> to select individual files and directories to back up.
3   Select the <u>backup type</u>.
4   Select the drive to <u>backup to</u>.
5   Set the desired backup <u>options</u>.
6   Choose the Start Backup button.

Compare

To compare a backup set in order to ensure the integrity of the backup set:

1   Choose the Compare button.
2   Select the <u>Backup Set Catalog</u> for the backup set you want to compare.
3   Select the drive to <u>compare from</u>.
4   Select drives to compare in the Compare Files list box, or choose <u>Select Files</u> to select individual files and directories to be compared.
5   Choose <u>Compare To</u> to specify the location of the files to which the backup set is to be compared.
6   Set the desired <u>options</u>.
7   Choose the Start Compare button.

Restore

To restore backup data to the hard disk:

1   Choose the Restore button.
2   Select the <u>Backup Set Catalog</u> associated with the backup set you want to restore.
3   Select the drive to <u>restore from</u>.
4   Select drives to restore in the Restore Files list box, or choose <u>Select Files</u> to select individual files and directories to be restored.
5   Choose <u>Restore To</u> to specify the location for the restored data.
6   Set the desired <u>Options</u>.
7   Choose the Start Restore button.

Related Topics:

<u>Setup Files</u>
<u>Automating Backups</u>
<u>Designing Backup Routines</u>

Setup Files

After making your file and option selections, you can save them in a setup file.   A setup file will store your settings so you can reuse them at any time in the future.

By default, setup files are saved in the same directory where Backup was installed.   When you open a setup file from or save a setup file to a different directory, that directory becomes the new default.

A setup file contains:

·   Option settings like verification, compression, and overwrite warnings.
·   All file selection items such as include, exclude, and even selections made with the mouse or keyboard.

You can create an unlimited number of setup files.   For example, you can make setup files for daily, weekly, and monthly backups, or different setups for different groups of files.

Setup files can be distributed to other users.   This capability is especially important when configuring and automating backup routines for users within small businesses and larger corporations.

To create a new setup file:

1   Make your file and option selections.
2   Open the File menu.
3   Choose Save Setup As.
4   Enter a file name and a description of up to 40 characters, then click the OK button.

Once you have saved a setup file, you can go back to it at any time and make changes that can be saved again.

Related Topics:

File Menu
Automating Backups

File Menu

The File menu allows you to open, save, delete, and print <u>setup files.</u>   You can also exit Backup from this menu.

The following commands are available:

<u>Open Setup</u>   Opens the Open Setup File dialog box from which you can load a setup file.

Save Setup   Saves any changes made to the setup file currently in use.

<u>Save Setup As...</u>   Opens the Save Setup File dialog box where you can save the current settings   to a new or existing setup file, or specify a new description for the current setup file.

<u>Delete Setup...</u>   Opens the Delete Setup File dialog where you can delete a setup file.

Print...   Prints a list of the settings defined in the current setup file.

Printer Setup...   Opens the Windows printer setup dialog box where you can adjust the printer settings.

Exit   Exits Backup.   This is equivalent to clicking Quit in the top row of buttons.

On the bottom of the File menu, up to five of the last setup files you have worked with are listed.   To load one of these setup files, simply select it from the menu.

Open Setup File

The Open Setup File dialog box, displayed when Open Setup is chosen from the File menu, lets you load setup files.

The name and description of the currently selected setup file are displayed in the upper part of the dialog box.

To open a different setup file:

1   Select the desired file from the Files list box.

The name and description of the highlighted setup file will be displayed in the upper left of the dialog box.

2   If the desired setup file is not displayed in the list, you can change drives or directories using the Directories list box.   To move up a directory level, select the [..] item.

The setup files in the current directory are displayed in the Files list box.

3   When the desired setup file is selected, click OK.

Delete Setup Files

The Delete Setup Files dialog box, opened by choosing Delete Setup from the File menu, lets you delete any setup file.

To delete a setup file:

1   Select the desired file from the Files list box.

   The name and description of the highlighted setup file will be displayed in the upper left of the dialog box.

2   If the desired setup file is not displayed in the list, you can change drives or directories using the Directories list box.   To move up a directory level, select the [..] item.

   The setup files in the current directory are displayed in the Files list box.

3   When the desired setup file is selected, click OK.

Note:	The current setup file cannot be deleted.

Save Setup File

The Save Setup File dialog box, opened by choosing Save Setup As from the File menu, lets you save setup files or specify a new description for the current setup file.

To save a setup file:

1 In the File Name and Description text boxes, specify a filename and description for the setup file that accurately represent the option settings and file selections that you have made.

2 Make sure that the file will be placed in the proper directory.   The current directory is displayed in the upper left part of the dialog box.

To save the setup file in another directory, you can change drives or directories using the Directories list box.   To move up a directory level, select the [..] item.

The existing setup files in the current directory are displayed in the Files list box.

3 Choose OK.

To specify a new description for the current setup file:

1 Type the new description in the Description text box.

2 Choose OK.

Print Current Settings

The Print Current Settings dialog box, opened by choosing Print from the File menu, lets you print a list of the current file and option selections.

You can select Graphics or Text mode.   Graphics mode is not recommended unless you are using a laser printer.   Printing in Graphics mode on a dot-matrix printer is slower than text mode.

The OK button starts printing the setup file with the current printer settings.

The Cancel button cancels printing of the setup file.

The Setup button opens the Windows printer setup dialog box for the active printer.

About Backup

This command on the Help menu displays copyright and program registration information, and the amount of available memory.

Reading Directories

The files on a drive have to be logged before you can make any file selections.   The logging consists of reading information about all the files and directories on the drive.   The Reading Directories dialog box shows the progress of the current logging operation.

Directory   Shows the name of the directory being logged.
Files Examined   Shows the total number of files that have been logged on the drive.

Choosing the Cancel button will cancel the current logging operation.   You will not be able to select files from the drive until it is logged.

Quit

If you have made changes to the current setup file, the check box for saving the setup file changes will be checked by default.   If you do not want to save the changes, click the check box.

If you have made changes to the configuration, the check box for saving the configuration changes will be checked by default.   If you do not want to save the changes, click the check box.

Choose Cancel to return to the program, or choose OK to quit.

Catalog Menu

The Catalog menu in the Restore and Compare windows lets you load and delete catalogs, as well as retrieve and rebuild catalogs from backup sets.

The following commands are available:

<u>Load</u>   Opens a dialog box where you can select a catalog to load.   You can then select files for compare or restore using the catalog.

<u>Delete</u>   Opens a dialog box where you can delete catalogs that are no longer needed on your hard disk.

<u>Retrieve</u>   Retrieves the backup catalog directly from the backup set.   Catalogs are always stored on the last floppy disk or at the end of an MS-DOS path backup.

<u>Rebuild</u>   If part of the backup set is missing, Backup can rebuild a catalog directly from the backup set.

Networks and Backup

Backup is compatible with all Windows-supported networks.   You can back up files to and from disk drives on a network server.   The following special considerations apply when doing a backup, compare, or restore using a network drive:

· When backing up files from a network drive some files may not be available; they may be tagged with a special attribute which makes the file unreadable.   For example, under Novell NetWare 386, a file can have a special attribute of Executable.   Files with this attribute may be selected for backup but cannot be read during the backup.   The Novell User's Guide warns that no backup program will be able to read a file with this Executable attribute.

· Other network-only attributes can be attached to files to make them unavailable during backup. Backup will present a message telling you that the file cannot be opened or read because of the file attribute.

· The files might be in use or locked by the network operating system, and would therefore not be backed up.

· Some network operating systems support file attributes other than the normal MS-DOS file attributes (Read Only, Archive, System and Hidden).   When these files are backed up, Backup does not save the settings for any network specific file attributes.   Only the standard MS-DOS file attributes are backed up.   When you later restore files which were backed up from the network, the network-specific attributes will not be available to restore.

· Backup can be installed on a network server and used to back up the network drives.   (NetWare binderies will *not* be backed up.)   Multiple users at different computers cannot use the same set of Backup program files installed on a network server.

Include/Exclude Files

You can select files for backup using include/exclude statements.   This provides an alternative to manual selection with the keyboard or mouse.   The include/exclude statements are saved in the <u>setup file,</u> and each time it is loaded, files will be selected for backup according to the list.

Include/exclude file selection is especially helpful when you need to select or deselect a group of files with a common file extension.   In addition, it makes it possible to select directories or files which may exist in the future but do not yet exist, or to create a setup file for another user with a different drive and directory structure.

The current Include/Exclude List is displayed in the lower part of the dialog box.

Buttons:

The OK button accepts the current Include/Exclude statements and returns to the Select Backup Files window.

The Cancel button clears any changes you have made to the Include/Exclude statements and returns to the Select Backup Files window.

The Add button builds a statement based on the information entered & adds it to the bottom of the list.

The Delete button erases the selected item in the Include/Exclude List box.

The Help button displays this help topic.

Adding an Include Statement

Files matching an include statement will automatically be selected each time you load the setup file in which that statement has been saved.

To add an include statement to the Include/Exclude list:

1   Enter the path of the files you want to select in the Path text box.

2   Enter the name or wildcard for the file(s) you want to select.   For example, you could enter any of the following file specifications:

EXAMPLE.DOC
*.DOC

The EXAMPLE.DOC file entry would cause Backup to select only the file with that name.   The *.DOC file entry, however, would cause all files with the extension of DOC to be selected for backup.

3   Check to see that the Include mode is selected.   If you opened this dialog box by choosing the Include button, Include will be selected by default.

4   Select or deselect the Include All Subdirectories option.   When this option is selected, the inclusion will apply not only to the directory specified in the Path text box, but also to any subdirectories under that directory.

5   Choose the Add button to add the new include statement to the Include/Exclude list.

Adding an Exclude Statement

Any files matching an exclude statement will automatically be deselected each time you load the setup file in which that statement has been saved.

To add an exclude statement to the Include/Exclude list:

1   Enter the path of the files you want to exclude in the Path text box.

2   Enter the name or wildcard for the file(s) you want to deselect.   For example, you could enter any of the following file specifications:

EXAMPLE.DOC
*.DOC
EXAMPLE.*

The EXAMPLE.DOC file entry would cause Backup to exclude only the file with that name.   The *.DOC file entry, however, would cause all files with the extension of DOC to be excluded from the backup.

3   Check to see that the Exclude mode is selected.   If you opened this dialog box by choosing the Exclude button, Exclude will be selected by default.

If not, then use the mouse to click on the Exclude button, or use the Tab key to enter the field and then an Arrow key to change the setting to Exclude.

4   Select or deselect the Include All Subdirectories option.   When this option is selected, the exclusion will apply not only to the directory specified in the Path text box, but also to any subdirectories under that directory.

5   Choose the Add button to add the new exclude statement to the Include/Exclude list.

Editing the Include/Exclude List

You can edit any individual include/exclude statement that appears in the list.

To edit an item in the list:

1   Highlight the line you want to edit.   When a line is highlighted, the information from that line is displayed in the text boxes and option buttons in the upper part of the dialog box.

2   Make the desired changes to the path, file, or other selections.

3   Choose the Add button.   The revised statement will appear at the bottom of the list.

4   Delete the original statement from the list.

To copy an item in the list:

·   Highlight the item you want to copy and choose the Add button.

To delete an item from the list:

·   Highlight the item you want to delete and choose the Delete button.

Special Notes

When Backup processes the Include/Exclude list, the following rules are applied:

1   Any manual selections or deselections made with the mouse or keyboard will override the include/exclude statements.

2   The include/exclude statements are acted upon in the order that they appear in the list.　 For example, if you want to select all files except those with the EXE extension, your Include/Exclude list should read as follows:

```
Include/Exclude List:
Include  [Sub] c:\*.*
Exclude  [Sub] c:\*.exe
```

      If the order of the statements were reversed, however, the result would be different: all files would be selected since the last inclusion would override the previous exclusion.　 If one statement is completely canceled by a subsequent statement, the first statement is automatically deleted from the list.

Special Selections

The Special Selections dialog box, opened by choosing the Special button in the <u>Select Backup Files</u> window, lets you prevent certain files from being backed-up, even if selected.   The files will be shown in the Select Backup Files window, but if you try to select them, an icon will be displayed to the left of the filename indicating that the file is selected but will not be backed up.

You may want to set these Special options to prevent yourself from accidentally backing up files which should not be backed up (for example, copy-protected files).

Note:	A file or file-type which is excluded with a special selection option will not be backed up, even if selected from the file list with either the keyboard, mouse, or <u>Include button</u>.

Back up Files in Date Range

When you apply a Date Range to the file selection, you automatically exclude all files with a creation date outside the range.

Note:	Applying a date range does not automatically include files that are within the date range, it only excludes files that are not within the range. You must select the files that you want to back up.

To apply a Date Range:

1   Check the Apply Date Range check box .

2   In the From text box, enter the date for the beginning of the date range.

3   In the To text box, enter the date for the end of the date range.

The From and To dates are inclusive; files created on the From or To date will not be excluded.   The date must be entered in the current Windows date format.

Exclude Copy Protected Files

Some program files should not be backed up because they use copy-protection schemes that will prevent the program from functioning properly after being restored.   If you are not sure whether certain program files should be backed up, check the documentation for the program.

To exclude copy-protected files:

1   Check the Exclude Copy Protected Files check box on.

2   You can enter up to five filenames in the text boxes.   Files with these filenames on all drives and directories will be excluded from the backup.

Exclude Read-Only, System, or Hidden Files

You can exclude files with the <u>read only</u>, <u>system</u>, or <u>hidden</u> attribute.

To exclude files with these attributes:

·   Check one or more of the check boxes.

Display Options

The Display options can assist you in reviewing the file selections for backup, by letting you customize the information that is displayed in the <u>Select Backup Files</u> window.

The following display options are available:

Display

The Display area contains check boxes which control the information that is displayed for each file in the file list.   You can select none, or one or more of these items.

Sort Files By

You can sort the files in the list by name, extension, size, date, or attributes.

Tip:	When doing an incremental or differential backup, you can place files that are to be backed up at the top of the file list for each directory by sorting the list by attribute.

Other

This area of the Display Options dialog contains two options.

Group Selected Files

The Group Selected Files option will cause all selected files for each directory to be displayed at the top of the file pane.

This option is useful when you have selected only a few files from a large directory.

Show Directories Above Files

The Show Directories Above Files option will change the location of the directory and file panes in the Select Backup Files window.   Instead of being located side-by-side, the directory pane will be displayed above the file pane.

This option is helpful if you have very deep directory structures that cannot be entirely displayed when the directory pane is next to the file pane.

File Filter

Applying a File Filter limits the files that can be seen in the file list in the Select Backup Files window. The default filter is   ***.***   (all files).

The File Filter option can be used to help you select specific files.   For example, if you want to back up all Microsoft Excel worksheet files you can specify a filter of   *.XLS.   Once this filter is set, only Excel XLS files will appear in the file list.   Selecting an entire directory at this point would select only the XLS files.

If you want to see all files that are selected for backup, make sure the filter is set to **.** (all files).

Note:	If files are selected before you set a filter, they will remain selected.

Backup To

The Backup To drop-down list box displays the floppy disk drives that are available on your system and an MS-DOS path option.

Floppy disks:

Backups can be made using floppy disks in drive A: or B:, and if you have two identical floppy disk drives, you can back up to both drives.   This lets you change the disk in one drive while the other drive is in use, which makes the backup faster.

The floppy drive types displayed are those that were defined in the Configure window.   If the drive types do not seem correct for your computer, choose the Configure button, then choose the Floppy Configuration button to reconfigure your floppy drives.

To back up to floppy disks, select the desired drive and disk type from the list.

If you want to use an external floppy drive to store backup data, you must back up to the external drive as an MS-DOS Path, as explained below.

Warning:	Do not back up to 360 K floppy disks in 1.2 MB disk drives360 K disks cannot be used reliably in high-density 1.2 MB drives. Although 360 K disks can be written and read in a 1.2 MB drive, the lack of reliability makes them inappropriate as backup media. Backup supports backing up to 360 K disks in a 1.2 MB drive to allow file transfer between AT and XT type computers. Do not format and use low density disks at high density. A disk formatted at a density other than its rated density is not reliable.

Any MS-DOS Path:

Any device that has a drive-letter (e.g.; D:) can be used to store backup data, for example:

·   Hard disks, like D:
·   External Floppy Drives
·   Bernoulli drives
·   Removable hard disk cartridges
·   Network drives

To make a backup to an MS-DOS path:

1   Select MS-DOS Path from the list box.   A combination box will be displayed.

2   Enter the path for your device in the text box, or click the prompt button and select a path from the last five paths used for backup.

Backup Type

Backup supports three different backup types, giving you considerable flexibility.   Each backup type is designed for a specific situation.   Most backup routines can be easily designed with these three backup types.

The current backup type is displayed in the Backup Type drop-down list box.

To change the backup type:

·   Select the desired backup type from the list.

The following backup types are available:

Full

The Full backup backs up all selected files, regardless of whether or not they have changed since the last backup, and lowers the archive flags.

Incremental

The Incremental backup backs up all selected files that   have changed since the last full or incremental backup, and then lowers the archive flags.   Use this backup type for the partial backups in your backup cycle if you work with different files each day, or if you need to save each day's version of the files you work with.

Note:	You must save all incremental backup sets between full backups, since the files backed up in one incremental backup will not be included in the next unless they change again.

Differential

The Differential backup backs up all selected files that   have changed since the last full backup, and does not lower the archive flags.

Since the archive flag is not lowered, the backed-up files will be backed up again in the next differential backup.   Use this backup type if you generally work with the same files each day.

Related Topics:

Designing Backup Routines
Backup Types: The Archive Flag

Backup Types: The Archive Flag

Each file on your system has a set of attributes which helps MS-DOS manage the file.   The attributes you may be familiar with include:

Read-only
Archive
System
Hidden

The *archive* attribute, also referred to as the archive flag or archive bit, is used like the flag on a mailbox. Each time you save a file, MS-DOS "raises" the archive flag so backup programs will know that the file needs to be archived, or backed up.   When the file is backed up, certain backup types "lower" the archive flag.   This makes intelligent backup procedures possible.   Files that have already been backed up, and whose archive flags are therefore lowered, can be skipped in the next backup, reducing the time spent on daily backups.

The <u>backup types</u> available with Backup handle the archive flag in different ways:

Full Backup

All selected files will be backed up regardless of the state of the archive flag.   When the Full backup is complete the archive flag for each backed up file is "lowered."

Incremental Backup

Only the selected files that have changed since the last full or incremental backup will be backed up; i.e., files whose archive flag is raised.   After an incremental backup is complete, each backed up file's archive flag is lowered.

Differential Backup

Of the files you have selected, only files which have a raised archive flag will be backed up.   This is similar to the incremental backup, except that after a differential backup is complete, the backed up files' archive flags are not lowered.   The effect is that every differential backup will back up all of the selected files that have been modified since the last full backup.

Backup Options

Backup lets you control many aspects of the backup process with the backup options.   Choosing the Options button from the Backup window opens the Backup Options dialog box.

The following options are available:

Verify Backup Data
Compress Backup Data
Prompt Before Overwriting Used Diskettes
Always Format Diskettes
Use Error Correction
Keep Old Backup Catalogs
Audible Prompts (Beep)
Quit After Backup
Password Protection

Important Notes on Diskettes

1 Some computers will allow you to format a low-density diskette at a higher density.   This is *not recommended* as it almost certainly will result in a loss of data.

2 You also should never format a high-density diskette at a lower density if you will be using it for backups.   Once it is formatted at a lower density you cannot expect reliable performance even if you reformat the diskette at the higher density.   For example, if you format a 1.44 MB high-density diskette at 720 K, you cannot reformat the disk back to its rated density (1.44 MB) and expect error-free operation.

3 Though most 1.2 MB disk drives will allow you to format and write on 360 K low-density (48 tpi) disks, 360 K diskettes formatted in a 1.2 MB drive may not be readable in 360 K drives or, in some cases, other 1.2 MB drives.   Thus, they do not make a reliable storage medium for your backup data. Backup supports backing up to and restoring from 360 K disks in a 1.2 MB drive so that you can transfer files between XT and AT type computers.

Backup

When the Backup button is chosen, the Backup window is displayed.

From this window you can set all backup options, select the files you want to back up, choose the backup destination, and start the backup.

This help topic includes a step-by-step overview of Backup, followed by an index of related topics.

Step-by-Step Overview of Backup

1   If the Backup window is not the current window, choose the Backup button from the top row of buttons.

2   Select the <u>setup file</u> you want to use.   Use the Setup File drop-down list box.

   Or, choose Open Setup... from the <u>File menu.</u>

3   Select the drives or files you want to back up.

   You can select all files on a drive by double-clicking the drive letter in the <u>Backup From</u> drive list box.

   When all files on a drive are selected an icon is displayed to the left of the drive letter and the words "All Files" are displayed.

   To select specific files for the backup, choose the <u>Select Files</u> button, and select the specific directories and files you want to back up in the Select Backup Files window.

   When only certain files on a drive are selected for backup, the appropriate icon is displayed in the Backup From drive list box, along with the words "Some Files."

4   Use the <u>Backup Type</u> drop-down list box to select a backup type.

   Three backup types are available:

   <u>Full</u>
   <u>Incremental</u>
   <u>Differential</u>

5   Use the <u>Backup To</u> drop-down list box to select a floppy drive, or MS-DOS Path as the destination for the backup files.

6   Click the <u>Options</u> button to change any desired option settings like verification, compression, etc.

7   Check the estimated disks or space needed and make sure you have the necessary disks ready, along with labels.   If you run your backup in the <u>background</u>, more disks or space may be needed.

8   Click the Start Backup button to begin making the backup.   If this button is grayed, it means that there are no files to back up.   Check your file selections and backup type.

Related Topics:

<u>Setup Files - Saving Your Selections</u>
<u>Backup From - Selecting Drives for Backup</u>

Backup Commands & Options

Setup Files - Saving Your Selections

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Backup From

With Backup you can back up from more than one drive in a single backup session. You can backup all drives, from C: to Z:, including network drives, at one time.

All of the available drives on your system will be displayed in the Backup From list box in the Backup window.

To select all files on a drive:

·   Select the drive letter in the Backup From list box. Click with the right mouse button or highlight the drive letter and press Enter.   When all files on a drive are selected, an icon and the words "All Files" are displayed next to the drive letter in the Backup From list box.

To select some of the files on a drive:

·   To choose specific files for the backup, highlight the desired drive and choose the Select Files button. Then, select the specific directories and files you want to back up from the Select Backup Files window.

When some, but not all, files on a drive are selected, an icon and the words "Some Files" are displayed next to the drive letter in the Backup From list box.

To display drive information:

1   Move the mouse pointer to the left of the drive icon, until a question mark appears next to the mouse pointer.

2   Click the mouse button.   The Backup Drive Selection Information box is displayed, listing the number and total size of files on the drive that are selected for backup, and the number and total size of files on the drive that will be backed up.   Files can be selected but not backed up because of Special exclusions or the backup type.

Related Topics:

Backup Drive Selection Information
Select Backup Files
Backup Type

Select Backup Files

The Select Backup Files window displays the drives, directories, and files that are available for backup.

The window is divided into four major regions:

·   The **drive icons** across the top of the window represent all the drives connected to your computer. Click a drive icon to display the directories and files on the drive.   Double-click, or click with the right mouse button, to select all files on a drive.

·   The **directory pane**, on the left, displays the directory structure on the disk.   Click a directory to display a list of the files in that directory.   Double-click, or click with the right mouse button, to select all files in that directory.   Click on a folder icon to expand or collapse the directory tree display.

·   The **file pane**, on the right, displays a list of the files in the current directory.   Double-click a filename, or click with the right mouse button, to select the file.

·   The **button bar** across the bottom of the window contains buttons for specifying general Include and Exclude specifications, specifying Special exclusions, changing the display, printing a file list, displaying an icon legend, and accepting or canceling the selections.

The Select Backup Files window also contains File and Tree pull-down menus, a File Filter line directly below the drive icons, and a file summary line above the button bar.

Mouse Selection Procedures

To select or deselect a single drive, directory, or file:

·   Click with the right mouse button (or double-click with the left button).

To select or deselect multiple drives, directories, or files:

1   Click the right mouse button (or double-click the left button) on the first item to be selected.

2   Hold the mouse button as you drag the mouse pointer over the items to be selected.

3   When the pointer is over the last item to be selected, release the mouse button.

To select or deselect all files on a drive:

·   Click the drive icon with the right mouse button, or double-click with the left button.

Keyboard Selection Procedures

To select or deselect a single drive, directory, or file:

1   Use Tab, UpArrow, and DownArrow to highlight the item to be selected.

2   Press Spacebar.

To select or deselect multiple directories, or files:

1   Use Tab, UpArrow, and DownArrow to highlight the first item to be selected.

2   Press and hold Spacebar until the last item to be selected is highlighted.

To select or deselect all directories or files:

1   Place the cursor in the directory pane if you want to select all files on the drive, or in the file pane if you want to select all files in the directory.

2   Choose Select All from the File menu, or press Ctrl-/, to select all the files or directories.   Choose Deselect All, or press Ctrl-\, to deselect all the files or directories.

Expanding and Collapsing the Directory Tree

Backup uses folder icons to represent each directory.   A directory with a folder icon that contains a "+" is collapsed.   This means that other subdirectories exist under this directory, but they are not displayed.

A directory with a folder icon that contains a "-" is expanded.   This means that at least one level of subdirectories under this directory is displayed.

If a folder icon contains neither a "+" nor a "-", this means that no subdirectories exist under this directory. You can customize the directory tree to display as much or as little of the directory structure as you like.

To expand one level:

·   Click on a folder icon that contains a "+" or highlight the directory and press the "+" key on the numeric keypad or choose Expand One Level from the Tree menu.

To expand a branch:

·   Highlight the directory and press Asterisk on the numeric keypad or choose Expand Branch from the Tree menu.

To collapse a branch:

·   Click the folder that contains a "-" or highlight the directory and press the "-" key on the numeric keypad or choose Collapse Branch from the Tree menu.

To fully expand the entire display:

·   Press and hold the Ctrl key while pressing Asterisk on the numeric keypad.

Note:	If you select a collapsed branch, all of its subdirectories will automatically be selected for the current session only. Only the parent directory selection is saved in the setup file.

Buttons

The following buttons are available in the lower part of the window:

Include opens the Include/Exclude Files dialog box where you can use MS-DOS wildcards to specify groups of files to include in the backup.

Exclude opens the Include/Exclude Files dialog box where you can use MS-DOS wildcards to specify groups of files to exclude from the backup.

Special opens a dialog box where you can exclude copy-protected files, exclude files based on file attributes, and exclude files that are not within a certain date range.

Print opens a dialog box from which you can print a list of the directories and files on your system and adjust any necessary printer settings

Display opens a dialog box where you can limit the files that are displayed in the file list, the order in which they are sorted, and the type of file information that is displayed.

Legend provides an explanation for the icons that appear to the left of selected items in the directory tree and file lists.

OK applies the selections made in the Select Backup Files window and returns to the Backup window.

Cancel discards any selections or changes made in the Select Backup Files window and returns to the Backup window.

Important Notes About Selection Methods

You can use any of the above methods independently or in combination to select specific sets of files for backup.   It is important, however, to understand how the different methods interact:

1   Keyboard and mouse selections and deselections always override include/exclude statements.   On a color display, files and directories that have been manually selected or deselected are displayed in red.   To remove a selection or deselection that was made manually with the mouse or keyboard, point with the mouse to the directory or file you want to clear and press both mouse buttons.   The color will change from red to black, and any applicable include or exclude specification will take effect.

2   Special selections apply to all drives and directories and override keyboard and mouse selections. Files that are excluded by a Special selection will appear in the file list, but will not be selectable.

Viewing Directory and File Selection Information

The icons displayed to the left of directory and file names indicate the selection status of the file or directory.   Choose the Legend button to display a list of icons with their meanings.

To display additional information, move the mouse pointer to the left of the directory or file name until a question mark appears next to the pointer, then click the mouse button.   This displays the File or Directory Selection Information Box.

The Backup Directory Selection Information box shows the number and total size of selected files, and the number and total size of files to be backed up.

The Backup File Selection Information box shows whether the file is selected and whether it will be backed up.   If the file is selected but will not be backed up, the reason is given.

Related Topics:

Include/Exclude List
Special Selections
Display Options
Selection Icon Legend
Printing a File List
File Menu
Tree Menu

Backup Option: Verify Backup Data

When this option is selected, each file that is written to the backup destination disk is read back and compared with the original file.   This verifies the integrity and accuracy of the backup set.

Backup time will approximately double when this option is selected.

Note:	When using floppy disks for backup for the first time, select Verify Backup Data.

Backup Option: Compress Backup Data

When this option is selected, files will be compressed as they are backed up.   The amount of compression varies depending on the types of files and the speed of the computer's processor.   When the files are compressed, fewer disks will be needed to store the backup set.   Also, since the compressed data can be written to the floppy disks faster, compression often increases the speed of the backup.

Backup Option: Prompt Before Overwriting Used Diskettes

When using floppy disks which may contain data that you want to protect, select this option.

This option will cause Backup to display a warning before writing backup data on any used floppy disk. When the alert box is displayed, you will be given the option to overwrite the files on the floppy disk or use a different disk.

Note:	You are always protected from using a floppy disk twice in the same backup. Even if this option is off, Backup will warn you if you reinsert a floppy disk that is part of the current backup session.

Backup Option: Audible Prompts (Beep)

Prompts may be displayed several times during the backup process, for example, when it is time to insert another disk.

If this option is selected, a high-pitched *beep* sound will accompany each prompt that is displayed on the screen.

Backup Option: Always Format Diskettes

Select this option if you want Backup to format each floppy disk that you use during backup.

Under normal conditions Backup will automatically format floppy disks which are unformatted or incorrectly formatted.   The Always Format option causes Backup to format all floppy disks used during a backup.   This option is useful if you want the extra security of formatting each diskette and do not mind the extra time spent formatting.

Backup Option: Use Error Correction

Backup provides the option of recording Error Correction Coding (ECC) on each floppy disk along with the backup files.

This error correction information will use about 10 percent of each floppy disk, and can help compensate for possible floppy disk damage when you are attempting to restore.

Note:	Floppy disks are subject to wear and damage, so you should *always leave this option selected*. The additional space and time taken to write the ECC on the disks is usually unnoticeable, and in many cases the ECC enables Backup to fully recover and restore your data from damaged disks.

Related Topic:

Backup Option: Verify Backup Data

Backup Option: Keep Old Backup Catalogs

At the beginning of each <u>backup cycle</u> when a <u>full backup</u> is performed, Backup clears the contents of the <u>master catalog</u> in preparation for the new backup cycle.   Normally, the <u>catalogs</u> from the previous backup cycle are not needed, and are deleted to free some disk space.   If you need to know the contents of old backup sets, you can use this option to keep all old catalogs on your hard disk for future reference.

 Having the catalog makes it easier to find and restore files.   If the catalog is not available on your hard disk, it can be <u>retrieved</u> or <u>rebuilt</u> from the backup media.

Related Topics:

<u>Backup Catalogs</u>
<u>Master Catalogs</u>
<u>Retrieving a Catalog</u>
<u>Rebuilding a Catalog</u>
<u>Designing Backup Routines</u>

Backup Option: Quit After Backup

When the Quit After Backup option is selected, Backup will automatically exit as soon as the backup is complete.   Any changes to the setup file are saved automatically.

This option is particularly useful when running Backup in the background.

Backup Option: Password Protection

When this option is selected, you will be asked to enter a password when the backup starts.

Backup sets that are password-protected cannot be restored or compared without the password.   Also, catalogs for password-protected backup sets cannot be loaded without the password.

The Backup Progress Window

Choosing the Start Backup button from the Backup window begins the backup.

The Backup Progress window displays all necessary instructions as well as information regarding the progress of the current backup.

Now Backing Up	Lists the directory path from which files are being backed up.
Drive A:	Gives a visual indication of how much of the floppy disk in drive A: has been filled. Prompts appear to instruct you to insert the next disk.
Drive B:	Gives a visual indication of how much of the floppy disk in drive B: has been filled. Prompts appear to instruct you to insert the next disk.
Complete	Gives a visual indication of how much of the total backup has been completed. The numeric percentage is also displayed.
Setup	Shows the name of the setup file being used for the current backup.
Catalog	Shows the name of the master catalog for the current backup set.
Session	Shows the name of the backup catalog for the backup in progress. This name will be added to the master catalog named in the Catalog field.
Disks	Shows the estimated number of disks required to complete the backup and the actual number of disks that have been used so far.
Files	Shows the estimated number of files in the backup and the actual number of files that have been backed up so far. These two figures should be the same at the end of the backup session.
Bytes	Shows the estimated total number of bytes in the backup and the actual number of bytes that have been backed up so far. The estimated and actual numbers should match exactly at the end of the backup.
Time	Shows the estimated total backup time and the time that has actually expired. The actual time may differ significantly from the estimated time, especially if other programs are running at the same time as Backup.
Backup Time	Shows the time Backup has spent on the backup so far, not including the time spent waiting for you to respond to prompts or to insert disks.
Your Time	Shows the time Backup has waited for you to respond to prompts and to insert disks.
Compression	Shows the current data compression ratio. The actual ratio depends upon the data compression setting, available memory, your computer type, and other factors.
Cancel	This button cancels the current backup session.

Backup Selection Legend

The Backup Selection Legend box provides a key to the various icons used in the <u>Select Backup Files</u> window.   The icons show the status of the files or directories.

For detailed information about the status of any file or directory, move the mouse pointer to the left of the file or directory name until a question mark appears next to the pointer.   Then, click the left mouse button. An information box will display details about the selection status of the directory or file.

<u>Related Topics:</u>

<u>Select Backup Files Window</u>
<u>Backup File Selection Information</u>
<u>Backup Directory Selection Information</u>

Backup File Selection Information

The Backup File Selection Information box shows you the current selection status of a file.

If a file is selected but will not be backed up, the reason(s) will be listed in this box.

Backup Directory Selection Information

The Backup Directory Selection Information box shows you the current status of a directory.   The creation date, number of files, number of selected files, and number of files that will be backed up are displayed.

Select Backup Files: File Menu

The File menu in the Select Backup Files window is used to delete or view files, or to select or deselect all files or directories.

Select All

When a directory is highlighted, choose Select All to select all files on the current drive.   When a file is highlighted, choose Select All to select all the files in the current directory.

Deselect All

When a directory is highlighted, choose Deselect All to deselect all files on the current drive.   When a file is highlighted, choose Deselect All to deselect all the files in the current directory.

Select Backup Files: Tree Menu

The Tree menu in the Select Backup Files window provides several tools to modify the display of the directory tree.

Expand One Level

Expands the selected directory by one level.   The subdirectories immediately below the highlighted directory will be displayed.   This is equivalent to clicking on a folder which is not expanded.

Expand Branch

Expands the entire branch below the selected directory.   All subdirectories of the highlighted directory are displayed.   The equivalent mouse action would be to click on all the folders in the branch until every subdirectory is displayed.

Expand All

Expands all subdirectories so that the entire tree structure is displayed.   All existing directories are visible.

Collapse Branch

Collapses all the subdirectories below the highlighted directory.   It is the equivalent of using the mouse to click on an expanded folder.

Print File List

Choosing the Print button in the <u>Select Backup Files</u> window opens the Print File List dialog box where you can print a list of all the directories and files on your computer.   All file details such as date, size, and <u>attributes</u> are listed.

Buttons

The OK button starts the printing with the current settings.

The Cancel button returns to the Select Backup Files window.

The Setup button opens the Windows Printer Setup dialog box for the active printer.

Print Source

You can print the file list for the current drive only by selecting Print Data for Current Drive.

To print a complete list of all the files on all drives, select Print Data for All Drives.

Print Mode

You can select Text or Graphics mode.

Graphics mode is not recommended unless you are using a laser printer.   Printing in graphics mode on a dot-matrix printer is considerably slower than printing in text mode.

Print to File

If you do not need a hard copy, you can print the list to a file.   Check the check box and enter a the filename in the text box.   You can also enter a path.

Note:	If you do not specify a path, the file will be placed in the same directory as your Backup program files.

Backup Drive Selection Information

The Backup Drive Selection Information box shows the selection status of the drive.   The volume name, the number of directories and files, and the backup selection statistics are displayed.

Total Files   The total number of files on the drive.

Selected Files   The number of files that have been selected for backup, either manually or by include/exclude statements.

Backup Files   The number of files that will be backed up with the current settings.   This number may be smaller than the number of Selected Files depending upon the <u>backup type</u> and <u>Special</u> selections.

Configure

Choose the Configure button to display the Configure window.

From this window it is possible to configure:

- <u>Floppy Drive Types</u>
  Specify the types of floppy disk drives that are installed in your computer.

- <u>Compatibility Test</u>
  Test Backup on your computer to ensure reliable backups.

Floppy Drive Configuration

In order for you to make backups to floppy disks, Backup must be configured to work with your floppy drives.   The current configurations for Drive A: and Drive B: are displayed in the drop-down list boxes in the Configure window.

There are two ways of configuring your floppy disk drive types:

·   Choose the Auto Floppy Configure button at the right side of the Configure window and let Backup determine your drive types.

·   Or, manually set the drive types in the drop-down list boxes.   Use the manual method only if the automatic method did not determine the drive types correctly.   This may occur on certain computers that are not fully IBM-PC compatible.

Note: This configuration must match the floppy disk drive types.   You can select the drive to back up to and the diskette density in the <u>Backup To</u> drop-down list box in the Backup window.

Related Topic:

<u>Backup To</u>

Compatibility Test

The compatibility test consists of a small backup and compare, automatically performed by Backup.   This test is important, because it verifies that Backup is configured correctly for your computer, and that you will be able to make reliable backups.

You should perform a compatibility test for each drive that you will use for backups.   The Compatibility Test dialog box is opened automatically the first time you configure Backup, or any time after that by choosing the Compatibility Test button in the Configure window.

To start the test:

1   Select a drive from the Drive To Test drop-down list box.

2   Choose the Start button.

The compatibility test will be completed successfully without any problems on most computers.   If the test should fail on your computer, follow the instructions that are displayed on the screen.   For help at any point, press F1.

Note:	You should run the compatibility test again every time you install new hardware (new disk drive, memory board, etc.) or memory-resident software (disk cache, compression program, memory manager, shell, etc.).

Compare

When the Compare button is chosen, the Compare window is displayed.

From this window you can select the backup set to compare from and the specific files you want to compare, set any compare options, specify the location of the files to be compared, and start the compare.

This help topic includes a step-by-step overview of compare, followed by an index of related topics.

Step-by-Step Overview of Compare

1   If the Compare window is not the current window, choose the Compare button from the top row of buttons.

2   Select the <u>backup set</u> you want to compare from the <u>Backup Set Catalog</u> drop-down list box.

The <u>catalog</u> name identifies the backup set.   If you load a <u>master catalog</u>, all the files contained in the associated backup sets will be available for selection.

3   Select the drive or MS-DOS path from which you want to compare.   In the <u>Compare From</u> dropdown list box, you can choose from the available floppy drives or specify an MS-DOS path.

4   Select the drives and files to compare.   You can select all the files that were backed up from a drive by selecting the drive letter in the Compare Files list box.   After a drive is selected, an icon and the words "All Files" are displayed.

If you only want to compare certain files, choose the <u>Select Files</u> button, and select the specific directories and files to compare in the <u>Select Compare Files</u> window.

When only certain files on a drive are selected for compare, the appropriate icon is displayed in the Compare Files drive list box, along with the words "Some Files."

5   Select the compare destination, in the <u>Compare To</u> drop-down list box.

You can compare the backup files to their Original Locations, Alternate Drives, or Alternate Directories.

6   Click the Options button to make any desired changes to the compare option settings like audible prompts or quit after compare.

7   Click the Start Compare button to begin comparing files.   If this button is grayed, it means that no files will be compared using the current settings.   Check your file selections.

Related Topics:

<u>Backup Set Catalog - Selecting the Backup Set to Compare</u>
<u>Compare From -   Selecting the Drive to Compare From</u>
<u>Compare Files - Selecting Drives for Compare</u>
<u>Select Compare Files - Selecting Files for Compare</u>
<u>Compare To -   Specifying the Location of the Files to Compare</u>
<u>Catalog Menu - Loading, Retrieving, Rebuilding Backup Catalogs</u>
<u>Options - Controlling the Compare Process</u>
<u>Start Compare - The Compare Progress Window</u>

Compare Commands & Options

Backup Set Catalog - Selecting the Backup Set to Compare
Compare From -   Selecting the Drive to Compare From
Compare Files - Selecting Drives for Compare
Select Compare Files - Selecting Files for Compare
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Backup Set Catalog

Backup creates a catalog for each backup.   The catalog contains information about the files that were backed up and their locations.   To compare files from the backup set, the catalog for that set must be loaded.

The Backup Set Catalog drop-down list box displays all the available backup catalogs.   To load the catalog you want to use, select it from the list.

There are two types of backup catalogs available from the list, and they are distinguishable by their icons:

Individual backup catalog, which contains the information for one backup set.

Master catalog, which contains references to all the backups which have been made during a backup cycle.

If you load a master catalog, all the associated backup catalogs will be merged, making all the files contained in all the backup sets created during the backup cycle available for selection.   The associated individual backup set catalogs are shown as branches of the master catalog.

Important

1   If floppy disks are missing from the backup set you are trying to compare, you must first rebuild a new backup catalog which contains all the information for the incomplete backup set.   Choose Rebuild from the Catalog menu.

2   If you do not find the catalog for your backup set in the Backup Set Catalog list, choose Load from the Catalog menu to display the Load Catalog dialog box, where you can load a catalog from any drive or directory.   You can also retrieve the catalog directly from the backup media by choosing Retrieve from the Catalog menu.

Related Topics:

Backup Catalogs
Master Catalogs
Load Catalog
Retrieve Catalog
Rebuild Catalog
Designing Backup Routines

Compare From

You can compare from floppy disks or any device that can be accessed as an MS-DOS path.

To compare from floppy disks:

·   Select the drive letter corresponding to the drive and disk density desired.

   If your computer has two floppy disk drives of the same type, you can compare from both drives.
   This can make the compare a little faster, since you can change the disk in one drive while the other
   drive is being read.   Select the A & B option.

To compare data from an MS-DOS device:

·   Select MS-DOS Path and enter the drive letter and path in the text box.

   Examples of devices with drive letters:

   · Hard disks, like C:
   · Bernoulli drives
   · Removable hard disk cartridges
   · Network drives

Related Topics:

Rebuild Catalog

Compare Files

With Backup you can compare all drives, from C: to Z:, in one session.   The Compare Files drive list displays the drives which are contained in the current catalog.   If you backed up a drive it will be shown in this list.

Make sure the <u>catalog</u> name and description of the <u>backup set</u> you want to compare is displayed on the <u>Backup Set Catalog</u> drop-down list box in the upper left of the Compare window.   The drives shown in the Compare Files list are based on the contents of the current catalog.   Even if you only backed up one file from a drive, the drive letter for those files will be shown in the Compare Files list.   For example, if any files were backed up from drive C, then drive **C:** will be displayed in the Compare Files list box.

To select all the files backed-up from a drive:

· Click the drive letter with the right mouse button.   When a drive has all files in the catalog selected for compare, an icon and the words "All Files" are displayed next to the drive letter.

To select only certain files from a drive:

· Highlight the drive letter and choose <u>Select Files</u> to open the <u>Select Compare Files</u> window.   Then select the files and directories you want to compare.

When you have selected only certain files to be compared to a particular drive, an icon and the words "Some Files" will be displayed next to the drive letter.

To display information about the selection status of a drive, move the mouse pointer to the left of the drive letter until a question mark appears next to the pointer, then click the left mouse button.   The Compare Drive Information box will be displayed, which shows the number of selected files on the drive and the number of files that will be compared.

Related Topics:

<u>Select Compare Files</u>
<u>Compare Drive Information Box</u>
<u>Backup Catalogs</u>

Compare To

Backup lets you specify the location of the files to be compared.   The currently selected location is shown on the Compare To drop-down list box in the Compare window.

The following selections are available:

Original Locations

Compares the files in the backup set to the original locations from which they were backed up.

Alternate Drives

Compares your files to files on a different drive.   Backup will ask you for the drive during the compare, before files backed up from each drive are compared.   The files will be compared using the original directory structure on the drive you specify.

For example, if you backed up files from drive C:, and now you want to compare some of those files to drive D:, follow these steps:

1   Select Alternate Drives.   Before comparing the files backed up from drive C:, Backup will ask you for the drive where you want to compare the files.

2   At the prompt, enter drive D:.

Note:	You can specify a drive and path, and the files will be compared using the original directory structure under the path you specify.

Alternate Directories

Compares your files to files in different directories.   Backup will ask you for the directory names during the Compare process, before files backed up from each directory are compared.   You can specify just a path in order to compare the files to files on the original drive, or a drive and path in order to compare the files to files in a different drive and directory.

For example, if you backed up files from directory WINDOWS, and now you want to compare some of those files to directory SYSTEM, follow these steps:

1   Select Alternate Directories.

2   Before comparing the files from each directory, Backup will ask you for the directory where you want to compare the files.   At the prompt for the WINDOWS directory, enter the directory SYSTEM.

Note:	The main difference between the Alternate Drives and Alternate Directories selections is that with the Alternate Drives selection you can specify the compare location for the files from each drive in the backup set, while with the Alternate Directories selection, you can specify the compare location for each directory in the backup set.

Select Compare Files

The Select Compare Files window displays the drives, directories, and files that are available to compare. This window reflects the contents of the current <u>backup set catalog</u>.

The window is divided into four major regions:

·   The **drive icons** across the top of the window represent all the drives from which files in the current backup set were backed up.   Click a drive icon to display the directories and files on the drive. Double-click, or click with the right mouse button, to select all files on the drive.

·   The **directory pane**, on the left, displays the backed-up directory structure.   Click a directory to display a list of the files in that directory.   Double-click, or click with the right mouse button, to select all files in that directory.   Click on a folder icon to expand or collapse the directory tree display.

·   The **file pane**, on the right, displays a list of the files in the current directory.   Double-click a filename, or click with the right mouse button, to select the file.

·   The **button bar** across the bottom of the window contains buttons for selecting specific versions of a file, specifying Special exclusions, changing the display, printing a file list, displaying an icon legend, and accepting or canceling the selections.

The Select Compare Files window also contains File and Tree pull-down menus, a File Filter line directly below the drive icons, and a file summary line above the button bar.

Mouse Selection Procedures

To select or deselect a single drive, directory, or file:

·   Click with the right mouse button (or double-click with the left button).

To select or deselect multiple drives, directories, or files:

1   Click the right mouse button (or double-click the left button) on the first item to be selected.

2   Hold the mouse button as you drag the mouse pointer over the items to be selected.

3   When the pointer is over the last item to be selected, release the mouse button.

To select or deselect all files on a drive:

·   Click the drive icon with the right mouse button, or double-click with the left button.

Keyboard Selection Procedures

To select or deselect a single drive, directory, or file:

1   Use Tab, UpArrow, and DownArrow to highlight the item to be selected.

2   Press Spacebar.

To select or deselect multiple directories or files:

1   Use Tab, UpArrow, and DownArrow to highlight the first item to be selected.

2   Press and hold Spacebar until the last item to be selected is highlighted.

To select or deselect all directories or files:

1   Place the cursor in the directory pane if you want to select all files on the drive, or in the file pane if you want to select all files in the directory.

2   Choose Select All from the File menu, or press Ctrl-/, to select all the files or directories.   Choose Deselect All, or press Ctrl-\, to deselect all the files or directories.

Expanding and Collapsing the Directory Tree

Backup uses folder icons to represent each directory.   A directory with a folder icon that contains a "+" is collapsed.   This means that other subdirectories exist under this directory, but they are not displayed.

A directory with a folder icon that contains a "-" is expanded.   This means that at least one level of subdirectories under this directory is displayed.

If a folder icon contains neither a "+" nor a "-," this means that no subdirectories exist under this directory. You can customize the directory tree to display as much or as little of the directory structure as you like.

To expand one level:

·   Click on a folder icon that contains a "+," or highlight the directory and press the "+" key on the numeric keypad or choose Expand One Level from the Tree menu.

To expand a branch:

·   Highlight the directory and press Asterisk on the numeric keypad or choose Expand Branch from the Tree menu.

To collapse a branch:

·   Click the folder that contains a "-," or highlight the directory and press the "-" key on the numeric keypad or choose Collapse Branch from the Tree menu.

To fully expand the entire display:

·   Press and hold the Ctrl key while pressing Asterisk on the numeric keypad.

Note: If you select a collapsed branch, all of its subdirectories will automatically be selected.

Buttons

The following buttons are available in the lower part of the window:

The Version button lets you select a specific version of a file.   This button is active only when a master catalog is loaded and the highlighted file was backed up more than once during the backup cycle.

The Special button opens a dialog box where you can exclude copy-protected files, exclude files based on file attributes, and exclude files that are not within a certain date range.

The Print button opens a dialog box from which you can print a list of the directories and files in the catalog and adjust any necessary printer settings

The Display button opens a dialog box where you can limit the files that are displayed in the file list, the order in which they are sorted, and the type of file information that is displayed.

The Legend button provides an explanation for the icons that appear to the left of selected items in the directory tree and file lists.

The OK button applies the selections made in the Select Compare Files window and returns to the Compare window.

The Cancel button discards any selections or changes made in the Select Compare Files window and returns to the Compare window.

Important Notes About Selection Methods

You can use any of the above methods independently or in combination to select very specific sets of files for compare.   It is important, however, to understand how the different methods interact:

·   Special selections apply to all drives and directories and override keyboard and mouse selections. Files that are excluded by a Special selection will appear in the file list, but will not be selectable.

Viewing Directory and File Selection Information

The icons displayed to the left of directory and file names indicate the selection status of the file or directory.   Choose the Legend button to display a list of icons with their meanings.

To display additional information, move the mouse pointer to the left of the directory or file name until a question mark appears next to the pointer, then click the mouse button.   This displays the File or Directory Selection Information Box.

The Compare Directory Selection Information box shows the number and total size of selected files, and the number and total size of files to be compared.

The Compare File Selection Information box shows whether the file is selected and whether it will be compared.   If the file is selected but will not be compared, the reason is given.

Related Topics:

Version
Special Selections
Display Options

Show Versions

A file that was backed up more than once during the <u>backup cycle</u> may exist in different versions within different backup sets.   When you load a <u>master catalog</u> you can select the version of the file to compare. By default, Backup will compare the most recent version of each file.

The Version button, in the <u>Select Compare Files</u> window, opens the Show Versions dialog box.   The available versions of the file which is highlighted in the file list are shown in the list box.   If the highlighted file does not exist in more than one version, the Version button is not available.

To compare a particular version of a file:

1   Select the version you want to compare from the list.

2   During the compare you will be advised when you need to insert the disk from the older backup set which contains the selected file.   If you select files from different backup sets within the master catalog, you will be asked for each set in the order they were originally created.

Related Topics:

<u>Backup Catalog</u>
<u>Master Catalog</u>
<u>Select Compare Files</u>

Special Selections

The Special Selections dialog box, opened by choosing the Special button in the <u>Select Compare Files</u> window, lets you prevent certain files from being compared, even if selected.   The files will be shown in the Select Compare Files window, but if you try to select them, an icon will be displayed to the left of the filename indicating that the file is selected but will not be compared.

Note:	A file or file-type which is excluded with a special selection option will not be compared, even if selected from the file list with either the keyboard or mouse.

Compare Files in Date Range

When you apply a Date Range to the file selection, you automatically exclude all files with a creation date outside the range.

Note:	Applying a date range does not automatically include files that are within the date range, it only excludes files that are not within the range. You must select the files that you want to compare.

To apply a Date Range:

1   Check the Apply Date Range check box .

2   In the From text box, enter the date for the beginning of the date range.

3   In the To text box, enter the date for the end of the date range.

The From and To dates are inclusive; files created on the From or To date will not be excluded.
The date must be entered in the current Windows date format.

Exclude Copy Protected Files

Some program files should not be backed up because they use copy-protection schemes that will prevent the program from functioning properly after being restored.   If you are not sure whether certain program files should be backed up, check the documentation for the program.

Normally, if the copy-protected files have been excluded from backup, they will not be compared because they are not included in the <u>catalog.</u>

To exclude copy-protected files:

1   Check the Exclude Copy Protected Files check box on.

2   You can enter up to five filenames in the text boxes.   Files with these filenames on all drives and directories will be excluded from the compare.

Exclude Read-Only, System, or Hidden Files

You can exclude files with the <u>read only</u>, <u>system</u>, or <u>hidden</u> attribute.

To exclude files with these attributes:

- Check one or more of the check boxes.

Display Options

The Display options can assist you in reviewing the file selections for compare, by letting you customize the information that is displayed in the Select Compare Files window.   The Display Options dialog box is opened by choosing the Display button in the Select Compare Files window.

The following display options are available:

Display

The Display area contains check boxes which control the information that is displayed for each file in the file list.   You can select none, or one or more of these items.

Sort Files By

You can sort the files in the list by name, extension, size, date, or attributes.

Other

This area of the Display Options dialog contains two options.

Group Selected Files

The Group Selected Files option will cause all selected files for each directory to be displayed at the top of the file pane.

This option is useful when you have selected only a few files from a large directory.

Show Directories Above Files

The Show Directories Above Files option will change the location of the directory and file panes in the Select Compare Files window.   Instead of being located side-by-side, the directory pane will be displayed above the file pane.

This option is helpful if you have very deep directory structures that cannot be entirely displayed when the directory pane is next to the file pane.

File Filter

Applying a File Filter limits the files that can be seen in the file list in the Select Compare Files window. The default filter is   ***.***   (all files).

The File Filter option can be used to help you select specific files.   For example, if you want to compare all Microsoft Excel worksheet files you can specify a filter of   *.XLS.   Once this filter is set, only Excel XLS files will appear in the file list.   Selecting an entire directory at this point would select only the XLS files.

If you want to see all files that are selected for compare, make sure the filter is set to ***.*** (all files).

Note: If files are selected before you set a filter, they will remain selected.

Print Catalog

Choosing the Print button in the Select Compare Files window opens the Print File List dialog box where you can print a list of the backup set.

Buttons

The OK button starts the printing with the current settings.

The Cancel button returns to the Select Compare Files window without printing.

The Setup button opens the Windows Printer Setup dialog box for the active printer.

Print Source

You can print the file list for the current drive only by selecting Print Data for Current Drive.

To print a complete list of all the files on all drives, select Print Data for All Drives.

Print Mode

You can select Text or Graphics mode.

Graphics mode is not recommended unless you are using a laser printer.   Printing in graphics mode on a dot-matrix printer is considerably slower than printing in text mode.

Print to File

If you do not need a hard copy, you can print the list to a file.   Check the check box and enter a the filename in the text box.   You can also enter a path.

Note:	If you do not specify a path, the file will be placed in the same directory as your Backup program files.

Compare Selection Legend

The Compare Selection Legend box provides a key to the various icons used in the <u>Select Compare Files</u> window.   The icons show the status of the files or directories.

For detailed information about the status of any file or directory, move the mouse pointer to the left of the file or directory name until a question mark appears next to the pointer.   Then, click the left mouse button. An information box will display details about the selection status of the directory or file.

Related Topics:

<u>Select Compare Files Window</u>
<u>Compare File Selection Information</u>
<u>Compare Directory Selection Information</u>

Select Compare Files: File Menu

The File menu in the Select Compare Files window is used to select or deselect all files or directories.

Select All

When a directory is highlighted, choose Select All to select all files on the current drive.   When a file is highlighted, choose Select All to select all the files in the current directory.

Deselect All

When a directory is highlighted, choose Deselect All to deselect all files on the current drive.   When a file is highlighted, choose Deselect All to deselect all the files in the current directory.

Select Compare Files: Tree Menu

The Tree menu in the Select Compare Files window provides several tools to modify the display of the directory tree.

Expand One Level

Expands the selected directory by one level.   The subdirectories immediately below the highlighted directory will be displayed.   This is equivalent to clicking on a folder which is not expanded.

Expand Branch

Expands the entire branch below the selected directory.   All subdirectories of the highlighted directory are displayed.   The equivalent mouse action would be to click on all the folders in the branch until every subdirectory is displayed.

Expand All

Expands all subdirectories so that the entire tree structure is displayed.   All existing directories are visible.

Collapse Branch

Collapses all the subdirectories below the highlighted directory.   It is the equivalent of using the mouse to click on an expanded folder.

Compare File Selection Information

The Compare File Selection Information box shows you the current status of a file.

If a file is selected but will not be compared, the reason(s) will be listed in this box.

Compare Directory Selection Information

The Compare Directory Selection Information box shows you the current status of a directory.   The name, creation date, number of files, number of selected files, and number of files that will be compared are displayed.

Compare Drive Selection Information

The Compare Drive Selection Information box shows the status of the drive in question.   The drive name, with the number of directories and files, is displayed along with the compare selection statistics.

Total Files   The total number of files that were backed up from the drive.

Selected Files   The number of backed up files that have been selected for compare.

Compare Files   The number of files that will be compared with the current settings.   This number may be smaller than the number of Selected Files depending upon Special selections.

Related Topic:

Compare Files

Compare Options

You can control many aspects of the compare process with the compare options.

Selecting Options from the Compare window opens the Compare Options dialog box.

The following options are available:

Audible Prompts (Beep)
Quit After Compare

Compare Option: Audible Prompts (Beep)

Prompts may be displayed several times during the compare process, for example, when it is time to insert another disk.

If this option is selected, a high-pitched *beep* sound will accompany each prompt that is displayed on the screen.

Compare Option: Quit After Compare

When the Quit After Compare option is selected, Backup will automatically be closed as soon as the compare is complete.

Compare Progress Window

Choosing the Start Compare button from the Compare window will start the compare process.

The Compare Progress window that is shown will give you any necessary instructions as well as information regarding the progress of the current compare.

The fields of the progress window are described below:

Now Comparing	Displays the name of the drive and path that is being compared.
Drive A:	Gives a visual indication of how much of the disk in drive A: has been read. Prompts appear to instruct you to insert new disks.
Drive B:	Gives a visual indication of how much of the disk in drive B: has been read. Prompts appear to instruct you to insert new disks.
Complete	Gives a visual indication of how much of the compare has been completed. The numeric percentage is also displayed.
Setup	Shows the name of the <u>setup file</u> being used for the current backup set.
Catalog	Shows the name of the <u>master catalog</u> for the backup set being compared.
Session	Shows the name of the <u>backup catalog</u> for the backup set currently being compared.
Disks	Shows the number of disks that have been used so far for the compare.
Files	Shows the estimated number of files that will be compared and the actual number of files that have been compared. These two figures may not be the same at the end of the compare session, because some files may be skipped.
Bytes	Shows the estimated total number of bytes that will be compared and the actual number of bytes that have been compared so far. The two numbers may not match at the end of the compare since some files may be skipped.
Time	Shows how long the compare has been in progress.
Compare Time	Shows the amount of time that the program has used for the compare. This does not include the *Your Time* amount.
Your Time	Shows the time Backup has waited for you to respond to prompts and to insert disks.
Corrections	Shows the number of errors encountered while reading data from the backup set that have been successfully corrected using <u>Error Correction</u> data.
Cancel Button	Cancels the compare session.

Restore

When the Restore button is chosen, the Restore window is displayed.

From this window you can select the backup set to restore from and the specific files you want to restore, set any restore options, choose the restore destination, and start the restore.

This help topic includes a step-by-step overview of restore, followed by an index of related topics.

Step-by-Step Overview of Restore

1   If the Restore window is not the current window, choose the Restore button from the top row of buttons.

2   Select the backup set   you want to restore from the Backup Set Catalog drop-down list box.

   The catalog name identifies the backup set.   If you load a master catalog, all the files contained in the associated backup sets will be available for selection.

3   Select the drive or MS-DOS path from which you want to restore.   In the Restore From dropdown list box, you can choose from the available floppy drives or specify an MS-DOS path.

4   Select the drives and files to restore.   You can select all the files that were backed up from a drive by selecting the drive letter in the Restore Files list box.   After a drive is selected, an icon and the words "All Files" are displayed.

   If you only want to restore certain files, choose the Select Files button, and select the specific directories and files to restore in the Select Restore Files window.

   When only certain files on a drive are selected for restore, the appropriate icon is displayed in the Restore Files drive list box, along with the words "Some Files."

5   Select the restore destination, in the Restore To drop-down list box.

   You can restore the backup files to their Original Locations, Alternate Drives, or Alternate Directories.

6   Click the Options button to make any desired changes to the restore option settings like overwrite files, restore empty directories, etc.

7   Click the Start Restore button to begin restoring files.   If this button is grayed, it means that no files will be restored using the current settings.   Check your file selections.

Related Topics:

Backup Set Catalog - Selecting the Backup Set to Restore From
Restore From -   Selecting the Drive to Restore From
Restore Files - Selecting Drives for Restore
Select Restore Files - Selecting Files for Restore
Restore To -   Destination of the Restored Files
Catalog Menu - Loading, Retrieving, Rebuilding Backup Catalogs
Options - Controlling the Restore Process
Start Restore - The Restore Progress Window

Restore Commands & Options

Backup Set Catalog

Backup creates a <u>catalog</u> for each backup.   The catalog contains information about the files that were backed up and their locations.   To restore files from the backup set, the catalog for that set must be loaded.

The Backup Set Catalog drop-down list box displays all the available backup catalogs.   To load the catalog you want to use, select it from the list.

There are two types of backup catalogs available from the list, and they are distinguishable by their icons:

Individual <u>backup catalog</u>, which contains the information for one backup set.

<u>Master catalog</u>, which contains references to all the backups which have been made during a <u>backup cycle</u>.

If you load a master catalog, all the associated backup catalogs will be merged, making all the files contained in all the backup sets created during the backup cycle available for selection.   The associated individual backup set catalogs are shown as branches of the master catalog.

Important

1   If floppy disks are missing from the backup set you are trying to restore, you must first <u>rebuild</u> a new backup catalog which contains all the information for the incomplete backup set.   Choose Rebuild from the <u>Catalog menu</u>.

2   If you do not find the catalog for your backup set in the Backup Set Catalog list, choose Load from the <u>Catalog menu</u> to display the Load Catalog dialog box, where you can load a catalog from any drive or directory.   You can also <u>retrieve</u> the catalog directly from the backup media by choosing Retrieve from the Catalog menu.

Related Topics:

<u>Backup Catalogs</u>
<u>Master Catalogs</u>
<u>Load Catalog</u>
<u>Retrieve Catalog</u>
<u>Rebuild Catalog</u>
<u>Designing Backup Routines</u>

Restore From

You can restore from floppy disks or any device that can be accessed as an MS-DOS path.

To restore from floppy disks:

·   Select the drive letter corresponding to the drive and disk density desired.

   If your computer has two floppy disk drives of the same type, you can restore from both drives.   This can make the restore a little faster, since you can change the disk in one drive while the other drive is being read.   Select the A & B option.

To restore data from an MS-DOS device:

·   Select MS-DOS Path and enter the drive letter and path in the text box.

   Examples of devices with drive letters:

   · Hard disks, like C:
   · Bernoulli drives
   · Removable hard disk cartridges
   · Network drives

Related Topics:

Rebuild Catalog

Restore Files

With Backup you can restore all drives, from C: to Z:, in one session.   The Restore Files drive list displays the drives which are contained in the current catalog.   If you backed up a drive it will be shown in this list.

Make sure the catalog name and description of the backup set you want to restore is displayed on the Backup Set Catalog drop-down list box in the upper left of the Restore window.   The drives shown in the Restore Files list are based on the contents of the current catalog.   Even if you only backed up one file from a drive, the drive letter for those files will be shown in the Restore Files list.   For example, if any files were backed up from drive C, then drive **C:** will be displayed in the Restore Files list box.

To select all the files backed-up from a drive:

·   Click the drive letter with the right mouse button.   When a drive has all files in the catalog selected for restore, an appropriate icon and the words "All Files" are displayed next to the drive letter.

To select only certain files from a drive:

·   Highlight the drive letter (click with the left mouse button) and choose Select Files to open the Select Restore Files window.   Then select the files and directories you want to restore.

When you have selected only certain files to be restored to a particular drive, an appropriate icon and the words "Some Files" will be displayed next to the drive letter.

To display information about the selection status of a drive, move the mouse pointer to the left of the drive letter until a question mark appears next to the pointer, then click the left mouse button.   The Restore Drive Information box will be displayed, which shows the number of selected files on the drive and the number of files that will be restored.

Related Topics:

Select Restore Files
Restore Drive Information Box
Backup Catalogs

Restore To

Backup lets you choose the destination for your restored files.   The currently selected destination is shown on the Restore To drop-down list box in the Restore window.

The following selections are available:

Original Locations

Restores your files to the drives and directories from which they were backed up.

Alternate Drives

Restores your files to a different drive.   Backup will ask you for the drive and path during the restore, before files backed up from each drive are restored.   The files will be restored using the original directory structure under the path you specify.

For example, if you backed up files from drive C:, and now you want to restore some of those files to drive D:, follow these steps:

1   Select Alternate Drives.   Before restoring the files backed up from drive C:, Backup will ask you for the drive where you want to restore the files.

2   At the prompt, enter drive D:.

Note:	You can specify a drive and path, and the files will be restored using the original directory structure under the path you specify.

Alternate Directories

Restores your files to different directories.   Backup will ask you for the directory names during the Restore process, before files backed up from each directory are restored.   You can specify just a path in order to restore the files to the original drive, or a drive and path in order to restore the files to a different drive and directory.

For example, if you backed up files from directory WINDOWS, and now you want to restore some of those files to directory SYSTEM, follow these steps:

1   Select Alternate Directories.

2   Before restoring the files from each directory, Backup will ask you for the directory where you want to restore the files.   At the prompt for the WINDOWS directory, enter the directory SYSTEM.

Note:	The main difference between the Alternate Drives and Alternate Directories selections is that with the Alternate Drives selection you can specify the restore location for the files from each drive in the backup set, while with the Alternate Directories selection, you can specify the restore location for each directory in the backup set.

Select Restore Files

The Select Restore Files window displays the drives, directories, and files that are available to restore. This window reflects the contents of the current backup set catalog.

The window is divided into four major regions:

· The **drive icons** across the top of the window represent all the drives from which files in the current backup set were backed up.   Click a drive icon to display the directories and files on the drive. Double-click, or click with the right mouse button, to select all files on the drive.

· The **directory pane**, on the left, displays the backed-up directory structure.   Click a directory to display a list of the files in that directory.   Double-click, or click with the right mouse button, to select all files in that directory.   Click on a folder icon to expand or collapse the directory tree display.

· The **file pane**, on the right, displays a list of the files in the current directory.   Double-click a filename, or click with the right mouse button, to select the file.

· The **button bar** across the bottom of the window contains buttons for selecting specific versions of a file, specifying Special exclusions, changing the display, printing a file list, displaying an icon legend, and accepting or canceling the selections.

The Select Restore Files window also contains File and Tree pull-down menus, a File Filter line directly below the drive icons, and a file summary line above the button bar.

Mouse Selection Procedures

To select or deselect a single drive, directory, or file:

· Click with the right mouse button (or double-click with the left button).

To select or deselect multiple drives, directories, or files:

1   Click the right mouse button (or double-click the left button) on the first item to be selected.

2   Hold the mouse button as you drag the mouse pointer over the items to be selected.

3   When the pointer is over the last item to be selected, release the mouse button.

To select or deselect all files on a drive:

· Click the drive icon with the right mouse button, or double-click with the left button.

Keyboard Selection Procedures

To select or deselect a single drive, directory, or file:

1   Use Tab, UpArrow, and DownArrow to highlight the item to be selected.

2   Press Spacebar.

To select or deselect multiple directories or files:

1   Use Tab, UpArrow, and DownArrow to highlight the first item to be selected.

2   Press and hold Spacebar until the last item to be selected is highlighted.

To select or deselect all directories or files:

1   Place the cursor in the directory pane if you want to select all files on the drive, or in the file pane if you want to select all files in the directory.

2   Choose Select All from the File menu, or press Ctrl-/, to select all the files or directories.   Choose Deselect All, or press Ctrl-\, to deselect all the files or directories.

Expanding and Collapsing the Directory Tree

Backup uses folder icons to represent each directory.   A directory with a folder icon that contains a "+" is collapsed.   This means that other subdirectories exist under this directory, but they are not displayed.

A directory with a folder icon that contains a "-" is expanded.   This means that at least one level of subdirectories under this directory is displayed.

If a folder icon contains neither a "+" nor a "-," this means that no subdirectories exist under this directory. You can customize the directory tree to display as much or as little of the directory structure as you like.

To expand one level:

·   Click on a folder icon that contains a "+," or highlight the directory and press the "+" key on the numeric keypad or choose Expand One Level from the Tree menu.

To expand a branch:

·   Highlight the directory and press Asterisk on the numeric keypad or choose Expand Branch from the Tree menu.

To collapse a branch:

·   Click the folder that contains a "-," or highlight the directory and press the "-" key on the numeric keypad or choose Collapse Branch from the Tree menu.

To fully expand the entire display:

·   Press and hold the Ctrl key while pressing Asterisk on the numeric keypad.

Note: If you select a collapsed branch, all of its subdirectories will automatically be selected.

Buttons

The following buttons are available in the lower part of the window:

The <u>Version</u> button lets you select a specific version of a file.   This button is active only when a <u>master catalog</u> is loaded and the highlighted file was backed up more than once during the <u>backup cycle</u>.

The <u>Special</u> button opens a dialog box where you can exclude copy-protected files, exclude files based on file attributes, and exclude files that are not within a certain date range.

The <u>Print</u> button opens a dialog box from which you can print a list of the directories and files in the catalog and adjust any necessary printer settings

The <u>Display</u> button opens a dialog box where you can limit the files that are displayed in the file list, the order in which they are sorted, and the type of file information that is displayed.

The <u>Legend</u> button provides an explanation for the icons that appear to the left of selected items in the directory tree and file lists.

The OK button applies the selections made in the Select Restore Files window and returns to the Restore window.

The Cancel button discards any selections or changes made in the Select Restore Files window and returns to the Restore window.

Important Notes About Selection Methods

You can use any of the above methods independently or in combination to select specific sets of files for restore.   It is important, however, to understand how the different methods interact:

·   <u>Special</u> selections apply to all drives and directories and override keyboard and mouse selections. Files that are excluded by a Special selection will appear in the file list, but will not be selectable.

Viewing Directory and File Selection Information

The icons displayed to the left of directory and file names indicate the selection status of the file or directory.   Choose the <u>Legend button</u> to display a list of icons with their meanings.

To display additional information, move the mouse pointer to the left of the directory or file name until a question mark appears next to the pointer, then click the mouse button.   This displays the File or Directory Selection Information Box.

The <u>Restore Directory Selection Information</u> box shows the number and total size of selected files, and the number and total size of files to be restored.

The <u>Restore File Selection Information</u> box shows whether the file is selected and whether it will be restored.   If the file is selected but will not be restored, the reason is given.

Related Topics:

<u>Version</u>
<u>Special Selections</u>
<u>Display Options</u>

Show Versions

A file that was backed up more than once during the <u>backup cycle</u> may exist in different versions within different backup sets.   When you load a <u>master catalog</u> you can select the version of the file to restore. By default, Backup will restore the most recent version of each file.

The Version button, in the <u>Select Restore Files</u> window, opens the Show Versions dialog box.   The available versions of the file which is highlighted in the file list are shown in the list box.   If the highlighted file does not exist in more than one version, the Version button is not available.

To restore a particular version of a file:

1   Select the version you want to restore from the list.

2   During the restore you will be advised when you need to insert the disk from the older backup set which contains the selected file.   If you select files from different backup sets within the master catalog, you will be asked for each set in the order they were originally created.

Related Topics:

<u>Backup Catalog</u>
<u>Master Catalog</u>
<u>Select Restore Files</u>

Special Selections

The Special Selections dialog box, opened by choosing the Special button in the <u>Select Restore Files</u> window, lets you prevent certain files from being restored, even if selected.   The files will be shown in the Select Restore Files window, but if you try to select them, an icon will be displayed to the left of the filename indicating that the file is selected but will not be restored.

You may want to set these Special options to prevent yourself from accidentally restoring files which should not be restored (for example, copy-protected files).

Note:	A file or file-type which is excluded with a special selection option will not be restored, even if selected from the file list with either the keyboard or mouse.

Restore Files in Date Range

When you apply a Date Range to the file selection, you automatically exclude all files with a creation date outside the range.

Note:	Applying a date range does not automatically include files that are within the date range, it only excludes files that are not within the range. You must select the files that you want to restore.

To apply a Date Range:

1   Check the Apply Date Range check box.

2   In the From text box, enter the date for the beginning of the date range.

3   In the To text box, enter the date for the end of the date range.

The From and To dates are inclusive; files created on the From or To date will not be excluded.
The date must be entered in the current Windows date format.

Exclude Copy Protected Files

Some program files should not be backed up and restored because they use copy-protection schemes that will prevent the program from functioning properly after being restored.   If you are not sure whether certain program files should be backed up, check the documentation for the program.

To exclude copy-protected files:

1   Check the Exclude Copy Protected Files check box on.

2   You can enter up to five filenames in the text boxes.   Files with these filenames on all drives and directories will be excluded from the restore.

Exclude Read-Only, System, or Hidden Files

You can exclude files with the <u>read only</u>, <u>system</u>, or <u>hidden</u> attribute.

To exclude files with these attributes:

- Check one or more of the check boxes.

Display Options

The Display options can assist you in reviewing the file selections for restore, by letting you customize the information that is displayed in the <u>Select Restore Files</u> window.   The Display Options dialog box is opened by choosing the Display button in the Select Restore Files window.

The following display options are available:

Display

The Display area contains check boxes which control the information that is displayed for each file in the file list.   You can select none, or one or more of these items.

Sort Files By

You can sort the files in the list by name, extension, size, date, or attributes.

Other

This area of the Display Options dialog contains two options.

Group Selected Files

The Group Selected Files option will cause all selected files for each directory to be displayed at the top of the file pane.

This option is useful when you have selected only a few files from a large directory.

Show Directories Above Files

The Show Directories Above Files option will change the location of the directory and file panes in the Select Restore Files window.   Instead of being located side-by-side, the directory pane will be displayed above the file pane.

This option is helpful if you have very deep directory structures that cannot be entirely displayed when the directory pane is next to the file pane.

File Filter

Applying a File Filter limits the files that can be seen in the file list in the Select Restore Files window. The default filter is   ***.***   (all files).

The File Filter option can be used to help you select specific files.   For example, if you want to restore all Microsoft Excel worksheet files you can specify a filter of   *.XLS.   Once this filter is set, only Excel XLS files will appear in the file list.   Selecting an entire directory at this point would select only the XLS files.

If you want to see all files that are selected for restore, make sure the filter is set to ***.*** (all files).

Note: If files are selected before you set a filter, they will remain selected.

Print Catalog

Choosing the Print button in the Select Restore Files window opens the Print File List dialog box where you can print a list of   the backup set.

Buttons

The OK button starts the printing with the current settings.

The Cancel button returns to the Select Restore Files window without printing.

The Setup button opens the Windows Printer Setup dialog box for the active printer.

Print Source

You can print the file list for the current drive only by selecting Print Data for Current Drive.

To print a complete list of all the files on all drives, select Print Data for All Drives.

Print Mode

You can select Text or Graphics mode.

Graphics mode is not recommended unless you are using a laser printer.   Printing in graphics mode on a dot-matrix printer is considerably slower than printing in text mode.

Print to File

If you do not need a hard copy, you can print the list to a file.   Check the check box and enter a the filename in the text box.   You can also enter a path.

Note:	If you do not specify a path, the file will be placed in the same directory as your Backup program files.

Restore Selection Legend

The Restore Selection Legend box provides a key to the various icons used in the Select Restore Files window.   The icons show the status of the files or directories.

For detailed information about the status of any file or directory, move the mouse pointer to the left of the file or directory name until a question mark appears next to the pointer.   Then, click the left mouse button. An information box will display details about the selection status of the directory or file.

Related Topics:

Select Restore Files Window
Restore File Selection Information
Restore Directory Selection Information

Select Restore Files: File Menu

The File menu in the Select Restore Files window is used to select or deselect all files or directories.

Select All

When a directory is highlighted, choose Select All to select all files on the current drive.   When a file is highlighted, choose Select All to select all the files in the current directory.

Deselect All

When a directory is highlighted, choose Deselect All to deselect all files on the current drive.   When a file is highlighted, choose Deselect All to deselect all the files in the current directory.

Select Restore Files: Tree Menu

The Tree menu in the Select Restore Files window provides several tools to modify the display of the directory tree.

Expand One Level

Expands the selected directory by one level.   The subdirectories immediately below the highlighted directory will be displayed.   This is equivalent to clicking on a folder which is not expanded.

Expand Branch

Expands the entire branch below the selected directory.   All subdirectories of the highlighted directory are displayed.   The equivalent mouse action would be to click on all the folders in the branch until every subdirectory is displayed.

Expand All

Expands all subdirectories so that the entire tree structure is displayed.   All existing directories are visible.

Collapse Branch

Collapses all the subdirectories below the highlighted directory.   It is the equivalent of using the mouse to click on an expanded folder.

Restore File Selection Information

The Restore File Selection Information box shows you the current selection status of a file.

If a file is selected but will not be restored, the reason(s) will be listed in this box.

Restore Directory Selection Information

The Restore Directory Selection Information box shows you the current status of a directory.   The name, creation date, number of files, number of selected files, and number of files that will be restored are displayed.

Restore Drive Selection Information

The Restore Drive Selection Information box shows the status of the drive in question.   The drive name, with the number of directories and files, is displayed along with the restore selection statistics.

Total Files   The total number of files that were backed up from the drive.

Selected Files   The number of backed up files that have been selected for restore.

Restore Files   The number of files that will be restored with the current settings.   This number may be smaller than the number of Selected Files depending upon Special selections.

Related Topic:

Restore Files

Restore Options

You can control many aspects of the restore process with the restore options.

Selecting Options from the Restore window opens the Restore Options dialog box.

The following options are available:

Verify Restored Files
Prompt Before Creating Directories
Prompt Before Creating Files
Prompt Before Overwriting Files
Restore Empty Directories
Audible Prompts (Beep)
Quit After Restore

Restore Option: Verify Restored Files

When this option is selected,   each file that is restored is read back from the hard disk and compared with the backed-up file on the backup media.   This verifies the integrity and accuracy of the restored data.   If a file is encountered that does not match, a message is displayed.

The time required for the backup will be approximately double when Verify Restored Files is selected.

Note:	Verification is highly recommended in a case where you are restoring a large number of files, for the following reason: If you discover an error in a file that has been restored, you can restore the file again using the backup set. However, when restoring a large number of files, it is possible that an error in a file that is not frequently used could go undiscovered for a period of time. Then, when the error is discovered, the backup set may no longer be available to restore the file again.

Restore Option: Prompt Before Creating Directories

Normally, when a directory exists in the backup set that does not exist on your hard drive, a new directory is created.   Select this option if you want Backup to alert you before creating any new directories.

At the prompt, you can choose to create or not create the new directory.

Restore Option: Prompt Before Creating Files

Normally, when a file exists in the backup set that does not exist on your hard drive, a new file is created. Select this option if you want Backup to alert you before creating any new files.

At the prompt, you can choose to create or not create the new file.

Restore Option: Prompt Before Overwriting Files

During a restore, files that exist on the hard disk may be overwritten by files that are restored from the backup set.   Select this option if you want Backup to alert you before any file is overwritten.

At the prompt you can choose to overwrite or skip the file.

Restore Option: Restore Empty Directories

Backup always backs up the complete directory structure of your disk, even if some directories do not contain files selected for backup.   This option lets you restore the complete directory structure of your disk as it was backed up.

Selecting this option means:

·   The directories which contain files selected for restore will be restored.
·   The directories which do not contain files selected for restore will also be restored.

Restore Option: Audible Prompts (Beep)

Prompts may be displayed several times during the restore process, for example, when it is time to insert another disk.

If this option is selected, a high-pitched *beep* sound will accompany each prompt that is displayed on the screen.

Restore Option: Quit After Restore

When the Quit After Restore option is selected, Backup will automatically be closed as soon as the restore is complete.

Restore Progress Window

Choosing the Start Restore button in the Restore window begins the restore.

The Restore Progress window displays all necessary instructions as well as information regarding the progress of the current restore.

Now Restoring	Displays the name of the drive and path that is being restored.
Drive A:	Gives a visual indication of how much of the disk in drive A: has been read. Prompts appear to instruct you to insert new disks.
Drive B:	Gives a visual indication of how much of the disk in drive B: has been read. Prompts appear to instruct you to insert new disks.
Complete	Gives a visual indication of how much of the total restore has been completed. The numeric percentage is also displayed.
Setup	Shows the name of the setup file being used for the current restore.
Catalog	Shows the name of the master catalog for the backup set being restored.
Session	Shows the name of the backup catalog for the backup set currently being restored.
Disks	Shows the number of disks that have been used so far for the restore.
Files	Shows the estimated number of files that will be restored and the actual number of files that have been restored. These two figures may not be the same at the end of the restore session because of skipped files and other factors.
Bytes	Shows the estimated total number of bytes that will be restored and the actual number of bytes that have been restored so far. The two numbers may not match at the end of the restore because of skipped files and other factors.
Time	Shows how long the restore has been in progress.
Restore Time	Shows the amount of time that Backup has used for the restore. This does not include the *Your Time* amount.
Your Time	Shows the time Backup has waited for you to respond to prompts and to insert disks.
Corrections	Shows the number of errors that have been encountered and corrected using Error Correction data during the restore.
Cancel	This button cancels the restore session.

Automating Backups

Backup provides the following tools to automate the backup process:

·   Setup Files
    Store specific program settings and file selections.

·   Command Line Options
    Launch Backup with a certain setup file or run Backup in the background.

Related Topics:

Designing Backup Routines

Automating Backups Using Setup Files

Backup's setup file feature is the key to performing regular backups with a minimum of time and effort. Setup files can be customized to meet a wide variety of individual and organizational backup needs.

The first step in automating the backup process is to select or create one or more setup files containing the option, drive, and file selections for the desired backup procedure.

You could perform all your backups with a single setup file.   However, if you want to back up certain files more often or to different media, you will probably want to create a separate setup file for each group of files.   You can also create separate Program Manager icons for each setup file.

Administrators can create setup files at their computers which can then be distributed to other users, thereby standardizing backup procedures within an organization.

Related Topics

Command-Line Options

Command-Line Options

Command-line options are very useful in automating backup procedures.   You can create separate Program Manager icons for each command-line specification and launch backup procedures simply by double-clicking the individual icons.

Syntax

WINBACK.EXE   [SETUP.SET] [/M]

Valid Options

SETUP.SET   <u>Setup file</u> to be opened when Backup is loaded.

/M   Starts Backup minimized.

Examples

```
WINBACK.EXE WORDPROC.SET
```

Starts Backup and loads the WORDPROC.SET setup file.

```
WINBACK.EXE PROJECT.SET /m
```

Starts Backup minimized and loads the PROJECT.SET setup file.

Designing Backup Routines

A good backup routine results in the complete protection of your data.   Backing up all of your files each day would be a simple, but very time-consuming solution.   A more practical method for protecting your data is to combine <u>full</u> and <u>partial backups</u> in a <u>backup cycle</u>.

In order to establish an effective backup routine, you will need to decide which type of partial backup to use, as well as the time interval between full backups.   In certain cases you may want to design a routine that allows for off-site storage of backups.

The optimal backup strategy depends on data safety needs and work habits.   To see typical backup strategies for different types of users, select from the descriptions below.

User Description:

<u>Generally works with the same files each day.</u>
<u>Generally works with different files from day to day.</u>
<u>Needs to preserve older file versions.</u>
<u>Requires off-site storage.</u>

If You Work with the Same Files

If you generally work with the same files each day, you may want to set your partial backup type to differential.   The underline differential backup is ideal, for example, for those users who work with the same database or spreadsheet files each day and do not need to keep old file versions.

You are only working with two backup sets; the underline full backup and the differential.   Each differential backup records all the changes since the full backup.   This means that it is only necessary to keep the latest differential backup set.   It also means that you can reuse earlier differential backup sets (diskettes).

Note:	Though you can use the same set of diskettes for each differential backup, it is a good idea to alternate between two sets. This means that a set is reused for every other differential backup. Then, if something goes wrong during a differential backup, you still have the previous differential data.

The advantage of performing daily differential backups is that you do not need to keep a large quantity of floppy disks.   You only need to keep the disks containing the last backup, and preferably the backup before the last one for added security.

When you implement a backup cycle with differential backup, as shown in the figure, the master catalog will only keep track of two backup catalogs: one from the full backup, and one from the latest differential backup.

If You Work with Different Files....

If you generally work with different files each day, you may want to set your partial backup type to Incremental.   The incremental backup is also ideal for an environment where new files are created each day, for example, if rather than using the same spreadsheet, you are creating new correspondence.

You have to keep the full backup set with all incremental backup sets.   This is important since each incremental backup records a different increment of changes.   The master catalog will keep track of the full backup and all the subsequent incremental backups.

To use the incremental backup procedure:

1   Perform your full backup.
2   Each day, perform your incremental backup.   You must keep the floppy disks from every day's backup, and start the backup on a new floppy disk each day.
3   Save all your disks from the cycle until after you have successfully completed your next full backup.
4   Perform the next full backup, and repeat the cycle.

Note: It is not absolutely necessary to save your floppy disks from the entire cycle until after you have completed the next full backup.   It is recommended, however, as protection against system failure, power outages, or other problems that could occur during your full backup.

If you use a small number of files each day and would like to be able to fit more than one incremental backup on each floppy disk, use the following procedure.

To use an incremental backup procedure and fit more than one backup on each floppy disk:

1   In the Backup To drop-down list box, select MS-DOS Path, then specify the path as **A:** or **B:**.
2   Perform your full backup.
3   When you perform your daily incremental backups, use the same floppy disk until it fills up, then start another disk.   You can reuse the same floppy disk until the space on the disk is used up.
4   Save all your floppy disks from the cycle until after you have performed the next full backup.
5   Perform the next full backup using different disks.
6   Perform the daily incremental backups as in step 3, and repeat the cycle.

If You Need Access to Older Versions....

If you need access to older file versions, make <u>incremental backups</u> in a <u>backup cycle</u>.   This is useful if you are working on a database or document for which the ability to retrieve previous versions is important.

The <u>master catalog</u> keeps track of all incremental <u>backup catalogs</u> between   <u>full backups</u>.   This is the key to allowing access to multiple file versions.   When you load the master catalog for restore or compare, the full and all the incremental catalogs are merged.   Using the <u>Version button</u> in the Select Files window, it is then possible to select any version of a file that exists in more than one of the backup sets.

For details on implementing an incremental backup cycle, see: <u>If You Work with Different Files...</u>

Note:	The incremental backup procedure provides you with access to versions of your backedup files as they existed at any point during the backup cycle. If you need to save different versions of your files indefinitely, you may want to save your backup media instead of overwriting your disks with subsequent backups.

Off-site Storage

No matter how many backups you make, if you store your backup sets on site, your data will not be protected against events such as fire, flood, theft, etc.   Data protection greatly improves if you store your backup sets off site.

Off-site storage routines can be easily incorporated into a regular backup routine.   An example of such a routine is as follows:

1   Combine the individual backup sets of one backup cycle and call it Set 1.
2   As you begin the next backup cycle, take Set 1 off site.
3   At the end of this second cycle, you will have another set, Set 2, which you can take off site.   At this point, you can either bring Set 1 back on-site and use those diskettes for your next backup cycle, or you can use a third set of diskettes and keep both previous sets off site so you have an extra copy.

The above routine does not provide for off-site storage of each day's backups.   If your data security needs dictate the necessity of storing daily backups off site, you can create the set for off-site storage with the following procedure:

1   Make an extra full backup right before or right after your regular full backup.
2   Make a Differential backup each day right before your regular Incremental or Differential backup.   If you are using Incremental backups, the Differential must be made before the Incremental backup because the Incremental backup lowers the archive flag.   Otherwise, no files will be backed up by the Differential backup.

The extra backup sets that can be taken off site are "copies" and do not affect your regular backup procedure.

Tips on Creating Setup Files for Other Users

Setup files provide the key to standardizing backup procedures within an organization.   As an administrator, you can create custom setup files at your computer which can be distributed to as many other users as you like.   The following suggestions are provided to assist you in this task:

·   If the directory structures on all the users' disks are similar, you can create one setup file which can then be used by everyone.   The disk structures do not have to be identical, but the more alike they are, the easier it will be to create one standard setup file.

·   Use the Include and Exclude buttons in the Select Backup Files window to select groups of files and directories for backup.   You can cover every possible situation in one setup file; any path or file specifications that do not apply to a particular computer will automatically be ignored when the setup file is used on that computer.

·   You can manually configure your floppy disk drive types to match those of any other computer, in order to create the necessary setup files for other users.

Note:	If you change your drive types, make sure you reconfigure your drive types correctly before performing your own backups.

·   If several people will be backing up their local disks onto the same network drive, some precautions should be taken.   Each worker must have a different directory for storing backups.   If this is not done, it is possible that backups could be overwritten by another user's backup.   Preferably, only the person whose backups are stored in this directory would have rights to the directory.

·   It is not recommended that you make individual, manual directory and file selections when creating setup files for other users.   The Include and Exclude functions are generally more effective for this purpose.   However, if you do make manual directory or file selections, you will need to copy the **.SLT** file that has the same name as the setup (**.SET**) file to the other user's computer.

Backup Catalog

Each time you do a backup, Backup creates a catalog.   This catalog contains information about the files and directories that were backed up and the <u>setup file</u> used.   Backup needs the information stored in the catalog in order to restore or compare backed-up files.

Catalog File Locations

The catalog is stored in on your hard disk and on the backup media.   When backing up to floppy disks, the catalog is stored on the last disk.   When backing up to an MS-DOS drive or device, the catalog is stored at the end of the backup files.

Catalog File Names

Each catalog file has a unique name, which provides information about the catalog, as shown in the following example:

CD20518A.DIF

C	The first drive backed up
D	The last drive backed up
2	The last digit of the year
05	Month
18	Day of the month
A	Sequence letter for that backup type on that day from those drives. The next would be B, then C, etc.

.DIF   The file extension indicates the backup type, according to the following legend:

FUL = Full
INC = Incremental
DIF = Differential

In this example, drives C and D were backed up on May 18, 1992, using a differential backup type.

Note:	When you perform a full backup, the previous backup catalogs associated with the same setup file are normally deleted, including the previous Full backup catalog. To save the old catalogs, select the backup option <u>Keep Old Backup Catalogs</u>.

Loading a Backup Catalog

If the catalog for the backup set that you want to restore or compare is present on your hard disk, the easiest way to load the catalog is to use the Backup Set Catalog drop-down list box in the Restore or Compare window.

Or, you can load it from the Load Catalog dialog box.   This dialog box is opened by choosing Load from the <u>Catalog menu</u> in the Restore or Compare window.

If the catalog is not present on your hard disk, you can <u>retrieve</u> or <u>rebuild</u> the catalog directly from the

backup disks or other media.   Once the catalog is retrieved or rebuilt, it is automatically loaded.

When a catalog is loaded, you can restore or compare all the files in the catalog, or select specific files to restore or compare.

Related Topics:

Master Catalogs
Retrieve Catalog
Rebuild Catalog

Master Catalog

A master catalog contains a list of the <u>backup set catalogs</u> used throughout a <u>backup cycle</u>.   A new master catalog is created every time a <u>full backup</u> is made.   Each <u>setup file</u> has an associated master catalog, and each time an <u>incremental</u> or <u>differential</u> backup is made with the setup file, it is added to the list contained in the master catalog.

Master catalogs play a central role in backup cycles.   By merging the catalogs for a backup cycle, the master catalog makes it possible to recover files from the entire backup cycle in one step.   Also, since multiple copies of a single file may exist across the backup cycle, the master catalog makes it possible to restore and manage multiple file versions.

The master catalog manages all the catalogs that are necessary to restore your data.   Differential backups record all changes since the last full backup.   Therefore, if you make differential backups between your full backups, only the full backup and latest differential backup will be referenced in the master catalog.   On the other hand, incremental backups only record the most recent increment of changes, so the master catalog will reference the full backup and all incremental backups.

Each master catalog has a **.CAT** extension and the same file name as the setup file that was active when it was created.   For example, a master catalog created using the setup file EXCEL.SET will be named EXCEL.CAT.

Related Topics:

Setup Files
Backup Catalogs
Backup Type

Load Catalog

Choosing Load from the <u>Catalog menu</u> opens the Load Catalog dialog box, where you can select a <u>backup catalog</u> to load.   Once the catalog is loaded, you can select files from the backup set for restore or compare.

To load a catalog:

1   Make sure the name of the catalog you want to load is shown in the Files list box on the left of the dialog box.   If not, you can select a different directory from the Directories list box.   You can move up through the directory structure by selecting the previous directory symbol (..).   The catalogs in the current directory are listed in the Files box.

2   Select the catalog you want to load from the list.   The selected catalog will have a check mark next to it in the list box.

3   Choose OK.

Note: To copy a catalog from a floppy disk backup set, you must use <u>Retrieve</u>, not Load.

Delete Catalog

The Delete Catalog dialog box, opened by choosing Delete from the <u>Catalog menu</u>, lets you delete <u>catalogs</u> on your hard disk that are no longer needed.

To delete a catalog from your hard disk:

1   Make sure the name of the catalog you want to delete is shown in the Files list box in the center of the dialog box.   If not, you can select a different directory from the Directories list box.   You can move up through the directory structure by selecting the previous directory symbol (..).   The catalogs in the current directory are listed in the Files box.

2   Select the catalog you want to delete from the list.   The selected catalog will have a check mark next to it in the list box.

3   Choose OK.

Retrieve Catalog

If the backup catalog you need is not available on your hard disk, Backup can retrieve the catalog directly from the backup media.   The catalog is always stored as part of the backup set.

The Retrieve Catalog dialog box is opened by choosing the Retrieve command from the Catalog menu.

To retrieve a catalog from floppy disks:

1   Select the floppy disk drive to be used for the retrieve, using the **From:** drop-down list box.

2   Insert the last floppy disk of the backup set into the drive.

3   Choose OK.

To retrieve a catalog from an MS-DOS device:

1   Select MS-DOS Path in the **From:** drop-down list box.

2   Enter the path to the backup set.   This is the same path you specified in the Backup To   drop-down list box in the Backup window.

3   If you are retrieving from removable media, insert the last volume into the drive.

4   Choose OK.

Related Topics:

Backup Catalogs
Load Catalog
Rebuild Catalog

Rebuild Catalog

If the catalog is not available on your hard disk, and you are unable to retrieve it from the backup media, Backup can rebuild the catalog from the backup set.

Catalogs can be rebuilt from floppy disks or MS-DOS devices.   After the catalog is rebuilt, it is automatically loaded.   Then you can select files from the backup set for restore or compare.

The Rebuild Catalog dialog box is opened by choosing Rebuild from the Catalog menu.

To rebuild a catalog from floppy disks:

If you have damaged or lost both the catalog and last disk of a backup set you can rebuild a partial catalog from the remaining disks.

1   Select the A or B floppy disk drive to rebuild from.   If you have two identical floppy disk drives, you will have the option of selecting A and B.

2   Choose OK.   When the rebuild begins, you will be asked to insert the first disk of the set you want to rebuild.

3   Make sure you insert the available disks in the same order that they were used for the backup.   You can skip missing or damaged disks and rebuild a partial catalog, but the disks must be inserted in sequence.

To rebuild a catalog from an MS-DOS device:

If the catalog that was written to the backup media is lost or damaged, Backup can rebuild the catalog, or a partial catalog, from the backup component files.

1   Select MS-DOS Path in the **From:** drop-down list box.

2   Enter the path where the backup files are located.   This is the same path that you specified as the destination for the backup files in the Backup Todrop-down list box in the Backup window.

3   If you are retrieving from removable media, insert the first volume into the drive.

4   Choose OK.

Related Topics:

Backup Catalogs
Load Catalog
Retrieve Catalog

Select Backup Set

You have chosen to <u>rebuild</u> or <u>retrieve</u> a <u>catalog</u> from an MS-DOS Path.

The Select Backup Set dialog box lets you select a backup set from those available on the path you specified.   Once you have selected a backup set, the retrieve or rebuild process will continue.

Program Messages

This branch of the help system gives information regarding the various messages that you may encounter while using Backup.   To access help pertinent to a particular message, press F1 while the message is being displayed.

You can also scan the messages by using the help system's browse keys.

Too Many Files For Backup

Too many files are selected for backup.   The limit is 65,534 in one backup.

Comment:

A single backup set can only contain 65,534 files.   The number of files selected for any backup session should not exceed this number.   If you need to back up more than this number of files, you must do it in multiple backup sessions. Select part of the files (up to 65,534) for the current backup and select the remaining files at another time.   You may select the remaining files and do another backup immediately after completing this backup, if you wish.

Confirm Delete

Do you want to delete the catalog c:\windows\test.cat?

Comment:

You have chosen to delete a catalog file.   This message asks you to confirm your decision before Backup deletes the catalog file.

Catalog Does Not Exist

The catalog file c:\windows\test.cat does not exist.

Comment:

You have attempted to load a catalog that does not exist.   Make sure you specified the correct file name. You can <u>retrieve</u> a copy of the catalog from the backup set.

Corrupt Catalog File

The catalog file c:\windows\test.cat is corrupt.

Comment:

This catalog file is corrupt.   You can <u>retrieve</u> or <u>rebuild</u> the catalog from the backup set.

Too Many Catalogs In Master Catalog

Too many catalogs in the master catalog c:\windows\test.cat.

Comment:

The <u>master catalog</u> can handle up to 255 component catalogs.   The message will appear if there are more than 255 component catalog files in a master catalog when it is loaded.   This is an unlikely situation since Full backups are usually made more frequently than one in every 255 backups.   For now, work with the individual backup catalogs for each backup set rather than the master catalog.   Then, make a Full backup to clear the master catalog.

To avoid this problem in the future, make a Full backup more frequently (at least one for every 254 incremental backups).

Empty Master Catalog

The master catalog file c:\windows\test.cat is empty.

Comments:

The <u>master catalog</u> should never be empty unless the master catalog file was edited and references to the component catalogs were deleted.

For now, you will have to work with the individual backup catalogs for each backup set rather than the master catalog.   Then, make a full backup to create a new master catalog.

Master Catalog Too Large

The master catalog file c:\windows\test.cat is too large.

Comments:

In most cases, a <u>master catalog</u> file is very small.   To optimize the handling of these files, Backup limits the size of the master catalog file to 32 K.   The message will appear if that limit is exceeded.   You should not run into this problem unless your master catalog contains references to an excessive amount (over 200) of component catalogs.

For now, work with the individual backup catalogs for each backup set rather than the master catalog. Then, make a Full backup to clear the master catalog.

To avoid this problem in the future, make Full backups more frequently.   Each Full backup clears the master catalog.

Unable to Create Catalog

Unable to create the catalog file c:\windows\test.cat.

Comments:

Backup was not able to create the master catalog file after the backup.   Usually this condition is indicative of insufficient space, a full root directory, a locked file, or a lack of the network rights needed to create a file.

Cannot Load Master Catalog

Cannot load the master catalog file c:\windows\test.cat.

Comments:

A component file of the master catalog was missing.   You were asked if the master catalog could be loaded without the missing component catalog.   Since you responded negatively, the master catalog could not be loaded.

Missing Component Catalog of Master Catalog

The catalog file cc10110.ful, a part of default.cat, is missing. Do you want to continue to load default.cat without cc10110.ful?

Comments:

A <u>master catalog</u> contains references to component catalogs. A component file of your master catalog is missing. The master catalog can still be loaded without this component file. The message prompts you to indicate whether you want to continue without the missing component catalog.

Defined Catalog Path Does Not Exist

The catalog file path c:\windows\anything does not exist.   Catalog files cannot be loaded from this path.

Comments:

When the catalog button is chosen in the Restore and Compare windows, the catalog file path is checked to make sure that it exists.   If it does not exist, this message is displayed   The catalog dialog box will not open up if the currently specified catalog path does not exist.   Go to the Configure window and change the catalog file path.

Unable to Open Master Catalog

The master catalog file c:\windows\default.cat could not be opened for updating.

Comments:

After a backup is complete, the <u>master catalog</u> for the active setup file is updated.

This message is displayed when the master catalog could not be opened.   The problem has several potential causes.   The file may be set as read-only, it may be on a network and locked, or there may be a hardware problem.

Check to see if any of the above conditions apply.   If the file is locked or read-only, change its attributes before the next backup session.

Auto Configure Message

The Backup has not been configured.   Do you want to automatically configure it now?

Comments:

This message will appear the first time that Backup is run.   If you choose to continue, the floppy drive types will be determined and several configuration tests will be initiated.   You must configure Backup before performing your first backup.

Compatibility Test Failed

The compatibility test failed on this system.   Reliable backups cannot be guaranteed until the compatibility test is completed successfully.

Comments:

Successful completion of the compatibility test is essential to ensure that reliable backups and restores can be made on your system with the current configuration.   This message will be displayed every time you use Backup until you successfully complete the compatibility test.

To start the compatibility test, choose the Configure button from the top row of buttons, and then choose the button from the Configure window.

If the compatibility test fails on your computer, follow these steps:

1   Try closing all other Windows applications and running Backup alone.

2   If the test still does not pass, try removing all TSRs.   If the compatibility test then passes, you can load one TSR at a time and keep running the test, until you find the TSR that causes the conflict. You will have to run Backup without that particular TSR loaded.

   Backup has been tested with many popular TSRs, including memory managers and disk caches.   If you find that a particular TSR program causes a conflict, please contact Technical Support.

3   If you try all of these steps and the compatibility test will not pass on your computer, contact Technical Support.

Note:	You should rerun the compatibility test any time you change or add hardware (memory board, hard disk) or memory-resident software (disk cache, memory manager, shell) to your system.

Compatibility Test Not Done

The compatibility test has not been performed on this system.   Reliable backups cannot be guaranteed until the compatibility test has been completed successfully.

Comments:

Successful completion of the compatibility test is essential to ensure that reliable backups and restores can be made on your system with the current configuration.

To start the compatibility test, choose the Configure button from the top row of buttons, and then choose the Compatibility Test button from the Configure window.   During the test, a small backup and compare will be performed to check that Backup is functioning properly on your system.

This message will be displayed each time Backup is run, until the compatibility test has been completed successfully,

Remove Disks From Drive

Remove all diskettes from drives to perform the disk change test.

Comments:

The disk change test determines whether Backup can use the fastest and most reliable method for detecting when the diskette has been changed in the drive.   It is a simple test that takes only a few seconds.

The drives must be empty before the disk change test can be performed.   Make sure that the drives are empty, then continue.

Error Deleting File

An error occurred while deleting the file c:\apps\example.xyz

Comments:

For some reason, the file which you selected to delete could not be deleted.   Check to make sure that the file is not read only.   If it is a file on a network, you may not be able to delete it, because you do not have the necessary network rights to do so.

Include/Exclude List Full

The include/exclude list is full.   No more items can be added.

Comments:

There is a limit of 50 statements in the include/exclude list.   You have attempted to exceed this limit.
Review the list to see if any items are no longer needed and can be deleted.   Then add the new item.

Backup Already Running

The Backup is already running.

Comments:

The message is displayed if a copy of Backup is already running.   It is not possible to run multiple copies of the program.

Too Many Directories

There are too many directories on drive C.

Comments:

There is a limit of 2047 directories per drive that can be logged by Backup.   The drive you are logging exceeds this limit.   You will only be able to select and back up from the directories that were logged before the message was displayed.

Too Many Files

There are too many files in the current directory.   Not all of the files will be available for backup.

Comments:

There is a limit of 1638 files per directory that can be logged by Backup.   The drive you are logging exceeds this limit.   You will only be able to select from and back up the files that were logged before the message was displayed.

Cannot Create Setup File

Cannot create the setup file c:\windows\gumbs.set.

Comments:

An error occurred when creating the setup file.   Your hard disk may be full or the path you specified may not exist.   If you are on a network, you may not have the network rights needed to create the file.   If you are saving your setup file in the root directory, you may have exceeded the file limit.   There is a limit to the number of files that the root directory can contain.

Error Reading Setup File

Error reading the setup file c:\windows\gumbs.set.

Comments:

Backup was unable to open the setup file.   There may be a problem with your disk; for example, the file allocation table may be corrupted.   If you are loading from a floppy disk, the disk may have been pulled out while the setup file was being read.

Error Writing Setup File

Error writing setup file c:\windows\gumbs.set.

Comments:

An error occurred while the setup file was being written.   Most likely, your hard disk filled up and the file write could not be completed.   A hardware problem could also have caused this error.

Not a Setup File

The   file is not a setup file c:\windows\nosetup.set .

Comments:

When Backup loads a setup file it looks on the first line and checks to see that it says "SETUP FILE."   If that statement is not found, the error message above will be displayed.   Either you have tried to load a file that is not really a setup file, or you must have edited a valid setup file and altered its first line.

Overwrite File Message

Overwrite existing EXCEL.SET?

Comments:

The file name to which you are trying to save the current setup file already exists.   You can choose to overwrite the existing file or give an alternate name to the current setup file.

Backup Canceled

Backup canceled.

Comments:

The backup was canceled before its completion.

Rebuild Canceled

Rebuild canceled.

Comments:

The rebuild was canceled before its completion.

Retrieve Canceled

Retrieve canceled.

Comments:

The retrieve was canceled before its completion.

Restore Canceled

Restore canceled.

Comments:

The restore was canceled before its completion.

Compare Canceled

Compare canceled.

Comments:

The compare was canceled before its completion.

Compatibility Test Canceled

The Compatibility test was canceled during the backup phase.   Reliable backups cannot be guaranteed until the compatibility test is completed.

Comments:

The compatibility test was canceled during its first phase: backup.   Successful completion of the compatibility test is essential to ensure that reliable backups and restores can be made on your system with the current configuration.   You should retry and complete the compatibility test before you make any backups.

Backup Portion Of Compatibility Test Complete

The backup phase of the compatibility test is complete.   Please insert diskette #1 of the backup set compat.ful into drive A for compare phase.

Comments:

The first phase of the compatibility test has been completed successfully.   Click OK to continue with the second phase of the test.   You should complete the compatibility test before you make any backups.

Invalid Diskette Message

You have inserted a 720 K diskette.   The backup settings require a 1.44 MB diskette.   Please replace the diskette.

Comments:

You have inserted a different diskette type than the one which was specified for the backup session in the <u>Backup To</u> setting.   Remove the diskette and insert one that is the correct type.

Unusable Diskette Message

The diskette in drive B could not be read or formatted.   Please insert a replacement for diskette #3 in drive B.

Comments:

The diskette that was inserted for the backup is most likely defective.   Remove the diskette and insert another diskette to continue.

Insert Next Diskette

Insert diskette #3 of the backup set cc10527a.ful into drive A.

Comments:

Normally, the prompt for the next diskette will appear in the drive progress bar. After about 15 seconds, if the diskette still hasn't been replaced, the above message will appear to prompt you for the next backup diskette.

Disk In Current Set

Diskette #4 of the current backup set is in drive A.   Please insert the next diskette into drive A.

Comments:

You were prompted to insert another diskette for the backup.   The diskette you inserted, however, has already been used in the current backup set.   You must remove it and insert another.

Insufficient Diskette Space

Insufficient space on the current volume to create a component file.   Insert another volume into drive A.

Comments:

When you back up to a removable MS-DOS device, such as a floppy disk or Bernoulli cartridge, Backup needs a certain minimum amount of free space to create a backup component file.   When the MS-DOS volume is full, this message appears to prompt you to insert another volume (diskette) into the drive.

Insufficient Hard Disk Space

Insufficient disk space to complete backup on drive C.

Comments:

If you back up toan MS-DOS path on a hard disk and the hard disk fills up, the backup cannot be completed.   The above message appears to inform you that the backup will have to be terminated.

Component Creation Error

Error creating component file on drive A.   Please replace the volume in drive A.

Comments:

This message may appear if you are backing up toan MS-DOS path which is not available.   The specified drive may contain no volume (diskette) or the volume may be unformatted.   Make sure that the volume is properly inserted and that it is formatted.   Then retry.

Note:	If you back up to a diskette as an MS-DOS path, that diskette must be formatted prior to the backup, even if the backup option Always Format Diskettes is selected. The Always Format Diskettes option is not applied when you are performing backups toan MS-DOS path.

Unable to Delete Component File

Unable to delete zero length component file.

Comments:

A write error occurred when creating a component file, but the bad file could not be deleted because it had zero length.   If you see this message contact technical support.

Insert Next Volume

Insert the next volume into drive B.

Comments:

You have been prompted to insert the next volume into the drive to continue the backup.   You are prompted for "volumes" rather than diskettes because you have chosen to back up toan MS-DOS path.

Write Protected Diskette

The diskette in drive B is write protected.   Remove the write protection or insert a new diskette to continue.

Comments:

The diskette you inserted is write protected.   Remove the diskette from the drive and make sure it is a diskette you want to use for backup.   If so, you must remove the write protection before you reinsert it in the drive.   If not, insert another diskette to continue the backup.

Volume Write Protected

The volume in drive D is write protected.   Remove the write protection or insert a new volume to continue.

Comments:

The volume you inserted is write protected.   Remove the volume from the drive and make sure you want to use it for backup.   If so, you must remove the write protection before you reinsert it in the drive.   If not, insert another volume to continue the backup.

Diskette Unusable

A write error occurred on drive A.   This diskette is defective.   Please replace the diskette to continue.

Comments:

You have inserted a bad diskette into the drive.   The backup data could not be written to the disk.   You must insert another diskette to continue the backup.

Volume Defective

A write error occurred on drive B.   This volume is defective.   Please replace the volume to continue.

Comments:

You are configured to back up toan MS-DOS path.   The MS-DOS volume in the drive is defective.   The backup data could not be written correctly.   You must insert another volume in the drive to continue.

Write Error

A write error occurred on drive C. Unable to continue the backup.

Comments:

You are backing up to a hard disk. A problem was encountered when writing to the drive. Reliable backups cannot be made under such conditions and the backup must be canceled.

Unable to Open File

Unable to open the file example.xyz.

Comments:

One of the files that was selected for backup could not be opened.   It will be skipped for this backup.

The file may be locked or it may no longer exist.   The file could have been deleted after the drive was logged for backup file selection.   Another possible cause of the problem is that the file is on the network and you do not have the rights needed to open it.

Undefined Media Type

Media type not defined.

Comments:

This is an internal error.   If you see this message, contact technical support.

Drive Not Responding

Drive A is not responding.   Please make sure diskette #3 of the backup set CC10517A.FUL is in drive A.

Comments:

Make sure that the diskette is properly inserted and the drive door is closed.

Diskette Removed Prematurely

Diskette #3 of the backup set cc10517a.ful was removed before all data could be written.   Please reinsert diskette #3 into drive A.

Comments:

Do not remove a backup diskette from a drive until the prompt to insert the next diskette appears.   You should not anticipate the prompt by relying on the progress bar.   The backup will have to reset to the beginning of the diskette when you reinsert it to ensure that all the data is written correctly.

Cannot Access File

Cannot access the file c:\apps\physics\example.xyz.

Comments:

A file that was selected for backup can no longer be accessed.   The file may have been deleted from the hard disk while it was being backed up.   The backup must be canceled at this time because the entire file cannot be backed up, and this violates the integrity of the backup set.

Cannot Allocate Compression

Cannot allocate compression buffers.   Do you want to disable compression and continue the backup?

Comments:

Not enough memory is available for Backup to compress the files as they are backed up.   You can choose Yes to continue without compression, but the backup data will require more disks or space, and the backup may take longer.   If you want to use compression, choose No to cancel the backup, then close some other applications to free more memory before trying again.

Error Creating Component File

Error creating component file on drive C.

Comments:

You are backing up to a hard disk, but an error was encountered in creating a backup component file on the drive.   The backup must be canceled.   Free some of the disk space and try again.

Unable to Create Catalog File

Unable to create the catalog file cc10517a.ful.   To restore this backup set, you must first rebuild the catalog file.

Comments:

Backup was unable to create the catalog for the backup set, probably because of insufficient space on the hard disk.   Restore makes use of   the backup catalog, so it will be necessary for you to rebuild the catalog file before you can restore this backup set.

Insufficient Space for Catalog

Insufficient space to create the catalog file cc10517a.ful.   To restore this backup set, you must first rebuild the catalog file.

Comments:

Backup was unable to create the catalog for the backup set. You can still restore and compare from this backup set, but first you will have to <u>rebuild</u> the catalog file from the backup set.

No Printer Available

There is no printer available.   Run the Windows control panel to set up a printer.

Comments:

No printer is available for Windows to use.   Run the Windows control panel and install a printer driver. Also make sure that the installed printer is active.

Print File Open Error

The print file c:\windows\drive.txt could not be opened.

Comments:

The file list could not be printed to the specified text file, because it could not be opened.   This message usually indicates that an invalid file name was specified or that the disk is full.   If you are on a network, it is possible that the file could not be opened because you do not have the network rights to create the file.

Control Panel Printer Message

The printer settings for your printer can be selected in the Windows control panel.

Comments:

You have attempted to configure your printer settings.   Normally, Backup produces a printer configure dialog box by linking into a part of the printer driver.   Some older printer drivers, however, do not support the features necessary to let other applications link to their configuration.   The current printer driver is of such a type.   You will have to use the Windows control panel to change your printer configuration.

Rebuild Complete

Rebuild is complete.

Comment:

The backup catalog rebuild has been completed.

Rebuild Bad Disk Error

The directory area of this component has unrecoverable errors making it unreadable.   This component file cannot be used for rebuilding.

Comments:

The backup component cannot be used for rebuilding because the directory area is corrupt.   This problem can occur on all types of media including diskettes and hard drives.   You will not be able to restore the data contained in this backup component.

Skip First Component in Rebuild

Rebuild is unable to find component file #1 of the backup set CC10517A.FUL.   The first component file found was #3.   Do you want to begin rebuilding with this component file?

Comments:

You backed up toan MS-DOS path, and the backup data was stored in component files.   Backup is unable to find the first of these component files.   It is possible to begin to <u>rebuild</u> a catalog with a component file other than the first.   However, it will not be possible to restore any data from the skipped components.   For example if you begin the rebuild with component #3, then you will not be able to restore from #1 or #2.

If Rebuilding From Removable Media:
If you are using removable MS-DOS media, you have the option of responding to the prompt with No. You will then have a chance to replace the current physical volume with one that may contain the first component file.

If Rebuilding From a Fixed Disk:
If you are rebuilding from a hard disk, your only options are either to Cancel the rebuild or to proceed with the found component file.

Insert First Disk for Rebuild

Insert the first volume to use in rebuilding the catalog.

Comments:

Rebuild creates a backup catalog from your incomplete backup set.   To start the rebuild you must insert the first available volume of the backup set.

Rebuild Skip Next Disk Message

You have inserted component file #5.   The previous component file was #3.   The rebuilt catalog will be incomplete because of missing component files.   Do you want to continue the rebuild with this component file?

Comments:

It is possible to <u>rebuild</u> a catalog from a non-contiguous set of backup components.   However, you will only be able to restore from those components you used in the rebuild.   The components used in rebuilding must be read in sequential order.   In the example above, the backup set is missing component file #4.   Thus, if you elect to skip component #4, for example, you will not be able to insert it at a later time in the rebuild.

If Rebuilding From Removable:
If you are using removable MS-DOS media, you have the option of responding No to the prompt.   You will then have a chance to replace the current physical volume with one that may contain the interim component file(s).

If Rebuilding From Fixed Disk:
If you are rebuilding from a hard disk, your only options are either to Cancel the rebuild or to proceed using the found component files.

Insert Next Disk for Rebuild

Are there any more volumes in the backup set CC10517A.FUL to rebuild from?   If so, insert the next volume into drive B.

Comments:

Check to make sure that you have rebuilt from all existing volumes of your backup set.   If one or more volumes remain, insert the next volume of the set for the rebuild.

No Component Files Message

The volume you have inserted contains no component files.

Comments:

Backup could not find any backup <u>component files</u> to use for the rebuild.   Make sure you have inserted a backup diskette.   If you are rebuilding froman MS-DOS path, check the defined path.

Skip Last Disk in Rebuild

Unable to find the last component file of the backup set CC10517A.FUL.   The last component file found was #8.   Do you want to continue the rebuild?

Comments:

You are rebuilding from a hard disk.   The last backup component file could not be found.   You can continue and finish the rebuild without this component, or you can cancel the rebuild.

Rebuild MS-DOS Diskette Message

An MS-DOS diskette was inserted.   Catalog rebuilding requires Backup diskettes.   Please insert the proper diskette into drive B.

Comments:

Remove the MS-DOS diskette and insert the next diskette from the backup set you are rebuilding.

Rebuild Wrong Backup Set Message

Diskette #3 of backup set cc10517a.ful was inserted.   The catalog for backup set cc10413b.ful is currently being rebuilt.   Please insert the proper diskette into drive B.

Comments:

You have inserted a diskette from a different backup set than the one for which the catalog is being rebuilt.

Start Rebuild With Current Diskette

You have inserted diskette #3 from backup set cc10517a.ful. Is this the diskette you want to start rebuilding with?

Comments:

You have not inserted the first diskette of the backup set. If you begin to <u>rebuild</u> the catalog with this diskette, data on earlier diskettes will not be included in your rebuilt catalog and cannot be restored using it.

You have three options:

Yes: Start the catalog with this diskette and continue with the rebuild.

No: To rebuild the complete catalog, insert the first diskette of the backup set at this time and select NO.

Cancel: Cancel the current rebuild.

More Diskettes for Rebuild

Are there any more diskettes in the backup set cc10517a.ful to rebuild from?   If so, place the next diskette into drive A.

Comments:

You will only be able to restore from the diskettes you used to rebuild the catalog.   Check to see if there are any remaining backup diskettes to rebuild from and insert the next diskette before selecting **Yes**.

Disk Sequence Error in Rebuild

Diskette #3 was inserted.   The previous diskette was #5.   Diskettes must be read in sequential order. Please remove and insert the next diskette.

Comments:

Though it is possible to skip diskettes when rebuilding, they must always be read in sequential order. For example, it is possible to rebuild from diskette #3, followed by #5, followed by #8.   It is not possible, to rebuild from diskette #5, followed by #3, followed by #8.

If you accidentally skipped a diskette, you may want to cancel the rebuild and start again.

Skip Disk for Rebuild

Diskette #5 was inserted.   The previous diskette was #3.   Missing diskettes can be skipped.   Is it OK to use this diskette next?

Comments:

It is possible to skip diskettes when rebuilding, as in the example above.   But, any data contained on the diskettes that were skipped cannot be restored.   In addition, the files which span into or from the missing diskettes will not be available for restore.

Rebuild Proprietary Disk Error

The diskette you are trying to rebuild from in drive B was created with a proprietary format.   This diskette cannot be read as an MS-DOS path.

Comment:

The backup from which you are trying to rebuild a catalog was created using a proprietary format.   This is a high speed format and cannot be read as an MS-DOS path.   You must change the Restore From or Compare From setting to the appropriate drive letter (A: or B:) and type (not MS-DOS path).

No Files Found in Rebuild

Rebuild was unable to find any complete data files due to bad or missing diskettes.

Comments:

Files can span backup diskettes.   Therefore, if diskettes are missing, it is possible that the remaining backup diskettes contain no complete files.   In that case, no files can be restored.

No Files Found in Rebuild

Rebuild was unable to find any complete data files due to bad or missing component files.

Comments:

Files can span individual backup <u>component files.</u>   Therefore, if components are missing, it is possible that the remaining component files contain no complete files.   In that case, no files can be restored.

Dual Drive Rebuild

Dual drive rebuild not supported.

Comments:

This is an internal error.   If you see this message, contact technical support.

Insert First Diskette for Rebuild

Insert the first diskette to rebuild from into drive A.

Comments:

Rebuild creates a backup catalog from your incomplete backup set.   Insert the first available diskette of the backup set to begin the rebuild.

Insert Next Diskette for Rebuild

Are there any more diskettes in the backup set CC10517A.FUL to rebuild from?   If so, place the next diskette into drive B.

Comments:

You will only be able to restore from the diskettes you used to rebuild the catalog.   Check to see if there are any remaining backup diskettes to rebuild from.

Rebuilding Compatibility Test Diskette

You have inserted a compatibility test diskette into drive B.   You cannot rebuild a catalog from a compatibility test set.

Comment:

The set from which you are trying to rebuild is a special test set created during the compatibility test to ensure that reliable backups could be made on your system.   Do not rebuild from this set.   It does not contain any useful data.

Rebuild Small File Message

Unable to rebuild component file in drive B.   Component file must be rebuilt usingan MS-DOS Path.

Comments:

This backup set was written withan MS-DOS path as the Backup To device.   The individual backup <u>component files</u> are smaller than the physical media upon which they are stored.   These components cannot be read using the high speed drive settings.   You must change the Compare From or Restore From settings to MS-DOS path.   Then, retry the rebuild.

Rebuild Wrong Version Error

The backup set you are attempting to rebuild was created with Backup x.y.   This backup set cannot be rebuilt with Backup 2.0

Comments:

Your current version of Backup does not recognize the format of the backup diskette you have inserted. It was created with a later version of Backup.   Use the newer version of Backup to rebuild the catalog.

Error Creating Catalog for Rebuild

Unable to create the catalog file helpmsg.set

Comments:

Backup was unable to create the rebuilt backup catalog file.   Rebuild must be canceled.   There might be a problem with the destination path.   For example, the directory may be full.

Insufficient Space to Rebuild Catalog

Insufficient space to create the catalog file helpmsg.set.

Comments:

The rebuilt backup catalog could not be written to the hard disk because of insufficient space.   Rebuild will be canceled.   Clear some disk space and retry the rebuild.

Overwrite Existing Catalog when Rebuilding

The catalog file CC10517A.FUL already exists.   Do you want to overwrite it?

Comments:

A copy of the catalog that you have rebuilt already exists on the hard disk.   Do you want to overwrite the existing copy with the one you rebuilt?

This situation is normal when <u>rebuilding</u> a backup catalog.   Usually, catalog rebuilds are performed because the backup set has missing or bad components.   In that case, the original backup catalog is often still on the hard disk.   Since the rebuilt catalog reflects the current status of the backup set, it should replace the existing catalog.

Unreadable Diskette for Rebuild

The diskette in drive B could not be read.   Please insert the next diskette to rebuild from into drive B.

Comments:

Make sure that you inserted the proper backup diskette.   If not, insert it now, to continue the rebuild.

If you did insert a backup diskette, this message indicates that it is damaged and cannot be restored from.   You must continue the rebuild with the next diskette from the backup set.

Unreadable Volume for Rebuild

Volume #3 of the backup set cc10517a.ful is corrupt. This volume will be skipped.

Comments:

You are rebuilding froman MS-DOS path.   This message indicates that one of the <u>component files</u> of the backup set is corrupt and cannot be restored from.   It will be skipped for the catalog rebuild.

Insert Last Diskette for Retrieve

Insert the last diskette of the backup set into drive B.

Comments:

You have asked to retrieve the catalog for a backup set.   A complete copy of this catalog is found on the last diskette of the backup set.   Insert the last diskette of the set into the drive to begin the catalog retrieval.   Remember that you should <u>rebuild</u> the catalog instead of <u>retrieving</u> it if your backup set is incomplete.

Last Diskette Not in Drive

You have inserted diskette #4 of backup set CC01517A.FUL.   Please insert the last diskette.

Comments:

Retrieve looks for the copy of the backup catalog that is contained on the last diskette of the backup set. The disk you inserted was not the last diskette of the set.   Replace the current diskette with the last diskette of the set to continue with the retrieval.

Not a Backup Diskette

An MS-DOS diskette was inserted.   Catalog retrieve requires Backup diskettes.   Please insert the proper diskette into drive B.

Comments:

Retrieve looks for the copy of the backup catalog that is contained on the last diskette of the backup set. You insertedan MS-DOS diskette instead of   the last backup diskette.   Replace the current diskette with the last diskette of the set to start the retrieval.

Insert Diskette #X to Start Retrieve

The catalog for backup set CC10517A.FUL begins on diskette #3.   Please insert this diskette to start the retrieve.

Comments:

Although a complete copy of the backup catalog is often contained on the last diskette of the backup set, it may sometimes span more than one diskette.   The catalog for your current backup set begins on another diskette.   Please insert the requested diskette to start the catalog retrieval.

Error Writing Retrieved Catalog

An error occurred while writing the retrieved catalog file.

Comments:

Backup was unable to create the retrieved backup catalog file.   Retrieve will be canceled.   There might be a problem with the destination path.   For example, the directory may be full.

Disk Full - Unable to Write Catalog

Unable to write the catalog file.   Hard disk is full.

Comments:

The retrieved backup catalog could not be written to the hard disk because there is insufficient space. Retrieve will be canceled.   Clear some disk space and try the retrieve again.

Retrieve Cylinder Error Message

Uncorrectable errors were encountered while retrieving the catalog file.

Comments:

The last backup component which contains the copy of the backup catalog is corrupt.   The catalog cannot be retrieved because it is inaccessible.   You must rebuild a catalog from the rest of the backup set.

Insert Next Diskette for Retrieve

Please insert diskette #10 of backup set CC10517A.FUL into drive A.

Comments:

The catalog you are retrieving spans more than one diskette.   Insert the requested diskette to continue the catalog retrieval.

Proprietary Format as MS-DOS Path

The diskette you are trying to retrieve from in drive B was created with a proprietary format.   This diskette cannot be read as an MS-DOS path.

Comments:

The backup from which you are trying to retrieve a catalog was created using a proprietary format.   This is a high speed format and cannot be read as an MS-DOS path.   You must change the Restore From or Compare From setting to the appropriate drive type (not MS-DOS path).

Last Component Not Found

Unable to locate the last component file in the backup set   cc10517a.ful.   Use rebuild to reconstruct a catalog of the existing component files.

Comments:

Retrieve looks for the copy of the backup catalog that is contained in the last component file of the backup set.   The last component file in your backup set is missing.   You will have to rebuild a catalog from the remaining backup component files.

Next Component Not Found

Unable to locate the component file #8 of the backup set cc10517a.ful.   Use rebuild to reconstruct a catalog of the existing component files.

Comments:

Though a complete copy of the backup catalog is often contained in the last component file, it may sometimes span more than one diskette.   The catalog for your current backup set begins on a component file which is missing.   Retrieve will be canceled, and you will have to rebuild a catalog from the remaining backup component files.

Unable to Open Catalog for Retrieve

Unable to create the retrieved catalog file: CC20528A.FUL.

Comments:

Backup was unable to create the catalog file in your catalog path.   Check the catalog path that you have defined in the Configure window, and make sure your hard disk is not full.

Note:	If you specify a directory on a network drive as your catalog path, you must have write access rights to that directory.

Unable to Locate Component File

Unable to locate the component file cc10517a.003. Use rebuild to reconstruct a catalog of the existing component files.

Comments:

You backed up to a hard drive as an MS-DOS path. Though a complete copy of the backup catalog is often contained in the last component file, it may sometimes span more than one diskette. The catalog for your current backup set begins in a component file that is missing. Retrieve will be canceled, and you will have to rebuild a catalog from the remaining backup component files.

Overwrite Existing Catalog when Retrieving

The catalog file CC10517A.FUL already exists.   Do you want to overwrite it?

Comments:

A copy of the catalog that you retrieved already exists on the hard disk.   Do you want to overwrite the existing copy with the one you retrieved?

Normally you only retrieve catalogs if the catalog cannot be found on the hard disk.

In this case, however, the catalog already exists on the hard disk.   If you retrieved the catalog because the copy on the hard disk is damaged or because it belongs to another backup set with the same name, then you should proceed to overwrite the existing copy.   Otherwise, the copy on the hard disk should match the copy you are retrieving, so there is no point in overwriting the existing copy.

Attempting to Retrieve from Compatibility Test Diskette

You have inserted a compatibility test diskette into drive B.   You cannot retrieve a catalog from a compatibility test set.

Comments:

You are trying to retrieve a catalog from a special test set that was created during the compatibility test to ensure that reliable backups could be made on your system.   Do not rebuild from this set.   It does not contain any useful data.

Retrieve Using MS-DOS Path

Unable to retrieve component file in drive B.   Component file must be retrieved usingan MS-DOS Path.

Comments:

You backed up to your set as an MS-DOS path.   The individual backup component files are smaller than the physical media upon which they are stored.   These components cannot be read using the high speed drive settings.   You must change the Compare From or Restore From setting to MS-DOS path.   Then, try the retrieve again.

Retrieve Wrong Version

The backup set you are attempting to retrieve from was created with Backup x.y.   This backup set cannot be retrieved with Backup s.t.

Comments:

Your current version of Backup does not recognize the format of the backup diskette you have inserted. It was created with a later version of Backup.   Use the newer version of Backup to retrieve the catalog.

No Catalog in Backup Set

The backup set CC10517A.FUL does not contain a catalog.   Use rebuild to reconstruct the catalog.

Comments:

Normally, a copy of the backup catalog is placed in the last component file of the backup set.   It is this copy which is used for retrieval.   For some reason, your backup set does not contain this copy of the backup catalog, so you will not be able to retrieve it.   Try rebuilding a catalog from the backup set instead.

Unable to Open File for Compare

Unable to open the file example.xyz. This file cannot be compared.

Comments:

One of the files that was backed up is no longer accessible on the hard drive, so it cannot be compared with the copy on the backup set.   The file is most likely missing.

OK   Skip this file.
Cancel Stop the compare.

Unable to Create File for Restore

Unable to create the file example.xyz.

Comments:

Backup could not create the file you are restoring on the destination device.   Free some disk space on the destination device and retry.

You have three options:

Skip   Skips this file and goes on to restore the next.
Retry   Tries again to restore the file.
Cancel   Cancels the restore.

Error Writing File for Restore

An error occurred while restoring the file example.xyz.   Do you want to keep the original unchanged file?

Comments:

When Backup restores a file, it first writes it to a temporary file ~WINBACK.TMP and then renames it to the appropriate file name.   An error occurred while restoring a file to the destination device.   A file by the same name already exists on the destination drive. Indicate how you want Backup to handle the temporary file:

Yes   Keeps the existing file on the destination device, and deletes the temporary file.

No   Overwrites the existing file with the restored file by renaming the temporary file.   Remember, however, that there are errors in this file.

Cancel   Stops the restore but does not delete the temporary file.   You can view the contents of the file ~WINBACK.TMP, and the original file will remain on the disk.

Unable to Create Directory for Restore

Directory C:\PHYSICS\APPS not created.   The files for this directory will not be restored.

Comments:

Usually if a directory is needed during the restore, one is created.   In this case, the directory was not created for one of the following reasons: you may have answered "No" to the prompt for creating the directory, you may be on a network and not have the rights to create the directory, or you may be out of space on the destination drive.

Since the directory was not created, its files cannot be restored.

Cannot Compare Proprietary Format As MS-DOS Path

The diskette you are trying to compare in drive B was created with the Norton Backup proprietary format. This diskette cannot be read as an MS-DOS path.

Comments:

The backup set you are trying to compare was created with the Norton Backup proprietary format.   This is a high speed format and cannot be read as an MS-DOS path.   You must change the Compare From setting to the appropriate drive type (not MS-DOS path).

Cannot Restore Proprietary Format As MS-DOS Path

The diskette you are trying to restore from in drive B was created with the Norton Backup proprietary format.   This diskette cannot be read as an MS-DOS path.

Comments:

The backup set you are trying to restore was created with the Norton Backup proprietary format.   This is a high speed format and cannot be read as an MS-DOS path.   You must change the Restore From setting to the appropriate drive type (not MS-DOS path).

Not A Backup Diskette

An MS-DOS disk was inserted in drive B.   Please insert disk #3 of backup set CC10517A.FUL into drive B.

Comments:

You inserted a regular MS-DOS diskette when you were prompted for a specific diskette from the backup set.   Insert the proper diskette to continue the restore.

Restore - Wrong Version Error

The backup set you are attempting to restore was created with Backup x.y.   This backup set cannot be restored with Backup s.t.

Comments:

Your current version of Backup does not recognize the format of the backup set you are trying to restore. It was created with a later version of Backup.   Use the newer version of Backup to restore the files.

Read Error

The diskette in drive A could not be read.   Please insert diskette #3 of the backup set CC10517A.FUL into drive A.

Comments:

The diskette that you inserted for restore or compare could not be read.   If you accidentally inserted the wrong diskette, please insert the correct backup diskette now.   If you inserted the correct backup diskette, this message indicates that the diskette is defective and cannot be used for restore or compare. In that case, you must rebuild a catalog from the remaining diskettes in the backup set.

Unreadable Media in Drive

The volume in drive E could not be read.   Component file CC10517A.004 of the backup set CC10517A.FUL is unusable.   Use rebuild to create a new catalog for the backup set.

Comments:

An MS-DOS volume that could not be read was inserted into the drive.   A component file is unusable for restore.   You will have to rebuild a new backup catalog from the remaining components in the backup set before you can restart the restore or compare.

Unable to Open Component File

Unable to open component file C:\WINDOWS\DEFAULT\CC10517A.FUL\CC10517A.003

Comments:

Backup could not open one of the component files of your backup set.   The component file is most likely missing from the hard disk.   You will have to rebuild a new backup catalog from the remaining components before you can continue to restore or compare.

Error Restoring File

The file example.xyz could not be restored properly.   Do you want to skip this file?

Comments:

When Backup restores a file, it first writes it to a temporary file ~WINBACK.TMP and then renames it to the appropriate file name.   An error occurred while restoring the file to the destination device.   Indicate how you want Backup to handle the temporary file:

Yes   Deletes the temporary file.

No   Renames the temporary file to its real file name.   Remember, however, that there are errors in the file.

Cancel   Cancels the restore but does not delete the temporary file.   You can view the contents of the file ~WINBACK.TMP.

Error Comparing File

Errors encountered while comparing the file example.xyz.   This file may not restore properly.

Comments:

Errors were encountered during the compare.   They suggest that the backup set is corrupt and that the file may not restore properly.   It is suggested that you redo the backup with the Data Verification backup option enabled.

Destination Disk Full

Destination disk is full.   Unable to finish writing the file example.xyz.   Free space on destination device before retrying.

Comment:

The destination disk is full, so the restore will be canceled.

Free some disk space before retrying.   While scanning your destination disk, you may come across the temporary file ~WINBACK.TMP.   This file was left on the disk when the restore was canceled.   It contains the part of the restored file that did fit on the destination device.   You can delete this temporary file before restarting the restore.

Restore Directory Area Error

The directory area of this component file has unrecoverable errors making it unreadable.   The restore will be canceled.

Comments:

Your backup was performed toan MS-DOS path.   The backup set consists of individual components files. The current component file is corrupt and cannot be used for restore.   Restore cannot continue and will be canceled.   You must rebuild another backup catalog from the remaining component files of this set. If the current component is on a removable media, just remove it from the set before the rebuild.   If the backup set is on a hard disk, however, you must delete the bad component before you start the rebuild.

Insert Disk for Restore or Compare

Insert diskette #4 of the backup set CC10517A.FUL into drive B.

Comments:

Normally, the prompt for the next diskette will appear in the drive progress bar.   If after about 15 seconds, the diskette still hasn't been replaced, the above message will appear to prompt you for the next backup diskette to use for the restore or compare.

Disk Removed Prematurely

Diskette #4 of the backup set CC10517A.FUL was removed before all data could be read.   Please reinsert diskette #4 into drive A.

Comments:

Do not remove a diskette from a drive until the prompt to insert the next diskette appears.   You should not anticipate the prompt by relying on the progress bar.   It is important that you reinsert the correct diskette into the drive.   If you insert another diskette, Backup will attempt to continue restoring or comparing from the wrong diskette, resulting in errors.

Directory Not Found for Compare

Directory c:\excel\physics does not exist.   The files for this directory will not be compared.

Comments:

Backup is unable to find the directory named in the error message, so the files for that directory cannot be compared.   You have specified to Compare To either Original Locations, Alternate Drives, or Single Directory.

OK   Continue with the next directory.
Cancel   Stop the compare.

Path Not Found for Compare

Directory c:\excel\physics does not exit.   The files for this directory cannot be compared using the specified path.   Do you want to try another path?

Comments:

You have chosen to Compare To Alternate Directories.   Backup cannot find the directory you specified. You must specify another path to compare the files.

You have the following options:

Yes   Lets you enter another path.
No   Skips the files in this directory and continues the compare for the next directory.
Cancel   Quits the compare.

Error While Restoring File

An error occurred while verifying the restored file example.xyz. The file will not be restored properly. Do you want to delete the file?

Comments:

When the restored file was read back for verification, it did not match the copy on the backup set. This can indicate a problem with the hard disk or a software conflict. If this error occurs repeatedly, contact Technical Support.

During a restore, the restored file is first written to a temporary file ~WINBACK.TMP and then renamed to the appropriate file name.

The problematic file is still a temporary file. Indicate how you want Backup to handle this temporary file:

Yes   Deletes the temporary file.

No   Renames the temporary file to its real file name. Remember, however, that there are problems with the file.

Cancel   Cancels the restore but does not delete the temporary file. You can view the contents of the file ~WINBACK.TMP.

Insert Disk for Restore or Compare

Please insert component file #3 of backup set cc10517a.ful into drive B.

Comment:

The next backup <u>component file</u> is requested for the restore or compare.

Unable to Find Component File

Unable to locate the component file C:\WINDOWS\DEFAULT\CC10517A.FUL\CC10517A.003.

Comments:

You are restoring or comparing froman MS-DOS path, but one of the backup component files is missing. The restore or compare cannot continue and must be canceled.   You will have to rebuild a new backup catalog for the remaining component files of the backup set and then retry.

Wrong Diskette in Drive

Diskette #3 of the backup set cc10517a.ful is in drive A.   Please insert diskette #5 of the backup set cc10517a.ful into drive A.

Comments:

Remove the current diskette and insert the correct one to continue the restore or compare.

Unable To Restore Component File

Unable to restore component file in drive B.   Component file must be restored usingan MS-DOS Path.

Comments:

You backed up to your set as an MS-DOS path.   The individual backup component files are smaller than the physical media upon which they are stored.   These components cannot be read using the high speed drive settings.   You must change the Restore From settings to MS-DOS path.   Then, retry the restore.

Unable to Allocate Restore Resources

Unable to allocate necessary resources.   Restore will cancel.   Please close one or more applications and then try again.

Comments:

Backup needs more memory in order to restore this backup set.   Close any open applications and then restart the restore.

Unable To Locate Component File

Unable to locate component file cc10517a.004 in the root directory of drive B.   Check to make sure the file has not been deleted or renamed.

Comments:

A <u>component file</u> is missing.   There are indications that the file may have been renamed or deleted.   If it has been deleted, it may be recoverable by using a utility.

No Files Restored

No files could be restored.

Comments:

No files could be restored to the Restore To destination.   This probably means that the Prompt Before Overwriting Existing Files option was set in the Restore Options dialog box, and you answered *No* to the prompts.   You may want to check your restore destination and the dates of the existing files.

VDMA Memory Allocation Error

Insufficient DMA buffer memory for internal use.

Comments:

You need to increase the DMA buffer memory available for Backup.

You can check and increase the current buffer size by editing the SYSTEM.INI file (found in your Windows directory):

1   Go to the [386 Enh] section of the file.
2   Find the **DMABuffersize =** statement.
3   Change the statement so that it reads: **DMABuffersize=32**.

VDMA Translation Error

Cannot disable virtual DMA translation.

Comments:

There is a conflict with the virtual DMA driver in its current state.   Reboot and retry.   Call technical support if this does not correct the problem.

VDMA Busy Error

The virtual DMA buffer is in use.

Comments:

Another application is using the virtual DMA buffer.   Close that application and restart Backup.

Reinstall Backup

The Backup is not properly installed on this system.

Comments:

During the installation of Backup, several changes are made to your SYSTEM.INI file.

Currently these changes are not implemented.   You may have reinstalled WINDOWS and thus overwritten the modified SYSTEM.INI file, or, you may have moved your copy of Backup to another system which does not have the modified file.

There are two ways to handle the problem:

1   Reinstall Backup using your distribution diskettes.

2   Make the following changes directly to your SYSTEM.INI file using a text editor such as the WINDOWS Notepad:

[386Enh]
DEVICE=VFINTD.386
DMABUFFERSIZE=32

If you add or modify the statements above in the [386Enh] section of your SYSTEM.INI file, make sure that VFINTD.386 is in the Windows System directory.   These files are automatically copied into the system directory during the installation. If you continue to receive this message when the SYSTEM.INI file is correct and the latest versions of both files are in the Windows System directory, search for and delete copies of the files in other directories.

Insufficient Available Memory

Unable to allocate required memory.   Close one or more applications and press OK.

Comments:

Backup needs more memory.   You can free more memory by closing other applications.   Then, choose OK to continue.   Cancel quits Backup.

Unable to Open Swap File

Unable to open the swap file xxx.

Comments:

Backup creates and uses its own swap file throughout program operation. Now, however, the swap file is not accessible. Most likely, the swap file was deleted while the program was running. The Backup swap file is kept in the same directory as the Windows swap file.

Restart Backup.

Confirm Setup File Deletion

Do you want to delete the setup file: EXCEL.SET?

Comments:

You have chosen to delete a setup file.   This prompts asks you to confirm that decision.

Delete Active Setup File

The setup file EXCEL.SET is currently in use.   It cannot be deleted.

Comments:

You attempted to delete the active setup file.   You can only delete the selected setup file if you first load another setup file, so the selected setup file is no longer active.

Create Setup File

The setup file YALELAB.SET does not exist.   Do you want to create it?

Comments:

The setup file that was specified on the command line when you started Backup does not exist.   Choose Yes to create a new file with the specified name using the default settings.   Choose No to start Backup and open the last setup file it used.

Save Changes to Setup File

Do you want to save the changes to the setup file EXCEL.SET?

Comments:

You have chosen to load another setup file before saving the changes to the current setup file.

Choose Yes to save the changes before loading the next setup file.
Choose No to continue without saving the changes to the setup file.

Invalid Path Format

When you enter an invalid path statement, an error message will appear.   There are several different invalid path messages, and the one which appears will point out the problem with your specified path. For example, if you enter a path statement that contains several periods in a row, a message will appear to inform you that you have multiple dots.

In general, a valid path statement is as follows:

C : \ [path \] File
_____

C   A drive letter from A to Z.
:   Colon is required after the drive letter.
\   First backslash is a minimum requirement.   It specifies the root directory.   Without it, no path
                has been specified, only a drive.
[path \]   The rest of the path, if necessary.   Each directory name must be of the xxxxxxxx.eee or
                xxxxxxxx format.   [Ex: apps\windows.12\document.txt\example\.....\...\ ]

The total length of the path statement can be no more than 63 characters.

Compatibility Test Canceled

Compatibility test canceled during compare phase.   Reliable backups cannot be guaranteed until compatibility test is completed.

Comments:

The compatibility test was canceled during its second phase: compare.   Successful completion of the compatibility test is essential to ensure that reliable backups and restores can be made on your system with the current configuration.   You should retry and complete the compatibility test before you make any backups.

Compare Complete for Compatibility Test

Compare phase of the compatibility test is complete.

Comments:

The compatibility test has been completed successfully.   Backup will be able to reliably back up and restore files on your system using the drive that was tested.

Note:	You should rerun the compatibility test any time you change or add hardware (memory board, hard disk) or memory-resident software (disk cache, memory manager, shell) to your system.

MS-DOS Disk in Drive

An MS-DOS diskette was inserted in drive B.   Please insert diskette #4 of backup set cc10517a.ful in drive B.

Comments:

The diskette you inserted is not a backup diskette.   Remove the current diskette and insert the correct backup diskette to continue the compare.

Unable to Compare Component File

Unable to compare the component file in drive A.   This component file must be compared usingan MS-DOS Path.

Comments:

You backed up to your diskettes as an MS-DOS path.   The individual backup component files are smaller than the physical media upon which they are stored.   These components cannot be read using the high speed drive settings.   You must change the Compare From setting to MS-DOS path.   Then, retry the compare.

Wrong Version for Backup Set

The backup set you are attempting to compare was created with Backup x.y.   This backup set cannot be compared with Backup s.t.

Comments:

Your current version of Backup does not recognize the format of the backup set you are trying to restore. It was created with a later version of Backup.   Use the newer version of Backup to compare the files.

Cancel Compare

Are you sure you want to cancel the compare?

Comments:

You have chosen to cancel the compare.   Please confirm your decision.

Compare Directory Area Error

The directory area of this component file has unrecoverable errors making it unreadable.   The compare will be canceled.

Comments:

Your backup was performed toan MS-DOS path.   The backup set consists of individual components files. The current component file is corrupt and cannot be used for compare.   Compare cannot continue and will be canceled.   You must rebuild another backup catalog from the remaining component files of this set.   If the current component is on a removable media, just remove it from the set before the rebuild.   If the backup set is on a hard disk, however, you must delete the bad component before you start the rebuild.

Unable to Allocate Compare Resources

Unable to allocate necessary resources.   Compare will be canceled.   Please close one or more applications and then try again.

Comments:

Backup needs more memory in order to compare this backup set.   Close any open applications and then restart the compare.

Damaged Diskette

Diskette #3 of the backup set cc10517a.ful in drive B has unrecoverable errors.   This diskette cannot be used for compare.

Comments:

The backup diskette is damaged.   Files cannot be compared from this diskette.   The compare must be canceled.   You will have to rebuild the backup catalog from the remaining diskettes in the backup set before you can restart the compare.

Cancel Backup

Are you sure you want to cancel the backup?

Comments:

You have chosen to cancel the backup.   Please confirm your decision.

Internal Error - Invalid ECB

Internal Error -   Attempted to return invalid ECB.

Comments:

This is a fatal internal error.   Call technical support.

Memory Allocation Error

Memory allocation error occurred while modifying archive flags.   File system archive flags may be inconsistent.   Make sure the backup type is set to FULL for your next backup.

Comments:

If you see this error, contact technical support.

Again, make sure that for your next backup, the backup type is set to Full.

Overwrite Component File

The component file f:\windows\default\cc10517a.ful\cc10517a.003 already exists.   Do you want to overwrite it?

Comments:

A file by the same name as the backup component file already exits.   Check to make sure that you are not overwriting a valid backup set.   If you are a network user and you are backing up to a common area on the network, you are most likely overwriting someone's backup files.   Talk to your network administrator before continuing with the backup.

Cancel Rebuild

Are you sure you want to cancel the rebuild?

Comments:

You have chosen to cancel the rebuild.   Please confirm your decision.

Damaged Diskette

Diskette #3 of the backup set cc10517a.ful in drive A has unrecoverable errors.   This diskette cannot be used for the rebuild.

Comments:

The backup diskette in the drive is damaged and cannot be used for the rebuild.   You will not be able to restore files from this diskette.   Continue to rebuild from the remaining diskettes.

Retrieve Complete

Retrieve is complete.

Comments:

The catalog retrieval has completed.

Cancel Retrieve

Are you sure you want to cancel the retrieve?

Comments:

You have chosen to cancel the retrieve.   Please confirm your decision.

Damaged Diskette

Diskette #5 of the backup set cc10517a.ful in drive A has unrecoverable errors.   This diskette cannot be used for the retrieve.

Comments:

Retrieve looks for the copy of the backup catalog that is contained on the last diskette of the backup set. The last diskette of your backup set is damaged.   Files cannot be restored from this diskette.   You will have to rebuild a catalog from the remaining backup diskettes in the set.

Cancel Restore

Are you sure you want to cancel the restore?

Comments:

You have chosen to cancel the restore.   Please confirm your decision.

Damaged Diskette

Diskette #3 of the backup set cc10517a.ful in drive B has unrecoverable errors.   This diskette cannot be used for restore.

Comments:

The backup diskette is damaged.   Files cannot be restored from this diskette.   The restore must be canceled.   You will have to rebuild the backup catalog from the remaining diskettes in the backup set before you can restart the restore.

File Does Not Exist

The file example.xyz does not exist.   This file cannot be compared.

Comments:

The file does not exist on the destination drive so it cannot be compared with the copy on the backup set. Either the file is missing or you have chosen to compare to a location other than that from which the file was originally backed up.

Different File Size

The file example.xyz is a different size than the file in the backup set.   They will not be compared.

Comments:

Since the files are different sizes, they are obviously not matching copies of each other.   Therefore, it is unnecessary to actually compare the files.

Different File Date

The file example.xyz has a different time from the file in the backup set.   They will not be compared.

Comments:

Since the files were created at different times, they cannot be the same version.   Therefore, it is unnecessary to actually compare the files.

Unable to Rename File

Unable to rename the file ~winback.tmp to example.xyz.   The file example.xyz has not been restored.

Comments:

When a file is restored, it is first copied to a temporary file ~WINBACK.TMP, and then renamed to its proper file name.   The above message is shown when the temporary file cannot be renamed to the real file name.

This can happen when an existing file of the same name is locked and therefore cannot be overwritten. As a result, the file cannot be restored.

Overwrite Read Only File

This file has the Read Only attribute set.   The Read Only attribute is used to prevent unintentional file modification.   Do you want to ignore the Read Only attribute and overwrite the file: c:\test\wina20.386.

Comments:

The file you are restoring already exists on the destination device and is Read Only.   That means the file has the MS-DOS Read Only attribute to prevent it from being modified, erased, or overwritten.

Backup lets you overwrite the existing file even though it is Read Only.   This message dialog prompts you to indicate whether you want to overwrite the existing file with the restored version.

OK　　　　Overwrites the existing Read Only file with the restored file.
No　　　　Skips the file and continues with the restore.   The file will not be restored, and the existing version will remain on the destination device.
Cancel　　Cancels the restore.   You will return to the Restore window.

If you choose "Disable Read Only Warning," you will not be prompted in any similar cases for the rest of this restore session.   Any Read Only file will be overwritten without any special consideration.

Boot Sector Error

Incompatible boot sector detected in drive A.   This diskette cannot be used.

Comments:

The diskette you inserted for restore cannot be read.   You will not be able to restore files from this diskette.   Please rebuild a new backup catalog from the remaining diskettes in the backup set.

Remove Existing Backup Set

The backup set cc10527a.ful already exists.   Do you want to overwrite it?

Comments:

You are backing up toan MS-DOS path.   A backup set with the same name as your current backup was found in the path.

A backup set of the same name, may exist for several reasons:

1   Previously today, a backup was canceled before completion.
2   You are backing up to a network and may be overwriting a backup that someone else made today.
3   If you set the Keep Old Catalogs option OFF, and if you make several full backups in one day, they will be given the same name.

If you choose to overwrite the existing backup, all its <u>component files</u> will be deleted before the new backup begins.

Too Many Component Files

Backup only supports 999 component files.   The backup must be canceled.

Comments:

When you back up toan MS-DOS path, the data is written in component files.   The size of the component files is determined by the available space on the backup media.   A single backup set may contain no more than 999 component files.

Since the backup could not be finished, the <u>backup catalog</u> was not created.   The data that has already been backed up can still be used for restore, but first you will have to <u>rebuild</u> a backup catalog from the existing 999 component files.

Attempting to Compare From Compatibility Test Diskette

You have inserted a compatibility test diskette into drive B.   You cannot compare files from a compatibility test set.

Comments:

You are trying to compare files from a special test set that was created during the compatibility test to ensure that reliable backups could be made on your system.   You cannot compare files from this diskette.   It does not contain any useful data.

Note:	If you accidentally inserted the compatibility test diskette, insert the correct diskette now and choose OK to continue. It is not necessary to cancel the compare.

Attempting to Restore From Compatibility Test Diskette

You have inserted a compatibility test diskette into drive B. You cannot restore files from a compatibility test set.

Comments:

You are trying to restore files from a special test set that was created during the compatibility test to ensure that reliable backups could be made on your system. You cannot restore files from this diskette. It does not contain any useful data.

Note:	If you accidentally inserted the compatibility test diskette, insert the correct diskette now and choose OK to continue. It is not necessary to cancel the restore.

Disable Floppy Drives

During a backup, compare, or restore, Backup needs to have exclusive access to the floppy disk drives.

Backup will make the floppy disk drives unavailable to your other applications until the backup, compare, or restore is complete.

You should not try to read or write to any floppy disk while a backup, compare, or restore is in progress.

Comments:

You are about to begin a backup, compare, or restore.

Under Windows, Backup allows other programs to run while a backup, compare, or restore is made. Since Backup bypasses MS-DOS and communicates directly to the floppy disk controller, it is essential that other programs do not attempt to access the floppy drives.   Therefore, the floppy drives will be made unavailable to all other applications until the procedure is completed.   If you attempt to use them, you may cause an error in the other application you are running and may have to restart the backup, compare, or restore.

This message will appear every time the floppy drives are disabled, unless you select the "Disable this message"   checkbox.

Note:	The "Disable this message" checkbox will not appear during your compatibility test.

When "Disable this message" is selected, the floppy drives will still be disabled for all backups, compares, and restores, but the message will not appear.

Unable to Read File

Unable to read from the file h:\dev\example.xyz

Comments:

The file being backed up can no longer be read.

This can happen if the server goes down while you are trying to back up a network file. The backup will be canceled.

File Cannot Be Restored

The file example.xyz was not successfully backed up and cannot be restored.

Comments:

The file you are trying to restore was not backed up.   An error was encountered at the time when Backup tried to back it up.   The file was probably deleted prior to the backup, but after the drive had already been logged.   Since it is not in the backup set, this file cannot be restored.

Bad Compression Header

The compression header for the file example.xyz is corrupt.   Restore cannot process this file and must stop.

Comments:

The backup set you are restoring from was backed up using compression.   An error was encountered while decompressing the data.   There are two likely causes:

1   You may have pulled out the current diskette before all the data was processed and inserted another diskette.

2   There may be a bad sector on the diskette that was not corrected.

Restore will be canceled when this error is encountered.   Deselect the problematic file(s) and retry the restore.   If it continues to fail, <u>rebuild</u> a new catalog and restore from the remaining diskettes in this backup set.

Bad Compression Header

The compression header for the file example.xyz is corrupt.   Compare cannot process this file and must stop.

Comments:

The backup set you are comparing from was backed up using compression.   An error was encountered while decompressing the data.   There are two likely causes:

1   You may have pulled out the current diskette before all the data was processed and inserted another diskette.
2   There may be a bad sector on the diskette that was not corrected.

Compare will be canceled when this error is encountered.   Deselect the problematic file(s) and retry the compare.   If it continues to fail, <u>rebuild</u> a new catalog and compare from the remaining diskettes in this backup set.

Bad Compression Header

The compression header for the catalog is corrupt.   Use rebuild to reconstruct the catalog.

Comments:

The backup set for which you are retrieving a catalog was backed up using compression.

A decompression error was encountered when reading the catalog file on the backup set. There are two likely causes:

1   You may have pulled out the current diskette before all the data was processed and inserted another diskette.

2   There may be a bad sector on the diskette containing the backup catalog, and it   was not corrected.

Retry the retrieve.   If it fails again, try to <u>rebuild</u> a catalog from the backup set instead.

Component Files Not Found

Unable to locate any component files in the directory cc10527a.ful.

Comments:

You backed up toan MS-DOS path, but the <u>component files</u> cannot be found.   The directory created during the backup still exists, but the component files have been deleted.

Invalid Include/Exclude Path

The path c:\apps\apps\windows is not a valid path.

The path in the new Include/Exclude statement is not a valid path.   Make sure the path is entered correctly.

Catalog Skipped

Catalog file skipped.   To restore this backup set, you must first rebuild the catalog file.

Not enough free space was available on your hard disk to create and save the <u>catalog file</u> for this backup. Since you chose to skip the catalog, the catalog will not be created and therefore will not be written to the backup media.   In order to compare or restore these backup files, you will have to <u>rebuild</u> the catalog.

Incorrect Password

The password that was entered is incorrect.   Do you wish to try again?

In order to rebuild or retrieve a catalog from a password-protected backup set, the password must be entered.   Make sure you type the password correctly.

Note:	Norton Backup password protection is case-sensitive. This means that, for example, "Mypass" and "mypass" will not be recognized as the same password.

Invalid Drive

The Alternate Drive contains an invalid drive assignment.   Please correct the path.

The alternate drive that you specified is not a valid drive on your computer.   Choose OK, then enter the correct drive.   Make sure you enter the drive letter followed by a colon, for example, **"D:"**.

No Alternate Drive Specified

The Alternate Drive has not been specified.   Please specify the desired path.

The restore or compare destination specified for this operation is Alternate Drive.   When the dialog box is displayed for entering the alternate drive, you must enter a drive letter to continue.   If you want to use the original locations, you can type the original drive letter instead of an alternate, but you cannot leave the Alternate Drive text box empty.

Invalid Drive

The Alternate Directory contains an invalid drive assignment.   Please correct the path.

The drive that you specify for the alternate directory must be the same as the drive from which the files were originally backed up.   If you want to use an alternate drive, you must choose Alternate Drive in the Restore To or Compare To drop-down list box.   To continue, choose OK, then enter the correct drive and path.

No Alternate Directory Specified

The Alternate Directory has not been specified.   Please specify the desired path.

The restore or compare destination specified for this operation is Alternate Directory.   When the dialog box is displayed for entering the alternate directory, you must enter a directory path to continue.   If you want to use the original locations, you can type the original path instead of an alternate, but you cannot leave the Alternate Directory text box empty.

Insufficient Memory

Out of memory!

Backup is unable to continue due to insufficient available memory.   Close one or more other applications and try again.

Cannot Delete File

Unable to delete the original file example.doc.   This file cannot be restored until it is deleted.

A file that exists in the backup set also exists on the hard disk.   In attempting to restore the file from the backup set, Backup was unable to delete the file on the hard disk.   This could be due to a network access rights problem, if the file is on a network drive, or the file might be read-only.

Choose **Retry** to try again to restore the file, **Skip** to skip this file and continue with the restore, or **Cancel** to cancel the restore at this point.

Virtual Memory Error

(message varies)

An error has occurred in the memory management.   This error is usually caused by software conflicts.   If you have other applications running besides Backup, try closing them and running Backup alone.

If the problem persists or occurs more than once, please carefully write down the error message and contact Technical Support.

Disk Full

Destination disk is full.   Unable to finish writing the file example.doc.   Free space on destination device before retrying.

The MS-DOS path to which you are writing your backup is full.   You can restart the backup and specify a different path, or you can free some disk space and try again with the same path.   The estimated disk space needed is shown in the backup window.   If <u>data compression</u> is used, the actual space used will be less.

Read-Only File

Backup is attempting to restore a file from the backup set, replacing an older file of the same name on your hard disk.   However, the older file has the <u>read-only</u> attribute set.   Usually, files are marked *read-only* to protect them from being accidentally deleted or changed.

OK   Overwrite this read-only file.
Skip   Skip this file and continue with the restore.
Cancel   Cancel the restore at this point.

Read-Only File

Backup is attempting to restore a file from the backup set, replacing a file of the same name on your hard disk.   However, the file on the hard disk has the <u>read-only</u> attribute set.   Usually, files are marked *read-only* to protect them from being accidentally deleted or changed.

OK   Overwrite this read-only file.
Skip   Skip this file and continue with the restore.
Cancel   Cancel the restore at this point.

Video/DMA Conflict Detected

Backup has detected a conflict between the video and DMA on your computer.   An internal setting should be made to prevent this conflict.   This setting causes slow display performance in your other applications while backups are running in the background, but ensures that your backups will be reliable.   Do you want this setting to be made?

Backup has detected a conflict between video and DMA in your computer.   This is a hardware problem that causes your backup data to be corrupted if anything is drawn on the screen during backup data transfers.   You may be able to solve the problem by using a different, slower display driver, such as the one that came with your monitor or video card.   Otherwise, the only way around this problem is for Backup to prevent Windows from drawing on the screen while crucial data transfers are being performed during the backup.

If you choose **Yes**, the effect you will notice is that while running backups in the background, your other applications will respond slowly to keyboard and mouse actions.   However, your backups will be reliable. If you choose **No**, accurate and reliable backups, compares, and restores cannot be guaranteed.

Backup is Busy

Backup is busy.   Please cancel the current operation before exiting Windows.

You have attempted to exit from Windows while Backup is still running. Please complete or cancel your current task, if any, and **Quit** from Backup before attempting to exit from Windows.

Not Enough Memory

There is not enough memory available to run the Backup.

Backup requires a minimum of 300K of available memory, which is currently not available. If you are running other applications, try closing one or more of them and restarting Backup again.

Video/DMA Compatibility Test

The Backup will now test the compatibility between the video and DMA on your computer. The screen will flash several times as the test is taking place.

Backup must run a test to ensure that your computers video and DMA are compatible. During the test, which only takes a second or so, your screen will flash. If no problems are encountered, your compatibility test will proceed. If any conflicts are detected, additional messages will appear.

Save Setup File

The settings have changed.   Do you want to save the setup file EXAMPLE.SET before starting the backup?

Some changes have been made to the current <u>setup file</u>.

Yes	Save the changes now.
No	Do not save the changes.
Cancel	Cancel the backup.

Compatibility Test Passed

The compatibility test completed successfully.   You can now make reliable disk backups.

The compatibility test has confirmed that Backup is correctly configured for your computer, and that you will be able to make reliable backups using the drive that was tested.   For maximum data security, it is recommended that you perform a compare immediately after each backup for your first few backups. This will provide further verification of the integrity of your backup data.

Note:	You should run the compatibility test again every time you install new hardware (new disk drive, memory board, etc.) or memory-resident software (disk cache, compression program, memory manager, shell, etc.).

Path Too Long

The path is too long.   Backup can only handle paths of 63 characters or less.

Due to a limit in the MS-DOS operating system, paths longer than 63 characters cannot be processed by Backup.   Any directory with a path name longer than this limit will not be logged and will not be available for backup.

To get around this limitation, you may want to use the MS-DOS SUBST command, or the NetWare MAP ROOT command.   Consult your MS-DOS or NetWare documentation for information about using these commands.

Incompatible Compression

This backup set was created using a type of data compression that is not supported by version 2.09 of Backup. It cannot be restored using this version.

The type of data compression used for the backup set that you are attempting to restore or compare is not compatible with this version of Backup. You will not be able to read this data using this version. To restore this data, use the original product that created the backup.

Standard Mode/EMM Conflict

Backup cannot continue due to a standard mode conflict with an expanded memory manager.

When running Windows in standard mode, some expanded memory managers (like MS-DOS 5.0 EMM386.EXE) prevent direct access to certain areas of your computer's memory.   Backup relies on this direct access when performing backups and restores.

To prevent this conflict, run Windows in enhanced mode or restart your computer without using the expanded memory manager.

Enter Password

You have selected the Password Protect Backup Sets option for this backup. Enter the password in the first text box, then in the second text box to verify it.

Note:	Backup password protection is case-sensitive. This means that, for example, "Mypass" and "mypass" will not be recognized as the same password.

If you decide you do not want to password protect this backup, you must choose Cancel, then turn off password protection in the Backup Options dialog box.

Warning:	Do not forget or lose your password! Data that is password-protected cannot be restored without the password.

Previous Version of Backup

This backup was created with a previous version of MS-DOS Backup.   Exit Backup and use the MS-DOS RESTORE command to restore these files.

The backup on the diskette in the drive was created by using the BACKUP command from a previous version of MS-DOS.   In order to restore these files, use the RESTORE command.   This command should be available in your \DOS directory.

Overwrite MS-DOS Diskette

You have inserted a diskette which contains existing directories and files.   Please insert an empty diskette or choose "Overwrite" to use the current diskette.

Comments:

The diskette in the drive contains files.   The partial file list shows some of the contents of the disk.   You can overwrite this disk or use a different disk.

Retry   Insert a different disk and choose Retry to continue the backup with the other disk.   If the new disk contains files, this message will be displayed again.

Overwrite   Choose Overwrite if you want Backup to back up to the floppy disk in the drive, overwriting the existing files and directories.

Cancel   Choose Cancel to stop the backup.

Overwrite Backup Diskette

You have inserted a Backup diskette that belongs to another backup set.

The diskette is #3 of the backup set cc10517a.ful. This backup was performed on 5/17/91 at 8:53 AM using the setup file excel.set.

Please insert an empty diskette and choose "Retry" or choose "Overwrite" to use the current diskette.

Comments:

The diskette in the drive contains backup data.   You can overwrite this disk or use a different disk.

Retry   Insert a different disk and choose Retry to continue the backup with the other disk.   If the new disk contains backup data, this message will be displayed again.

Overwrite   Choose Overwrite if you want Backup to back up to the floppy disk in the drive, overwriting the existing backup data.

Cancel   Choose Cancel to stop the backup.

Backup Complete

Files Selected: 325
Files Backed Up: 325

(Data compression has reduced the number of required diskettes for this backup from 9 to 8.)

Comments:

This dialog box shows the final statistics of the backup that just completed.

Files Selected   Shows the number of files that were selected to be backed up during the session.

Files Backed Up   Shows the number of files that were actually backed up.   This number should match the number of Files Selected unless certain files were inaccessible during the backup.

Data Compression   Backup estimates the number of diskettes that will be needed for the backup, taking compression into account.   Sometimes compression is more effective than estimated, and the actual number of diskettes needed is less than the estimate.

Compare Complete

Files Selected: 325
Files Compared: 303

Comments:

This dialog box shows the final statistics of the compare that just completed.

Files Selected   Shows the number of files that were selected to be compared during the session.

Files Backed Up   Shows the number of files that were actually compared.   This number may not match the number of Files Selected since certain files may have been inaccessible or not compared due to differences in the size or date.

Restore Complete

Files Selected: 380
Files Restored: 325

Comments:

This dialog box shows the final statistics of the restore that just completed.

Files Selected   Shows the number of files that were selected to be restored during the session.

Files Backed Up   Shows the number of files that were actually restored.   This number may not match the number of Files Selected due to availability of files, and other factors.

Temporary Restore Options

Changes made to these options will only be in effect through the duration of this session.

Comments:

This dialog box lets you change some of the restore options before the restore proceeds.   These options are identical to those set in the Restore Options dialog box, except that these changes are only temporary and will not be stored in the setup file.

The following options are available:

Prompt Before Creating Directories
Prompt Before Creating Files
Prompt Before Overwriting Existing Files
Restore Empty Directories
Audible Prompts (Beep)

Choose OK after you have made the desired changes to the options.   Choose Cancel to continue the restore without changing the option settings.

Create File

Do you want to create the file: c:\windows\example.doc?

Comments:

The file shown in the message exists in the backup set, but not on your hard disk.   Since the option Prompt Before Creating Files is selected, Backup is letting you specify whether or not to create this file on your hard disk.

You can temporarily turn this prompt option off for the current directory by selecting "Disable 'Creation Prompt' for the remaining files in this directory."   It is also possible to disable the option for the entire restore session by choosing the Options button and making the necessary change in the restore options dialog box that is displayed.

Yes   Creates the file and continues with the restore.
No   Skips the file and continues with the restore.   The file will not be restored.
Options   Lets you set temporary restore options.
Cancel   Cancels the restore.   You will return to the Restore window.

Overwrite File

Overwrite the file: c:\windows\test.bat

Comments:

The file shown in the message exists in the backup set and on your hard disk.   Since the option <u>Prompt Before Overwriting Files</u> is selected, Backup is letting you specify whether to restore the file from the backup set, and overwrite the file on the hard disk, or skip this file and leave the file on the hard disk as it is.

You can temporarily turn this prompt option off for the current directory by choosing "Disable Overwrite Warning for the remaining files in this directory."   It is also possible to disable the option for the entire restore session by choosing the Options button and making the necessary change in the restore options dialog box that is displayed.

OK   Overwrites the existing file with the file from the backup set.
No   Skips the file, so the existing file with the same name is not overwritten.
Options   Lets you set temporary restore options.
Cancel   Cancels the restore.   You will return to the Restore window.

Create Directory

Do you want to create the directory:c:\windows\test

Comments:

The directory shown in the message exists in the backup set, but not on your hard disk.   Since the option
Prompt Before Creating Directories is selected, Backup lets you specify whether to create this directory
on your hard disk.   If the directory is not created, any files in the backup set that were backed up from
this directory will not be restored.

It is possible to disable this prompt for the remainder of the restore session by choosing the Options
button and making the necessary change in the restore options dialog box that is displayed.

OK   Creates the directory on the destination disk.
No   Skips the directory.   The files in this directory cannot be restored.
Options   Lets you set temporary restore options.
Cancel   Cancels the restore.   You will return to the Restore window.

Specify Alternate Drive

Since you selected Alternate Drives in the <u>Restore To</u> or <u>Compare To</u> drop-down list box, you can now specify the alternate drive.   It is also possible to specify a path, rather than just a drive, under which the original directory structure will be restored or compared.

Original Drive shows the drive from which the files were originally backed up.

Enter the alternate drive or path in the Alternate Drive (or path) text box.

For restores, you can change the <u>Prompt Before Creating Directories</u> and <u>Prompt Before Creating Files</u> restore options directly from this dialog box.   These option changes are only temporary and will not be stored in the setup file.

You can view and temporarily change other option settings by choosing the Options button.

OK   Continues the restore with the current settings.
Cancel   Cancels the restore.
Options   Lets you view and temporarily change option settings.

Drive (Path) Too Long

The current Alternate Drive combined with the current directory to be restored exceeds the 63 character path limit.   You must reduce the length of the Alternate Drive to continue.   This change will be in effect for the rest of the restore.

Comments:

The path that was entered in the Alternate Drive dialog box is too long.   You can either specify a different, shorter path, or cancel the restore.   You may want to create a substitute drive using the MS-DOS SUBST command in order to shorten the path, then restart the restore.   See your MS-DOS documentation for details about using SUBST.

OK   Continues the restore using the modified path.
Cancel   Cancels the restore.

Specify Alternate Directory

Since you selected Alternate Directories in the <u>Restore To</u> or <u>Compare To</u> drop-down list box, you can now specify the alternate directory for the files backed up from the original directory shown.

Enter the directory where the files are to be restored or compared in the Alternate Directory text box.

Checking the Include Subdirectories option will automatically restore or compare any subdirectories of the current directory below the alternate directory you specify.

For restores, you can change the <u>Prompt Before Creating Directories</u> and <u>Prompt Before Creating Files</u> restore options directly from this dialog box.   These option changes are only temporary and will not be stored in the setup file.

You can view and temporarily change other option settings by choosing the Options button.

OK   Continues the restore with the current settings.
Cancel   Cancels the restore.
Options   Lets you view and temporarily change option settings.

Alternate Directory Too Long

The current Alternate Directory combined with the current directory restored exceeds the 63 character path limit.   You must reduce the length of the Alternate Directory to continue.   This change will be in effect for the rest of the restore.

Comments:

The path that was entered in the Alternate Directories dialog box is too long.   You can either specify a different, shorter path, or cancel the restore.   You may want to create a substitute drive using the MS-DOS SUBST command in order to shorten the path, then restart the restore.   See your MS-DOS documentation for details about using SUBST.

OK   Continues the restore when you have made the necessary changes.
Cancel   Cancels the restore.

Retrieve Catalog

This dialog box shows the backup catalog you have selected to retrieve.   You can stop the retrieve process by choosing the Cancel button.

Catalog Rebuild

This dialog box shows the progress of the catalog rebuild.

Rebuild Catalog: Gives the name of the backup catalog that is being rebuilt.

Reading Volume: Gives the name of the backup component that is currently being read.

In the Rebuild Progress section of the screen the following statistical information is displayed:

Volumes Read: Shows the number of backup components that have been read so far.

Directories Rebuilt: Shows the number of directories for which the catalog information has been reconstructed.

Files Rebuilt: Shows the number of files for which the catalog information has been reconstructed.

Choose Cancel to stop the catalog rebuild.

Once the catalog is rebuilt, you can load the catalog and select files for restore and compare.

Enter Password

The backup set or catalog that you are attempting to access is password-protected.   Enter the correct password in the text box to continue.

Enter   Continue with the specified password.
Cancel   Cancel the current operation.

Note:	Backup passwords are case-sensitive. This means that, for example, "Mypass" and "mypass" will not be interpreted as the same password.

Backup Glossary

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alert box

A message box that appears when you need to take an action such as responding to a prompt or inserting a diskette.

archive

To store files that you are no longer using but don't want to discard.

archive bit

The archive attribute, also called the archive flag. The bit that keeps track of whether the data in the file has changed. When you create or modify a file, MS-DOS sets the file's archive bit on. Backup uses this bit to determine whether or not to back up the file.

archive flag

The archive attribute, also called the archive bit. The bit that keeps track of whether the data in the file has changed. When you create or modify a file, MS-DOS sets the file's archive bit on. Backup uses this bit to determine whether or not to back up the file.

attributes

Properties of a file.   Files can have up to four MS-DOS attributes, stored in the attribute byte: Read-Only, Archive, System, and Hidden (RASH).   Backup lets you exclude files from Backup, Compare, or Restore based on the files' attributes.   Use the Special button in the Select Files window.

Audible Prompt

An option for Backup, Compare and Restore that lets you choose whether you want the computer to accompany a message or alert box with a sound.

AUTOEXEC.BAT

A batch file which is the second file (after CONFIG.SYS) that the computer's operating system looks for and runs when a computer is started. It usually contains information to tell MS-DOS where to find application programs and instructions to run additional programs for the use of peripheral devices such as a mouse.

<u>automated backup</u>

A backup which loads the setup file, and selects directories, drives and files to be backed up without operator intervention.

background

The area behind the active window, which can contain other programs and applications, or other windows belonging to the program currently in use.

Backup

The Backup function that copies files from the hard disk to another destination, such as diskettes, for safe-keeping or other purposes. You can back up files from as many directories and drives as you wish in one backup session.

Backup Cycle

A backup cycle consists of a <u>full backup</u> and each subsequent <u>partial backup</u> performed with the same <u>setup file</u>.   A new backup cycle begins next time you make a full backup with that setup file.

For example, if you do a full backup each Monday and incremental backups each other weekday, your backup cycle would be one week long, and you would begin a new backup cycle every Monday.

<u>Backup From</u>

A list box that contains drive letters for all drives in or attached to your computer.   Double-clicking on a drive letter in this box selects all files on the drive for backup.

backup media

The material on which data is stored (or written); for example, diskettes, Bernoulli cartridges, network drives, or any MS-DOS device.

Backup Options

A dialog box opened by clicking the Options button in the Backup window.   In this dialog box, you make selections that affect the backup process, for example, data verification, compression, etc.

See: Backup Options

Backup Progress window

The window that is displayed after the Start Backup button is clicked, while the backup is being performed.   Information about the progress of the backup is displayed, along with prompts to insert disks and other messages.

See: <u>Backup Progress Window</u>

Backup To:

A drop-down list box in the Backup window in which you select the destination for the backup files. Backup can back up to floppy disk drives and any device that can be accessed as an MS-DOS path.

backup session

Refers to one backup.   Backup can back up from one or more drives in a single backup session.   In the Backup Progress window, the Session refers to the name given to the catalog file that contains information about the backup.

backup set

The set of diskettes or other media that contains your backup data.   Normally, the term "backup set" refers to the media containing one backup.   Several backup sets can be created during a <u>backup cycle</u>.

backup set catalog

The name of a drop-down list box in the Restore and Compare windows, used to select and load a underline backup catalog.

Backup catalogs contain an index of files and directories that were backed up, with references to their locations on the backup media.   A catalog also contains other information, such as the complete directory structure of the backed-up disk, the date the backup was made, and the total size of the backup.   Backup needs the information in the catalog in order to restore or compare files.

Backup Types

Backup provides three different backup types:

Full	All selected files are backed up.
Incremental	Selected files that are new or have changed since the last backup are backed up. Use this backup type if you work with different files each day or need to save interim versions of files.
Differential	Selected files that are new or have changed since the last full backup are backed up. Use this backup type if you work with the same files each day.

Backup window

The window where you set all backup options, select the files you want to back up, choose the backup destination and start the backup.

buffers

A memory area that is used by MS-DOS to temporarily store data while performing data transfers.

button bar

A group of buttons, usually grouped together in a horizontal row, that are related to the same task or have a similar purpose.

.CAT

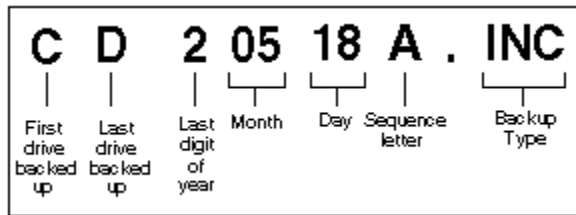The file extension for a <u>master catalog</u>.

catalog file

A file containing information about a backup set, including the directory structure of the source disk, the names of selected files, the total number of files backed up, and the name of the setup file used.   Each catalog file has a <u>unique name</u>, and the file extension .FUL, .INC, or .DIF, depending on the backup type (full, incremental, or differential).

The catalog is stored on the hard disk and on the last diskette of the backup set. Backup needs the information in the catalog in order to restore or compare files.

catalog file name

A unique name that helps you identify a backup set. Each character in the catalog name contains a piece of information about the particular backup set, as shown below for the catalog name CD20518A.INC.

The extensions have the following meanings:

.FUL   Full backup
.INC   Incremental backup
.DIF   Differential backup

Catalog menu

A pull-down menu available in the Restore and Compare windows.   The commands available on the menu are:

Load   Select a catalog to load.
Delete   Delete a catalog.
Retrieve   Retrieve the catalog from a backup set.
Rebuild   Recreate a catalog from a backup set.

check box

A dialog box component that acts like a switch, representing an option you can turn on or off. If a particular option or choice is not currently available, the check box may be dimmed or grayed out.

click

To press the primary mouse button once.

combination box

A dialog box component that combines the capabilities of a text box and a list box.   You can type text into the text box, or click the prompt button and select from the list.   The selection is then inserted into the text box.

command button

A rectangular button that carries out the action described by the text on the button. The two most common command buttons are OK (acknowledges a warning or message, or performs an action) and Cancel (closes the window or dialog box without performing any pending action).

command line

In Windows, command lines are entered for association with Program Manager icons, so that when you double-click the icon, the command is executed, usually starting a program.

command-line option

Additional information that is included after a program filename on a command line, used to give specific instructions to the program.

The <u>command-line options</u> that can be used with Backup are:

setup_file   Starts Backup using the setup file specified
/M   Starts Backup minimized

Compare

The Backup function that compares backed-up files to the original files to make sure they match. This ensures the integrity of the backup data.   Click the Compare button to display the Compare window and perform a compare.

<u>Compare From</u>

A drop-down list box in the Compare window where you specify the floppy disk drive or MS-DOS path to be used to compare a backup set.

Compare Options

A dialog box that is opened by clicking the Options button in the Compare window. In this dialog box you make selections that affect the compare process, for example, audible prompts.

See: <u>Compare Options</u>

Compare Progress window

The window that is displayed after the Start Compare button is clicked, while the compare is being performed. Information about the progress of the compare is displayed, along with prompts to insert disks and other messages.

See: Compare Progress Window

Compare To

A drop-down list box in the Compare window where you specify the location of the files on your hard disk(s) that are to be compared.   You can compare to the original locations or alternate drives or directories.

Compatibility Test

A system test which checks that Backup is correctly installed for your system. Choosing this button in the Configure window automatically runs a small backup-and-compare procedure to test Backup using a specific floppy drive.

component file

A file that contains part or all of the backup set. Each has a <u>unique name</u>, which is the name of the <u>catalog file</u> (such as CD20528A), plus an extension that indicates the file's order in the backup set (.001, .002, etc.).

CONFIG.SYS

A file, that contains configuration commands, which is run by MS-DOS when the computer is started. Some application programs require modifications to the CONFIG.SYS file in order to run properly.

Configure window

The window where you choose specify your hardware configuration and perform tests to ensure a safe backup.   Open the Configure window by clicking the Configure button at the top of the Backup, Compare, or Restore window.

context-sensitive help

Information about the current window, dialog box, or program message.   To display context-sensitive help, press **F1.**

copy-protected files

Files with special encoding that prevents users from making working copies by normal copying or duplicating. Many copy protection schemes create hidden files on the hard disk, or create files at a particular location. These programs can be backed up, but they may not work correctly after being restored to a disk.

Backup lets you specify copy-protected files that should be excluded from Backup.   Click the Special button in the Select Files window.

current file

The file whose settings are in effect at the time you perform an operation. For example, the current setup file is the setup file that is active at the moment.

Data Compression

The process of encoding data while writing it to the backup disks, so that fewer disks are required. This process can also save time.

The Data compression option is selected in the Backup Options dialog box, available by clicking the Options button in the Backup window.

Data Verification

The process of reading the data on the target drive and comparing it to the data on the source drive, to make sure there were no physical recording errors.   The data verification options are available for backups and restores by clicking the Options button in the Backup or Restore window.

Date range

A period of time you define to specify which files will be selectable for a backup or restore. Backup allows you to exclude files from selection by entering the beginning and ending dates of files that will be eligible for selection.   Click the Special button in the Select Files window.

DEFAULT.SET

A default setup file that is created during the initial Configure operation, set to back up all files on the first hard drive (usually C:). The default settings can be altered. If Backup can't find any setup files, it will create a new DEFAULT.SET.

deselect

The opposite of select.   For example, double-clicking a drive icon in the Backup From list box selects all files on the drive for backup.   Double-clicking again on the same icon will deselect all files on the drive (no files will be selected).

desktop

The Windows screen background on which windows, icons, dialog boxes, and group boxes appear. It is similar in concept to the surface of a physical desk.

dialog box

A special kind of window that either requests or provides information. Many dialog boxes obtain information Backup needs before it can complete a command. Other dialog boxes display warnings and other system messages.

Differential backup

The backup type that backs up the selected files if they are new or modified since the last full backup. Use differential backups between your full backups if you generally work with the same files each day.

With differential backups, all your backed-up files are contained in just your latest full backup and latest differential backup sets.   Be sure to save your previous full backup and latest differential backup set until after you have successfully competed your next full backup.

dimmed

An option that is not available or selectable at the present time because it is dependent on some other setting or action. Text for menu commands or buttons that are unavailable is displayed in a light gray color instead of black.

directory tree

A representation of the directory structure, displayed in the Select Files windows, that lets you select all files on particular directory. The file list, to the right of the directory tree, shows the names of files that are in the highlighted directory.

You can click on the "folder" icons or use the Tree menu to change the number of directories that are displayed.

Disk Change Test

A test that checks whether Backup can use the fastest and most reliable method to detect when a new diskette has been inserted in the drive.   This test is performed automatically when you choose the Auto Configure button in the Floppy Drive Configuration dialog box.

diskette

A floppy disk. A magnetic medium for storing data, commonly used to store backup sets.

Display button

A button in the Select Files windows that lets you control the display of the file list.   Use this button to change the file sort order, the display of file size, date, and attributes, or place the directory tree display above the file list display.

You can also use the display options to select groups of files by setting a file filter.

MS-DOS device

Any device that you can copy files from or write files to using the MS-DOS commands.

Some examples:

- network drives
- local hard drives
- floppy disks
- Bernoulli cartridges

double-click

To press the primary mouse button twice in rapid succession.   In Backup, double-clicking selects drives, directories, and files for backup, compare, or restore.

drag

To hold the mouse button down while moving the mouse in a given direction. In Backup, click the right mouse button and drag over a list of drives, directories, or files to select them for backup, compare, or restore.

drive icon

A graphical representation of a disk drive.   In Backup, click the right mouse button on a drive icon to select (or deselect) all files on a drive.

drop-down list box

A special type of list box that reveals a list of choices when you press its prompt button.

Error Correction Code (ECC)

A special error correction system that writes identifying data onto the backup diskettes.   If your backup disk is damaged after a backup set is made, the error correction data can be used to help recover the data.

Exclude button

A button in the Select Backup Files window that lets you exclude files by path and/or filename.   You can build a list of directories or file types you want to include and exclude. The <u>include/exclude list</u> is stored in the setup file.

executable file

A file containing a program that can be run by MS-DOS.

extension

A three-character suffix to a filename, preceded by a period.   Generally used to indicate the type of file, such as .EXE for executable files, or .DOC for a document file.   Directory names can also have extensions.

file extension

A three-character suffix to a filename, preceded by a period. Generally used to indicate the type of file, such as .EXE for executable files, or .DOC for a document file.

file filter

A pattern or template that lets you restrict the range of filenames displayed, selected, or acted upon. Click the Display button in the Select Files window to set the file filter.   You can use the MS-DOS wild card characters ? and *.

file folder icon

An icon that looks like a file folder, which is displayed next to each directory name in the directory pane in the Select Files window.   A minus sign in the folder indicates that subdirectories under the directory are displayed.   A plus sign indicates that subdirectories below the directory are not displayed.

File menu

Backup includes two File menus:

In the Backup, Compare, and Restore windows, the File menu is used to open, save, and delete setup files, print the current settings, and exit from Backup.

In the Select Files windows, the File menu is used to select or deselect all files or directories.

file pane

A framed area within the Select Files window that lists files within a selected directory, allowing you to select them for backup, compare, or restore.

file selection

The process of indicating which files you want included for Backup, Compare or Restore operations. Backup provides manual and automatic file selection techniques.

All files on a drive can be selected for backup by double-clicking a drive icon in the Backup From list box. In the Select Backup Files window, use the Include, Exclude, and Special buttons for automatic file selection, or select files and directories manually with the keyboard or mouse.

file specification

A representation of a group of files using the MS-DOS wildcard characters ? and *.   "?" represents any single character.   "*" can represent from 0 to 8 characters.   A path is often included in a file specification.

floppy drive configuration

The arrangement of floppy disk drives in your computer.   Click the Floppy Configuration button in the Configure window to set up Backup to use your floppy drives.

foreground

The window in front of all the others. The window that is currently available for input or interaction.

Full backup

The backup type that backs up all selected files.   Use full backups to begin your backup cycles, then differential or incremental backups between full backups to back up changed files.

Always save your previous full backup disks, and all incremental or the latest differential backup disks, until after you have successfully completed your next full backup.

GB

A gigabyte, a unit of memory equal to 1,073,741,824 (approximately one billion) bytes.

grayed out

An option that is not available or selectable at the present time because it is dependent on some other setting or action.   Text for menu commands or buttons that are unavailable is displayed in a light gray color instead of black.

group box

A dialog box component that organizes related choices.   A group box consists of a title and a border, and often contains check boxes and/or radio buttons.

hard disk

The fixed disk used for storing electronic data files.   Most personal computers have at least one hard disk, usually referred to as drive **C:**.   Hard disk capacities on modern computers range from 40 MB to more than 1 GB.

Research has shown that the average hard disk contains approximately 2,000 hours of work.   Because hard disks eventually fail, sometimes without warning, wise computer users back up the data on their hard disks regularly.

Help

Information about how to use a program, usually installed on your hard disk along with the program files, and available from within the program.

You can obtain help for Backup by pressing **F1** or choosing a command from the Help menu.

Help menu

A pull-down menu that contains commands for displaying a variety of help information about using Backup.

hidden attribute

The file attribute assigned to files to make them harder to access and more difficult to delete than other files. It makes a file "invisible" to MS-DOS's normal DIR, COPY, and DELETE commands, so that it won't be inadvertently deleted.

Backup lets you exclude all hidden files from a backup, compare, or restore.   Click Special in the Select Files window.

High density diskette

A removable diskette, either 3½-inch or 5¼-inch, on which 1.44 MB (3½-inch) or 1.2 MB (5¼-inch) of data can be stored.

Include button

The button in the Select Backup Files window that lets you include groups of files in a backup by path or filename. You can build a list of directories or file types you want to include. The include/exclude list is stored in the setup file.

Include/Exclude List

A list of path and file specifications used to include or exclude groups of files during a backup.   The list is accessible by clicking the Include or Exclude button in the Select Backup Files window.

The Include/Exclude List is especially useful to administrators in creating setup files for other users, since paths and files can be specified that do not exist on the current system.

Incremental backup

The backup type that backs up only those selected files that have been created or changed since the last full or incremental backup.   Use incremental backups between your full backups if you work with different files each day or need to save interim file versions.

Be sure to save your previous full backup disks, and all your incremental backup disks, until after you have successfully completed your next full backup.

information "?" cursor

A special Backup feature for displaying selection information about drives, directories, and files.

For example, the information displayed for a drive in the Backup From list box will include the number of files selected on the drive, and the number that will be backed up.   When the information is displayed for a file that is selected but not to be backed up, the reason it will not be backed up is indicated.

To use the information cursor, move the mouse pointer to the left of a drive letter in the Backup From box, or a directory or file name in the Select Files window, until the question mark appears next to the pointer. Then click the mouse button.

Installed directory

The directory on a hard disk in which the files needed to run an application program have been copied and configured so the program can run.

Keep Old Backup Catalogs

A backup option that tells Backup to keep backup catalogs on the hard disk when you begin a new backup cycle, rather than deleting them.

K

A kilobyte, a unit of memory equal to 1,024 (approximately one thousand) bytes.

launch

To start or run an application such as Backup.

Legend button

The button in the Select Files windows which displays the meanings of the selection icons that appear when directories or files have been selected for backup, compare, or restore operations.

list box

A window component that contains a list of available choices.

logging a drive

Reading information about all the directories and files on a drive.

Low density diskette

A removable diskette, either 3½-inch or 5¼-inch, on which 720 K (3½-inch) or 360 K or 720 K (5¼-inch) of data can be stored.

master catalog

A catalog that contains the names of all the backup set catalogs within one backup cycle (one master catalog per setup file). The master catalog has the extension .CAT and the same filename as the setup file (.SET) that was in effect during the backup that created it.

Master catalogs are used by Backup to merge all the backup set catalogs from a backup cycle, so that the most recent version of each file can be automatically restored or interim versions can be selected for restore.

MB

A megabyte, a unit of memory equal to 1,048,576 (approximately one million) bytes.

menu bar

A component of a window, usually right under the title bar, that contains the available menus listed by menu name.   Clicking on the menu name opens the menu.

multitasking

The ability to perform several tasks simultaneously. As a multitasking environment, Windows allows you to run backups in the background while you work in another application in the active Window.

network

The linkage of two or more computers together, usually created so people can share files and peripheral devices.

network drive

A disk drive that is physically attached to a network server, rather than your computer. You can back up from or restore to a network drive.

Options

A button in the Backup, Compare, and Restore windows that lets you specify such items as data compression and verification, overwrite warnings, etc.

pane

A component of the Select Files window that displays the contents of a drive or directory.

partial backup

Partial backup refers to a <u>backup type</u> where only some of the selected files are actually backed up. <u>Incremental</u> and <u>differential</u> are two partial backup types. Partial backups use the <u>archive flag</u> to determine which files should be backed up.

point

To position the mouse pointer over an object (a button or menu, for example).

Print

A command on the File menu in the Backup, Compare, and Restore windows that lets you print out a copy of the current program settings.

Print button - backup

A button in the Select Backup Files window that lets you print a listing of files on the current drive or on all drives.

Print button - restore and compare

A button in the Select Restore and Select Compare Files windows that lets you print a listing of the files contained in the current backup set catalog.   A list for one drive or all drives can be printed.

Printer Setup

A dialog box that lets you set options that control the way your printer operates. Backup uses the printer setup you have already specified in Windows.

program item icon

An icon that represents an application that you can start from Program Manager.

Progress window

The window that displays continually updated status information about a Backup, Compare, or Restore operation while it is in progress.

Prompt Before Creating Directories

During a restore, one or more directories may exist in the backup set that do not exist on your hard disk. This restore option causes Backup to present an alert box for your confirmation before creating any directories during a restore.

Prompt Before Creating Files

During a restore, one or more files may exist in the backup set that do not exist on your hard disk.   This restore option causes Backup to present an alert box for your confirmation before creating any files during a restore.

Prompt Before Overwriting Existing Files

During a restore, one or more files in the backup set being restored may already exist on the hard disk. This restore option causes Backup to display an alert box for your confirmation before overwriting the existing file on the hard disk with the file of the same name in the backup set.

Quit

A button on the top row of buttons in the Backup, Compare, Restore, and Configure windows.   When the Quit button is clicked, a dialog box is displayed that gives you the option of saving any changes to the current setup file and the configuration.

If you are using a Quit After option, Backup will exit immediately after completing the Backup, Compare, or Restore procedure.   In this case, changes are saved automatically.

read-only attribute

The file attribute that prevents a file from being written to or changed. Programs or executable files are sometimes marked read-only, to prevent the program from being corrupted accidentally.

Backup lets you exclude all read-only files from a backup, compare, or restore.   Click Special in the Select Files window.

Rebuild

A command on the Catalog menu which provides a way to recreate a backup set <u>catalog</u>.   If the catalog is not present on the hard disk and the diskette containing the catalog is damaged or missing.   Backup can read the information from the backup set and rebuild the catalog.

If part of a backup set is damaged or missing, a partial catalog can be rebuilt, and the undamaged part of the backup set can then be restored.

Restore

The Backup function that copies the files from the backup set back onto the hard disk.   You can select the files that you want to restore, specify the destination, and set options in the Restore window.

Restore Empty Directories

A restore option that causes Backup to recreate the directory structure of your hard disk at the time it was backed up, even if one or more directories will not contain any files.   To set this option, click Options in the Restore window.

<u>Restore From</u>

A drop-down list box in the Restore window where you specify the floppy disk drive or MS-DOS path to be used to restore a backup set.

Restore Options

A dialog box that is opened by clicking the Options button in the Restore window.   In this dialog box you make selections that affect the restore process, for example, data verification, prompt settings, etc.

See: Restore Options

Restore Progress window

The window that is displayed after the Start Restore button is clicked, while the restore is being performed.   Information about the progress of the restore is displayed, along with prompts to insert disks and other messages.

See: Restore Progress Window

<u>Restore To</u>

A drop-down list box in the Restore window where you specify the destination of the files to be restored to your hard disk(s).   You can restore to the original locations or alternate drives or directories.

Retrieve

A command on the Catalog menu that lets you copy the <u>catalog</u> directly from a backup set onto your hard disk.   You can then load the catalog and use it to restore or compare files.

Select Backup Files window

A window for selecting specific files you want to back up from your hard disk(s), opened by clicking the Select Files button in the Backup window.

Select Compare Files window

A window for selecting specific files you want to compare from the backup set, opened by clicking the Select Files button in the Compare window.

Select Files button

A button in the Backup, Restore, and Compare windows that opens the Select Files window, where you can select all files on a drive or only certain files or directories.

Select Restore Files window

A window for selecting specific files you want to restore from the backup set, opened by clicking the Select Files button in the Restore window.

Selected Files

A line at the bottom of the Select Backup Files, Select Compare Files, and Select Restore Files windows that shows the total number of files on the drive that have been selected, and the total number of bytes they contain.

selection icon

An icon that appears to the left of a drive letter, directory name, or filename that indicates the selection status of the file(s).   Click the Legend button in the Select Files window to display an explanation of the meaning of each icon.

setup files

Special files used by Backup to store file selections, program settings, and options you have selected for your backup, compare, or restore.

Setup files can be opened, saved, and deleted using the <u>File menu</u>.   In the Backup window, use the Setup File drop-down list box to open a different setup file.

Setup files are a key element in designing and implementing <u>backup routines</u>, since all settings can be saved and reused.   Also, administrators can design and distribute setup files for other users, standardizing backup procedures for a workgroup or an entire organization.

Sort order

Refers to the order in which files are listed in the file pane of the Select Files windows.   The file list can be sorted by name, extension, size, date, or attributes.   To change this setting, click Display in the Select Files window.

source disk

When copying the contents of one disk or diskette to another, this is the disk or diskette from which files are copied.

Special button

A button at the bottom of the Select Files windows that makes it easy to exclude files based on creation date and attributes. You can specify a range of creation dates for files to be excluded. You can also exclude copy protected files, read-only files, system files, or hidden files.

Special Selections

A dialog box opened by clicking the Special button in the Select Backup, Compare, or Restore Files window.   In this dialog box individual files or groups of files can be excluded from backups, compares, or restores.   Files can be excluded based on date, filename, or attribute.   Exclusions specified in the Special Selections dialog box apply to files on all drives and directories and cannot be overridden by other selection methods.

system attribute

An attribute marking an MS-DOS or system-related file. Generally, system files are intended to be read only by other programs, such as the system files MS-DOS uses when you start your computer.

Backup lets you exclude all system files from a backup, compare, or restore.   Click Special in the Select Files window.

SYSTEM.INI

A file containing system-specific configuration information needed by Windows during startup.

target disk

When copying the contents of one disk or diskette to another, this is the disk or diskette to which the files are copied.

text box

A rectangular box within a window, usually one line high, into which you type the information needed to complete an action. It may be blank when it first appears, or it may contain text.

title bar

A component of a window or dialog box that shows either the name of the application running in the window or the name of the dialog box. The title bar in the currently selected window is a different color or intensity from the title bar in an inactive window.

toggle

An object that can be selected or deselected (turned on or off) with the same action. Also, to select or deselect an object such as a check box or menu item by using the same control or action.

total backup

A <u>full backup</u> in which all files are selected.

Total Files

The total number of files on the current drive, and the total number of bytes they contain, displayed at the bottom of the Select Files windows.

tree pane

A component of the Select Files windows that displays a directory tree, making it easy to find and select directories and files for backup, compare, or restore.

TSR

An acronym for Terminate-and-Stay-Resident program, also known as a memory-resident program. A program that loads itself into memory the first time you run it, and remains there until you turn off or restart your computer, or unload it from memory.

Version button

A button in the Select Restore Files and Select Compare Files windows that lets you select a specific file version when the <u>master catalog</u> contains multiple versions of a file.

volume

A physical portion of hard disk space. A hard disk may be divided into one or more volumes.

wildcard

A global filename character which represents all or part of a filename. The question mark (?) represents any single character, and an asterisk (*) represents from zero to eight characters.