Tri-BACKUP 2

USER HANDBOOK

Copy your serial number here: . . . . . .

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1 - Introduction

1.1 Welcome!

We would like to thank you for trusting our product Tri-BACKUP!

We are sure that you will find in Tri-BACKUP the backup utility for Macintosh you were expecting to:

- make your backup (mirror or incremental backup).
- restore your data (for example in case of file loss).
- synchronize two disks or two folders.
- schedule as many backup and synchronization operations as you need.

1.2 Thank you for registering

You will find a registration card (enclosed in the package) for your software license. **Thank you for filling it and sending it back**. You can then call us for any technical support and you will also be informed about updates of this product and news about our products.

1.3 Latest version of the software

Check our website «**http://www.tri-edre.com**» to know if you have the latest version of this software.

If it is not the case, download it (your serial number will work with it).

Nota: serial numbers are compatible with all versions having the same main version number: a serial number of version 2.0 is useable with 2.01, 2.02…versions.

1.4 Program Setup

On the CD-ROM, you will find the setup program (you can also download it from our website **http://www.tri-edre.com**).

Double-click the setup program icon, then select the location where to install the application program and validate by clicking «Install».

At the end of the setup process, the application’s folder is open on the Mac

desktop.

Note: Setup only created this folder. No extension nor control panel were added to the System Folder.

1.5 Tri-BACKUP first use

Double-click the application icon to run it.

The application asks you to enter your serial number (written on the label sticked onto the CD cover). This serial number, which is personal, activates all the functions of your software.

Keep your serial number in order to access our technical support or to install updates of your program.

1.6 Technical support

Our technical support is free and can be used by e-mail, by fax or by phone (see after our address, phone and e-mail address).

You should have your serial number and the software version number before calling.

1.7 Contacts

You can contact us thanks to our details below.

If you have comments about this product, problems or questions unsolved with this handbook or with our website – or if you are interested in a site license – please contact TRI-EDRE (specifying the version and serial numbers of your copy):

- by e-mail to the address:
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- by phone or fax:
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  Fax: (33) 4 98 10 10 55
- by mail:
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1.8 Updates

You can download updates on our website:

http://www.tri-edre.com

2 - Principles

2.1 Online help

You can access Tri-BACKUP help in two ways, whenever you want.

The first way is to click the help button in the tool bar.

The second way consists in keeping the «Control» key down while moving the mouse over a button or setting.

2.2 What can be backed up or synchronized

Tri-BACKUP can handle any volume (and its content) that is mounted on the desktop of your Macintosh. It can be the volume from which to backup, the volume to be synchronized or the volume into which backup should be made.

Tri-BACKUP handles files (documents, applications, …) and copies these files when backing up or when synchronizing.

Nota: for a volume to be taken into account, it must be mounted on the desktop.

2.3 To work, Tri-BACKUP must be running!

Tri-BACKUP doesn't install any extension nor control panel.

In order to automatically launch backup and synchronizations, Tri-BACKUP creates a file into the «Startup Items» and «Shutdown items» folders in the System Folder. Tri-BACKUP will then be automatically run at every start-up and will quit if necessary.

Do not quit Tri-BACKKUP: if you do so, Tri-BACKUP won't be able to make backup anymore, until it is run again or until the computer is restarted.

2.4 Backing up

Tri-BACKUP automatically and simply makes backup of your data by

copying every modified files, onto another disk or another partition, onto a network drive, a cartridge,etc. Tri-BACKUP can save the whole volume content or a specific folder (it is up to you to decide).

We chose to make copies of original files for backup. So, files are duplicated into the backup location, as you could do with the Finder, moving them by hand. Directory structure (folders, sub-folders, …) is kept into the backup. You can then, even without Tri-BACKUP, check «by hand» what was saved and you can recover a file directly from the Macintosh Desktop.

Two backup modes are available in Tri-BACKUP:

- **MIRROR BACKUP**: this kind of backup create an exact copy of a folder or an entire volume content. During each backup, the copy is updated to remain identical to the source. Tri-BACKUP only copies files that were modified (or added) in the source.
- **INCREMENTAL BACKUP**: this mode allows you to keep a copy of every version of a document. During each backup, Tri-BACKUP copies only the files that have been modified since the last backup, in a new folder for each backup (previous backup are not overwritten by the last one)

Backup settings allow file compression (or not) or file exclusions (aliases, icons, invisible or temporary files, …). By default, settings are:

- files that were deleted from the source, are also deleted in the destinaion.
- only visible files are saved.
- aliases are skipped.
- exclusion list is not used.
- files are copied identical without compression.

These parameters can be modified for custom configurations (see “scheduling a configuration”).

2.5 Where is done the backup (destination) ?

We specify the destination folder, where the backup is copied. During a backup, Tri-BACKUP creates, in this folder, a folder for each of the

volumes or folder to backup.

For example, if you backup yours disks «Hard Disk» and «External Disk» in the folder «BACKUP» of a cartridge, the folders with the same name as the volumes, «Hard Disk» and «External Disk», will be created in the «BACKUP» folder.

The destination folder is a backup «container».

2.6 Restoring

A restore process is linked to a backup operation. It allows every file that were copied during backup (or that were deleted or modified in the source) to be restored in the source folder or volume.

Restoration is used to get «deleted by mistake» files, to get a previous document version back or to rebuid an entire folder or disque.

Note 1: every replacement of an existing file is to be confirmed.

Note 2: Tri-BACKUP making exact copies of files during backup, it is possible to restore by hand a file from the backup location to the source folder.

2.7 Synchronizing

When a synchronization is launched, Tri-BACKUP compares the content of two folders (and of there sub-folders) or of two disks. If a file is missing (or is older) in one of the two folders, it is copied.

When synchronizing process is over, the two folder (or disk) contents are identical, each of them containing the last version of the files.

This synchronization is automatic. So it is much easier and much quicker (and safer) than opening every folder and making hand copies of files.

Caution: if a file was modified in the two folders, the newest is kept.

Nota: for example, synchronisation is very useful to update a desktop computer and laptop computer.

2.8 Manual operations

It is possible with Tri-BACKUP to define a backup (or a synchronization) by choosing what is to be saved (source folder or disk) and where it should be saved (folder or removable cartridge) from the main window. The

operation is then launched manually from this window, using the buttons at the bottom of the window (see “Main window” section below).

Of course, these operations can also be scheduled to be automatically run.

2.9 Multiple configurations

A great advantage of Tri-BACKUP is to be able to schedule multiple backup or synchronization operations. these ones will be automatically launched, without requesting any user action.

It is possible to create as many configurations as needed.

So it is possible to create different configurations to be automatically run. For example, you can, with your copy of Tri-BACKUP, schedule:

- a mirror backup, every hour, of your precious data (to permanently have an exact copy of it).
- an incremental backup , on every evening at shutdown, of a folder with which you often work (for example, to automatically keep successive versions of a report).
- a complete backup of your hard disk, on every 1st day of the month at 8:00 AM (it is your reference backup that you will burn on a CD-ROM).
- different backup (or on different media) on odd days and on even days.
- a synchronization of your «Customer File», on every night at 11:00 PM, (so that all computers on your network are up-to-date).
- etc.

3 - Backup strategies

Although backup can be run manually with Tri-BACKUP, its main interest is to be able to automatically run backup, without user action. Once configured and scheduled, these operations will do their job alone, without disturbing your work. You should create one or more configurations. You will be able, depending on your needs, to make full backup as well as specific backup of important folders.

3.1 Mirror or incremental backup?

Tri-BACKUP offers two kind of backup.

Mirror backup is very interesting because it let you have an «exact copy» of your data and so to easily get your work environment back, after an accident or a file loss. On the other hand, every «error», done in the source, or every corrupted file will be reflected in the destination.

The great advantage of **incremental backup** is to keep all successive version of a document (for example, you will be able to get last week version of your document, if you realize that the chapter you deleted five days ago is needed).

Our advice is to combine both kind of backup, possibly limiting incremental backup to important files on which you often work.

3.2 Background backup

Tri-BACKUP can run backup while you work on your computer.

If it is the front application, backup is faster.

If it is in background, Tri-BACKUP slows its actions down (but goes on working) so that you can work in another application as smoothly as if the backup process was not running).

3.3 Create configurations for every backup

It is better, smoother and more efficient to create several configurations instead of one backup of your whole data. Actually, some data is more

important than other, some is often modified and other not, etc.

Use the ability to create multiple configurations to optimize your backup strategy. It will then take less time and less disk space.

Also do, from time to time, global backup, and, when it is wise, schedule frequent backup of your important folders (customer file, project you work on, …).

3.4 backup of several computers on the network

Tri-BACKUP allows you to back all volumes that are mounted on the Desktop up. You can then, from your computer, save the content of other computer disks on your network, eventually with a different configuration for each computer.

You can also keep a special hard disk on a server for backup of all computers on the network.

In that case, each computer can have its Tri-BACKUP copy with its own configurations.

3.5 Back your backup up!

At first sight, it can seems weird!!! It may happens that a backup is altered by another operation, that an error is made in a document and its backup replaces the old version which was correct, etc.

We recommend to regularly store a copy of your backup, on a CD or a cartridge, in a safe place from where you won't touch them, except if you need them back, of course.

Do have two backup sets, one for the current backup, and the other in case of trouble. For example, make backup on odd days and on even days, using two different cartridge sets.

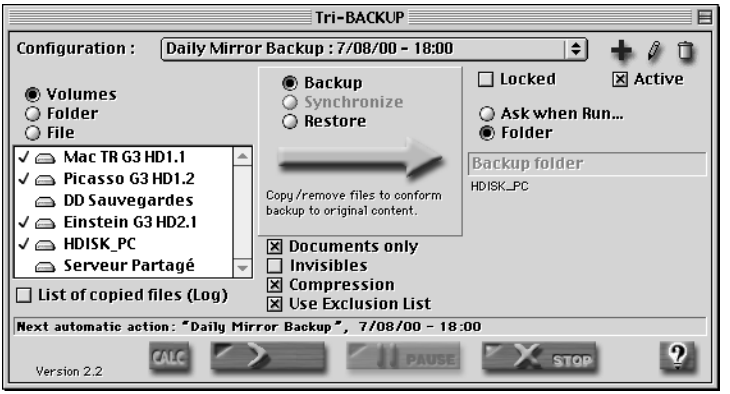
If it is possible, regularly burn a backup CD that might be useful if a serious crash occurs on your computer, hard disk or if you lose data.

Think that backup will be your last resort. We tried to make an easy to use utility that is efficient and quiet during operations. Make the most of it!

4 - Your first backup, step by step

When launched, Tri-BACKUP displays the main window. It is the control panel of the behaviour of your application, it shows the main settings of each configuration you created, and it also shows the next scheduled operation to be run.

Figure 1. Main window

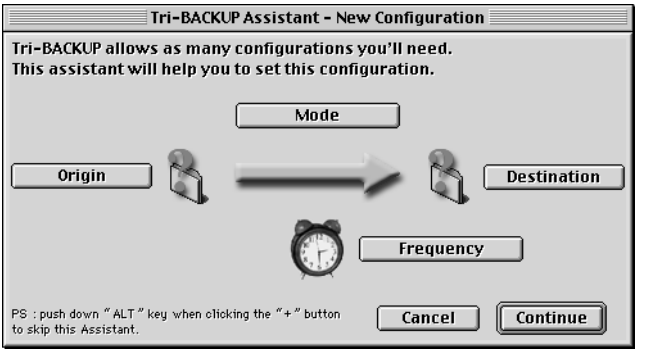


You will now be guided in order to create your first configuration. It is intended to automatically backup, on every day, the entire content of your hard disk (only backing documents up).

4.1 Configuration setup

Click the «+» button (on the upper right corner of the main window) or select the «New Configuration» command in the «Configuration» menu (shortcut key: Command-N).

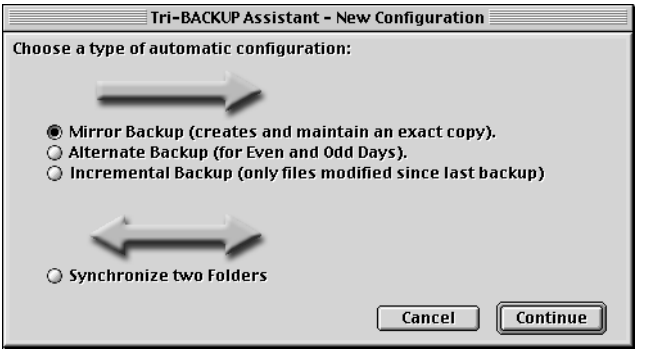
Figure 2. Configuration wizard



The wizard dialog is displayed to help you building a new configuration (but you could just click on «Continue» button to skip the wizard). It shows buttons for the four main groups of settings.

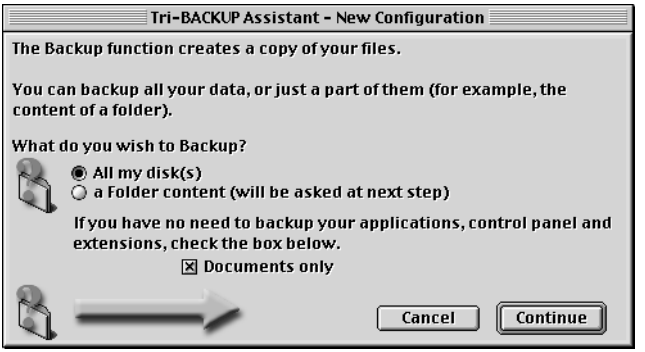
The «Mode» button accesses operation kinds (mirror or incremental backup, synchronization, …). By default, backup kind is set to «Mirror». As we want to create a configuration of this kind, do not modify this setting.

Figure 3. «Mode» wizard



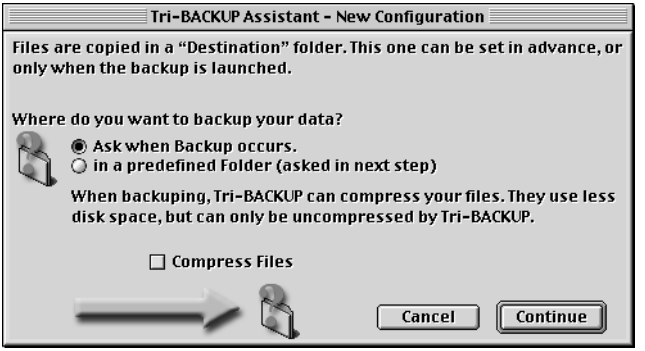
The «Origin» buttons displays a dialog to choose what is to be backed up (folder or volume). As default settings are correct, keep them unchanged (we can come back later).

Figure 4. «Origin» wizard



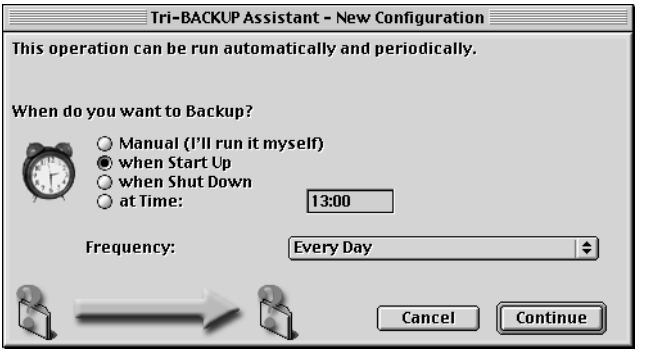
The «Destination» button shows the dialog in which you will choose where to make the backup (Destination). Keep the settings unchanged too as we tell the application where to make the backup when this one is run.

Figure 5. «Destination» wizard



The «Schedule» button is used to define the frequency of the backup. Set it to «On Startup» (radio buttons) and to «Every day» (in the popup menu).

Figure 6. «Schedule» wizard



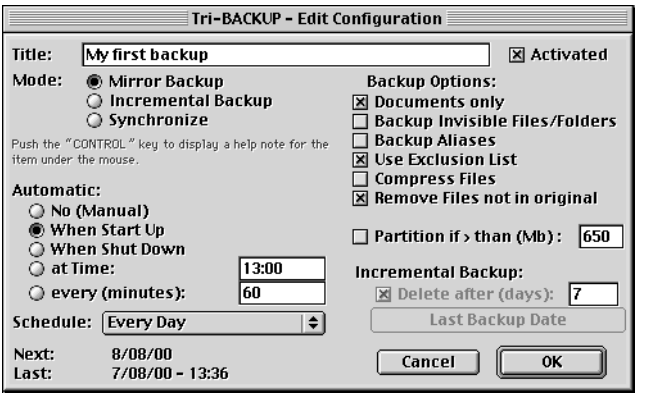
Once settings done, click «Continue» to leave the wizard and reach the final configuration setting window.

You can first modify the default name of the configuration, for example, enter «My first backup».

Other settings were defined by the wizard: by default, do not backup invisible files nor aliases.

The displayed dialog should look like the one below.

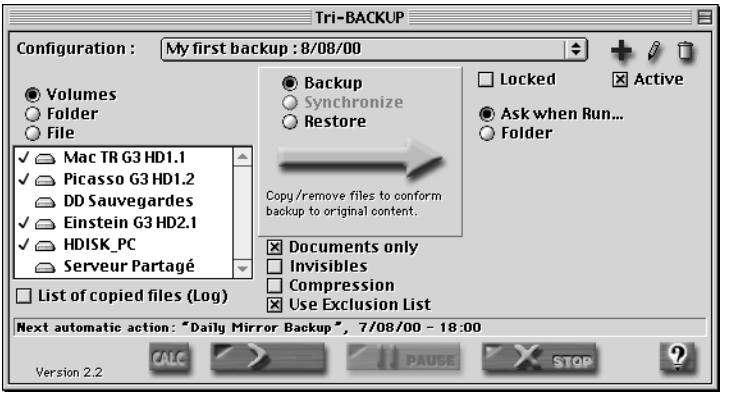
Figure 7. Final settings of the new Configuration



Validate with the «OK» button.

The main window becomes:

Figure 8. Main window with the new Configuration



The upper popup menu displays the name of the selected configuration (the one that was created) followed by its next run date.

This backup will be run tomorrow morning, when your computer starts up.

4.2 Manually run this backup

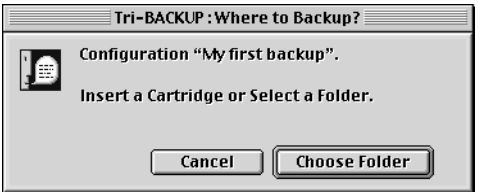
You might want to initialize the mirror backup, by copying into the destination the current hard disk content.

To do so, click the «Manual Run» button for the current configuration (at the bottom, to the right of the «CALC» button):

Figure 9. manual operation buttons

As you did not set the destination location, a dialog ask you for the destination folder (or the destination volume). You can also insert a cartridge.

Figure 10. Destination request dialog



Insert your cartridge (the cartridge must be previously formatted) into its drive.

Tri-BACKUP will automatically detect it and will start the hard disk backup.

If the cartridge gets full during the backup process, it is ejected and Tri-BACKUP displays the destination request dialog. It waits for a new cartridge to be inserted (or for another destination to be chosen) to go on backing your hard disk up.

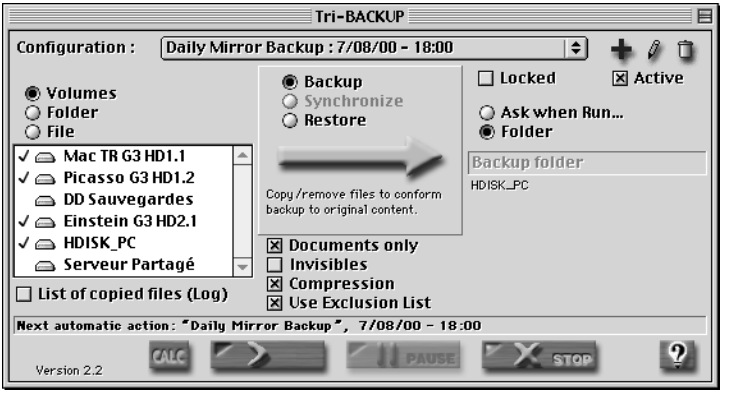
At the end of the backup, Tri-BACKUP has made an «exact copy» of the content of your disk(s).

On every morning, Tri-BACKUP will modify on the destination cartridge the backup to add new files or to replace modified files.

5 - Main window

This window presents the different functions of Tri-BACKUP and gives a direct access to main settings.

Figure 11. Main window



It is made up of different areas:

- at the top, configuration choice and settings.
- in the middle, operation kind setting.
- on the left, disks and folders to backup or synchronize.
- on the right, destination for backup and synchronization.
- at the bottom, manual run, pause, stop and needed disk space (CALC) buttons.

Settings for the current configuration (the one selected in the popup menu) are accessible in this window.

Nota: the configuration can be locked. In this state, no modification is allowed.

5.1 Choosing the source (on the left)

The source defines the location (the folder, the file or the volume) of data to be saved or synchronized.

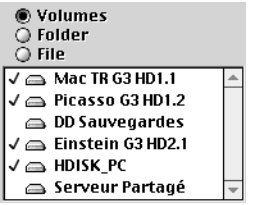
You can choose, with the radio buttons, between:

- one or more mounted disk. Each volume can be selected or unselected

by a simple mouse click.

- one folder: click the name field to make your choice.
- one file: click the name field to make your choice.

Figure 12. Source choice



You can drag a folder, a volume or a file from the desktop over this area to define the item to backup.

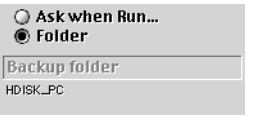
5.2 Choosing the Destination (on the right)

Backup: it is the folder where the backup copy takes place. A folder will be created in the destination folder for each volume or folder to backup (with the same name as the source volumes/folder).

Synchronization: the folder to be compared with the source fodler.

You can choose a folder before running the backup or let the application request the destination location when the backup is launched. When no folder (or disk) is set, a dialog is displayed requesting the destination location. You can insert a cartridge that is automatically destected and on which data is backed up (in this case, the cartridge is ejected when backup is complete or when it has no free space anymore).

Figure 13. Destination Choice



To modify the destination folder, click the name field and choose another folder.

You can drag a folder from the Desktop to this area to define the destination location.

Alias folder: Tri-BACKUP creates an «Alias» folder where you can put aliases of volumes (with same name). If Tri-BACKUP needs an unmounted volume, and if an alias with the same name is in the «Alias» folder, Tri-BACKUP will use the alias to mount the volume.

5.3 Choosing the mode (on the middle)

The mode (backup, restore ou synchronize) is set in this zone. The direction of the yellow arrow illustrates your choice.

Depending on the chosen mode (especially synchronisation), some of other parameters can be deactivated.

5.4 Backup parameters (on the middle)

Figure 14. Mode and backup parameters

Checkboxes allow you to modify the main backup functions (other ones are available in the edition dialog see «Scheduling a configuration»).

- Documents only: applications, extensions and control panels are not backed up if this box is checked. This setting restricts the backup to documents only (in general, we have the installers of applications so it is not necessary to add them to the backup).
- Invisibles: invisibled files/folders are saved if this box is checked.
- Compression: normally, files are only copied to the destination. If this box is checked, files will be compressed before copied (so they take less disk space, but you will need Tri-BACKUP to uncompress them).
- Exclusions: files and folders corresponding to criteria that are defined in the «Exclusion List» («Configuration» menu) are not copied if this box is checked. This setting optimizes the backup by avoiding tempo-

rary or useless files or unwanted folders being copied.

5.5 Manual buttons (at the bottom)

Figure 15. manual button

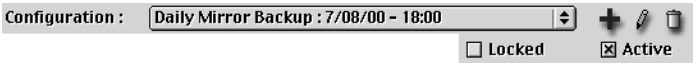
These buttons manage the run of the selected configuration:

- «CALC» calculates the necessary size for this backup.
- «>» runs the chosen action. Every configuration, scheduled or not, can be run by this button.
- "PAUSE" button interrupts its execution. Just click the «>» button to go on. This function lets you finish an action (saving documents you are modifying) before proceeding the backup.
- "STOP" button ends the current configuration.

If the box «List of copied files (Log)» is checked, a text file is generated during backup, with the list of all copied files.

5.6 Managing configurations (at the top)

Figure 16. managing configurations



A configuration is a set of parameters for a specific backup or synchronization operation. It can be created ("+" button), modified ("Pen" button) or deleted ("Trash" button).

Two check boxes handle the access to the current configuration:

- Locked: forbids any modification from this window. This protects you from unwanted manipulations.
- Active: temporarily activates or deactivates the current configuration. Scheduled runs of the configuration are suspended while this box is unchecked.

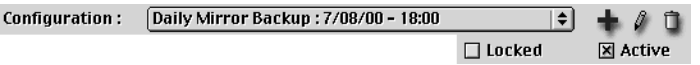
6 - Scheduling Configurations

Tri-BACKUP allows you to create and manage as many configurations (backup and synchronization operations) as you want. The current configuration is displayed in the popup menu at the top of the main window.

Each configuration can be in charge of a specific action (backup, synchronization) with its own settings: data to backup, frequency, …

A configuration can be temporarily deactivated (and reactivated) thanks to the «Active» check box.

Figure 17. Configuration management



6.1 Creating a Configuration

Click the «+» button to create a configuration, at the top of the main window (or with the corresponding command in the «Configuration menu»)

When creating a configuration, a wizard guides you in setting the parameters, from typical templates. You can access predefined mode, source, destination and scheduling choices.

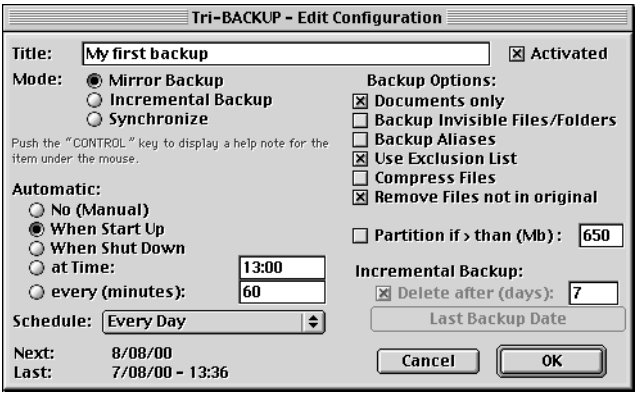
Then, the final setting dialog is displayed to let you refine the parameters.

You can also, with the «Configuration» menu, duplicate a configuration to ease the creation of a configuration with similar settings.

6.2 Modifying a Configuration

The «pen» button, at the top of the main window, lets you modify settings for the selected configuration (the one displayed in the «Configuration» popup menu).

Figure 18. Configuration Settings



A dialog presents the different choices of configuration parameters:

- the name of the configuration. This name can be modified as you wish. In general, give the configuration a self-explanatory name (It will be much easier to find it back) for example: «Daily backup», «Laptop synchro», …
- the kind of action: mirror or incremental backup mode or synchronisation. Depending on this setting, some functions are deactivated.
- the launch method: manual or scheduled, at Startup or Shutdown, at a specific time or periodically.
- the frequency: every day, every week, every month, etc.

The date of the next run of this configuration is displayed at the bottom of the window.

Nota: if your computer is unavailable (or turned off) when a configuration is to be launched, this one will be run as soon as possible.

Backup options for this configuration are:

- Documents only: applications, extensions and control panels are not saved unless this box is unchecked.
- Backup Invisibles files/folders: are saved only if this box is checked (folder icons are invisible files, so check this box if you want to save them).

- Backup Aliases: Aliases are copied only if this box is checked.
- Exclusion list: to ignore or not file types and folders that were defined in the «Exclusion list» («Edit exclusions» in the «Configuration» menu).
- Compress Files: files are normally copied identical. If this box is checked, files are compressed before being copied.

  Nota: Tri-BACKUP uncompresses these files when restoring. To uncompress a file by hand, double-click it s icon or drop it onto the compression window (see below).

- Remove files not in original: files and folders that are not in the source folder anymore, are deleted from the destination folder (if this box is checked).
- Partition if > than (Mb): this option splits the backup in several pieces which size is less than the given one. It allows to prepare backup that can then be burned onto CD-ROMs.
- Delete after (days): you can tell Tri-BACKUP to delete incremental backup that are older than the given number of days. So it is easy to schedule incremental backup that are automatically deleted after 7 days, avoiding destination volume disk space being wasted.

To manage configurations, Tri-BACKUP is automatically launched at startup (or at shutdown). When it is not the front application, its window is hidden and only a small icon is displayed at the top-right corner of the screen.

If you scheduled backup, you must not quit Tri-BACKUP (it could not then run these operations).

Nota: configurations are saved in a file named "Tri-BACKUP.prefs", next to the application. When updating your copy (after downloading a new version), keep this file that contains all your settings and copy it next to the new version.

7 - Exclusions

Tri-BACKUP allows you to exclude some files or folders during backup, for example to avoid temporary or useless files from being copied (in general, these files are created by the applications when needed).

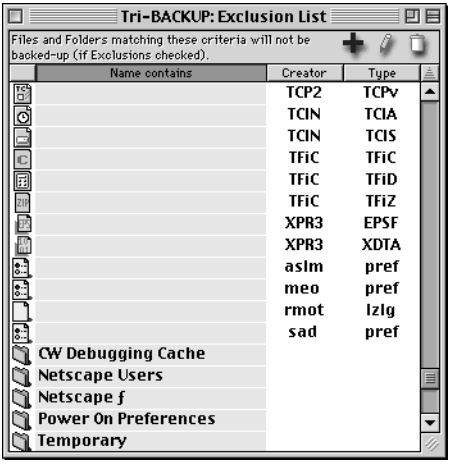
Use of exclusions is activated by checking the «Exclusions» box.

Exclusions optimize your backup, by copying only useful files. You then have faster backup that request less disk space.

7.1 Exclusions list

“Exclusions List” is defined in the «Configuration» menu. The window displays the different exclusion settings.

Figure 19. Exclusions window

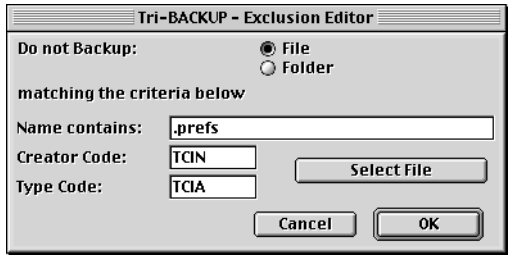


Buttons at the top-right corner manage the list: they let you add, modify or remove items in the list.

You can drag a file (a folder) from the desktop onto this window to add it to the list.

7.2 Editing an Exclusion

Figure 20. Editing an Exclusion



It is possible to exclude files and folders.

- Folders: excluded folders are those that name contains the given string.
- Files: exluded files are those that match the criteria of items in the exclusion list:
  - the name contains the given string (if this string is not empty).
  - the creator code is the given one (if not empty).
  - the type code is the given one (if not empty).

Nota: In order to define a file type, it is possible to select one file of this type from the disk, using the «Select File» button.

Nota: «Type» and «Créator» codes (4 character long) are managed by the system of your computer and define documents of an application.

Examples:

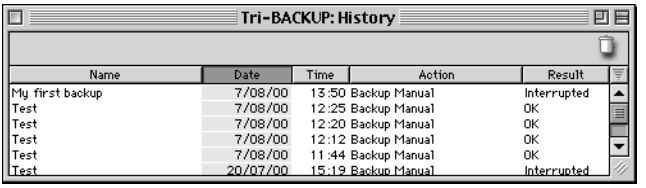
- you can exclude text files from the backup. Create an exclusion with only the type code =“TEXT” (other settings, name and creator code, left empty).
- You can exclude the System Folder. Create a folder exclusion and enter «System Folder» in the name field. If a folder is named «System Folder addons», it won’t be saved.

Nota: exclusion list is saved in the “Tri-BACKUP.Exclusions” file. When updating your copy, keep this file that contains your settings and copy it next to the new version.

8 - History of Operations

The «Display History» command, in the «Configuration» menu, displays the log of the last operations done by Tri-BACKUP (backup, synchronizations, …), if they are scheduled or manual. The list is chronologically sorted (most recent actions are displayed first in the list).

Figure 21. History window



You can find the name of the configuration, the date and time when it began and also its status: «OK» means that the operation went off without incident, «Interrupted» means that the operation was manually canceled.

To delete a part of the history list, select it and click the «Trash» button.

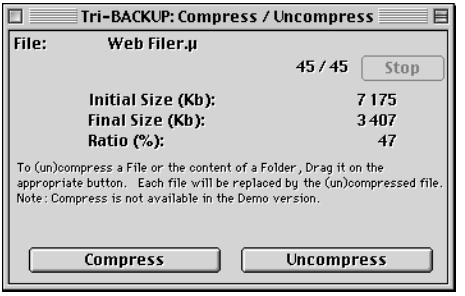
Note: old items are automatically removed from the list.

9 - Compress/Uncompress

During backup, files can be compressed (every file is compressed, keeping its name) if this option is activated. They are automatically uncompressed when restored.

In the «File» menu, you can find an independant function that let you compress and uncompress any part of your disk, for example to compress a folder (before burning it onto a CD), or to uncompress a backed up file.

Figure 22. compression/decompression window



Just drag a file or a folder from the Desktop onto the «Compress» button or onto the «Uncompress» button so that it is processed.

Files are compressed one by one (and replaced by the compressed version). They keep the same name (but their icon changes).

The «Stop» button cancels the process at any time. Compressed (or uncompressed) files remain compressed (or uncompressed). Files that were not processed remain in their initial state.

Informations give the result of the requested operation: number of processed files, total size before and after operation, real compression ratio.

The compression format is Tri-BACKUP own format. So only Tri-BACKUP can uncompress these files.

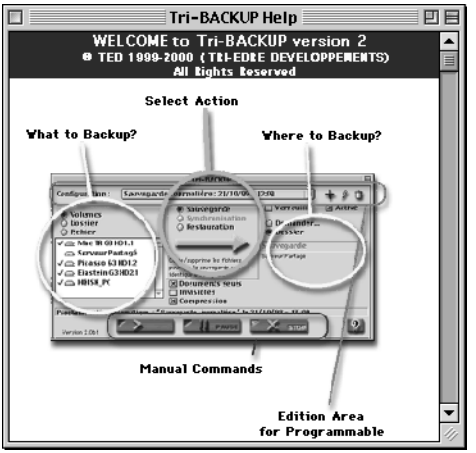
10 - Other Functions

10.1 Online help

Figure 23. Help button

Click this button (in the main window) to display the online help window. This help gives you a quick access to main functions' help.

Figure 24. Help



The window content adapts to the window width. You can then modify the size of what is displayed by resizing the help window.

10.2 Context help

When the mouse is over an item (button, check box, …), press the «Control» key down to display a help note about this item.