



# WinBackup 2.0

## User's Guide

**Uniblue**

# WinBackup User's Guide

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November 17, 2005

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## Chapter One

### INTRODUCTION

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**Welcome to WinBackup 2.0 – the ease-to-use backup software that is the fastest and most reliable package on the market.**

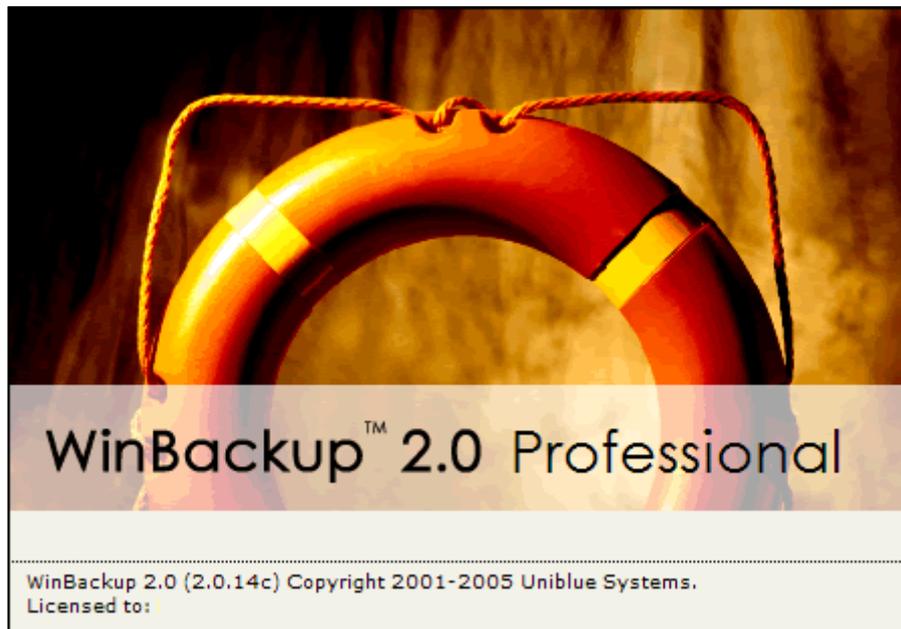
*After reading this Chapter you will learn:*

- What is WinBackup*
- How to Use this User Guide*
- Backup and Restore Processes*

## ***1.1 Introduction – What is WinBackup?***

WinBackup is a data backup and recovery management software which allows you to secure all your valuable data within minutes.

Featuring a Windows-familiar and intuitive graphical user interface, WinBackup 2.0 makes it extremely easy to set up and run regular backups in your existing environment.



With shortcuts to the most popular applications, WinBackup 2.0 makes it possible to easily and quickly backup emails, address books, bookmarks, digital images, financial documents and other records at the click of a button.

With the **new and proprietary WinBackup Outlook Agent**, you can either browse or perform searches for specific emails that you want backed up and/or restored. WinBackup also has two powerful search features - the Windows-type Search Feature and the Advanced Search Feature aimed at helping you match very specific and detailed searches.

You can rely completely on WinBackup 2.0 for full data consistency and integrity without compromising superior performance.

- **WinBackup 2.0 Standard** is designed for home and small office users.
- **WinBackup 2.0 Professional** is designed for small and medium sized businesses and work-groups of large organizations.
- **WinBackup 2.0 Server** is designed for server environments.

Awarded Best Backup Software by Computer Shopper and termed "exceptionally simple to use" by PC World, WinBackup 2.0 is now the obvious choice for many users worldwide.

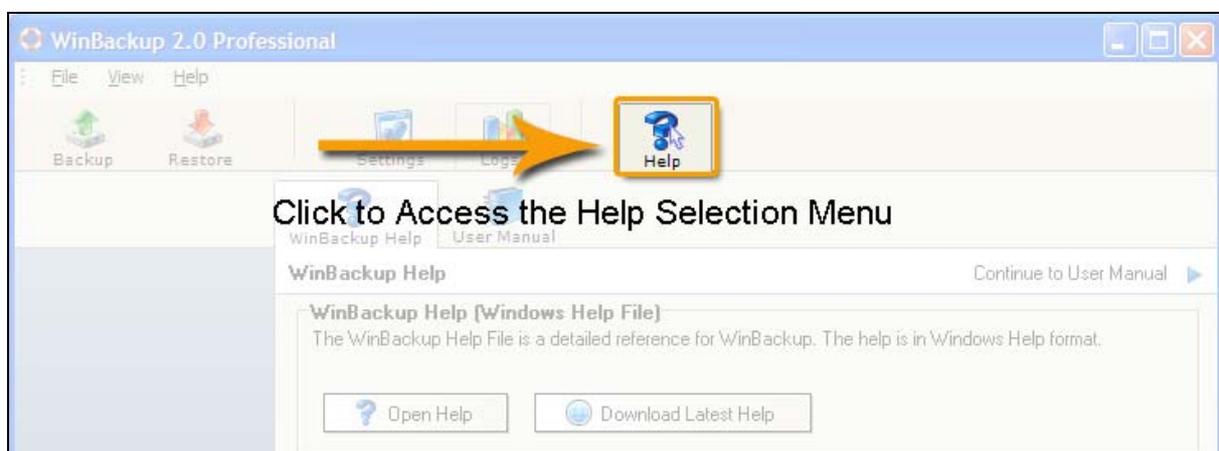
Being one of the most efficient and reliable backup solutions available WinBackup 2.0 will help you save both time and money.

## ***1.2 About this User Guide***

Throughout this User's Guide you will learn how to use the features of WinBackup 2.0. The User Guide includes an overview and procedures for basic tasks.

The guide also explains the different types of backup strategies so as to help you decide which type of backup best suites your requirements.

The User Guide also contains a Glossary of Terms for those users who may be less familiar with the windows interface and the importance of backing up important data. This Glossary is found at the end of this manual. The WinBackup Help also contains animated **virtual tours** on how to backup and restore your data. The help may be accessed directly from WinBackup.



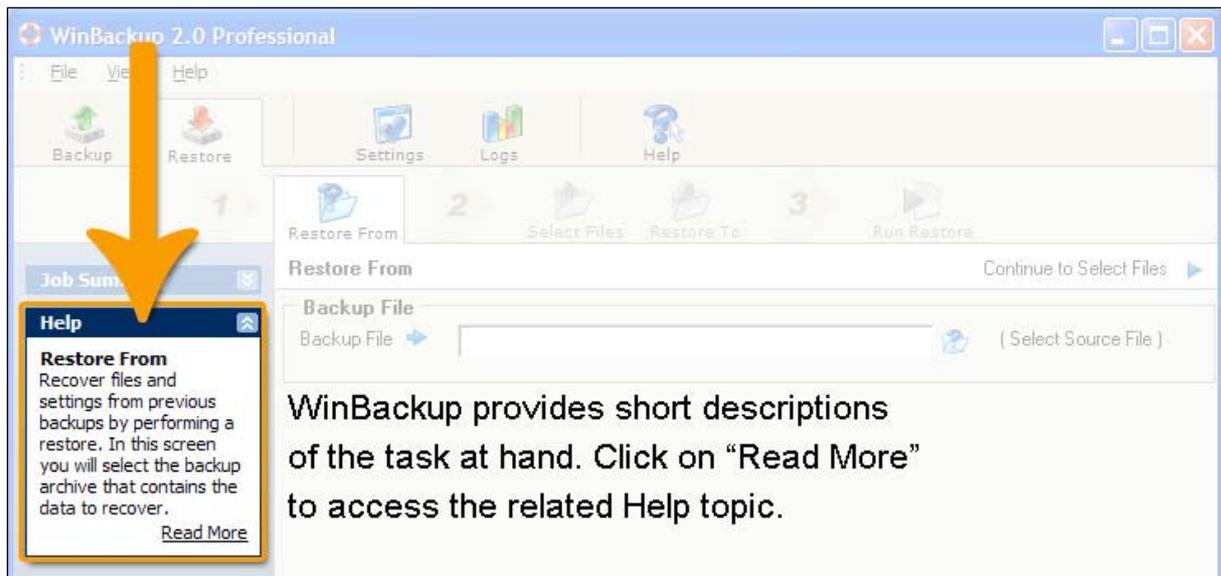
# WINBACKUP 2.0 USER GUIDE

Click on the Help Icon  to access the Help Selection Menu.

Click on the Open Help Button  to open the WinBackup Help.



At any stage of operation of WinBackup the Help File may be accessed either by pressing F1 on your computer keyboard or by clicking on the Read More hyperlink in the help box on the left hand side of any WinBackup screen.



The latest help files and manuals may be downloaded from the Uniblue Website. For more information on how to do this read Section 2.4 in Chapter Two on Page 19.

## ***1.3 Disaster Recovery***

It is important to understand a number of key concepts revolving around backups and restores (or backup and recovery management). After reading this section you will learn about

- Disaster Recovery
- What is a Backup?
- What is a Restore?
- Compression and Security
- Types of Backup

### **1.3.1 Disaster Recovery**

Data is lost because of a variety of reasons including hardware failure and human error through accidental deletion. At times, the data is retrievable and you will only suffer the cost of downtime. However in instances when the data lost is irretrievable, the cost is much higher as you would have to spend a considerable amount of time to recreate the data, if at all possible. In the event of data loss, you need a fall-back position which will help you continue where you left off before disaster struck.

Central to recovering from disaster is having a powerful backup and recovery management solution. This allows you to regularly reproduce your continually evolving data and to recover this data when and if disaster strikes.

### **1.3.2 What is a backup?**

A backup is a procedure that copies the data from one storage space and faithfully reproduces it as a backup archive in compressed or native format to another; for example, from your hard disk onto a CD. This procedure is aimed to safeguard your data against computer or hard disk failures, files infected by a virus, and/or files that were mistakenly deleted. Since these accidents happen at anytime, we advise you to backup your data everyday.

You can backup your files onto several storage media including other hard drives, removable disks, USB drives, CD-R, CD-RW, DVD-R, DVD-RW, or digital tape. Moreover you can backup your files over a local area network.

### **1.3.3 What is a restore?**

A restore is a procedure that allows you to return your data to its original state before any loss has occurred and as at the last backup date. In other words, if you backed up your data last Thursday and data loss occurred on Saturday, then the restore procedure will return any or all of the files with Thursday's date. Any data or files created between Thursday and Saturday would be lost. Hence, the importance of daily backups.

### **1.3.4 Compression and Security**

Backups may take a considerable amount of time to complete, and they also consume space on your disks. WinBackup 2.0 is designed to provide an easy solution to help you save both time and disk space. WinBackup 2.0 lets you create Backup Jobs that eliminate the need for selecting files each time you need to backup your data – this saves time and the possibility of human error. Moreover, to save disk space, you have the option of having your backed-up data compressed. In addition, you can filter out file-types that you do not need to backup. You can also schedule your Backup Jobs so they can execute automatically and at a time when it is more convenient for you.

If you have confidential information, it is important that you make your backups secure. WinBackup 2.0 gives you the option of setting a password to your backup archive or choosing even higher levels of security. There are three security levels, and two encryption methods.

### **1.3.5 Types of Backup**

WinBackup 2.0 provides two types of backups: Total Backup and Incremental Backup. These are explained below:

Total Backup means that all your files will be backed up without checking if these files are new or modified. If you are running WinBackup 2.0 for the first time, you should definitely choose this option. If you keep on using the Total Backup option for your subsequent backups, WinBackup 2.0 will back up your entire files every time. Keep in mind that such a procedure may take a considerable amount of time and disk space when your files run in high amounts of megabytes or gigabytes. However, we advise to do a Total Backup weekly while having an incremental backup performed daily. If you decide to perform only Total Backups, then restores are a question of restoring the latest total backup archive.

## **W I N B A C K U P 2.0 U S E R G U I D E**

Incremental Backup means that only new and modified files will be backed up. This implies that files that were not changed since the last backup will not be backed up again. The advantage of Incremental Backup over Total Backup is that it is faster, since only the newest files are backed up. This saves disk space and backup time. Remember that it is good practice to do Total Backup at least weekly.

To perform a full restore you must first restore the last total backup then restore each consecutive incremental backup from the last total backup. For example, if you performed a total backup on Friday and incremental changes on Monday, Tuesday and Wednesday and the PC crashes on Thursday morning, you will have to restore the full backup of Friday and the incremental changes of three days to return to restore your system completely to its original state before crash.

## Chapter Two

### INSTALLATION GUIDE

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**The Installation Guide aims at providing you with primary knowledge on how to install, launch and maintain WinBackup 2.0**

*After reading this Chapter you will learn:*

- Installing and launching WinBackup*
- Obtaining Updates and Support*
- What New Features are contained in WinBackup 2.0*

## 2.1 System Requirements

Depending on your copy of WinBackup, you will need to satisfy the following minimum requirements to run the application adequately.

### WinBackup 2.0 Standard and Professional minimum requirements:

CPU:	400MHZ
Memory:	32 MB RAM
Hard Drive:	40 MB
OS:	Windows 98/Me/2000/XP

### WinBackup 2.0 Server minimum requirements:

CPU:	400MHZ
Memory:	32 MB RAM
Hard Drive:	40 MB
OS:	Windows 2000/2003 Server

## 2.2 Installing WinBackup

To install WinBackup 2.0 successfully please go through the following steps.

### Step One:

Insert the WinBackup 2.0 CD into your CD-ROM or DVD-ROM Drive and wait for the setup process to start automatically.



If the setup process does not begin automatically when inserting the CD, please open the Start Menu of Windows, click on Run and browse for the CD/DVD drive or type:

[drive]:\AUTOSTART.EXE

Where [drive] denotes the drive letter of your CD/DVD Drive in which you have inserted the software.

In the download version, double click on the downloaded executable file to start the installation.

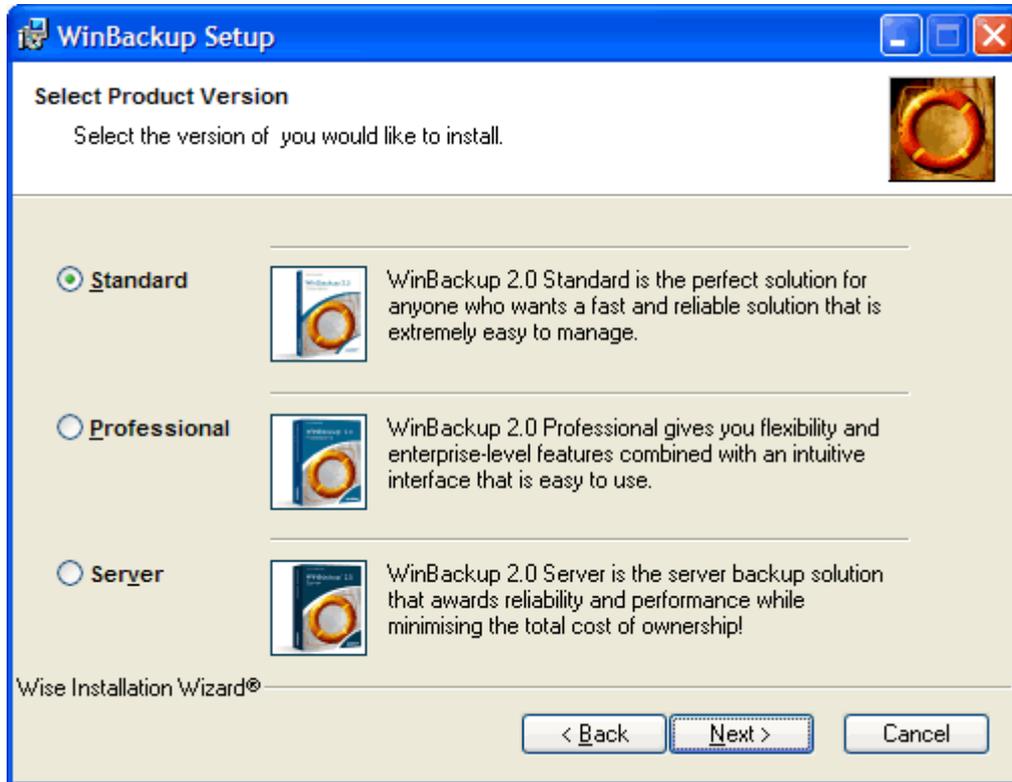
## Step Two:

The first screen is the WinBackup Install Shield. Make sure that all Windows programs are closed before clicking on the Next Button.



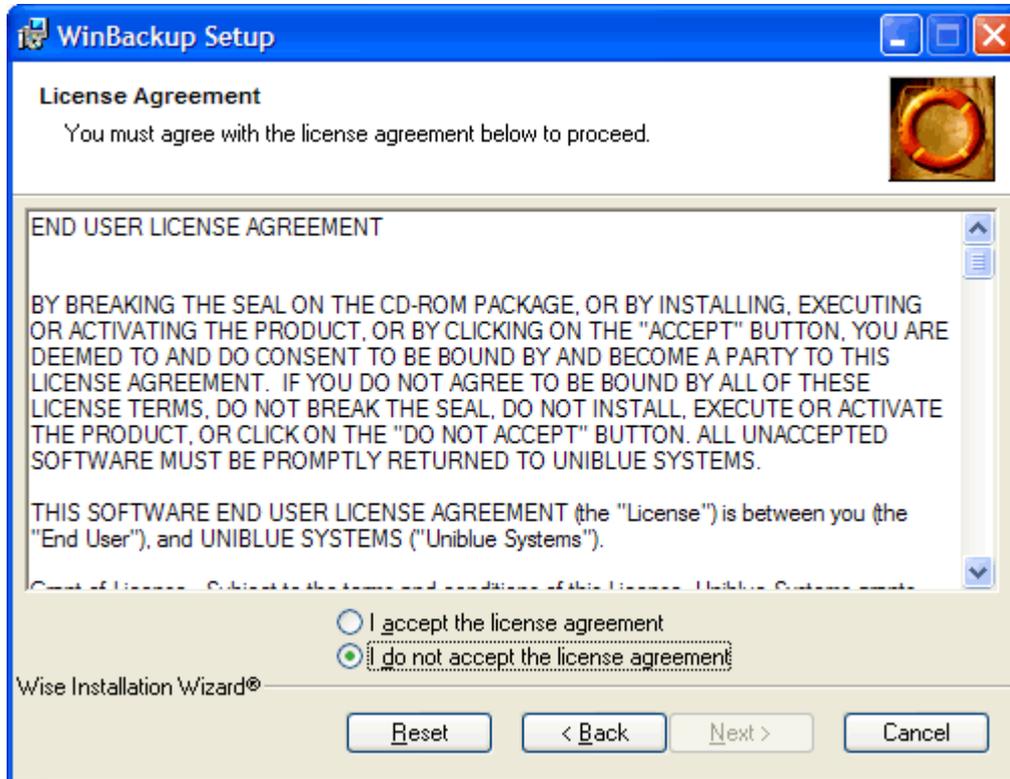
### Step Three:

In the next screen you will be prompted to select the version of WinBackup that you have purchased, whether Standard, Professional or Server. Press next.



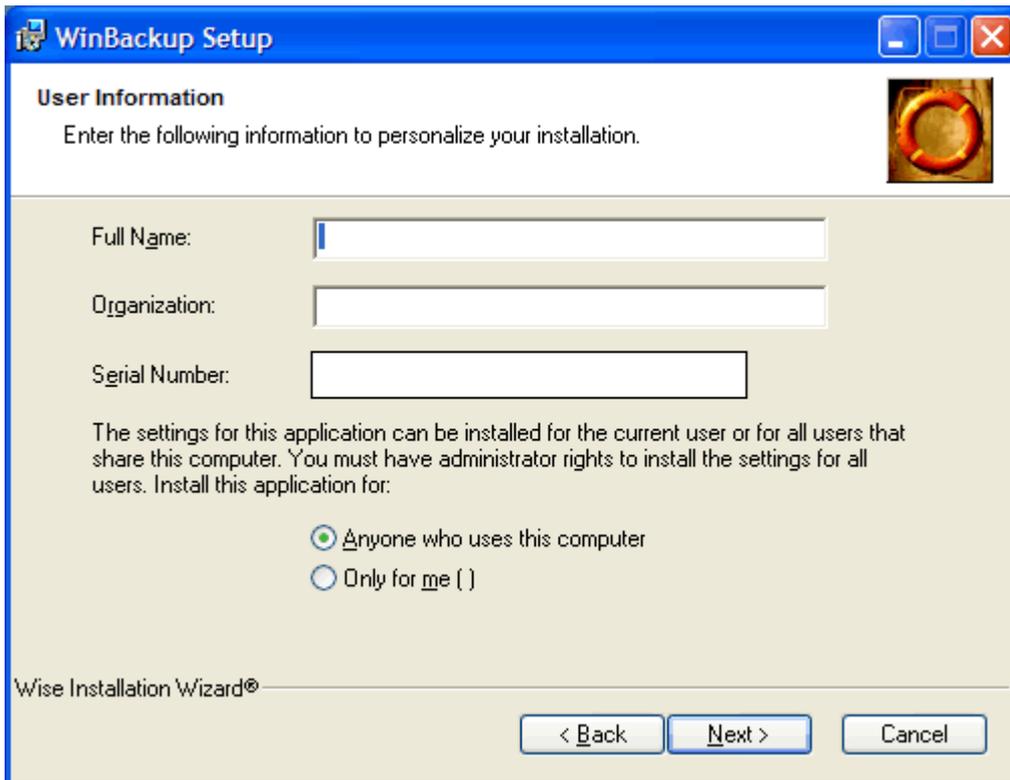
## Step Four:

This screen shows you the end user license agreement. Please review it and if you agree with the terms tick the 'I Accept the License Agreement' radio button and click on Next.



### Step Five:

In this screen you are required to type in your name and company details together with the license key that is either inside your CD box or that you have obtained via email if you downloaded your copy of WinBackup. Please make sure that the version you select (in Step 3 above) corresponds to your license key; otherwise WinBackup will not install. Also make sure that you input the license key correctly.



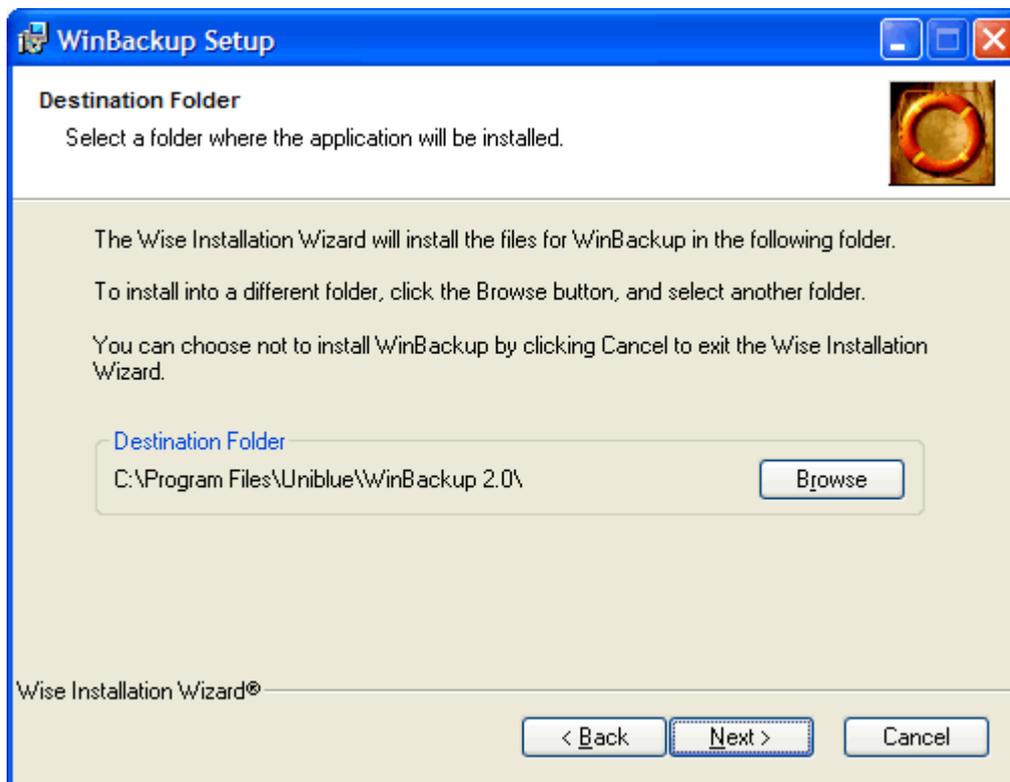
The image shows a Windows-style dialog box titled "WinBackup Setup". The window has a blue title bar with standard minimize, maximize, and close buttons. The main content area is titled "User Information" and contains the instruction: "Enter the following information to personalize your installation." To the right of this text is a small circular logo with a red and orange ring. Below the instruction are three text input fields labeled "Full Name:", "Organization:", and "Serial Number:". Underneath these fields is a paragraph of text: "The settings for this application can be installed for the current user or for all users that share this computer. You must have administrator rights to install the settings for all users. Install this application for:". Below this text are two radio button options: "Anyone who uses this computer" (which is selected) and "Only for me ( )". At the bottom left of the dialog is the text "Wise Installation Wizard®". At the bottom right are three buttons: "< Back", "Next >", and "Cancel".

## Step Six:

The last step of the installation process is selecting the folder location where you want to install the product.

The recommended folder is "**Program Files\Uniblue\WinBackup 2.0\**".

When you have selected your preferred folder, please start the installation process by clicking on Next.



## WINBACKUP 2.0 USER GUIDE

Windows XP may also prompt whether you should allow the WinBackup Service. You should allow this otherwise WinBackup Scheduler will not be able to run properly and WinBackup will not be running as a service. You will also be prompted on successful installation or otherwise.



On some systems, Windows may require you to restart your machine before changes take effect. If so, please reboot to start using WinBackup.

After the installation has been completed start the program either from your desktop or from the start menu.

## 2.3 Launching WinBackup

After the Installation of WinBackup you should find a new Program Group in your Windows Start Menu called WinBackup 2.0. The Program Group contains the WinBackup Program that is identified by its unmistakable icon - the WinBackup Life-Ring:

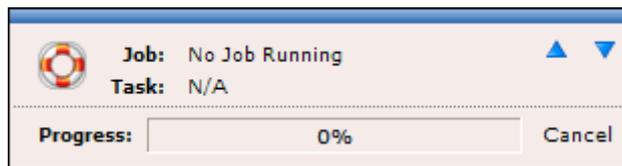


Click on the icon with your mouse and WinBackup will begin its launch procedure in which it will load application settings, explore its environment, load optional application modules and initialize itself if this is the first time it is launched.

You will also see the WinBackup Life-Ring installed in your System Tray on the Windows Start Bar as:



Clicking on the WinBackup Icon calls up the WinBackup Status Bar that allows you to control the progress of your Backups or Restores, Maximize and Minimise the WinBackup Application.

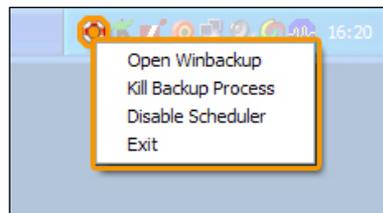


Clicking the upward arrow ▲ will call up WinBackup. Clicking the downward arrow ▼ will minimize WinBackup.

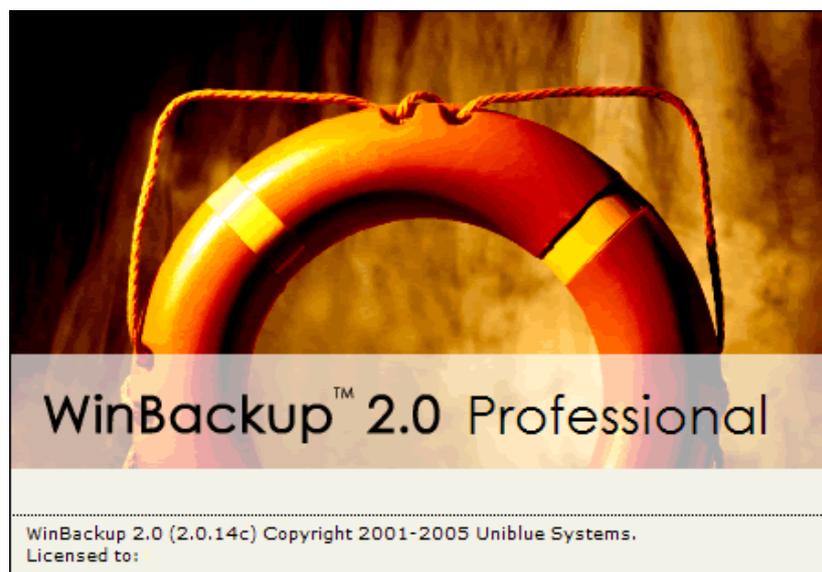
## WINBACKUP 2.0 USER GUIDE

Right-clicking on the WinBackup Life-ring calls up the WinBackup Quick Menu that allows you to:

- **Open WinBackup:** running this command will open WinBackup.
- **Kill a Backup Process:** running this command will kill the current backup process.
- **Disable (or Enable) the Scheduler:** running this command will disable the WinBackup Scheduler Service (wbscheds.exe). If the Scheduler service is enabled in the Windows Services, the menu will display the command "Disable Scheduler" whereas if the Scheduler service has been disabled, the menu will display the command "Enable Scheduler". This command will install or uninstall the service in Windows and not just start or stop it. This command has been introduced to make access to the Scheduler service easier, especially when you would like to clean the log files, perform manual updates etc..
- **Exit:** running this command will exit the WinBackup Tray-bar application (wbtray.exe).



The following is a screen-shot of the WinBackup Professional launch screen (Splash Screen):



# WINBACKUP 2.0 USER GUIDE

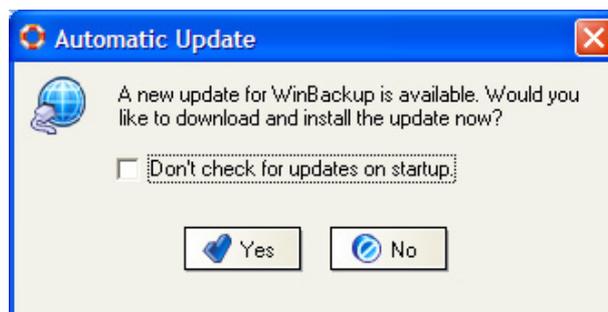
The Splash Screen will display the current launch status in its lower area, describing its current Task. Do not worry if you cannot follow the status as it loads because it is too fast - it is meant to be quick.

As soon as WinBackup starts up, you will see the following screen where you can decide to go directly to the user interface or Create a New Backup Job or view the Demo.



If you are familiar with WinBackup you may go directly to "Create a New Job". As a first time user and before you are more familiar with the functions of WinBackup, you may want to click on close and read more about backups and the user interface.

When launching WinBackup for the first time, you will also be promoted whether you want WinBackup to automatically check for updates upon start up. You will see this screen:



## ***2.4 Obtaining Updates***

At any time, you can check to see if any updates are available from Uniblue Systems directly. Updates range from software upgrades to special tutorials and white papers. Visit our website at <http://www.uniblue.com/> for more information.

To obtain WinBackup updates:

1. Open WinBackup.
2. Click the Settings Icon and Select General Settings.
3. Click the icon “Check for Updates Now”



You can automatically check for updates whenever you want. When in the General Settings Page, you will see a check box “Check for Updates when WinBackup is started”. By checking this box, WinBackup will check for updates immediately upon start-up.

## ***2.5 Online Help and Support***

This manual has been prepared with the objective to give you a thorough knowledge of WinBackup and its various features. Make sure that you check out our **Troubleshooting Section** if you have any problems with your version of WinBackup. This Help also contains a detailed **Glossary of Terms** that explain, in plain English, all you need to know about WinBackup.

For more information that may not be contained on this help, we provide the following online services on our website: <http://www.uniblue.com/>. Our Service and Support pages consist of:

### **Knowledge-base:**

Our comprehensive online knowledge-base provides online answers to all questions you may have about WinBackup 2.0.

### **Downloads:**

Keep up to date with our products by downloading the latest updates from our download pages. Since we update our products on an on-going basis (fixing faults and adding new features), it is important that you check our support pages regularly.

## **Premium Email Support:**

This is the premium support subscription service provided by our customer care and technical support professionals.

## **Tech Briefs and White Papers:**

Learn about the best methods to use our products to achieve the highest quality results by reading our tutorials and tech briefs. Written by specialists these resources will provide you with expert guidance in utilizing WinBackup 2.0 to achieve the very best backup solution possible. Our white papers are written specifically to give you a more in-depth overview of the world of backups.

## **Newsletter Tutorials:**

We publish new articles on our newsletter once every two weeks. Register on our website to receive the latest tutorials on how you can use WinBackup and on the latest new features.

## 2.6 What's New in WinBackup?

Features	
<b>User Interface:</b>	
Shortcuts	Enhanced
Windows Familiar	
Automatic Updates	NEW
Built In Help	Enhanced
Extensive Manual	
Backup/Restore Wizards	Enhanced
System Tray Status Window	NEW
Real-Time Job Status & Summary	Enhanced
<b>Backup &amp; Restore:</b>	
Total	
Incremental	
Add User/Date to File Name	NEW
Bit-level verification	NEW
CRC verification	NEW
Backup Registry & System Settings	NEW
Optimized Backup Engine	Enhanced
Spanning	
Exclude Filters	
Advanced Search	Enhanced
Unlimited Data Volume	NEW
Restore to any Target	
Restore single files	
<b>Scripting:</b>	
Actions (Command Line Support, VB Scripting...)	NEW
Shutdown After Backup	NEW
Close and Restart Applications	NEW

# WINBACKUP 2.0 USER GUIDE

Features	
<b>Scheduling</b>	
Daily, Weekly, Monthly	<b>Enhanced</b>
Automatic	
Runs as a Service	<b>NEW</b>
Scheduling Preview	<b>NEW</b>
<b>Media Support:</b>	
Hard Drive	
CD-R/RW	<b>Enhanced</b>
DVD-R/RW +/-	<b>Enhanced</b>
USB Drive	
FireWire	
Zip/Jazz/Rev	
RAID	
Network	
NAS	
<b>Reporting &amp; Logs:</b>	
Detailed Backup/Restore Logging	<b>Enhanced</b>
Pop-Up Alerts	
History of Events	
<b>Security &amp; Encryption:</b>	
AES 256	
AES 128	
Password Protection	
Master Password	<b>NEW</b>

# WINBACKUP 2.0 USER GUIDE

Features	
<b>Shortcuts:</b>	
Email Clients (Outlook, Outlook Express, Eudora...)	<b>Enhanced</b>
Browsers (Internet Explorer, Firefox, Opera, Netscape...)	<b>Enhanced</b>
Windows (My Documents, Desktop, Preferences...)	<b>NEW</b>
Server Shortcuts (System Logs, Active Directory Logs, Performance Counters...)	<b>NEW</b>
<b>Agents:</b>	
Outlook Agent	<b>NEW</b>
Backup/Restore Single E-mails	<b>NEW</b>
Backup/Restore Folders (Inbox, Sent, Drafts...)	<b>NEW</b>
Open/Read E-mails from WinBackup	<b>NEW</b>
<b>Compression:</b>	
None, Fast, Normal, Max	<b>Enhanced</b>
<b>Formats:</b>	
WinBackup (*. w2b)	<b>Enhanced</b>
<b>Installation:</b>	
MSI Installer	<b>NEW</b>
Executable	
<b>Supported Systems:</b>	
Windows 98/Me	
Windows 2000	
Windows XP	
Windows 2000 Server (Server Version Only)	<b>NEW</b>
Windows 2003 Server (Server Version Only)	<b>NEW</b>

## 2.7 Feature Overview

Features	WinBackup 2.0 Standard	WinBackup 2.0 Professional	WinBackup 2.0 Server
<b>User Interface:</b>			
<a href="#">Shortcuts</a>			
Windows Familiar			
Automatic Updates			
<a href="#">Built In Help</a>			
Extensive Manual			
Backup/Restore Wizards			
System Tray Status Window			
Real-Time Job Status & Summary			
<b>Backup &amp; Restore:</b>			
Total			
Incremental			
<a href="#">Add User/Date to File Name</a>			
Bit-level verification			
CRC verification			
Backup Registry Settings			
Optimized Backup Engine			
Spanning			
Exclude Filters			
<a href="#">Advanced Search</a>			
Unlimited Data Volume			
Restore to any Target			
Restore single files			

# WINBACKUP 2.0 USER GUIDE

Features	WinBackup 2.0 Standard	WinBackup 2.0 Professional	WinBackup 2.0 Server
<b>Scripting:</b>			
<a href="#">Actions</a> (Command Line Support, VB Scripting...)			
Shutdown After Backup		Preconfigured	
Close and Restart Applications		Preconfigured	Preconfigured
<b>Scheduling</b>			
Daily, Weekly, Monthly			
Automatic			
Runs as a Service			
Scheduling Preview			
<b>Media Support:</b>			
Hard Drive			
CD-R/RW			
DVD-R/RW +/-			
USB Drive			
FireWire			
Zip/Jazz/Rev			
RAID			
Network			
NAS			
<b>Reporting &amp; Logs:</b>			
Detailed Backup/Restore Logging			
Pop-Up Alerts			
History of Events			
<b>Formats:</b>			
WinBackup (*. w2b)			

# WINBACKUP 2.0 USER GUIDE

Features	WinBackup 2.0 Standard	WinBackup 2.0 Professional	WinBackup 2.0 Server
<b>Security &amp; Encryption:</b>			
AES 256			
AES 128			
Password Protection			
Master Password			
<b>Shortcuts:</b>			
Email Clients (Outlook, Outlook Express, Eudora...)			
Browsers (Internet Explorer, Firefox, Opera, Netscape...)			
Windows (My Documents, Desktop, Preferences...)			
Server Shortcuts (System Logs, Active Directory Logs, Performance Counters...)			
<b>Agents:</b>			
<a href="#">Outlook Agent</a>			
Backup/Restore Single E-mails			
Backup/Restore Folders (Inbox, Sent, Drafts...)			
Open/Read E-mails from WinBackup			
<b>Compression:</b>			
None, Fast, Normal, Max			
<b>Installation:</b>			
MSI Installer			
Executable			
<b>Supported Systems:</b>			
Windows 98/Me			
Windows 2000			
Windows XP			
Windows 2000 Server			
Windows 2003 Server			

## Chapter Three

### GETTING STARTED

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**Get started with WinBackup 2.0 by looking at the detailed overview of the application, its user interface and the Virtual Tours found within the WinBackup Help!**

*After reading this Chapter you will learn:*

- The User Interface*
- How to Create Your First Backup*
- How to Create Your First Restore*

### ***3.1 An Overview of WinBackup***

WinBackup is a Data Backup and Recovery Software package that has been designed with the user in mind. It's easy-to-use and Windows-familiar Graphical User Interface does not only make it easy-to-learn but also easy to manage.

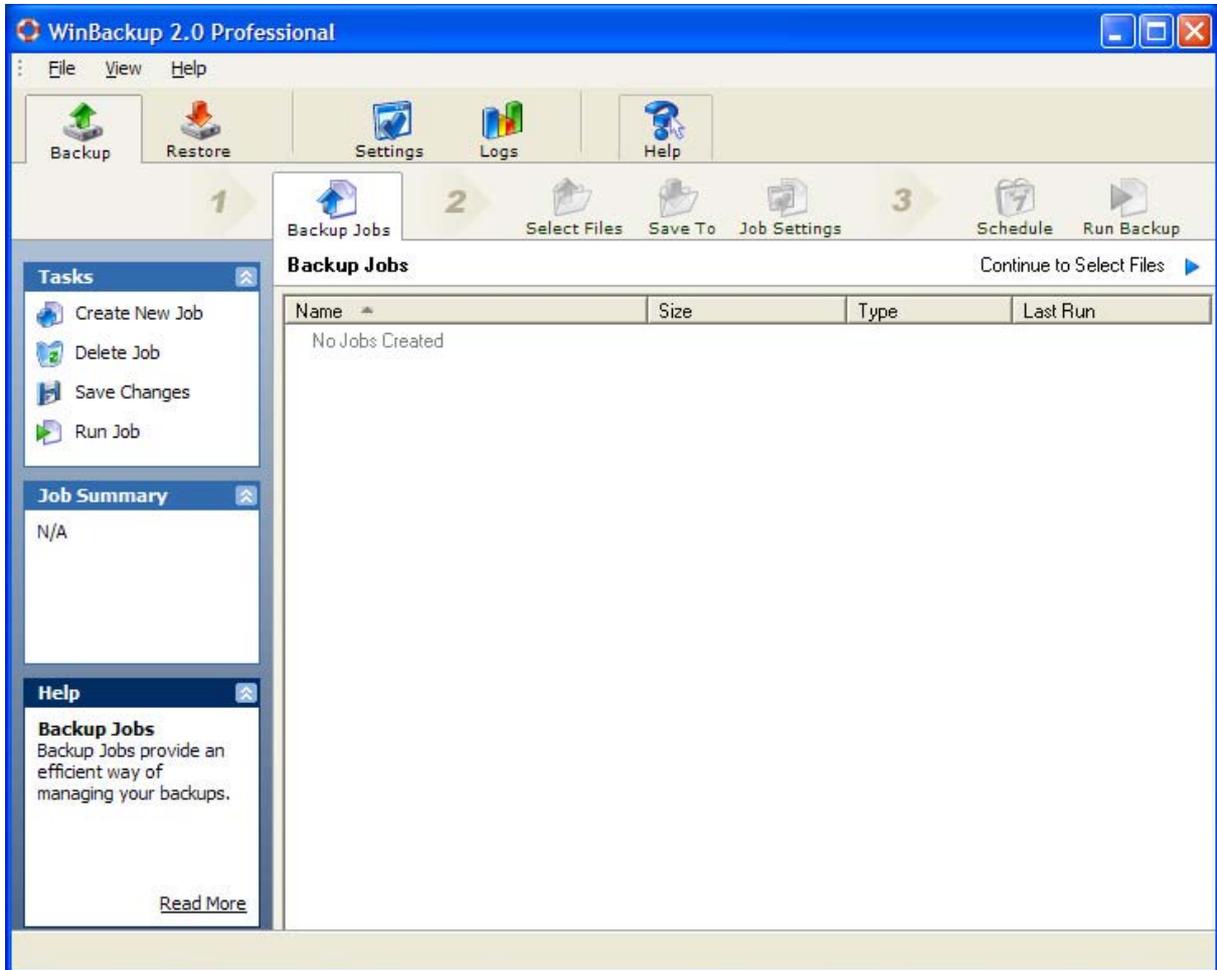
WinBackup has earned numerous awards and in this chapter you will gain a thorough insight of this powerful software package. You will also learn how to perform your first backup in less than ten minutes. It is so easy to perform Backups - literally at the Click of a button.

### ***3.2 The WinBackup User Interface***

After WinBackup completes its start-up procedure, the main User Interface will appear on the screen. This User Interface contains all you need to perform complete Backup and Restore Jobs. The following User Interface highlights will outline the different components of the User Interface, what they mean and what information they contain.

## The Main User Interface

The following screen shot displays the main user interface that is displayed when launching WinBackup (See also, Launching WinBackup).



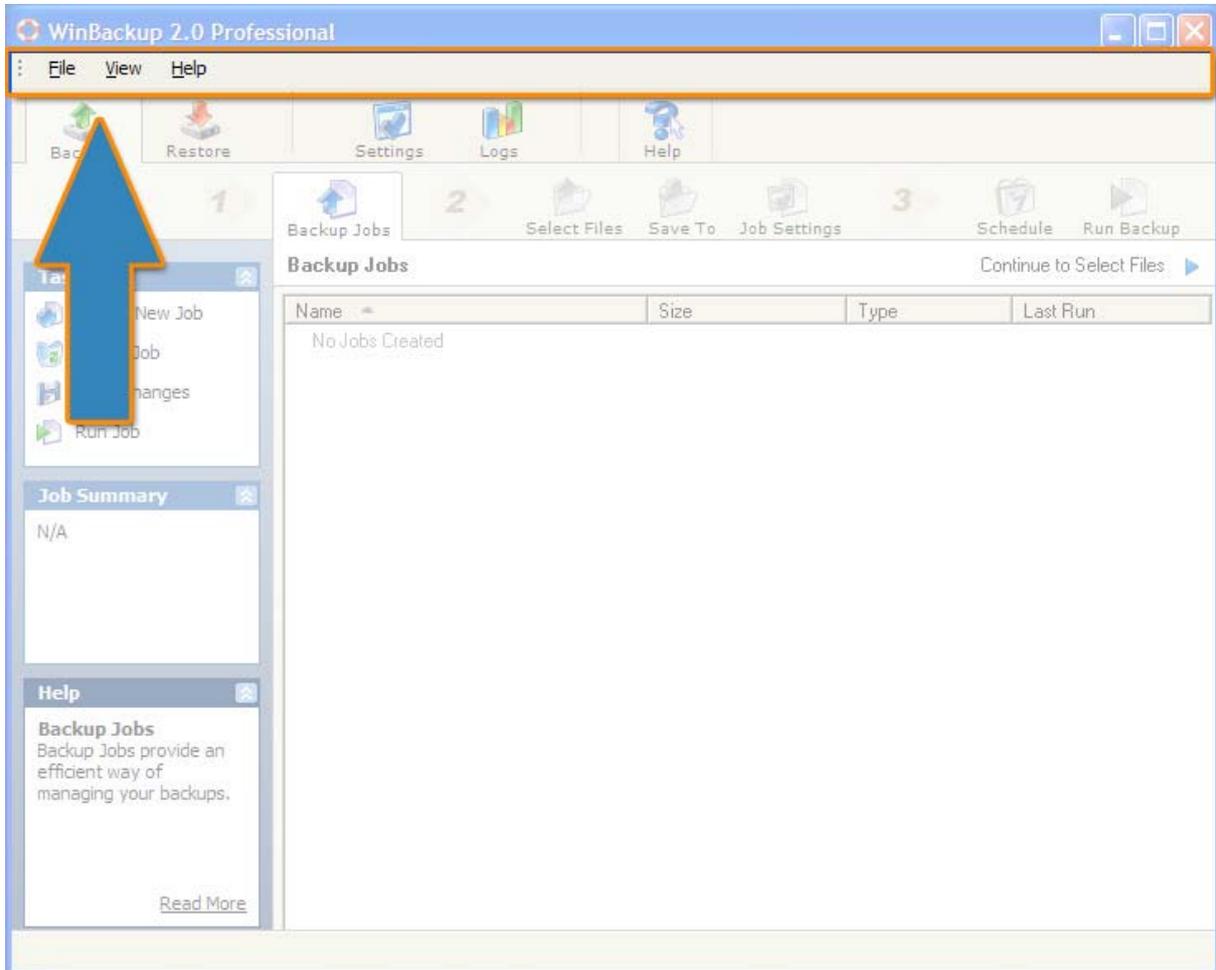
WinBackup is divided into three main areas or Panels:



- The Navigation Panel or Area
- The Work Panel or Area
- The Side Panel or Area

## Main Menu

The **Main Menu** is a horizontal Menu bar (as can be found in any standard Windows Application) located at the top of the Application User Interface.



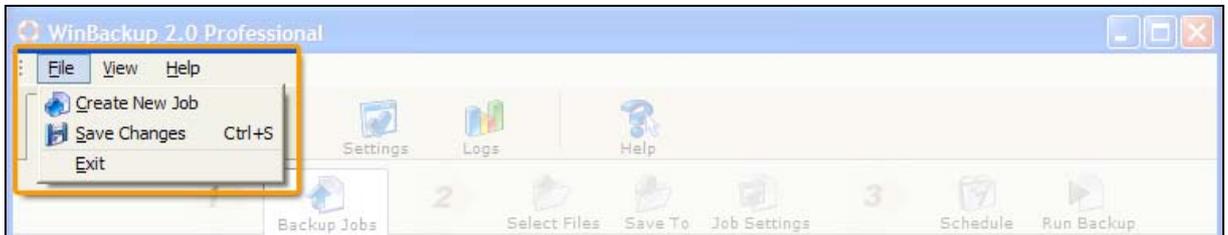
The Main Menu offers quick navigation to all Application Tasks.

# WINBACKUP 2.0 USER GUIDE

The Main Menu consists of three main items:

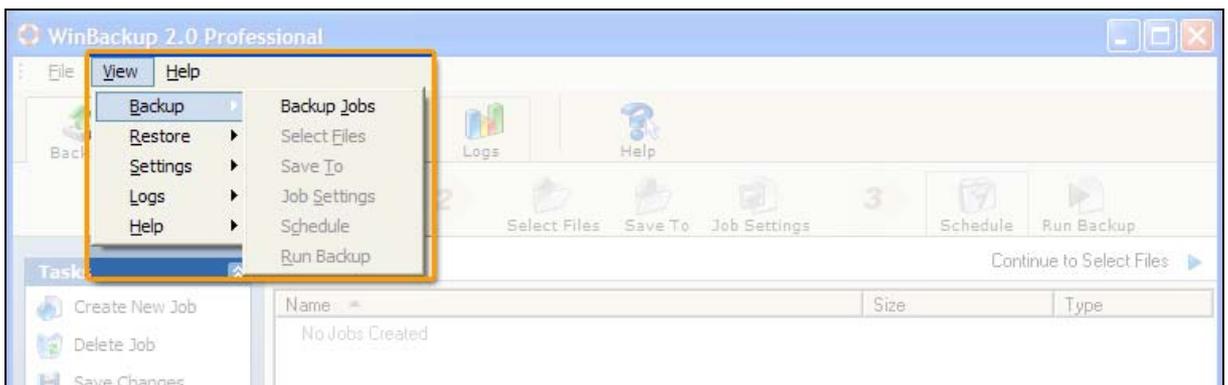
- **File**

Use this menu to create a new Backup Job, save modified Backup Jobs or Exit WinBackup



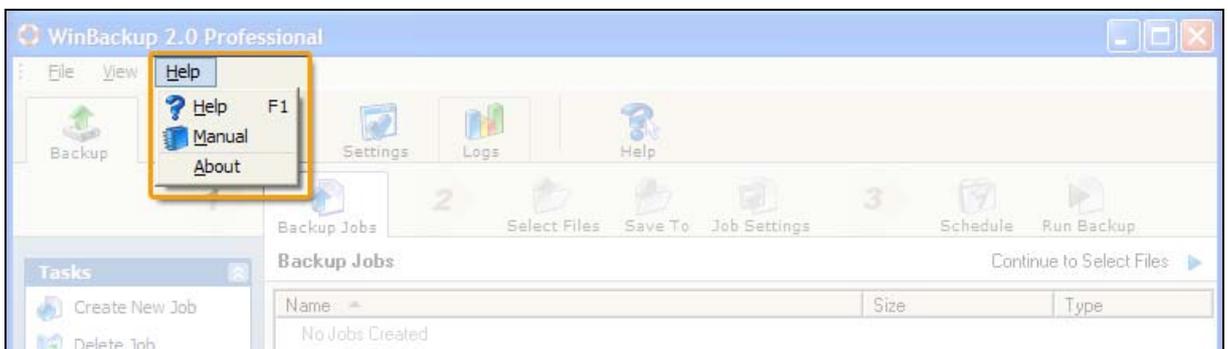
- **View**

Use this menu to navigate (switch) to individual Actions, Action Steps or Settings



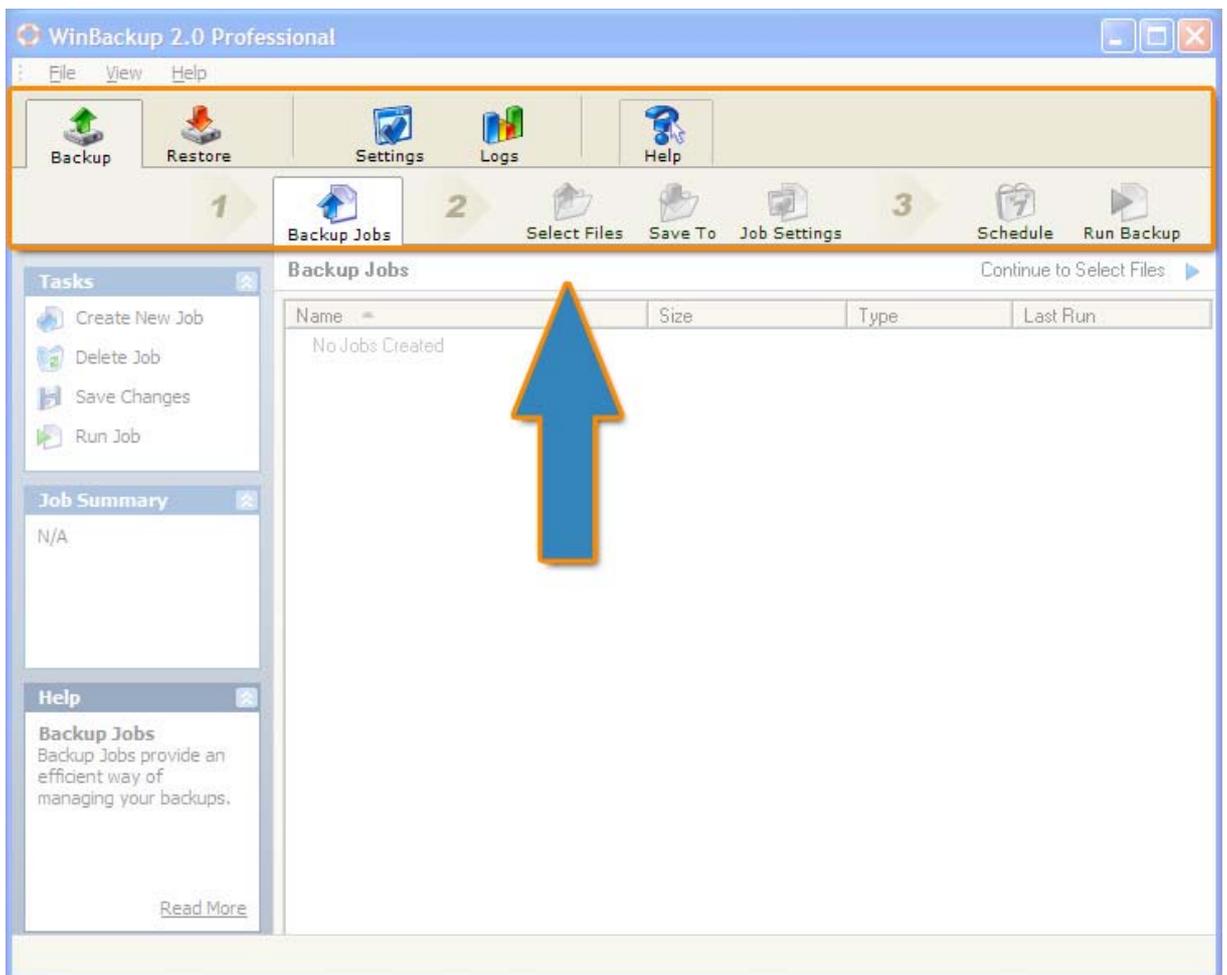
- **Help**

Use this menu to open the WinBackup Help or find information about the current Installation of WinBackup.



## Navigation Panel

The **Navigation Panel** consists of two horizontally aligned Toolbars just below the Main Menu. The Navigation Panel imitates the look and feel of a tabbed workspace through its colour highlighting scheme so as to make it easier to represent the current state of WinBackup.



# WINBACKUP 2.0 USER GUIDE

The Navigation Panel contains:

- The **Action Tabs** that are the main actions that you will perform within WinBackup.



The Action Tabs Toolbar represents the highest navigational order and therefore features the main Actions you can select in WinBackup:

- **Backup**

Create, maintain, delete, schedule and run Backup Jobs.

- **Restore**

Open, browse and restore one or more items from a Backup Archive.

- **Settings**

Use this menu to check for WinBackup Updates, setup a rescue password and configure User Interface settings.

- **Logs**

Use this menu to view any of the three Application audit logs of WinBackup: Backup, Restore and General.

- **Help**

Use this menu to open the WinBackup Help Manual and File or even check for a newer version of the Manual and Help File.

- The **Step Tabs** relate to the action that you are performing. If the current Action is Backup or Restore, then the lower pane will be arranged in Step Tabs order showing the principal execution flow of the Action.



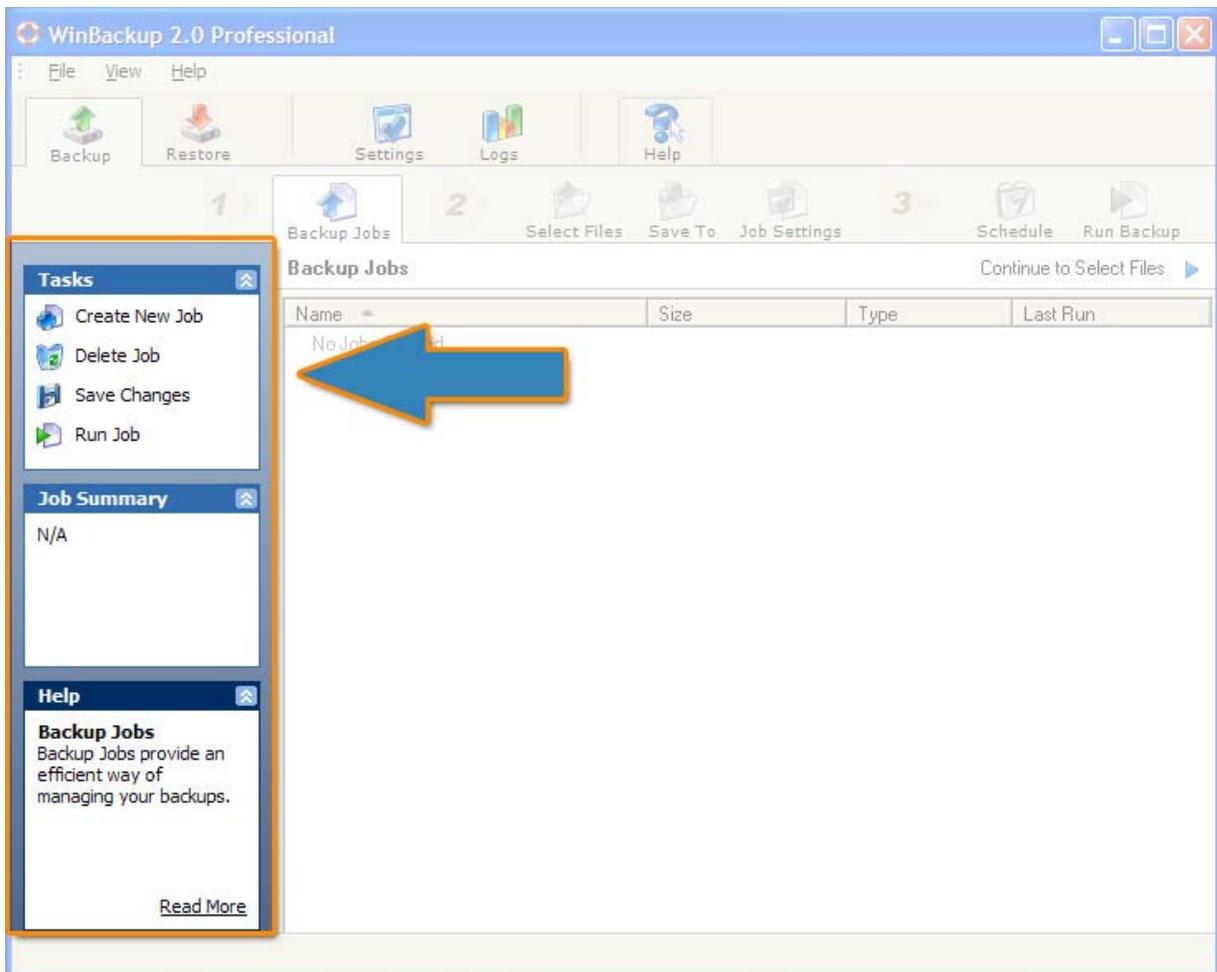
# WINBACKUP 2.0 USER GUIDE

When performing restores, the Step Tabs will change. The screen shot below shows the change in the Step Tabs:



## Side Panel

The **Side Panel** is located on the left side of the Application screen and shows information and available Tasks pertaining to the current Action (Step).



The Side Panel contains items related to the Action and Task at hand. One of those items is the Action Task List (titled Tasks) that shows you what Tasks you can perform in the current Action Step.

The Side Panel features the following item groups:

- **Tasks Window**

This item group displays available Tasks that can be performed in the current step. If no Tasks are available, this item group will not be visible.

- **Job Summary Window**

The Job summary displays summary information about the selected Backup Job, such as Name, Total Size, Amount of Files and Folders as well as if the Job has been scheduled.

- **Help Window**

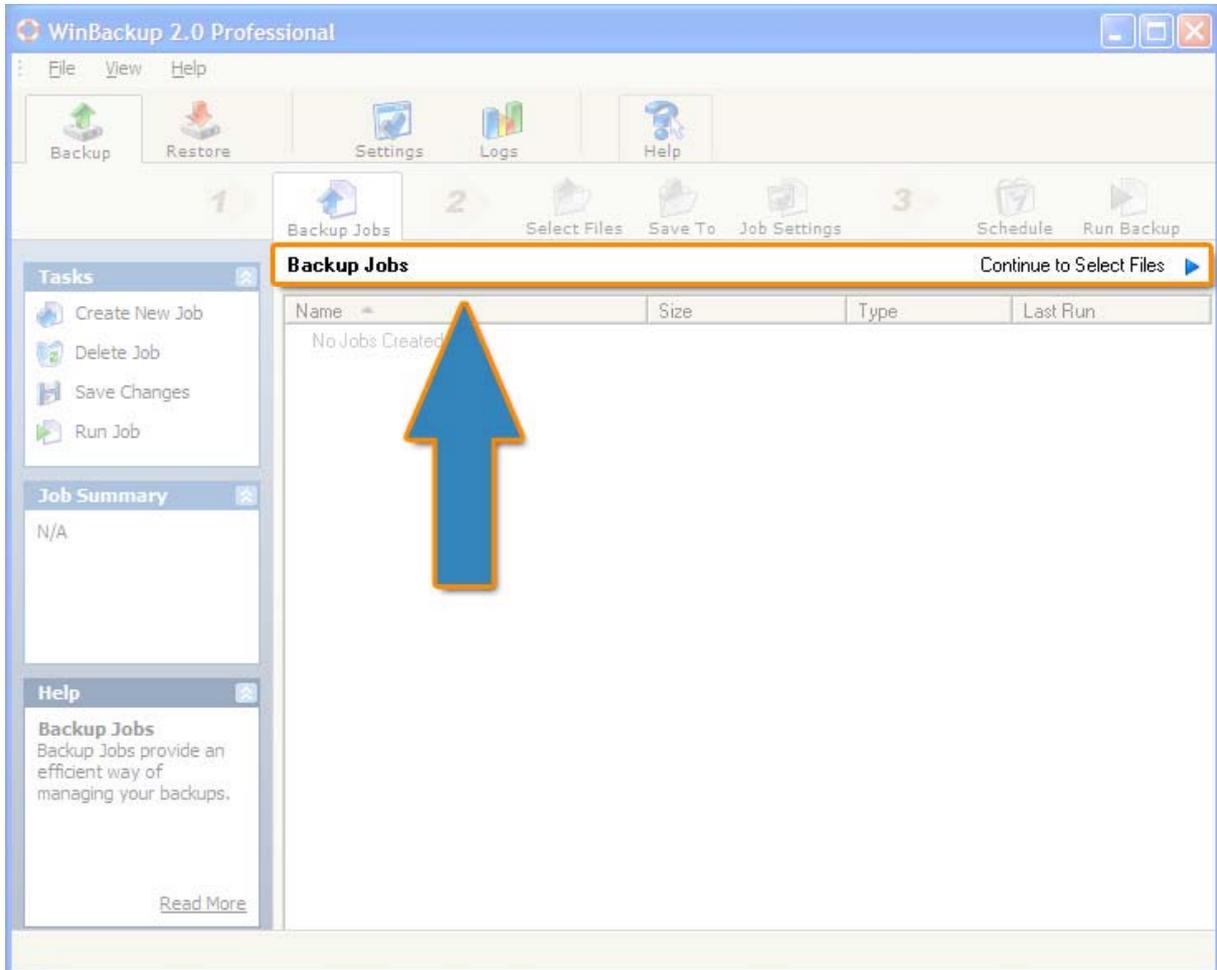
This item displays a short description of the item which is currently active in the Application Interface. It also features a hyperlink called “Read More”. This hyperlink will open the related section in the WinBackup Manual. Pressing F1 will take you directly to the topic of relevance.

- **Search Window**

This item group is visible during the “Backup → Select Files” step and allows you to search for specific items in any of the WinBackup Sources. You can use regular search terms as well as regular expressions.

## Action Flow Control

The Action Flow Control is located below the Navigation Panel and is used to give you a wizard style Action flow.



The Action Flow Control titles the current main Action on the left and quick step navigation links on the right side. The quick step navigation links provide the link to the previous and next step of the current Action flow.

You use the Action Flow Control to navigate automatically through the Steps of an Action. After selecting an Action, such as Backup, you will usually fill in the requirements in the Work Area and then continue to the next Step in the sequence. You can do so by simply clicking on the relevant link in the Action Flow Control.

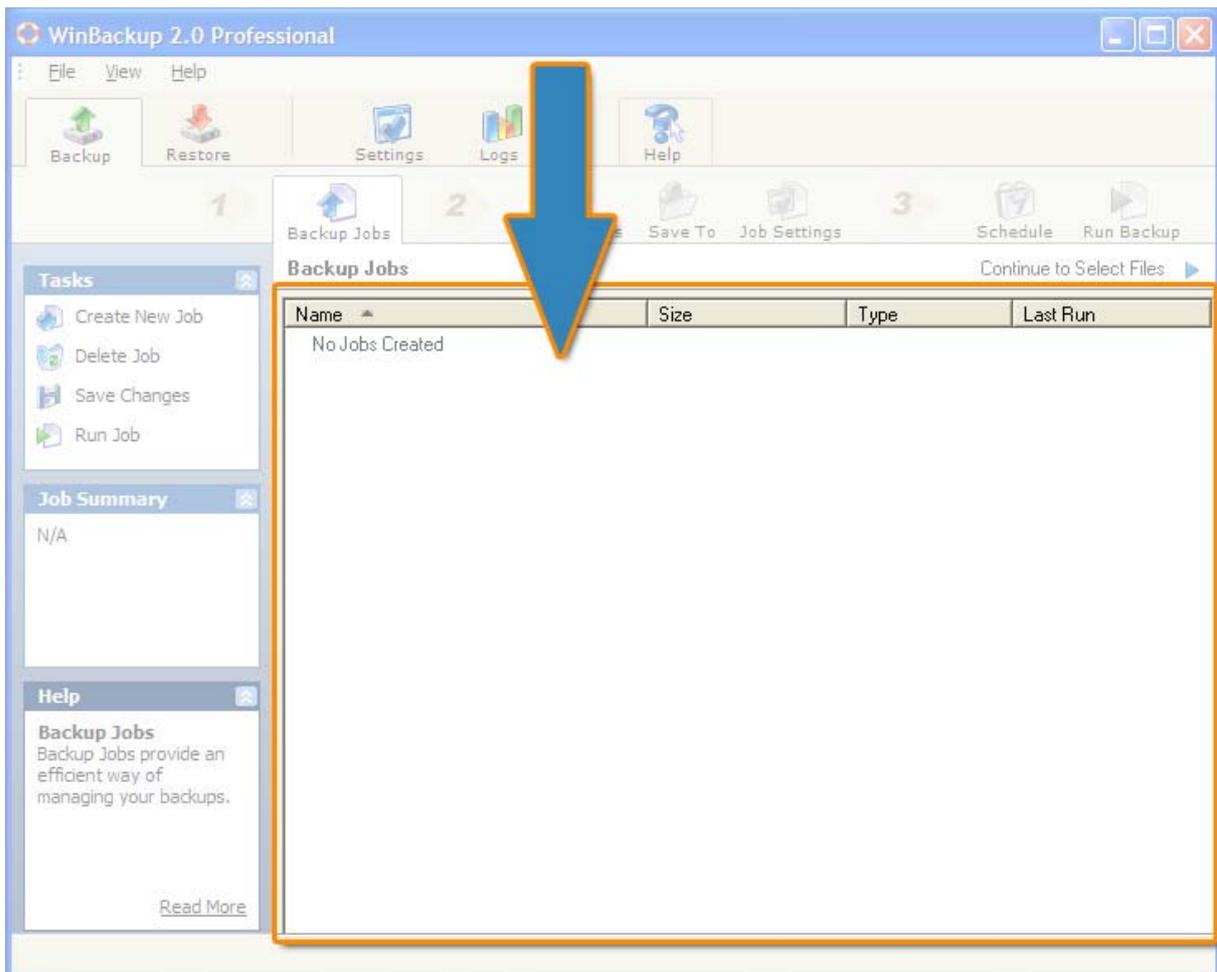
# WINBACKUP 2.0 USER GUIDE

Here is an example flow diagram for the Backup Action:

*Backup Jobs → Select Files → Save To → Job Settings → Schedule → Run Backup*

## Work Panel or Area

The **Work Area** occupies the main part of the Application User Interface and is located right from the Side Panel and below the Action Flow Control.



The Work Area content varies with each Action Step or Settings Option. It shows all input and configuration settings available.

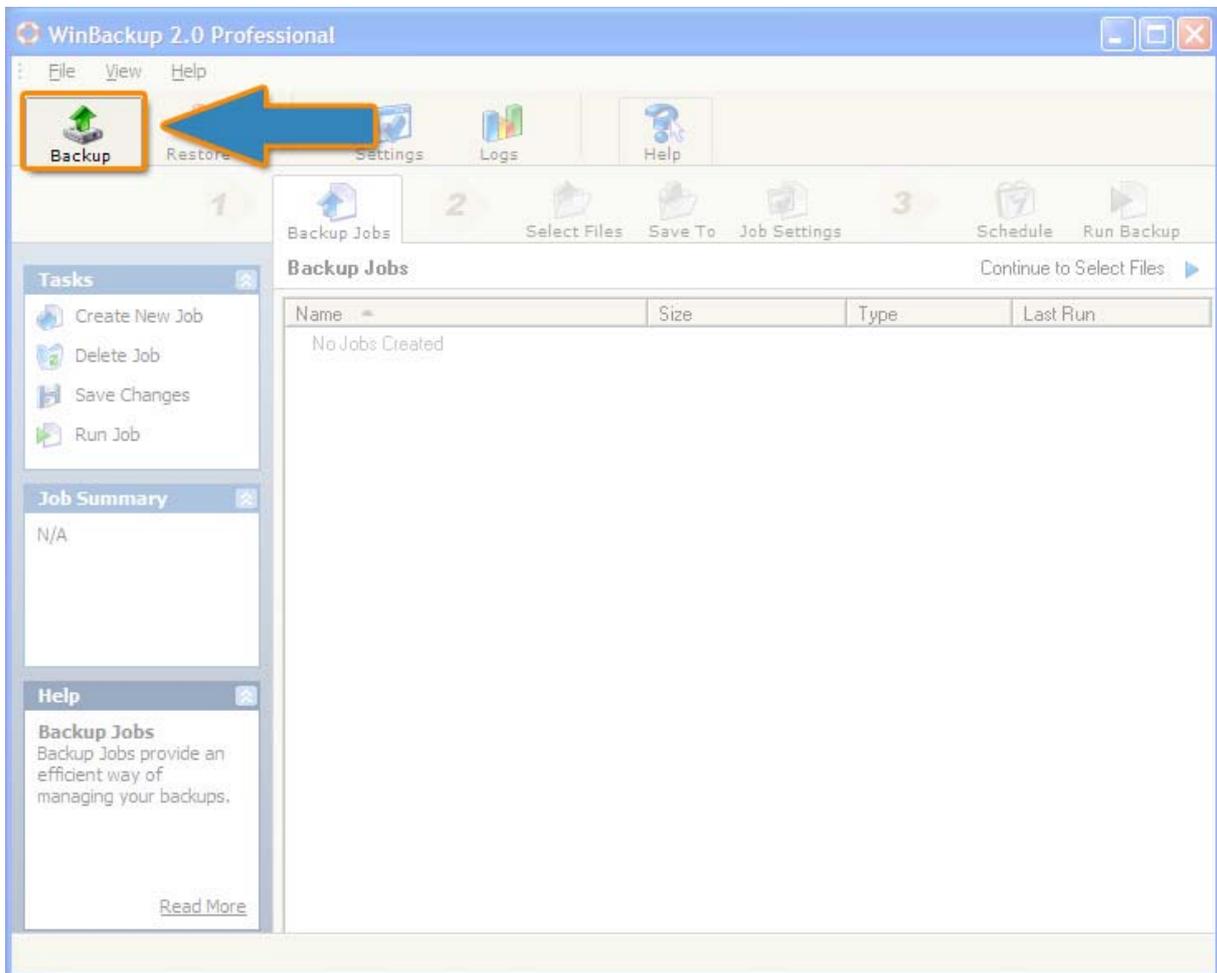
The Work Area is used to display settings, input requirements and options relevant to a current Action or Action Step. The contents and elements inside the Work Area therefore vary every time you switch between Actions and Action Steps.

### 3.3 Creating Your First Backup

In this section we will outline in five easy steps how to backup your My Documents folder. The WinBackup Help! contains a Virtual Tour that will show you how you can perform your first backup.

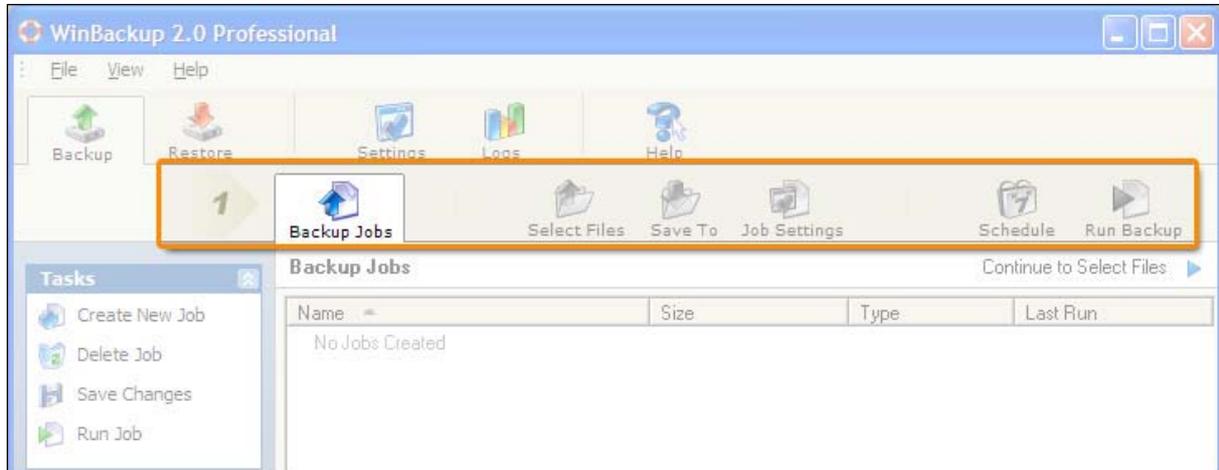
#### Step One: Creating A Backup Job

Select the Backup Action Icon  from the Action Tab Bar on the Navigation Panel by clicking on it with your mouse.



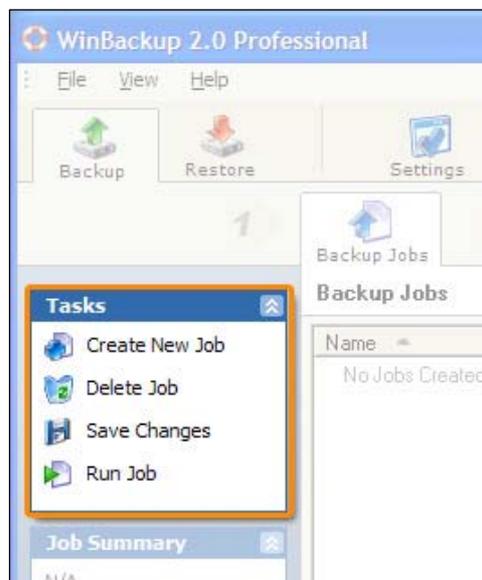
## WINBACKUP 2.0 USER GUIDE

The lower panel of the Navigation Panel (Steps Tab) will now update itself and show the Action Steps available for the Backup Action.



The Backup Jobs Step Icon  is automatically selected.

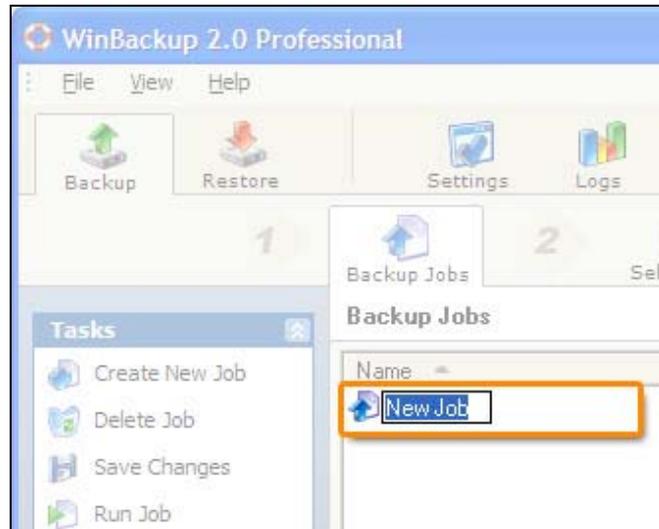
The Side Panel will now be updated to reflect the item groups related to the Action Step. The Tasks Window in the Side Panel should now contain a Task named Create New Job. Click the icon .





You can select the Create New Job menu item from the File Main Menu

WinBackup will now create a new Backup Job based on its default settings. After it has been created, it will be presented in the Backup Job List in the Work Area ready for renaming:



Type "**My Documents**" on your keyboard and press the Enter key on to confirm the name change.

The first step is complete. You have created a default Backup job called My Documents.

## Step Two: Selecting Files

You are now ready to proceed with the next step in the Action Flow, which is to select the files you wish to Backup.

Click on the Select Files Action Step on the Steps Tab.

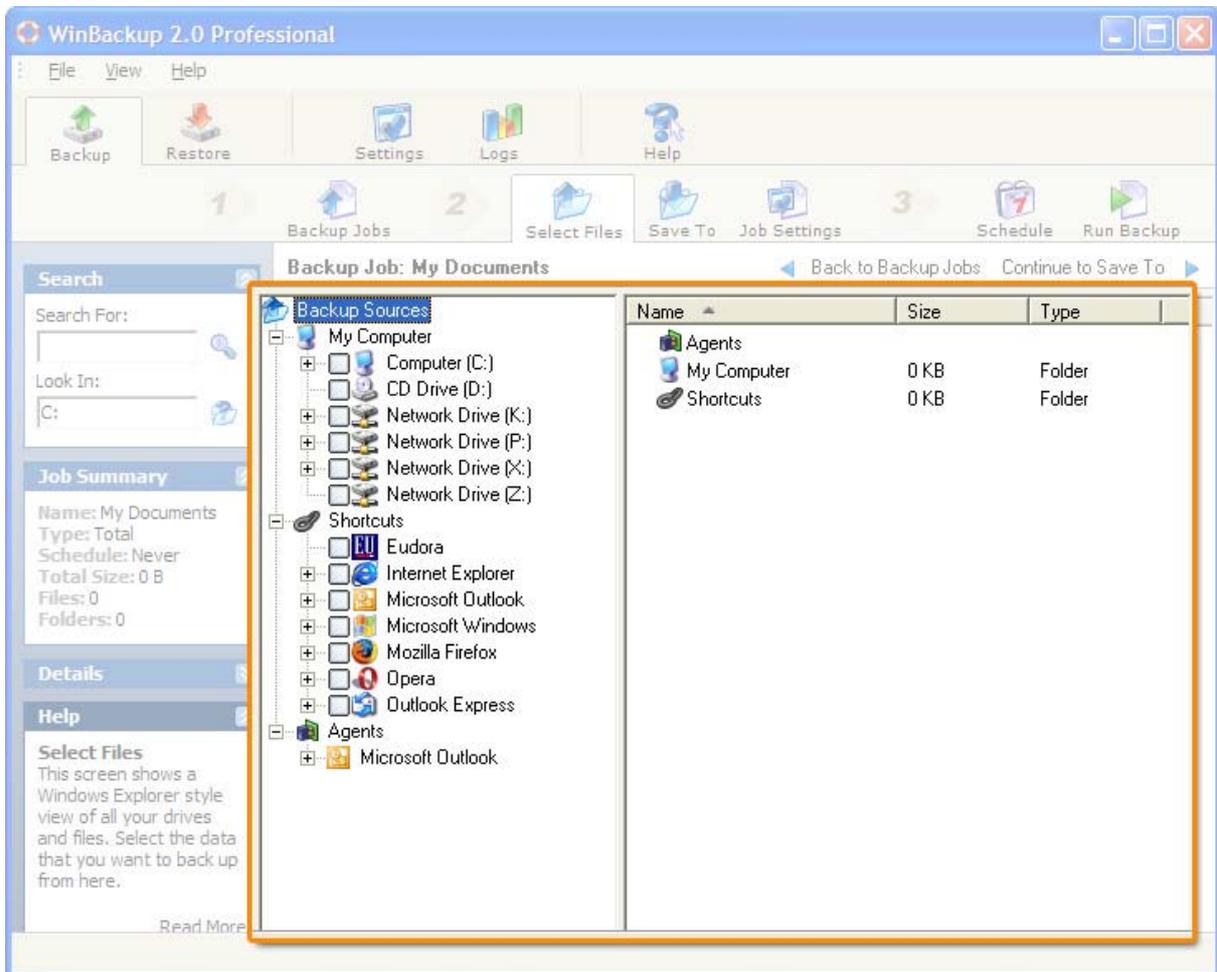


Alternatively you can select the Select Files menu item from the View → Backup Main Menu or click on the Continue to Select Files link in the Action Flow Control:

Continue to Select Files ▶

## WINBACKUP 2.0 USER GUIDE

The Work Area will now present you with a backup item browser that shows you a list of Backup Sources in a hierarchical tree to the left and a detail contents view on the right.

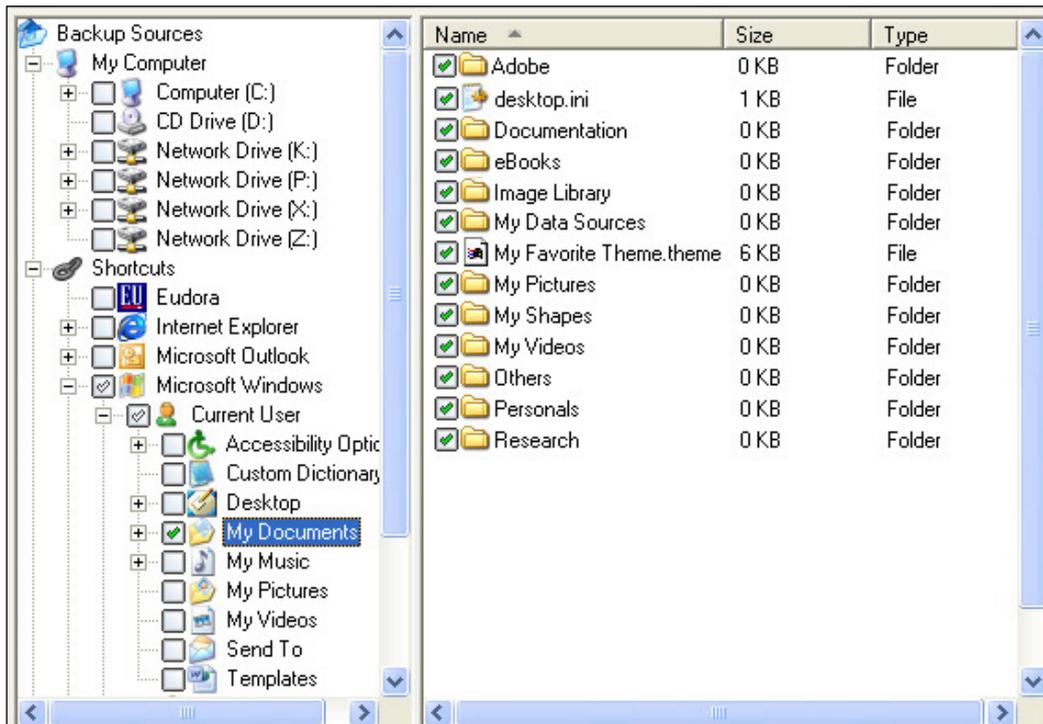


Selecting an item from the Backup Source Tree will automatically show you items that can be found inside that branch of the Backup Source. You can expand a branch by clicking on the  icon and collapse branches by clicking on the  icon.

You can also notice that the Backup Source Tree does not only contain Files and Folders related to your File System but also predefined Shortcuts and Application Agents that make finding and selecting Backup items much easier.

## WINBACKUP 2.0 USER GUIDE

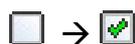
The easiest, quickest and most reliable way to backup your My Documents folder is via the Shortcuts branch.



Expand the Microsoft Windows Branch and the Current User sub-branch. Select the My Documents branch. By default WinBackup will automatically select everything contained in the branch of My Documents.

 Whenever you select or un-select a parent branch, WinBackup will automatically select or un-select all items that are within the branch (including sub branches).

Select a branch by clicking on the Check Box next to the item you would like to backup. A green checkmark as depicted above indicates full selection, meaning all sub-items are also selected:



Once you see the checkmark you are assured that the item has been selected. There is of course a variant of the checkmark which indicates partial selection of items: 

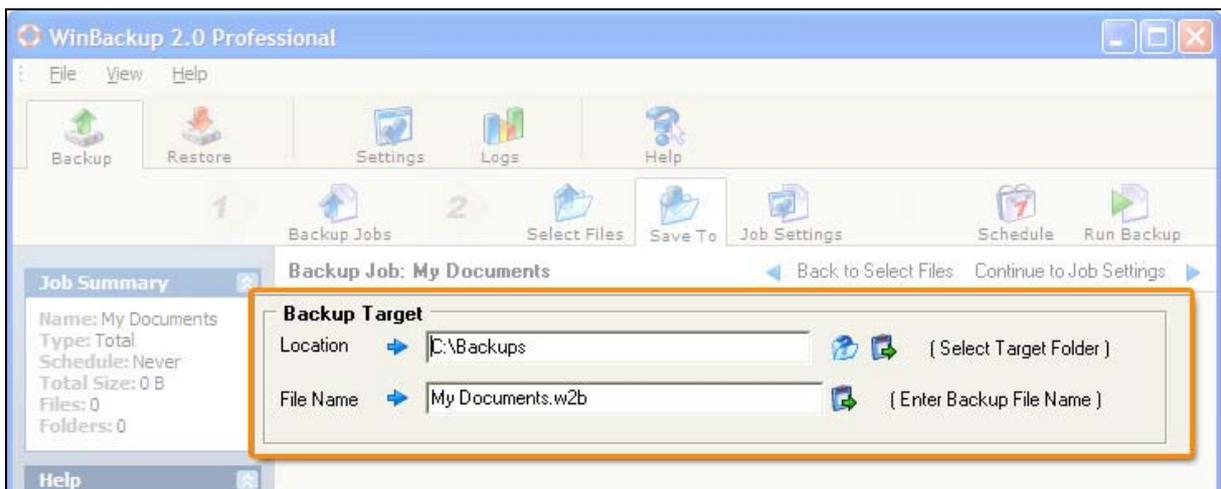
It indicates that the branch contains one or more selected sub-items or sub-branches but not all items have been selected. This is for your guidance so you can find selections even though branches are collapsed.

## Step Three: Save To - Selecting the destination for your Backup File

After selecting the My Documents folder you need to select the destination of your backup file or, in other words, specify where to save the backup. Select the Save To Step (or use the Action Flow Control to continue to the next step).



The File Name field should be pre-filled by WinBackup using our Backup Job Name and the typical WinBackup Backup file extension **w2b**.



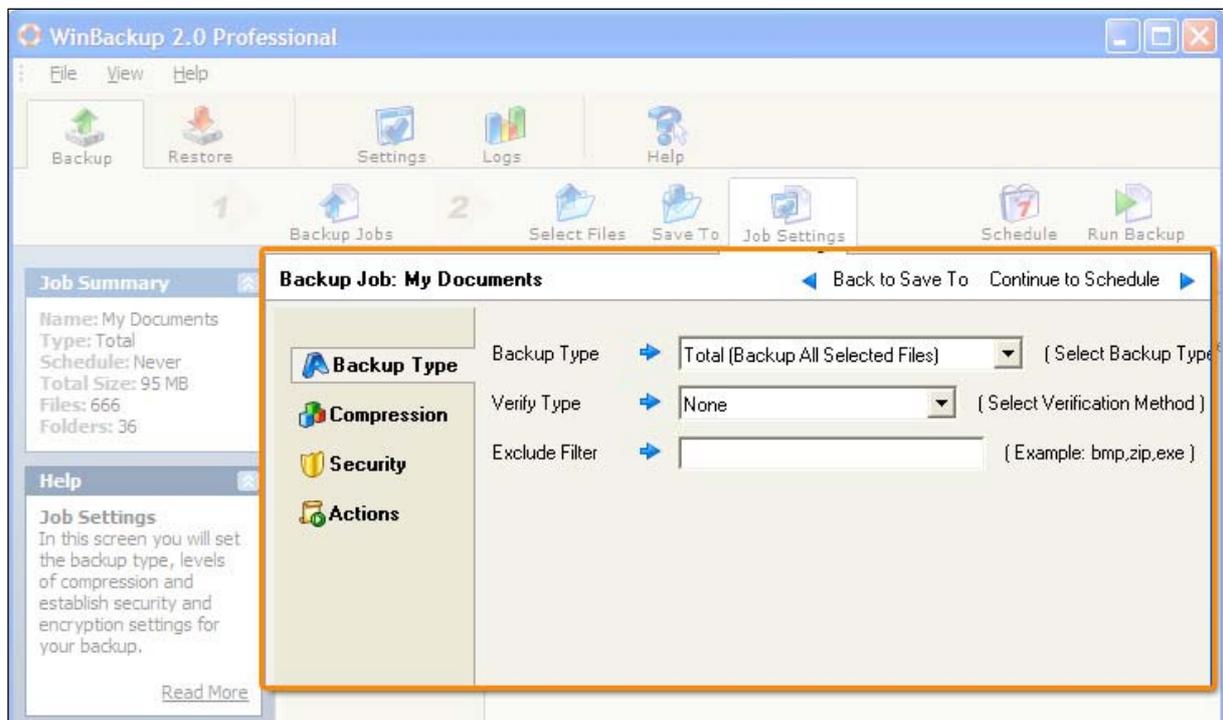
In the Location field, type [drive]:\backups where drive is the letter of your OS Installation drive (usually C). Do not worry if the path does not exist, WinBackup will automatically create any required path on the drive.

## Step Four: Using Job Settings

The Job Settings are a place where you can customize the way in which WinBackup will produce the Backup. Select Job Settings from the Action Steps or use the Action Flow Control as usual.



For the purpose of this introduction to WinBackup, the default settings will suffice. Details are covered in Job Settings (Chapter 4, Section 4.3 on Page 86).

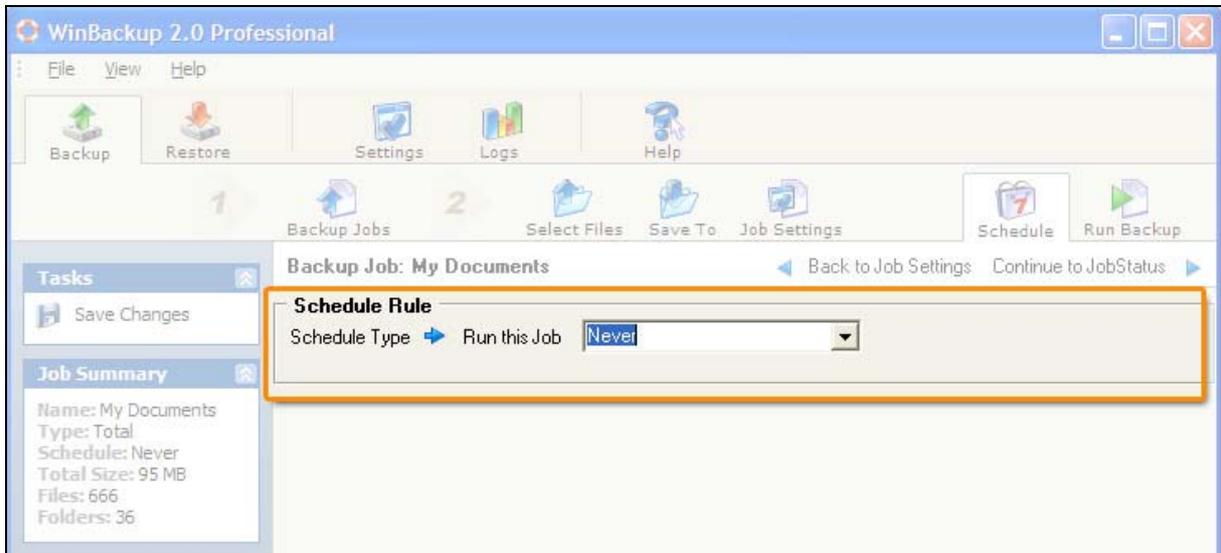


## Step Five: Setting a Schedule

This is where you decide when to run your Job. Select the Schedule Action Step or use the Action Flow control 

# WINBACKUP 2.0 USER GUIDE

By default the current Schedule setting is Never. Do not change this setting for now as you will learn more about scheduling later in The WinBackup Scheduler section.



## Running Your First Backup

Select the Run Backup Action Step or use the Action Flow control  Run Backup

In this step you can select among a number of Backup Actions:

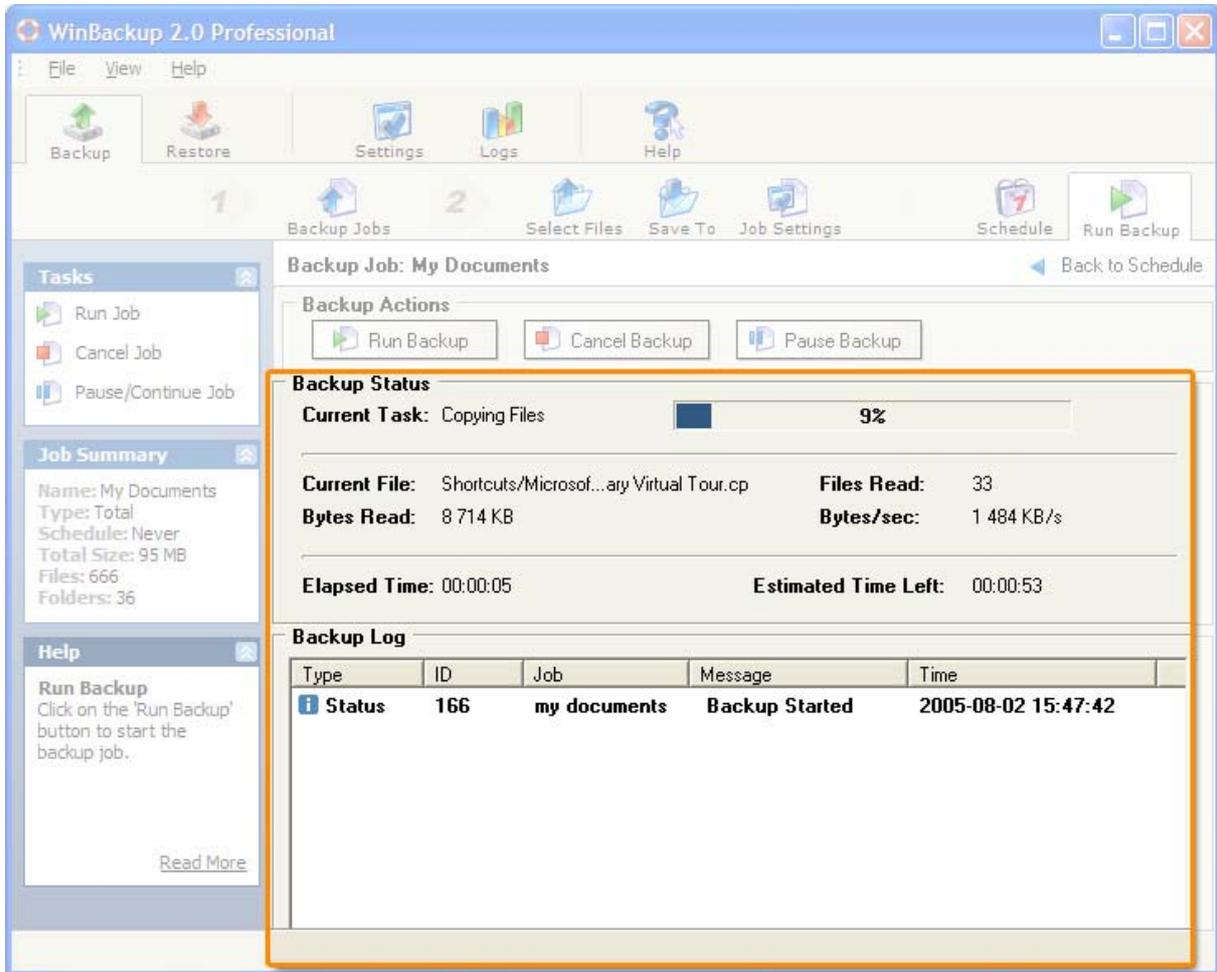
- Run Backup: Runs the backup job
- Cancel Backup: Cancels the backup job
- Pause Backup: Pauses the backup job



Select Run Backup and WinBackup starts by saving the backup job before performing the requested operation.

# WINBACKUP 2.0 USER GUIDE

You can view the current Backup Status and the Backup Log which shows you some messages regarding the Backup Job, such as Warnings, Errors or simple status messages.

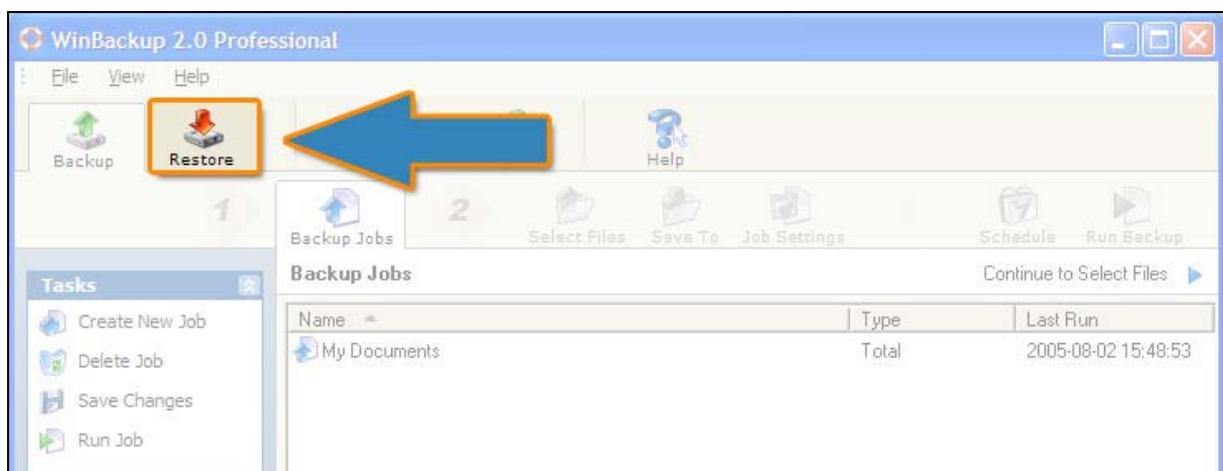


### 3.4 Creating Your First Restore

In this section we will outline in three easy steps how to restore your My Documents folder. The WinBackup Help! also contains a Virtual Tour that will show you how you can perform your first restore.

#### Step One: Selecting a Restore Source

Select the Restore Action Icon  from the Action Tab Bar on the Navigation Panel by clicking on it with your mouse.

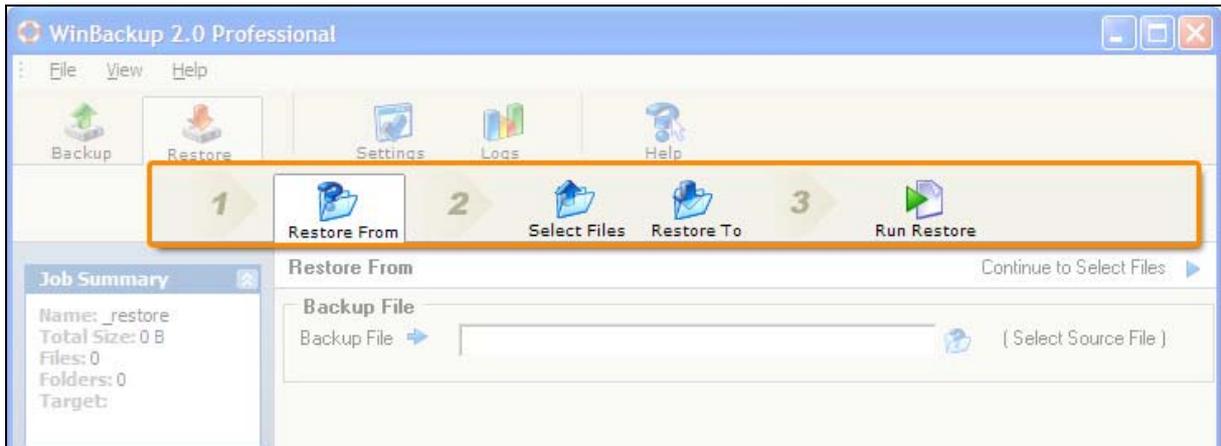


# WINBACKUP 2.0 USER GUIDE

The Steps Tab will now update itself and show the Action Steps that are available within the Restore Action and the Restore From Action Step Icon  is automatically selected.



Since there is only one task that may be performed during restore, the Tasks Window in the Side Panel does not appear in this screen.



## Step Two: Selecting Files

The next step is to select the backup file or backup archive that contains the file or files that you need to restore. Say you backed up your My Documents folder in the manner explained in the previous topic.

Click on the Select Source File Icon  in the work area.

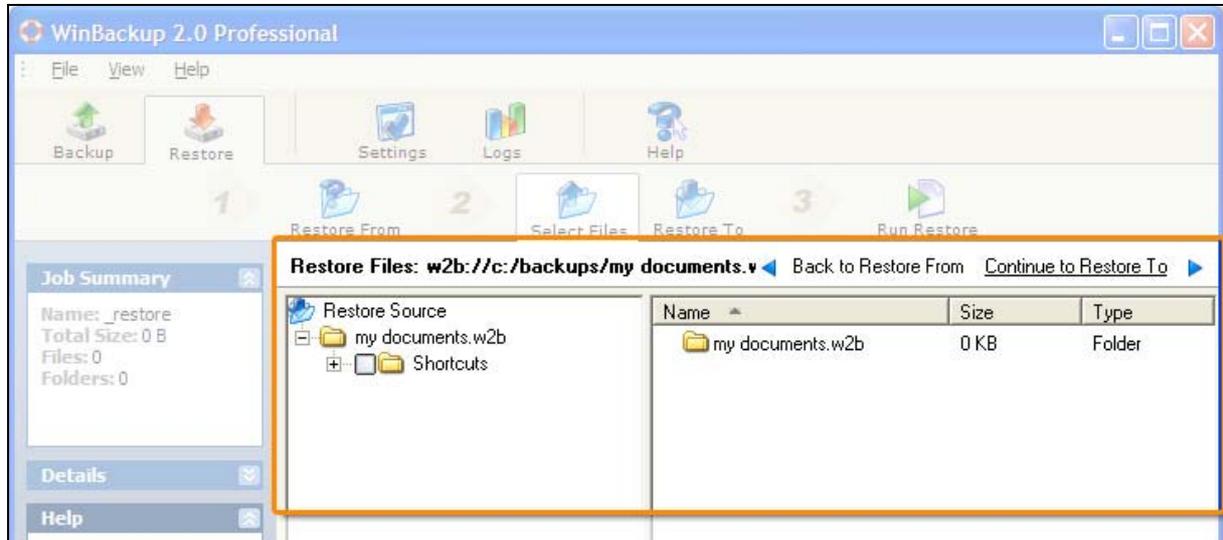


Alternatively, you may type in the location of the file preceded by the following syntax:

`w2b://`

## WINBACKUP 2.0 USER GUIDE

The Work Area will now be updated and present you with a restore item browser that shows you a list of Restore Sources in a hierarchical tree to the left and a detail contents view on the right. These are the files that you have backed up.



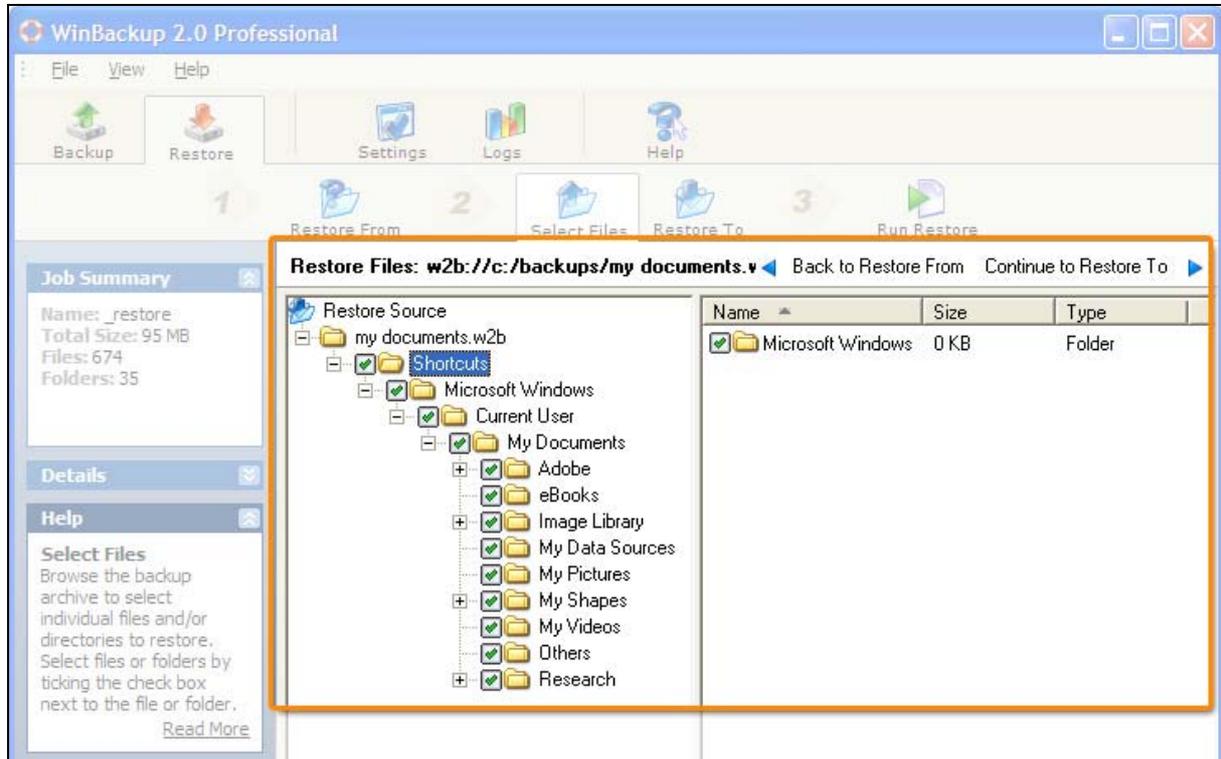
Selecting an item from the **Restore Source Tree** will automatically show you items that can be found inside that branch of the Restore Source. You can expand a branch by clicking on the  icon and collapse branches by clicking on the  icon.



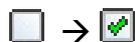
The Restore Source Tree will reflect the files that you have backed up

## WINBACKUP 2.0 USER GUIDE

You will notice that since you had performed your first backup using predefined Shortcuts, the Restore Source Tree will contain the word "Shortcut". Expanding the Shortcuts tree will show you all the folders containing the files that you have backed up.



Select a branch for restore by clicking on the Check Box next to the item you would like to restore. A green checkmark as depicted above indicates full selection, meaning all sub-items are also selected:



Once you see the checkmark you are assured that the item has been selected. There is of course a variant of the checkmark which indicates partial selection of items: 

It indicates that the branch contains one or more selected sub-items or sub-branches but not all items have been selected. This is for your guidance so you can find selections even though branches are collapsed.

You will learn how to perform partial restores later in the help (See, Select Files for Restore in Chapter 5 Section 5.2 on page 105).

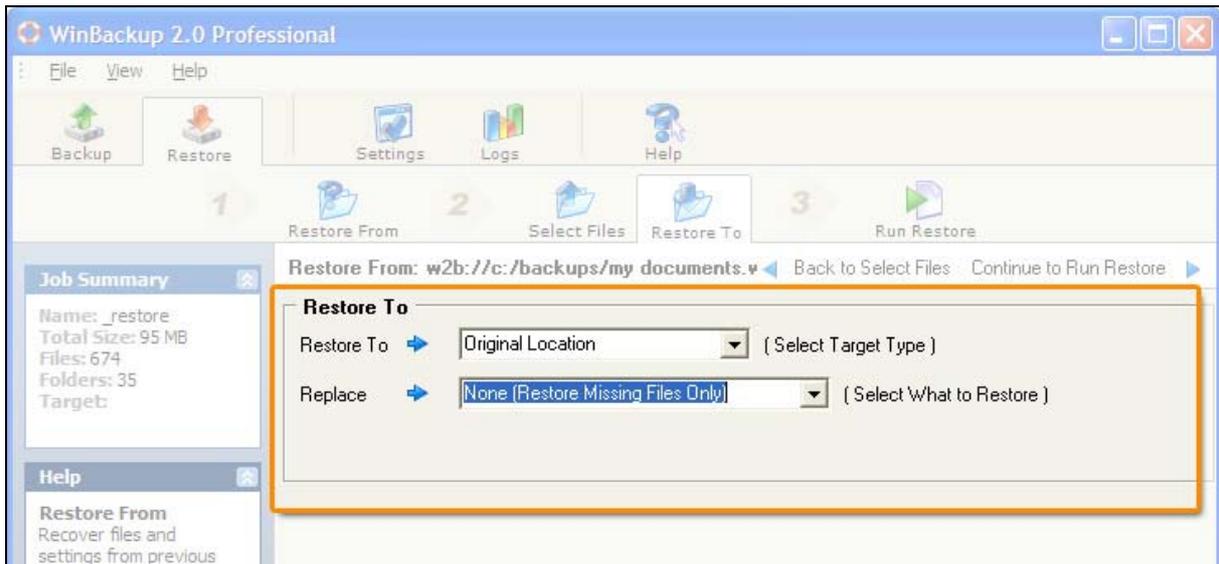
For the purpose of this initial tutorial, say you want to restore all your My Documents folders and files. Checking the  next to the folder called Shortcuts will automatically select all the files and folders for restore.

## Step Three: Restore To

After selecting the Shortcuts folder, you need to select the destination of the restore location or, in other words, specify where you want WinBackup to restore your files to. Select the

**Restore To Action Step**  or use the **Action Flow Control** to continue to the next step:

Continue to Restore To 



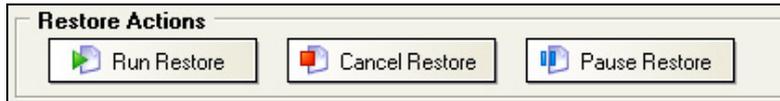
At this point, you have to decide where you want WinBackup to restore your files to (Select Target Type) and what you want to replace (Select What to Restore). Both these will be covered in greater detail later (See, Restore To in Chapter 5 Section 5.3 on page 109). For now, suffice it to say that you want to restore your My Documents Folders and Files to their original location and you only want to Restore any Missing Files.

## Running Your Restore

You can now run your first restore. Select the Run Restore Action Step or use the Action



In this screen you can select from among three Restore Actions.

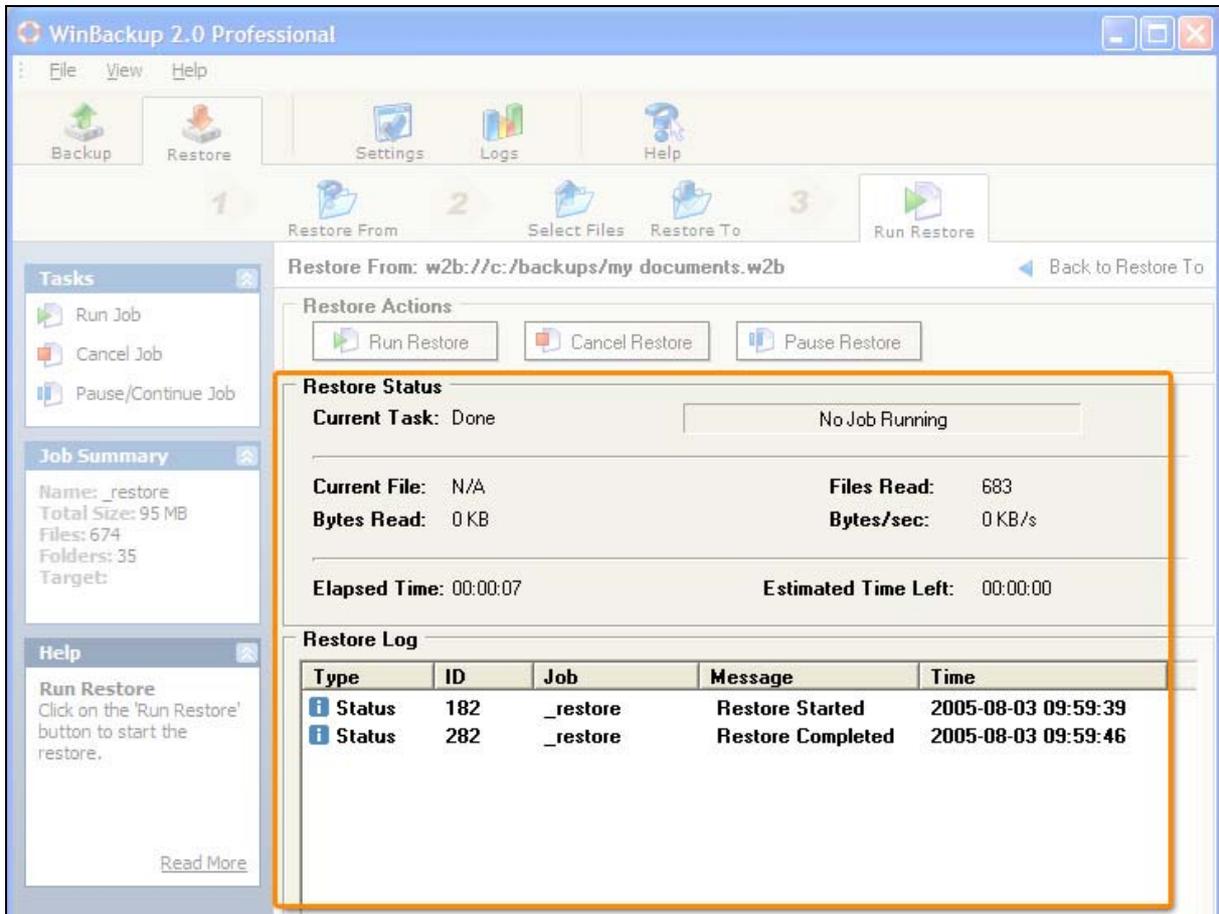


- Run Restore: Runs the restore action.
- Cancel Restore: Cancels the restore action.
- Pause Restore: Pauses the restore action.

Select Run Restore and WinBackup starts by saving the restore action before performing the requested operation.

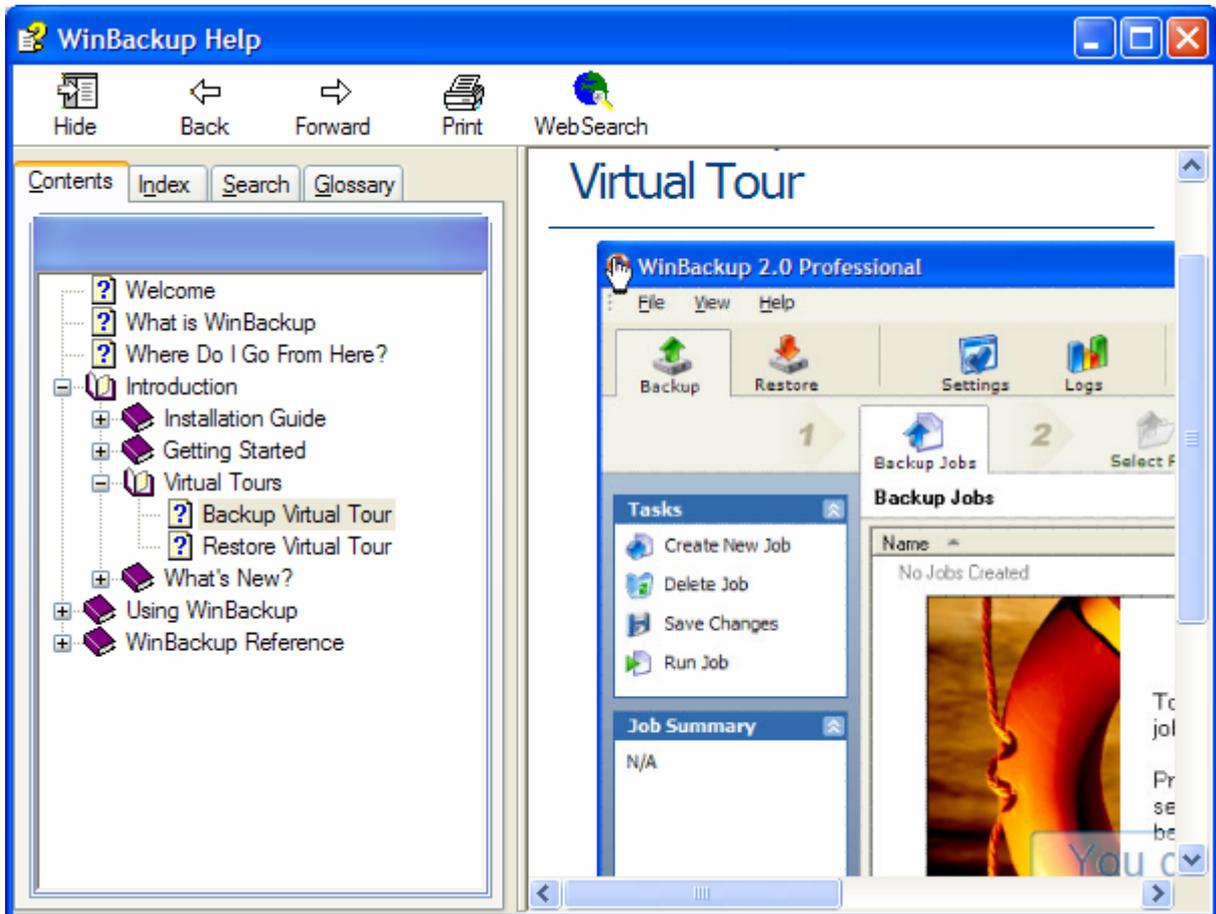
# WINBACKUP 2.0 USER GUIDE

You can view the current Restore Status and the Restore Log which shows you some messages regarding the Backup Job, such as Warnings, Errors or simple status messages.



### 3.5 Backup and Restore Virtual Tours

The help file contains also contains two tutorials and may be accessed from within the Virtual Tours Section in the Introduction Chapter of the help file.



## Chapter Four

### BACKUPS

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4.5 The WinBackup Scheduler	98
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4.7 Job Summary	103

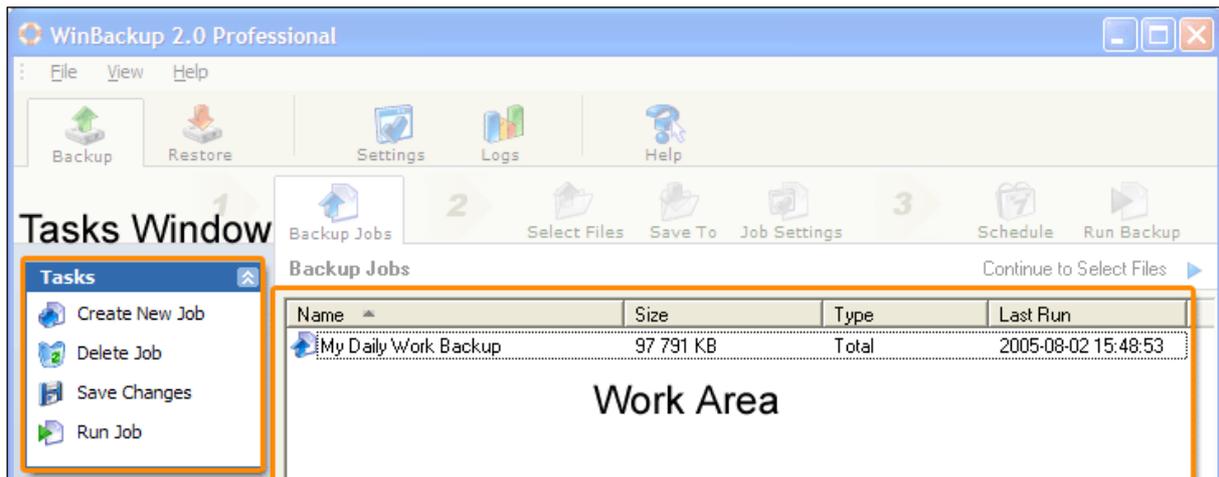
**Backing up data is easy with WinBackup. Read this Chapter to learn how easy it is to protect your data with WinBackup 2.0.**

*After reading this Chapter you will learn:*

- ☑ *How to create Backup Jobs*
- ☑ *The three methods of Selecting Files for Backup including Shortcuts and Searches*
- ☑ *How to use the WinBackup Outlook Agent*
- ☑ *How to schedule regular backups.*

## 4.1 Backup Jobs

Backup Jobs provide an efficient way of managing your backups. You can create backup jobs to classify backups by importance and/or by frequency. For example, you create a backup job that backs up your work daily, and another backup job that backs up miscellaneous information once a week.

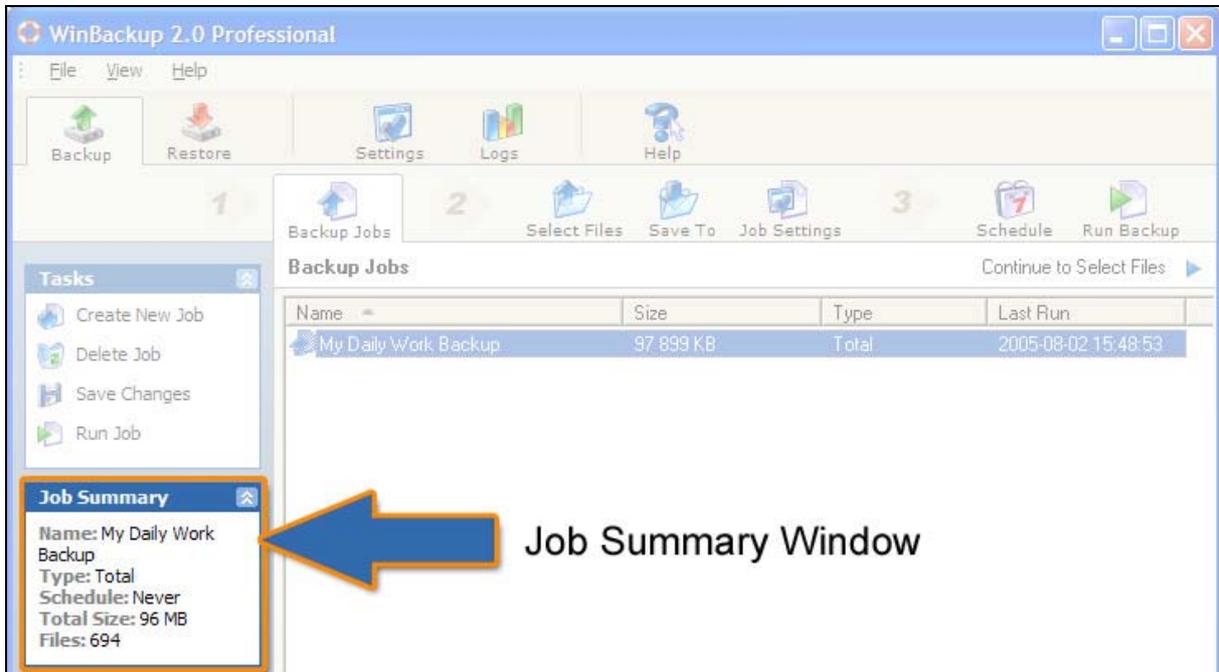


Click on the 'Create New Job' link that is in the Tasks Window. A new job, called 'New Job', is listed automatically in the Work Area. Double-click 'New Job' to give it a name that is more meaningful to you, for example, "My Daily Work Backup".

When you do not need a backup job any more, select it from the list in the work area and click on the 'Delete Job' link that is listed in the Tasks Window. WinBackup 2.0 asks you for confirmation and it will remove the backup job when you click 'OK'.

# WINBACKUP 2.0 USER GUIDE

When you select a job, WinBackup 2.0 shows its summary in the Job Summary Window that is just under the Tasks Window. You can see below the Job Summary of Work Backup.



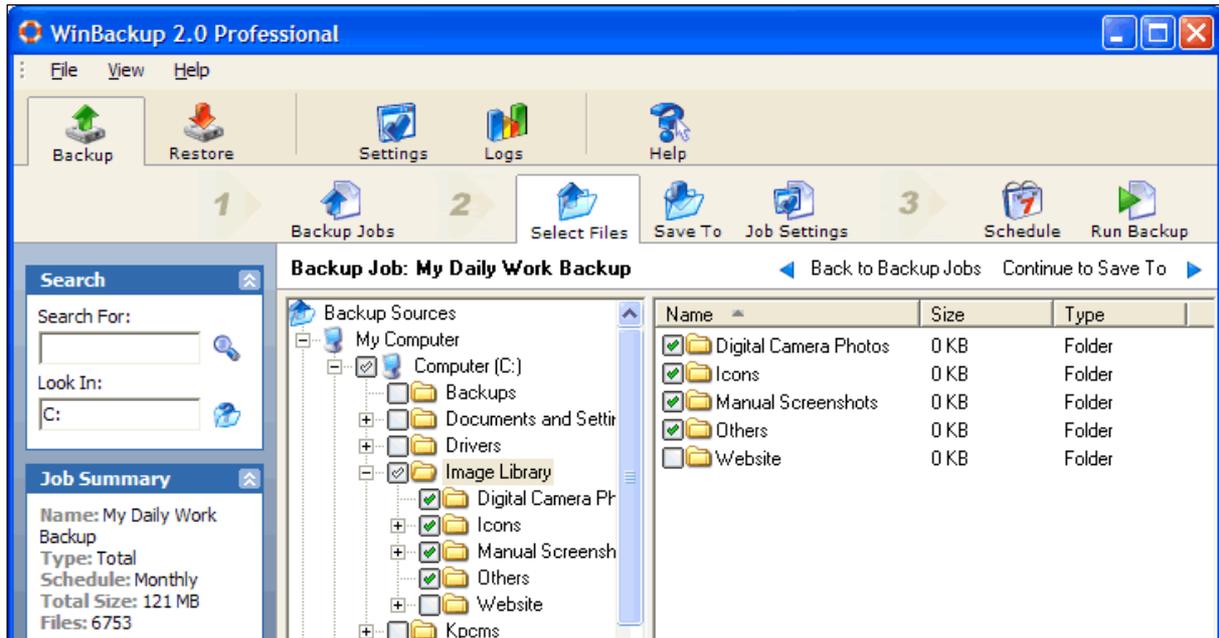
## 4.2 Selecting Files for Backup

The Select Files screen (selected from the Navigation Panel) displays a Windows Explorer style view of all your drives and files. Select the drives, folders, application settings or files that you want to back up, by clicking on the box  that is beside the drive, folder, or file.

To remove a selection, click on the box to mark the folder or file as unchecked.

# WINBACKUP 2.0 USER GUIDE

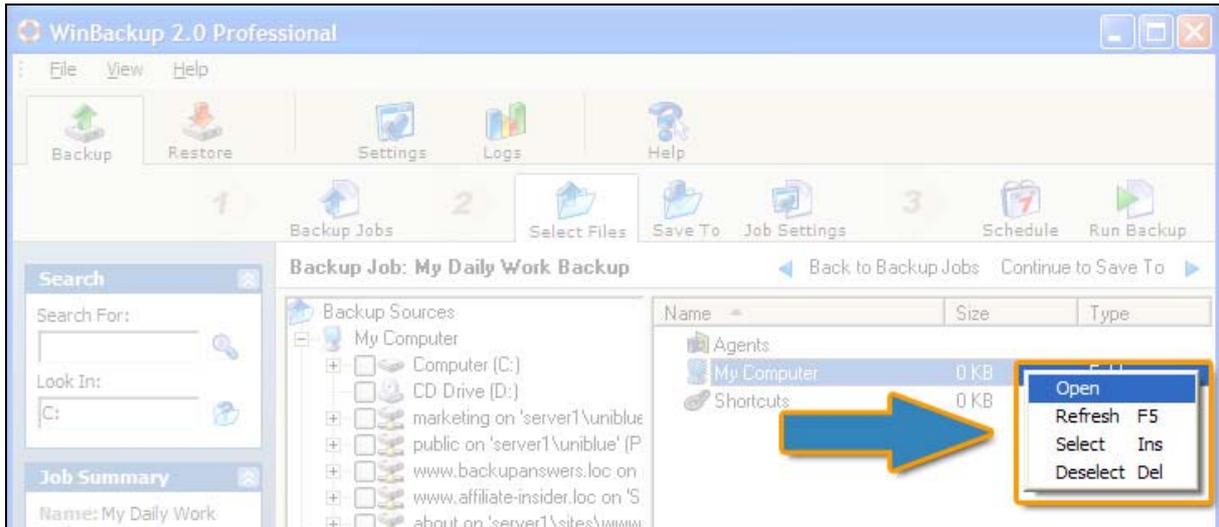
Click on the  sign to list the sub-folders.



You can set the Backup Job to exclude files automatically. To specify the types of files to exclude from your backup, click on 'Uncheck Extension' and enter a file extension. When you decide to add a file-type back again to the Backup Job, click on 'Include Extension' and re-enter its extension. The default action is a box checked in green  which signifies that all files and subfolders belonging to the selected directory have been marked for backup. However, a box checked grey green  signifies that the selected directory structure is not complete and some files and subfolders have not been selected.



It is recommended that you close Microsoft Outlook when using WinBackup. This ensures all your emails are backed up.



By clicking the right button of your mouse on the right hand side of the screen on the Select Files option of WinBackup you will be able to access a menu that allows you to Open the folder that is highlighted, Refresh the screen to include the latest files, Select or Deselect files for backup. To Refresh the screen you may press the 'F5' button on your keyboard, while to Select or Deselect files press the 'Ins' and 'Del' buttons respectively.

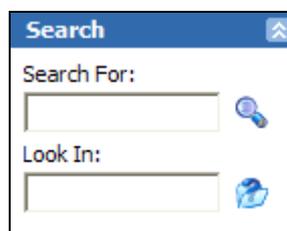
## 4.2.1 Searches

WinBackup 2.0 has two types of searches:

*The Windows-type Search Feature and the  
Advanced Search Feature*

### 4.2.1.1 The Windows-type Search Feature

WinBackup has a powerful Windows-Type Search Feature that allows you to search for specific file names (including full and partial name searches) and to locate files with specific extensions.

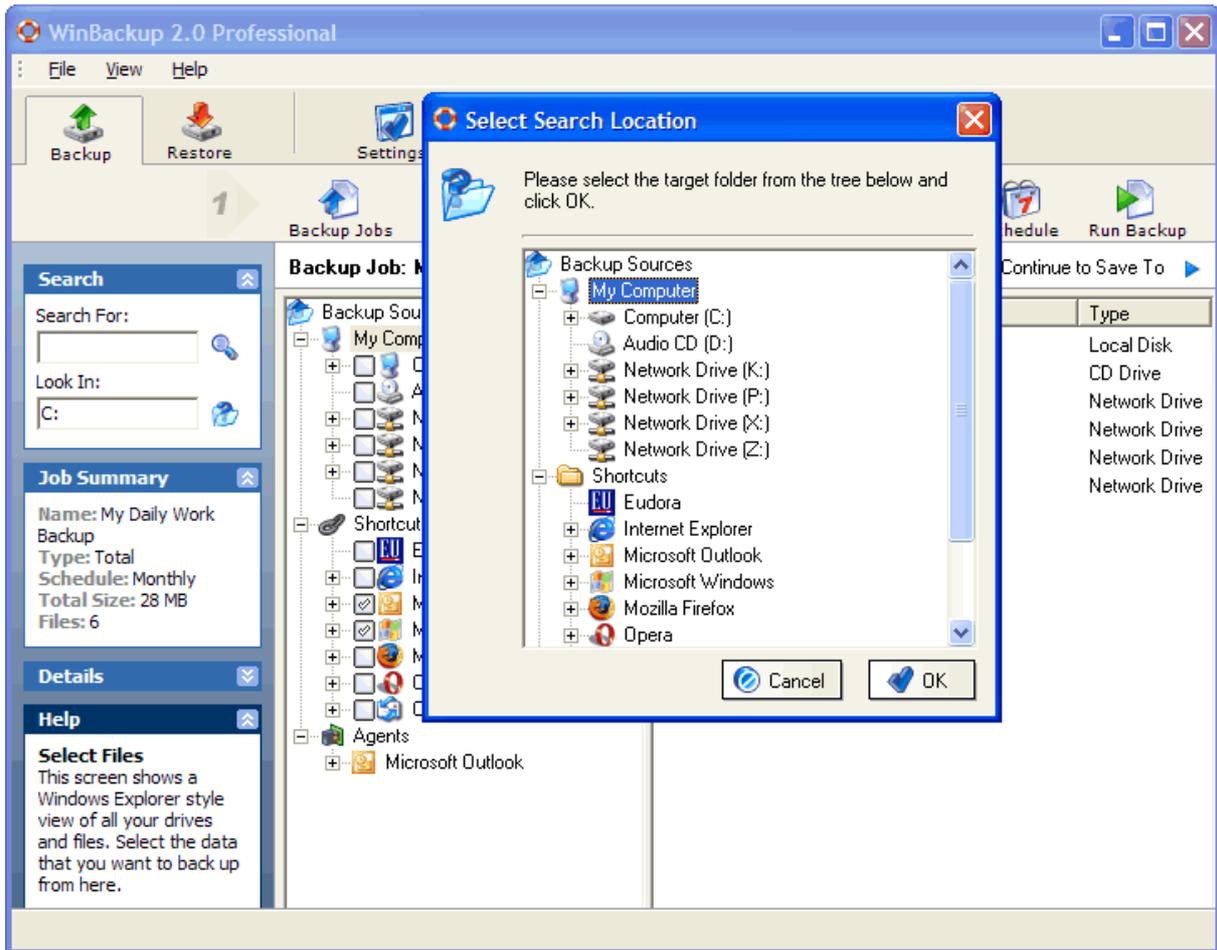


On the right-hand side of the Select Files for Backup screen, you will notice the Search Window on the Side Panel. To search for specific file names, type in the full name or part of

## WINBACKUP 2.0 USER GUIDE

it in the Search For Field and press the Search Icon (🔍). WinBackup will search for the file or files which contains the name specified by you in all your directories.

If you know the location of the file or if you want to limit the search to a particular directory or drive, click on the Folder Icon (📁). This will return the path of the folder in the Look In Field.



The Select Search Location pop-up window enables you to select the desired location as may be seen from the screenshot above.

The syntax to use is similar to that used in Windows. To look for a specific word or part of it, just type in the word in the Search For Field and press the search icon. Using "\*" [star] before/after the word, allows you to limit your search to looking for words ending or starting with the search term respectively. For example, looking for the term "\*123", tells WinBackup to look for files ending with the numbers 123. Typing "123\*" tells WinBackup that you want

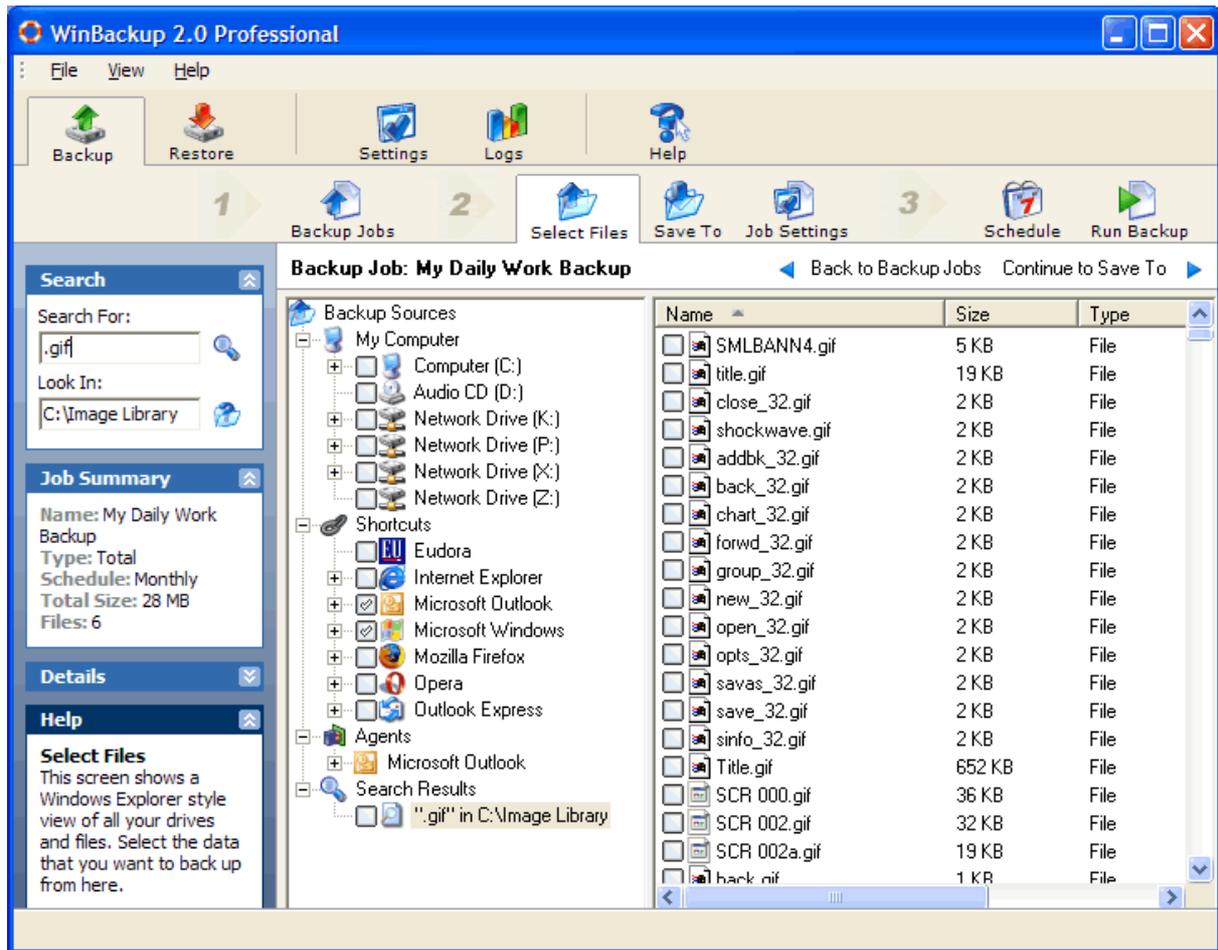
to search for files starting with "123". Omitting "\*" tells WinBackup that you would like to search for filenames that contain the numbers 123 anywhere whether at the beginning, in the middle or at the end of the name.

The WinBackup Windows-type Search Feature allows you also to perform searches of file-types. In other words, you can look for specific types of file that are stored on your computer. For example, you may have image files (stored with the extensions BMP, GIF, JPG, TIF, etc) stored in a variety of folders on your hard drive. Instead of manually selecting the folders that carry these files, you can perform a search according to the file extension/s and WinBackup will automatically find them.

The syntax to use when looking for a particular file extension is "." [dot or period]. For example, when looking for GIF files, type in the search phrase ".GIF" in the search for field and press the search icon. You may also type "\*.GIF" where "\*" signifies that you want to find all the files with the GIG extension.

If you want to look for files ending in more than one extension, type dot followed by the extension followed by a comma. So if you want to look for GIF and JPG files, you would need to type ".GIF, .JPG".

# WINBACKUP 2.0 USER GUIDE



By ticking the Search Results checkbox, you will be selecting the specified files to be backed up. This is extremely useful when your files are spread over several folders and you cannot keep track of these locations.

When performing backups through this search functionality on a regular basis you

must keep in mind the following:

1. These searches are dynamic. In other words, WinBackup performs the search every time you load the search itself. In this way, any new or changed files will be added to your search result.

2. This also means that backups may take longer to be performed as WinBackup will have to perform the search every time before running the backup. This guarantees that all of your important files are backed up.



3. WinBackup creates a folder with the search results taking the files out of their folder context and structure while storing information on their actual location.

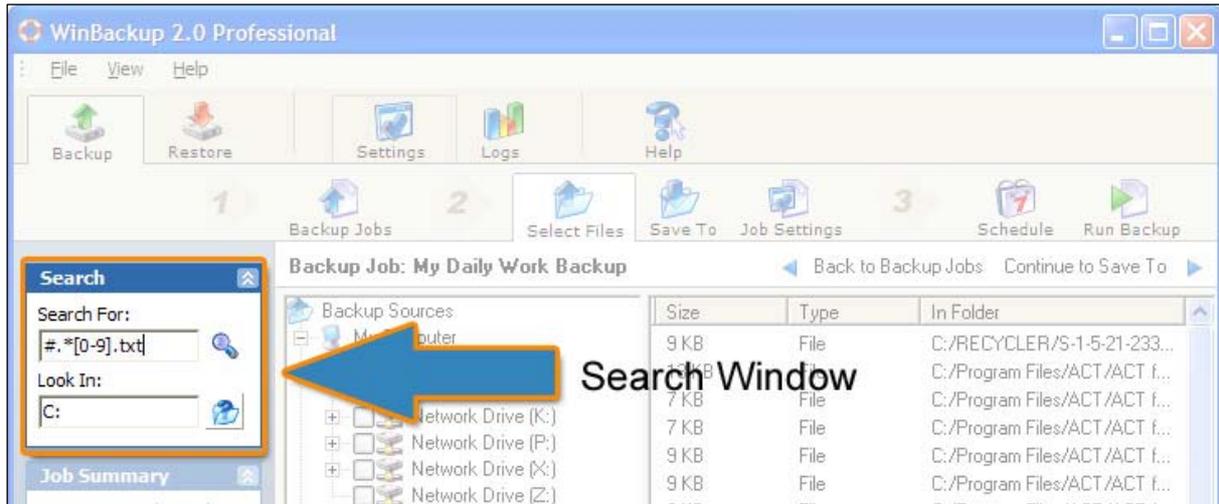
When performing restores, you must ensure that you restore to Original Location (See, Restoring From Searches). In this way, WinBackup will restore the backed up files from the search folder to their original location respecting your original directory tree or folder structure.

When restoring to Alternate or Single Locations, WinBackup will return all the backed up file in a folder with a flat structure that does not reflect the original directory tree.

## 4.2.1.2 The Advanced Search Feature

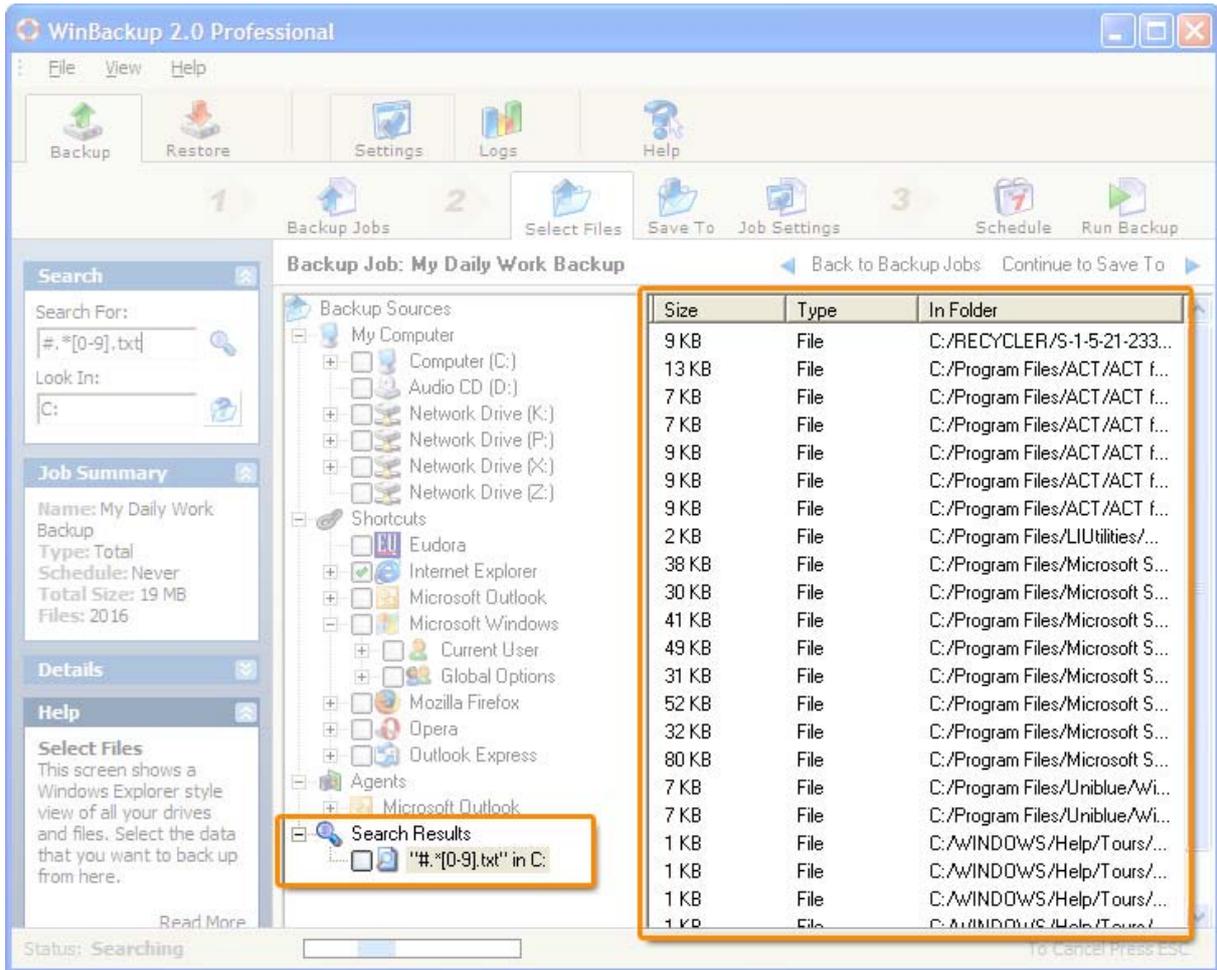
The Advanced Search Feature of WinBackup is based on Regular Expressions. This functionality allows you to make more flexible, detailed and specific searches when trying to locate the files that you want to backup.

In general, you would type your search expression in the Search Window on the Side Panel.

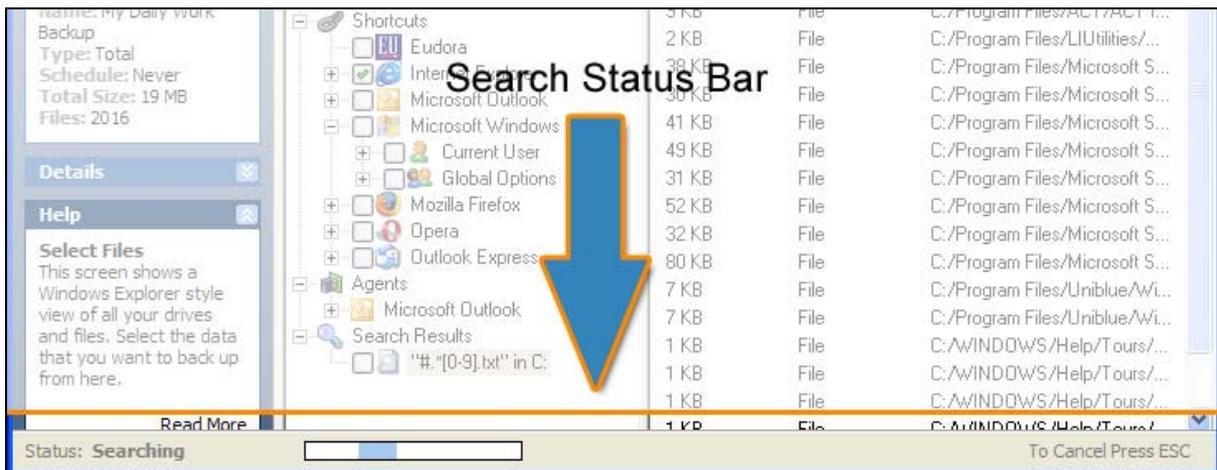


The search results appear as a separate folder in the work area and you can browse around selecting and un-selecting files in the same manner as you would when selecting files for backup and restore.

# WINBACKUP 2.0 USER GUIDE



The bottom half of the User Interface, also contains the Search Status.



Since WinBackup must search through several folders and hundreds if not thousands of files on your hard drive/s and other storage media, you may experience some delays. The more complex the expressions, the longer WinBackup may take as it has to sift through files

individually to return exact matches to your search expressions. Do not shut down WinBackup.



When performing searches WinBackup may take long to find all the specified files. DO NOT shut down WinBackup while these searches may be performed. WinBackup may seem inactive however it is matching your search criteria.

It is important to note that this help topic is meant to give you a brief overview of some of the more common regular expressions and the syntax used in WinBackup. There are hundreds of online resources that explain regular expressions in greater depth.

### *What Are Regular Expressions?*

Expressions are combination of symbols that represent a value. These expressions are used in programming, in databases and in spreadsheets. In databases (and searches), you use expressions to define what information you would like to application to return. These expressions or queries are classified by the type of value they represent. Boolean expressions (used in search engines) evaluate to either TRUE or FALSE. Integer expressions evaluate to whole numbers like 5 and 78 while String expressions evaluate to character strings.

Regular Expressions are a powerful and complex form of combined Boolean and string expressions that have their own specific syntax that you would need to follow. Basically, a regular expression is a pattern describing a certain amount of text be it letters (e.g., "a"), symbols and characters (e.g., "@") or numerals (e.g., "1"). WinBackup will match the text you are looking for and return the results in the same way it does for Windows-type Searches. Unlike search engine expressions that are simple Boolean expressions, regular expressions can go down to very minute details to return full (by default) or partial (through combining a series of characters) matches to what you are looking for.

### *Regular Expression Syntax*

Regular expression patterns are specified as strings containing a mix of text and special character sequences.

The search abc returns or matches all the files that are three characters long, that are called "abc" and that have no file extension.

In WinBackup regular expressions may be used to leverage their power to find very specific items. For example, the string `.*[0-9]+.txt` returns or matches all the text files (.txt extension) that have any letter and symbol and any of the numbers between 0 and 9 found anywhere in the filename. Log files, for example, are written as text files and you may want to backup up the logs relating to all or any of the applications and/or that you have running on your system. This simple regular enables you to look for these logs wherever they may be. A standard search for `*.txt` will return the same match, however, the power of regular expressions is in the greater level of detail and specificity you can search for.

Using the correct syntax will allow you to specify the rules for the set of possible strings that you want WinBackup to match - you will be able to look for sentences, or email addresses, or text strings say between 'a' to 'z', or anything you like.

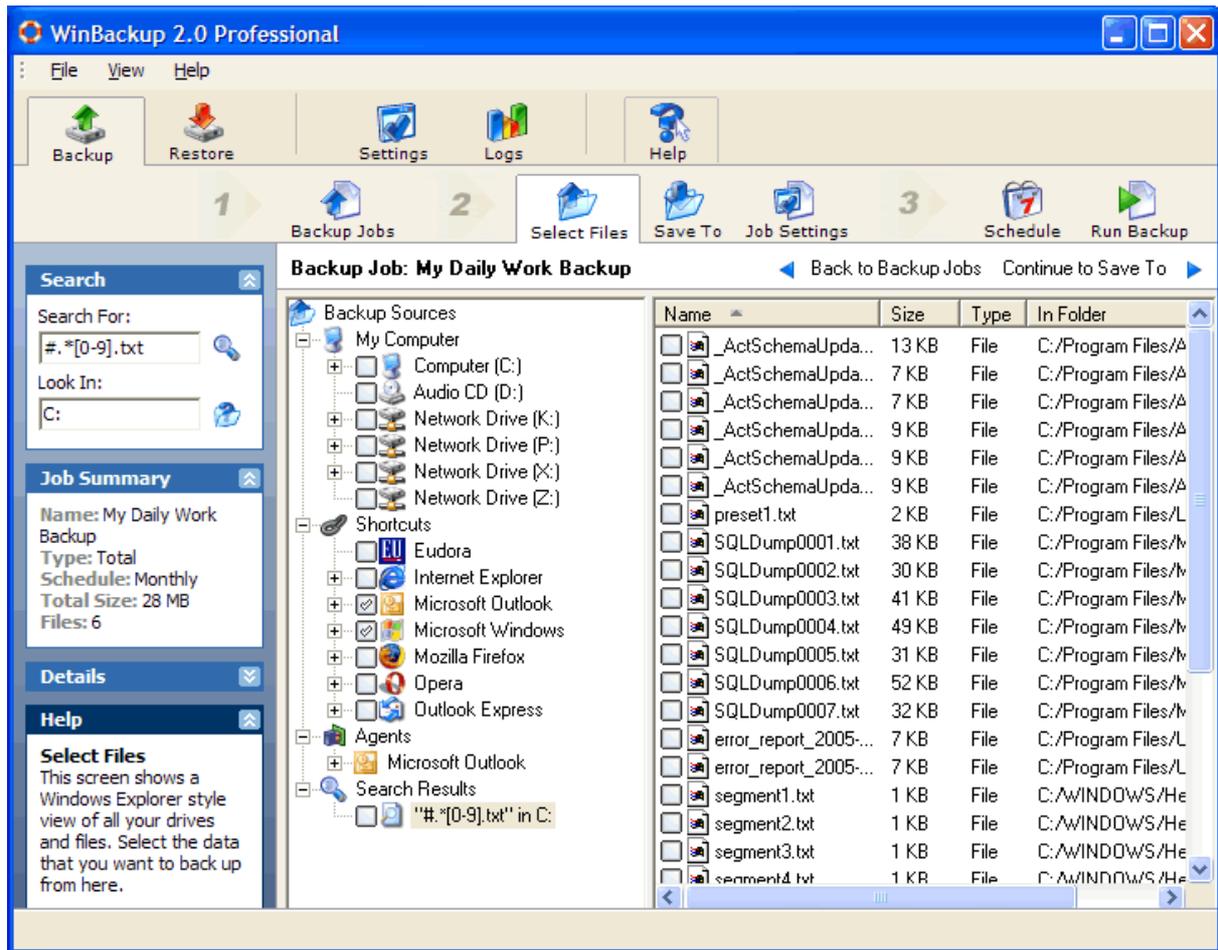


By default WinBackup will search using Windows Style syntax. To tell WinBackup that you will be using regular expressions, please type the hash or pound sign # before your regular expression.

Leave no spaces between # and your regular expression.

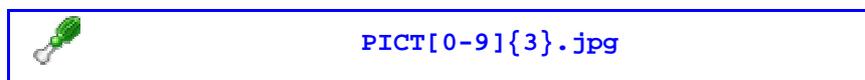
You must also specify the directory or folder location to perform such searches.

# WINBACKUP 2.0 USER GUIDE



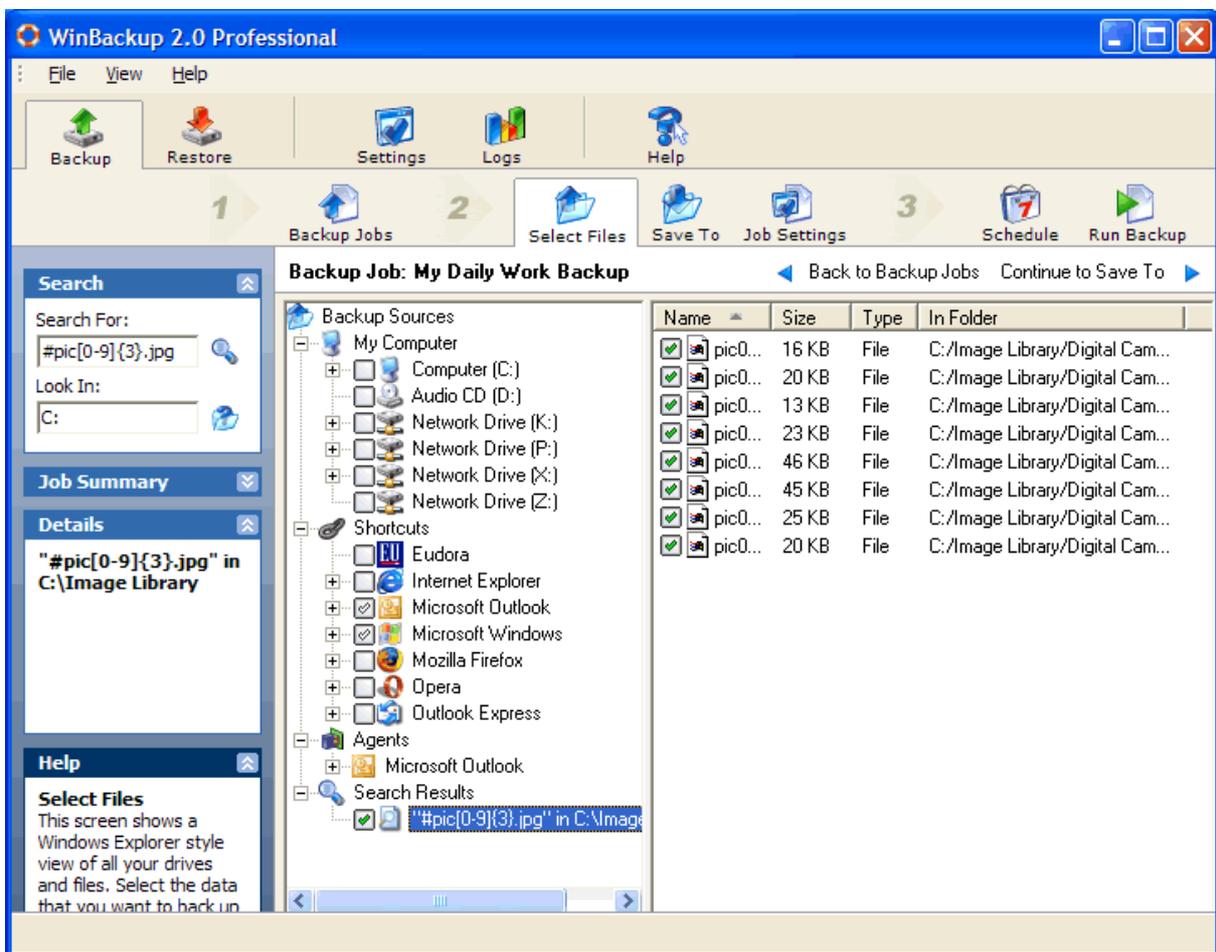
The screenshot above returns the specified search. The search results or matches appear as a folder under the Backup Sources (📁) in the WinBackup Interface – this greatly facilitates selecting matched files for backup. Select all the search results just by clicking on the box that is under the Search Results icon (🔍). The right hand side of the screen shows all the matches found by WinBackup.

Regular expressions can be created to make the searches more specific. For example, if you would like to look for your digital camera pics but cannot remember where you placed them (or they are located in several folders on your hard drive, you may write the following search expression preceded by the hash or pound sign #:



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Digital cameras usually store filenames starting with the uppercase letters "PICT" followed by three numbers. The files are stored as jpg (file extension). In essence, you are telling WinBackup to look for all files starting with "PICT". You are also telling WinBackup to match only files within these combinations that have any 3 digit number and that end specifically with the extension jpg. Unlike the Windows-style Search expression PICT\*.jpg which looks for and matches all jpg files that contain the prefix PICT, the WinBackup Advanced Search Feature allows you to be extremely specific. So if you have a file that is called "pict.jpg" or "MYpict.jpg" or "pict001a.jpg", these will NOT be matched. A Windows-style search would return "pict.jpg" and "pict001a.jpg" with your results.



### *Literal Characters*

The most basic regular expression consists of a single literal character, for example, "a". All characters are literal except: ".", "|", "\*", "?", "+", "(", ")", "{", "}", "[", "]", "^", "\$" and "\". To make these characters literal, type in "\" before. So \\ makes a literal backslash. Any character that is not a special character matches itself.

*Special Characters*

WinBackup allows you to use regular expressions using more than simple text searches. By creating special character sequences or combinations you can search for a multitude of files that are spread across your system. The following are the special characters you would need to know for WinBackup:

Character	Description
^	Anchors to the beginning of the string. The expression "^A" will match an A only at the beginning of the string.  The caret ^ immediately following the left-bracket ([]) has a different meaning. It is used to exclude the remaining characters within brackets from matching the target string. The expression "[^0-9]" indicates that the target character should not be a digit.
\$	The dollar sign \$ will match the end of the string. The expression "abc\$" will match the sub-string "abc" only if it is at the end of the string.
	The alternation character   or pipe allows either expression on its side to match the target string. The expression "a b" will match a as well as b. In other words, the OR character   allows a choice between two regular expressions. For example, jell(y ies) matches either "jelly" or "jellies".
.	The dot . will match any character.
*	The asterisk * indicates that the character to the left of the asterisk in the expression should match 0 or more times. A one-character regular expression or grouped sub-expressions followed by an asterisk * matches zero or more occurrences of the regular expression. For example, [a-z]* matches zero or more lowercase characters.
+	The plus + is similar to asterisk but there should be at least one match of the character to the left of the + sign in the expression.
?	The question mark ? matches the character to its left 0 or 1 times.
()	Parentheses group parts of regular expressions together into grouped sub-expressions that can be treated as a single unit. For example, "(ha)+" matches one or more instances of "ha".

Character	Description
[ ]	Brackets [ and ] enclosing a set of characters indicates that any of the enclosed characters may match the target character.
{ }	Braces { } are used to indicate a range of occurrences of a regular expression, in the form {a, b} where a is equal to or greater than zero indicating the start of the range and b is equal to or greater than a, indicating the end of the range. For example, "(ba){0,3}" matches up to three pairs of the expression "ba".

To make these characters literal, type in "\" before.

### *Character Classes or Character Sets*

With a "character class" or "character set", you can tell WinBackup to match only one out of several characters. Place the characters you want to match between square brackets "[" and "]". Sets can contain literals and character ranges among others.

#### Example 1 - Character Literals

	Expression	Description
	[xyz]	will match either of "x", "y", or "z". This means that WinBackup will return or match all files that have one letter as a filename starting with the letters "x" or "y" or "z" and that have no file extension.
	[^xyz]	will match any character other than "x", "y", or "z".
	.*[xyz].*	will match either of "x", "y", or "z" occurring anywhere in the filename. This means that WinBackup will match all those files that have "x" or "y" or "z" occurring anywhere in the filename and that have no file extension. This is equivalent to combining the three separate standard search expressions *x*, *y* and *z*.
	.*[xyz].*\ .doc	will match either of "x", "y", or "z" occurring anywhere in the filename with a specific file extension. This means that WinBackup will return or match all files that have "x" or "y" or "z" occurring anywhere in the filename and that have the "doc" file extension.

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Expression	Description
 [a-z]	will match any character in the range "a" to "z" in lower case. This means that WinBackup will return or match all files that have one letter as a filename and that have no file extension.
 [a-zA-Z]	will match any character in the range "a" to "z" in lower and uppercase. This means that WinBackup will return or match all files that have one letter as a filename and that have no file extension.
 [a-z]*	will match filenames consisting only of the characters "a" to "z" in lower case occurring anywhere in the filename, for example aq, br, lmj but would exclude wu8a.
 [a-z]*\.\doc	will match filenames consisting of any character in the range "a" to "z" in lower case with a specific file extension. The "." specifies that WinBackup should treat the "." as a literal character and thus match only Word documents.
 [a-z]*\.(doc xls)	will match filenames consisting of any character in the range "a" to "z" in lower case with two specific file extensions. The "." specifies that WinBackup should treat the "." as a literal character and thus match only Word or Excel documents. The pipe character " " denotes "or" while the ( ) tell WinBackup to match these extensions exactly. If you would like to look for Word Templates as well, you will rewrite the expression as follows  <code>[a-z]*\.(do[ct] xls)</code>
 [0-9]	will match any character in the range "0" to "9".
 [a-z0-9]	will match any character in the ranges "a" to "z" in lower case and "0" to "9". This means that WinBackup will return or match all files that have one letter or number as a filename and that have no file extension.
 [^A-Z]	will match any character other than those in the range "A" to "Z" in upper case.

In reality such expressions are extremely important. For example, you may have misspelt a filename or certain file names may contain letters that are interchangeable due to differences in language, say differences in spelling by the Americans and the British as is the case between licenSe and licenCe. Hence, if you are looking for a specific license agreement, for example, that you know you stored as a doc, your search expression may be licen[sc]e.doc.

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WinBackup will match all the doc files that contain the letters in the exact "licen" combination with a 6th letter that may be an "s" or a "c" and that ends with "e".

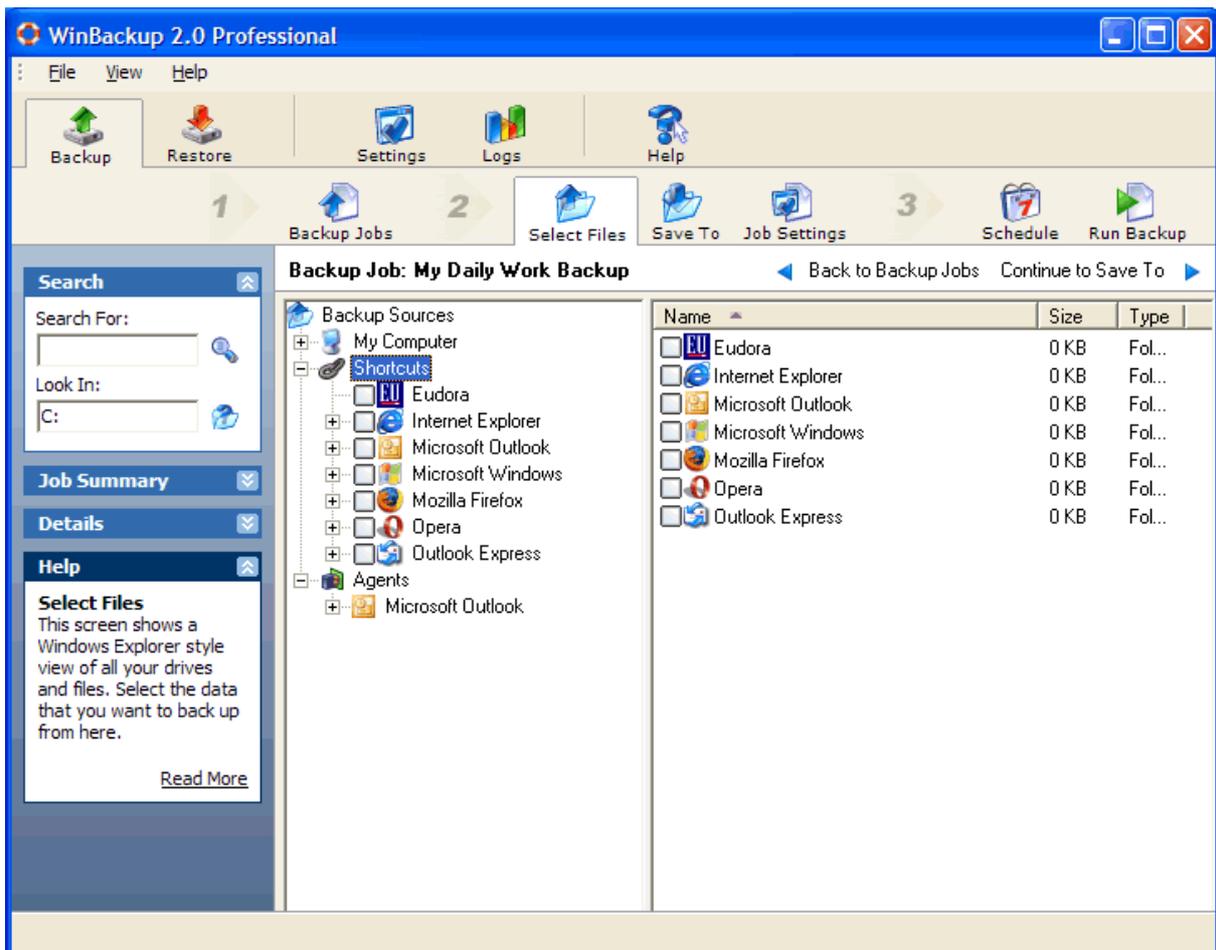


All regular expressions can be made case-insensitive by substituting individual characters with character sets, for example, [Cc][Aa][Tt].

The concatenation of regular expressions creates a regular expression that matches the corresponding concatenation of strings. For example, [A-Za-z]\* matches any capitalized word.

## 4.2.2 Shortcuts

WinBackup 2.0 features a greatly improved shortcut system which allows you to backup the most popular applications at the click of a button. By selecting the relevant shortcuts you may easily and quickly backup emails, address books, bookmarks, digital images, financial documents and other records.



The Shortcuts feature is a hierarchical repository of links to data of various types which may be one or more registry entries, files or even remote data objects. In most cases the items referenced in links are not in a static location but may vary depending on a number of factors such as the Operating System (OS) Platform Version, Software Version and even your own adjustments.

Perhaps a more simplified explanation for now would be to say that a Shortcut essentially represents a group of files and settings. Shortcuts contain preset links to the various files and folders associated with the system or the most common applications. WinBackup uses the principle of shortcuts and has created a set of shortcuts that link directly to the system files, data and settings of any computer. For example: using the shortcuts you can easily select and backup the files and folders belonging to Outlook. Selecting to backup through a shortcut means that you will automatically backup all these files and settings automatically. This allows you to automatically access data without having to search for it. These Shortcuts are automatic and require no setting up on your part.

Let's take as an example the My Documents folder. The My Documents folder is located by default in the following path specification:

**[drive]:\Documents and Settings\[current user]\My Documents**

As you can see from the definition the drive as well as the current user are not static elements meaning, the drive depends on where the OS Package was installed and the current user depends on who is currently logged on and active. Adding to that, in the more recent versions of Windows (2000, XP...) you can actually drag and move the folder to a different location, say

**[drive]:\My Documents**

and Windows will know. The problem that arises now is that if you have to create Backup Jobs with definitions of what data to Backup (or Restore) you would have to maintain those path settings every time you make amendments to your environment.

This is where the Shortcut feature kicks in. It does not only contain links to static elements but also links to elements whose location can be determined dynamically by using formulas.

In a few words, the Shortcut Feature proves to be extremely useful in situations where you would like to backup items that are frequently updated and possible even change their location due to new installations.

WinBackup has Shortcuts to all the more popular applications such as Internet Explorer, Outlook, Outlook Express, Word and Excel. In addition, there are also Shortcuts to Windows registry files and all application settings for all the users of any individual computer. The library of Shortcuts will be expanded over time to include over 100 of the most popular software applications.

By simply ticking a check-box next to the relevant shortcut, you are able to backup Word and Excel templates and all of the settings whether customized or standard that you may have. In the same manner, you are also able to backup all your Internet Explorer Bookmarks (Internet Favorites). Through WinBackup Shortcuts, you do not have to manually select individual files. This avoids the risk of not backing the right files. Using the appropriate Shortcut, you can immediately ensure that all your Outlook and Outlook Express files are backed up. WinBackup has included predefined Shortcuts to \*.PST and \*.OST files together with contact lists, address books, any customized settings and Outlook stationary and templates, signatures, and, most importantly, all emails. One of the unique features of WinBackup is that it also allows backing up all email accounts. In this way, when disaster strikes, administrators in charge of restoring stricken computers are able to minimize the time they spend in getting things back to normal and the time employees spend waiting for the work to continue.

#### **4.2.2 Shortcuts in Detail**

The following is a detailed explanation of what files and folders the various WinBackup Shortcuts will backup and restore.

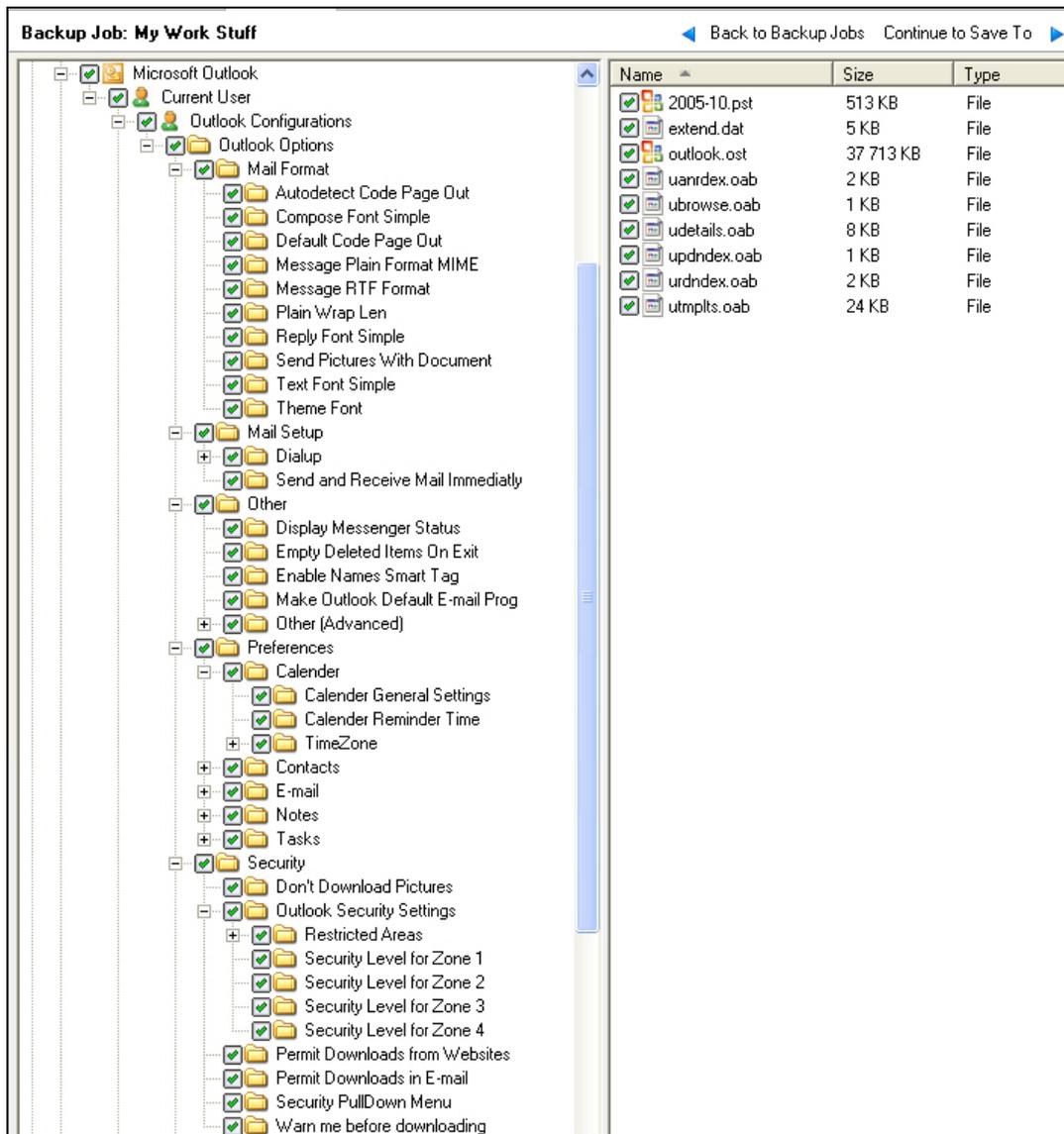
#### **Outlook**

The WinBackup Outlook Shortcut backs up and restores three important Outlook Configuration items as may be seen from the screen shot:

Outlook Options: This refers to all your Outlook options including Mail Format, Mail Setup, Preferences (Calendar, Contacts, Email, Notes and Tasks), Security, Spelling and Others. All

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these files and folders contain configurations and settings that you have carried out on your Outlook over time. Simply ticking the Shortcut checkbox will automatically select and backup (or restore) these files. These files are settings and may be spread over a number of folders (some of which may be hidden) within your hard drive - it may be very difficult to keep track and to backup all these files manually.

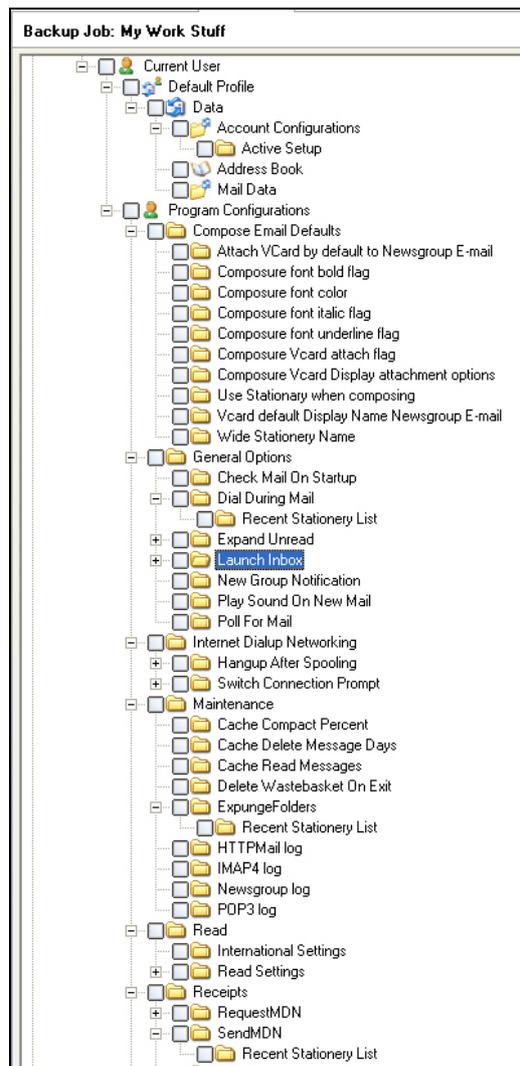


**Outlook Data Files:** This folder contains DAT files used by Microsoft Exchange, XML and OTM files that are required for the smooth functioning of your Outlook. Losing these files may corrupt the information stored in your mailbox database file.

Outlook Personal Email Folders: This folder contains your mailbox database file or the PST (or OST in the case of Exchange) file that contains all your emails, contacts, calendar, tasks, and notes. This folder also contains the Outlook Address Book (OAB) files and DAT files (files for Microsoft Exchange Server).

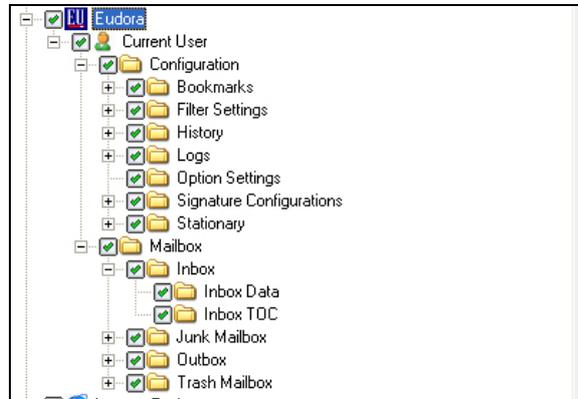
## Outlook Express

By expanding the Outlook Express folder within WinBackup you will notice that this shortcut backs up and restores your mailbox database folder, all your configurations and settings, your account settings, your address book and all other preferences, as may be seen from the screen shot below.



## Eudora

Unlike Outlook, Eudora stores the relevant files differently as may be see from the screen shot.

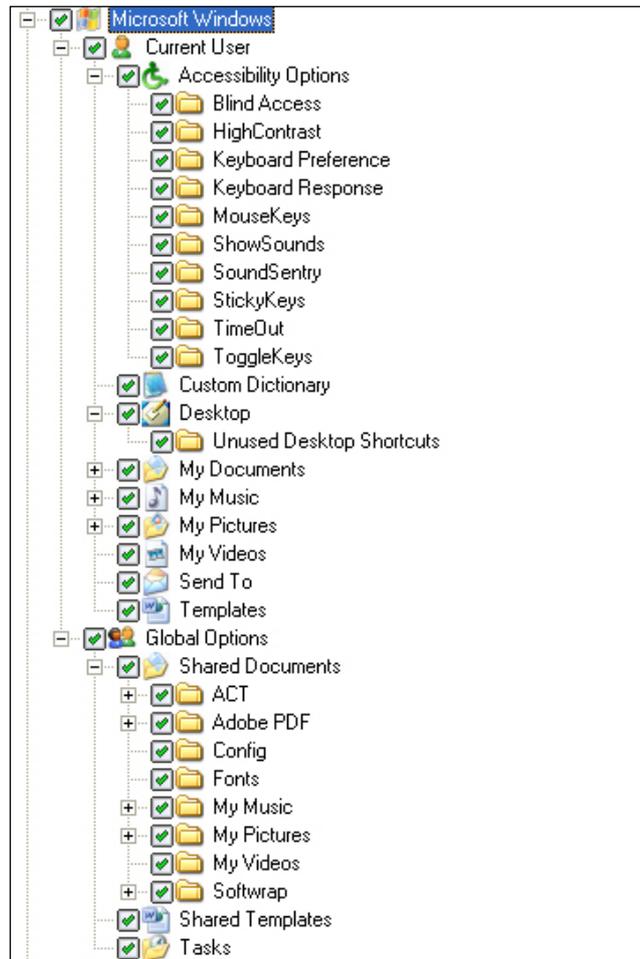


## Opera Web Browser, Netscape Web Browser and Mozilla Firefox

These shortcuts will backup and restore all settings, preferences, cached data, cookies and Favorites automatically similarly to the Microsoft Outlook and Outlook Express Shortcuts.

## Microsoft Windows

This shortcuts contains the necessary links to all your other configurations, settings, preferences, templates and data ranging from your desktop shortcuts to your "StickyKeys" settings, from all your documents to all your music, pictures, shared documents and menu settings.



## Troubleshooting Guide for Shortcuts

Be sure to read the Troubleshooting Guide for Shortcuts in Section 8.4 on p. 130. There are specific instructions for Outlook, Outlook Express, Opera Web Browser, Netscape, and Mozilla.

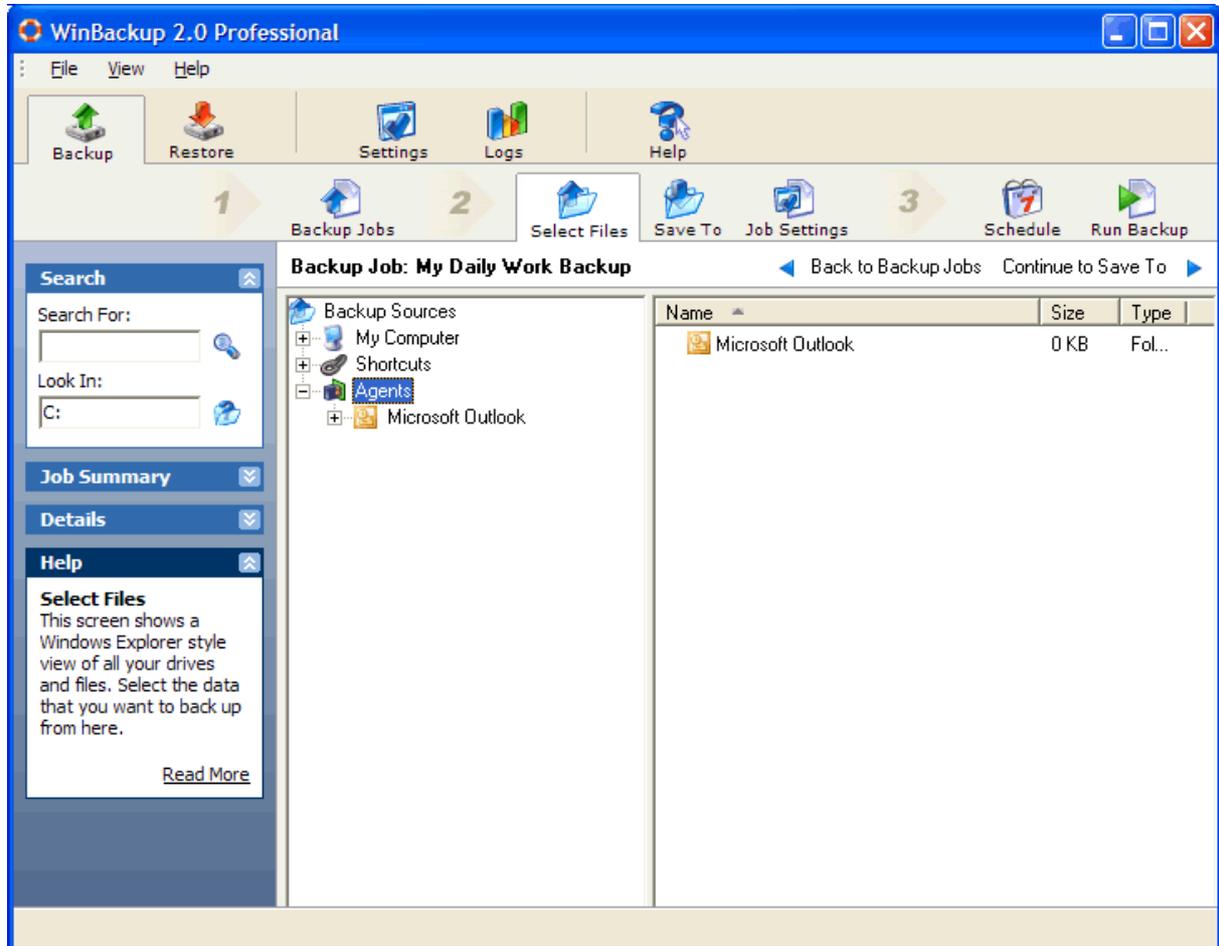
### **4.2.4 The WinBackup Outlook Agent**

Outlook Agent Feature (this feature is available only in WinBackup Professional and Server)

The Outlook Agent Feature of WinBackup is an alternative to the Outlook Shortcut and allows you to gain actual control over the data contained within your Outlook PST and OST files.

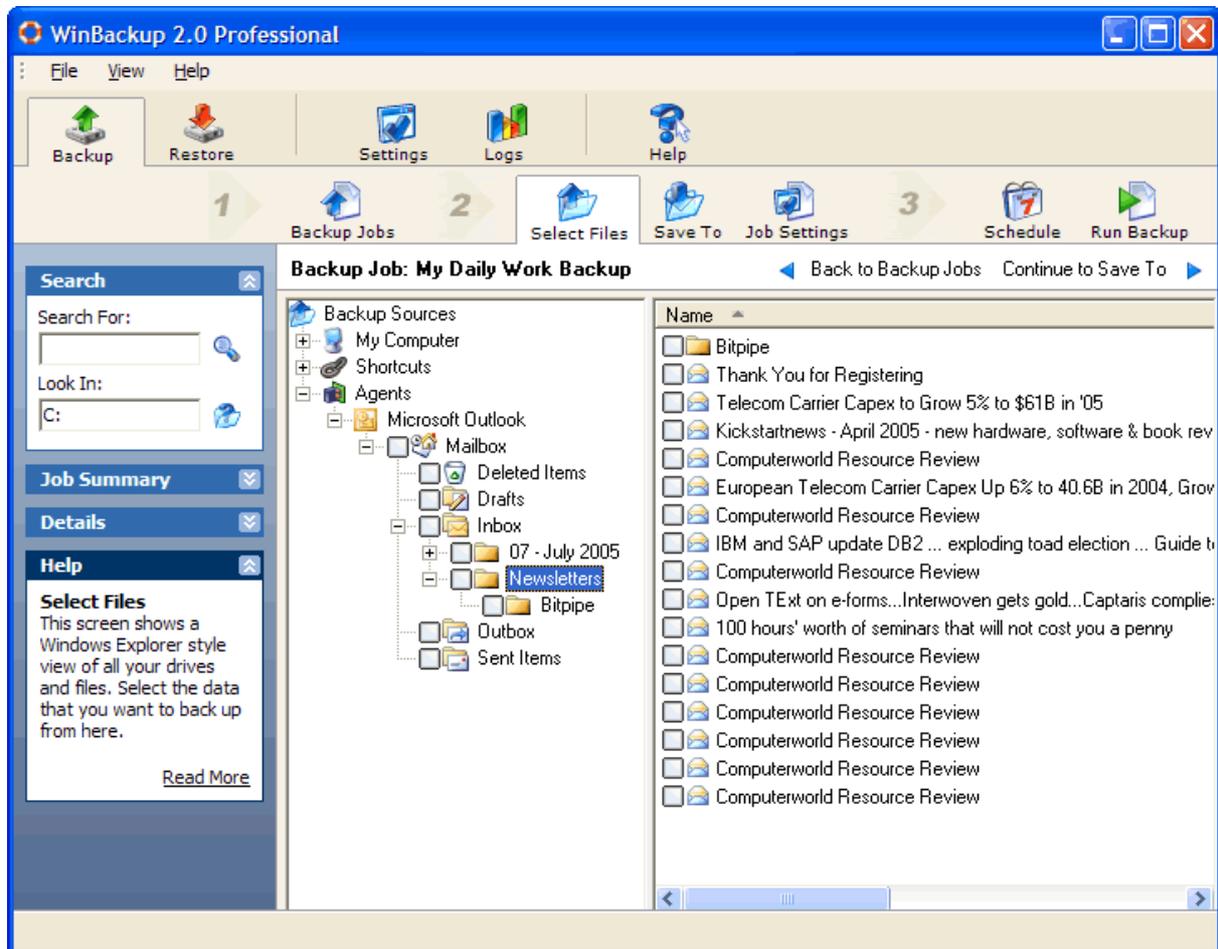
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You can access this feature by expanding the Agents Icon (📁). You will also see the Microsoft Outlook Icon (📧) on the right-hand side of the Work Area.



## WINBACKUP 2.0 USER GUIDE

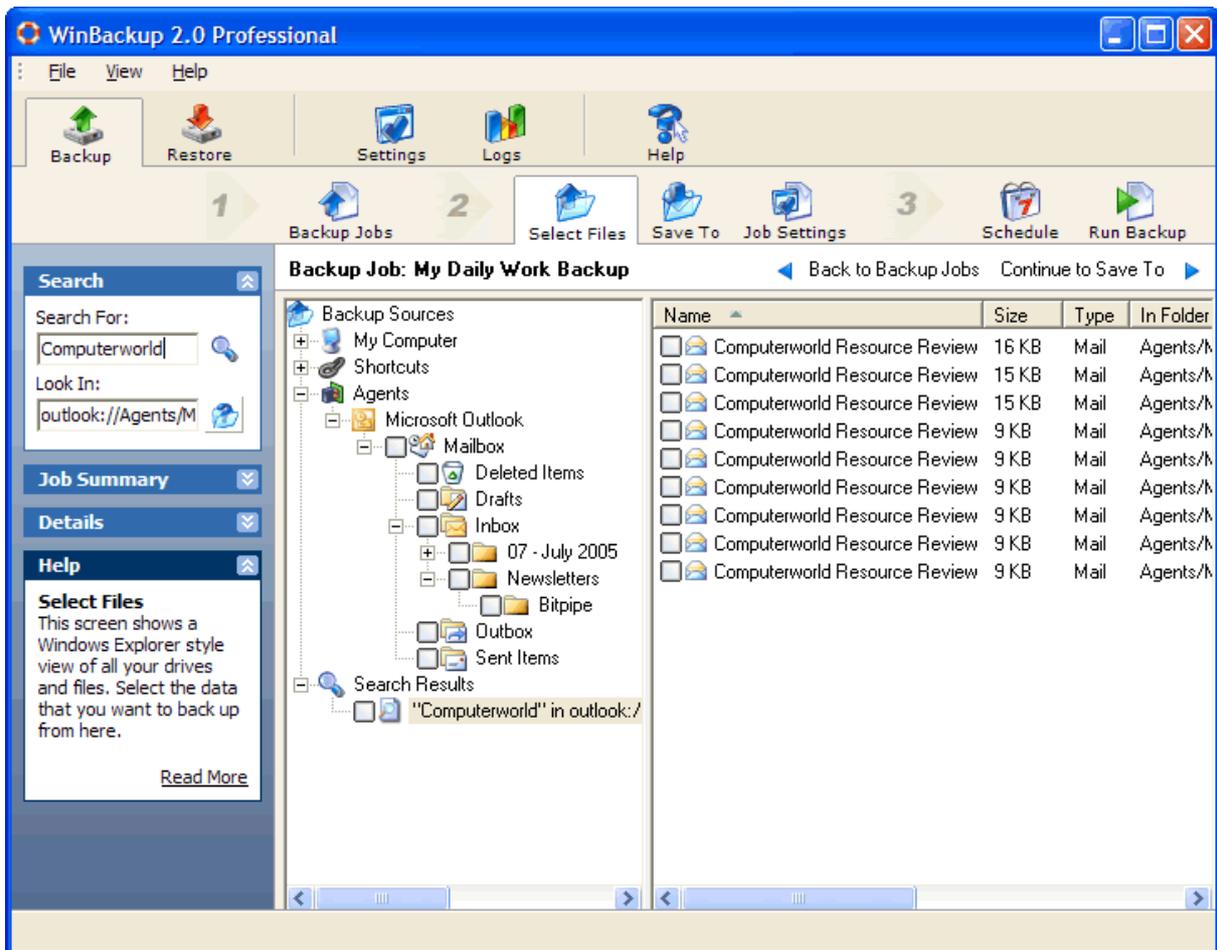
With the WinBackup Outlook Agent, you can either browse or perform searches for specific emails that you want backed up and/or restored.



The Outlook Agent offers you greater flexibility than the Outlook Shortcut in that the latter backs up your OST and PST files with accessing them. The Outlook Agent enables you to browse through all the folders of and emails contained single or multiple Outlook mailboxes. WinBackup reproduces your directory structure with 100% accuracy together with all the emails that you would have received to that and that are still contained in your PST or OST files. Folders and emails are selected for backup in the same manner as regular files, i.e., by clicking on the box that is beside the folder or specific email. To remove a selection, click on the box to mark the folder or file as unchecked. Click on the  sign to list the sub-folders.

## Searching through Specific Emails and Folders in Outlook

You may also search for specific emails in the same way as described in the Windows-type Search Feature and the Advanced Search Feature. With Windows-type Search Feature you may look for specific words in the subject of the email or you can search for actual names of senders (or recipients).



In the above example, the search returns three emails. By ticking the Search Results checkbox, you will be selecting the specified emails to be backed up. This is extremely useful when your emails are spread over several folders and you cannot keep track of these locations.

Searches using Regular Expressions may also be performed. Learn more about Regular Expressions and WinBackup Advanced Search Feature in Section 4.2.1.2 on p. 64.

When using the Outlook Agent, it is recommended that you shut down Microsoft Outlook.



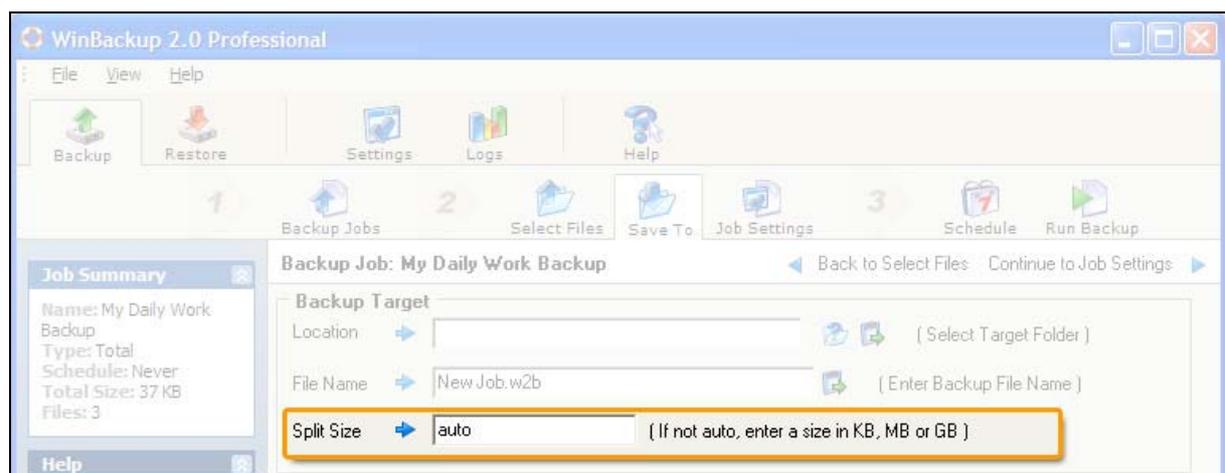
The Outlook Agent is not identical to Shortcuts and will be seen in Restoring from Backups of the Outlook Agent. You will need to use either of the features and not both at the same time depending on whether you want to backup specific email/s and folders or all your mail-box.

## 4.3 Saving To

In this screen you will set the target location for saving the backup archive, the archive name, and the archive format.

### 4.3.1 Backup Target

The Backup Target is the destination of your backup archive. Select a target folder either by clicking on the folder icon or by typing in the path directly in the 'Location' field in the work area. The Target Folder may be on a variety of storage media including other hard drives, removable disks, USB drives, CD-R, CD-RW, DVD-R, DVD-RW, or digital tape. Moreover you can backup your files over a local area network.



It is advisable not to save your backup archive on the same hard drive as your data. In the case of hard drive failure, you may lose your data and your backup file - so please exercise the proper caution.

To change the Backup Target, click on the folder icon () in the work area and browse for a target.

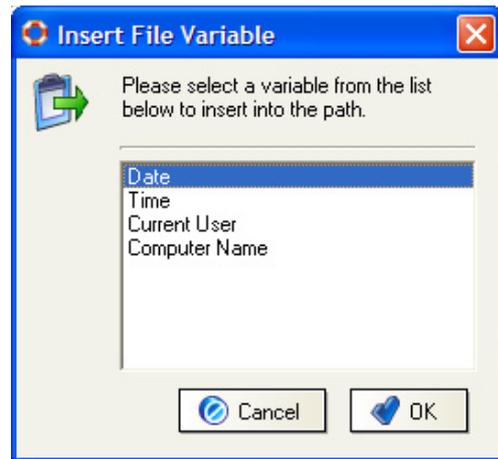
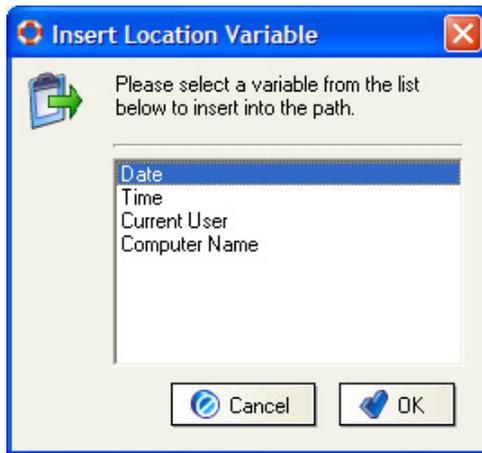
## 4.3.2 File Name

The next step is to name the backup archive which can be done by creating a file name in the File Name field below the 'Location' field. By default, the name of your backup file is the same as the name of the Backup Job. The backup archive file extension is '.w2b' by default.

## 4.3.3 Location and File Variables

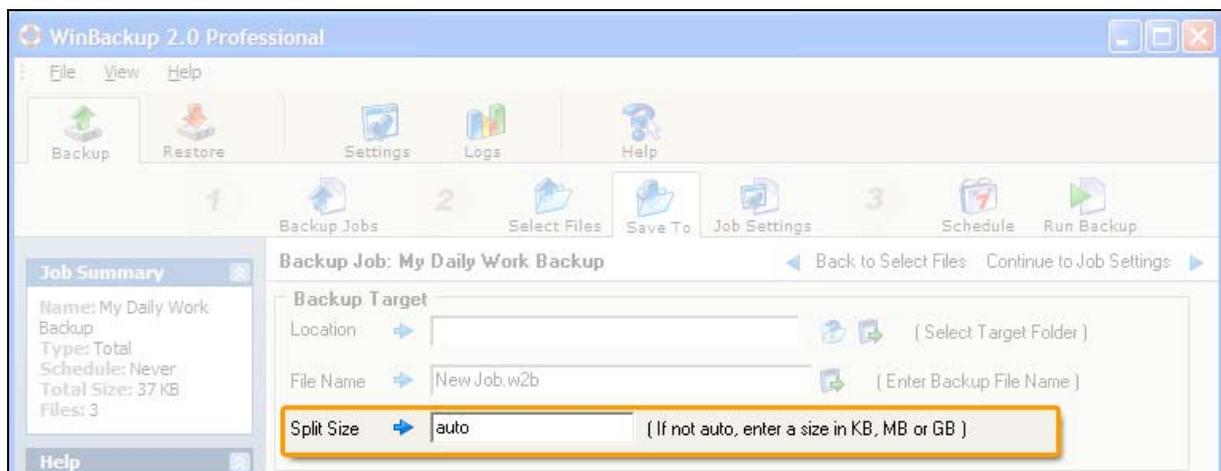
When performing backups, it can be important to ensure each backup archive has a different name. This avoids overwriting previous backups. WinBackup 2.0 has a set of file-related variables that may be appended automatically to the name of backup archive that you have chosen. For example, if your backup archive file is called "Work Backup", WinBackup 2.0 allows you to automatically put the date and time stamp when the backup is performed. Therefore, when performing the Backup Job "Work Backup" on the 25th December 2005 at 12:01 p.m., WinBackup 2.0 automatically inserts **200512251201** before the name that you have selected.

To access this function click on Variables Icon () next to the 'File Name' or 'Location' fields and WinBackup 2.0 yields a list of variables to choose from including Date, Time, Current User and Computer Name. Select the preferred variable and a code be appended to your file name. From our previous example the code in bold has been added to your original file name: "%T\_YYYY-MM-DD%%T\_hh\_nn\_ss%**Work Backup.w2b**". This code will be converted at the time of backup. The same process may be carried out for location (or target) related variables and you may also include the date, time, current username and computer name with your filename to provide information relating to the location of your backup archive.



### 4.3.4 Split Size

The "Split Size" feature allows you to split backups manually into smaller sized files. This is useful if you are planning to move the files to CD, ZIP, FTP, pen drive or other media storage devices that have limited storage space later. You will notice that the default "auto". This means that WinBackup will split the file automatically when the target drive/media is full.



If you want to specify the size of the files, you should enter the desired size in Kb, Mb or Gb. For example: "250mb" will split your backup into a number of files each approximately 250 Mb in size, suitable for storage on ZIP disks.



Please note that if you are backing up directly to a removable media such as CD or ZIP, WinBackup will automatically split the backup if this option is set to "auto".

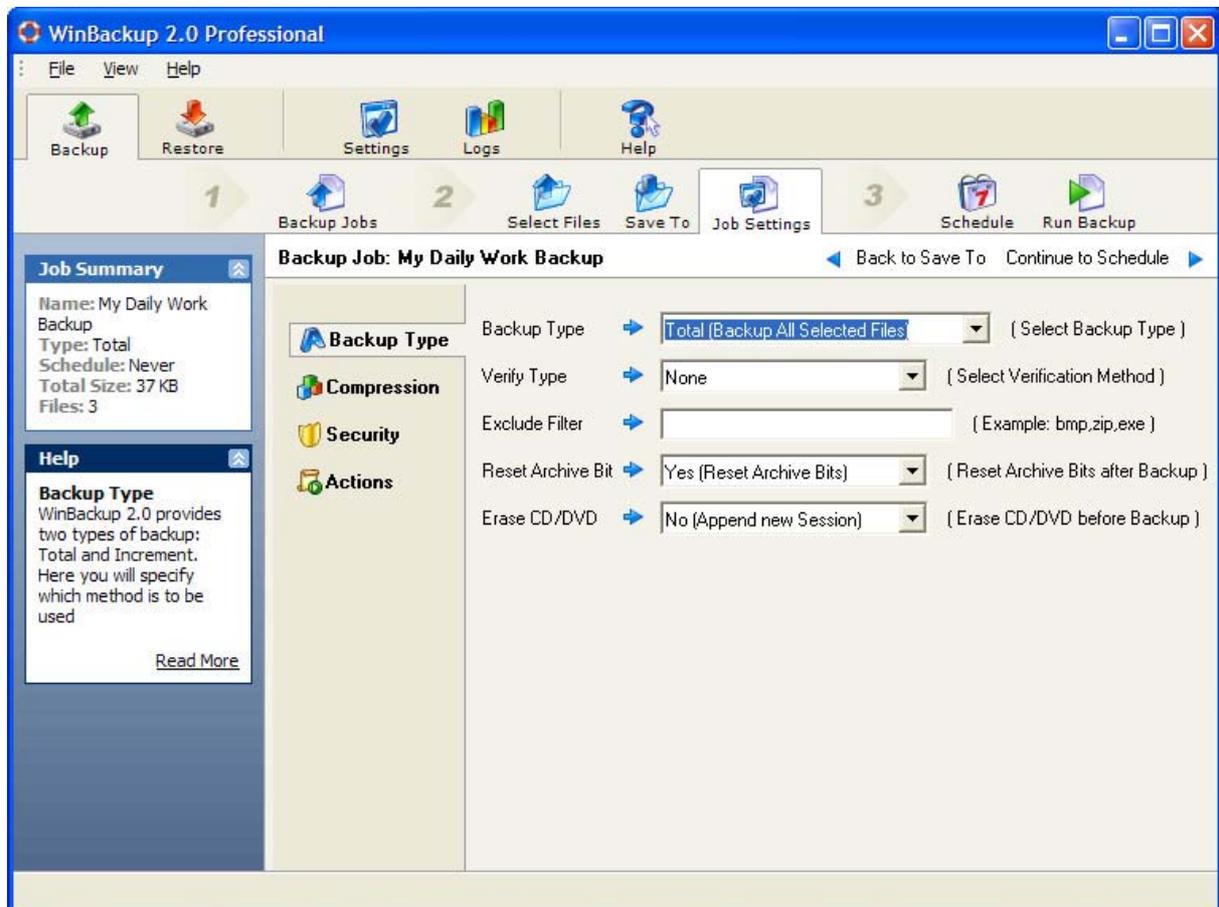
## 4.4 Job Settings

Job Settings - WinBackup has a set of powerful functions to help you choose the type of backup file, and levels of compression and encryption.

### 4.4.1 Setting the Backup Type

WinBackup 2.0 provides two types of backup: Total and Incremental. The Backup Type drop-down list in the work area allows you to select the preferred backup type.

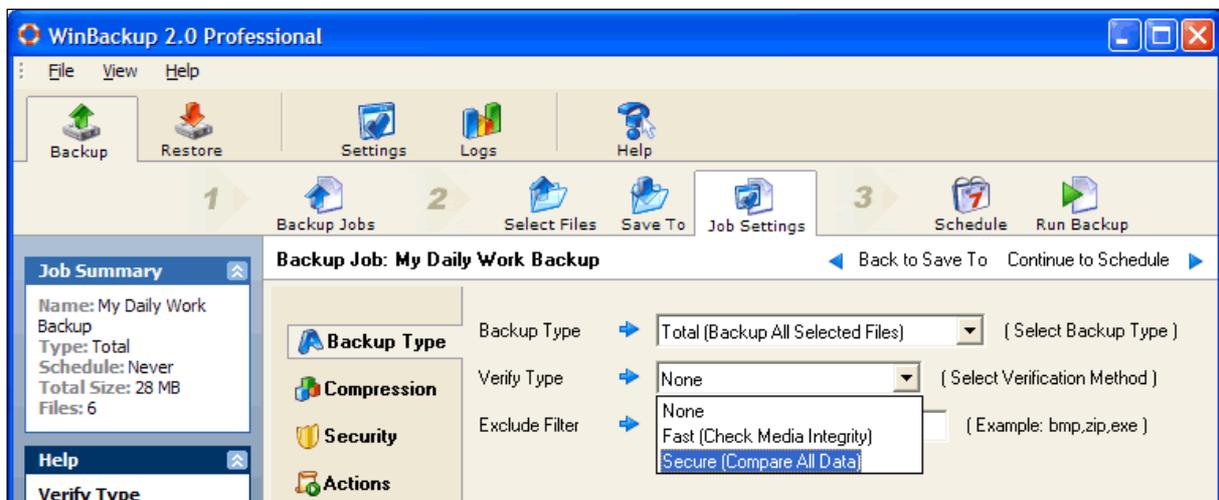
Incremental backups work by comparing the current selection of files to the files that were backed up by the more recent previous backup.



## 4.4.1.1 Verification and Validation Levels in WinBackup

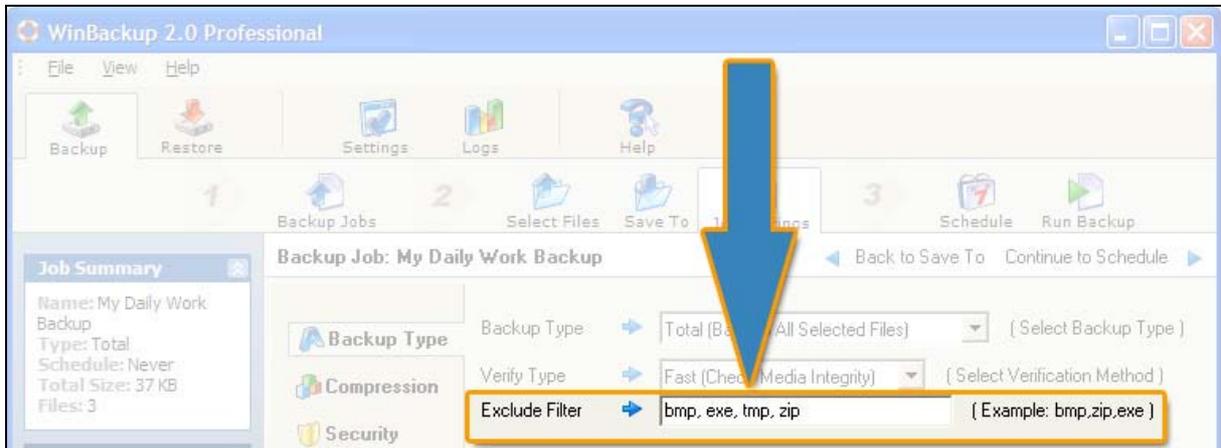
The 'Verify Type' drop down list beneath the 'Backup Type' specifies the level of error checking WinBackup 2.0 will perform while the backup is being performed. The Verification method can be set to the following levels:

- a) None: No verification checking of the backup output file will be performed. This will be useful when speed of backup is an important criterion.
- b) Fast: At the end of the backup job, the media will be ejected and re-inserted from the storage device (where applicable) and a check will be made to verify the correct file structure and the presence of the WinBackup 2.0 output file.
- c) Secure: At the end of the backup job a complete comparison of data is initiated upon the automatic reinsertion of the media and a full data check is performed reporting even the most minor of errors.



## 4.4.1.2 Extension Filters

Extension or exclude filters allow you to decide which files you do not want to include in your backup. This feature appears below the Verify Type Field. Enter the file extensions you want to exclude from backup separated by a comma



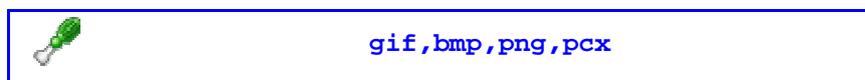
### Example 1 - Excluding Single Files

Many applications, such as Microsoft Word, create temporary files denoted by the tmp file extensions while you are working on particular documents. These tmp files are usually stored in the folder where are storing the document you are working on. To exclude this extension type in the file extension in the Extension Filter field.



### Example 2 - Excluding Multiple Files

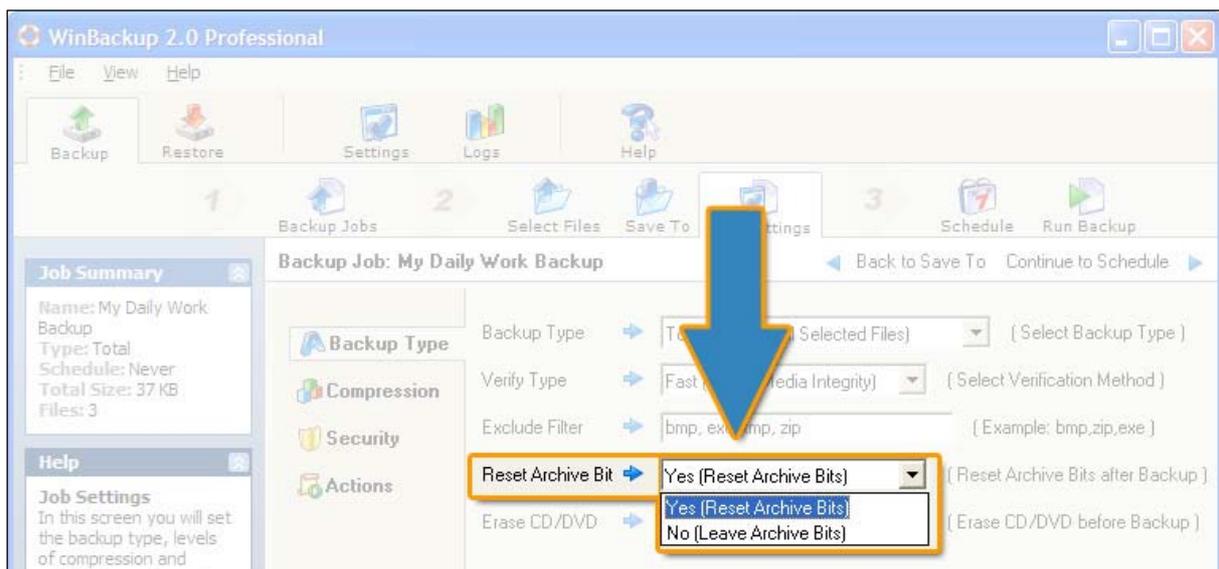
To exclude multiple files extensions type in the file extensions in the Extension Filter field separated by a comma. You may, for example, want to backup only your jpg files. Although WinBackup allows you to search for these files specifically, you may exclude all other image file extensions from here.



## 4.4.1.3 Reset Archive Bit

The Reset Archive Bit feature is designed to make the incremental backup process more efficient and fast. In incremental backup, any backup software must check each file to see whether it has been changed. This process takes time. WinBackup 2.0 tackles incremental backups differently by tagging or flagging the files that remain unchanged and those that change. Instead of referring to the number of bits to check what has changed, WinBackup systematically flags the files and then selects those that have changed for your incremental backup. This process is simpler, faster and more efficient taking less time to execute.

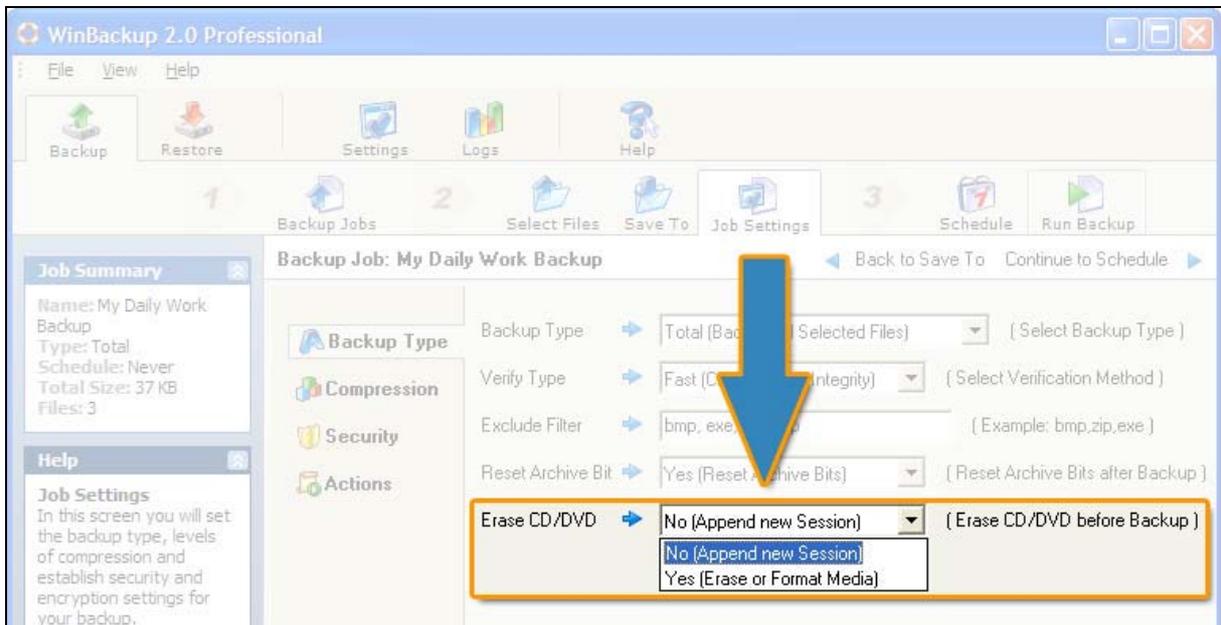
By setting the command to "Yes (Reset Archive Bits)", WinBackup will initially flag the files and not include the flagged files in subsequent incremental backups until they are modified. Once modified, the tag will change automatically and transparently to the user and WinBackup will archive the modified files.



By setting the command to "No (Leave Archive Bits)", WinBackup will not flag the backed up files. This will prevent the backup from affecting subsequent incremental backups and might be useful wither if you would like to use other software that depends on the archive bit/flag or if you would like to run an additional total backup in between your incremental backups.

# WINBACKUP 2.0 USER GUIDE

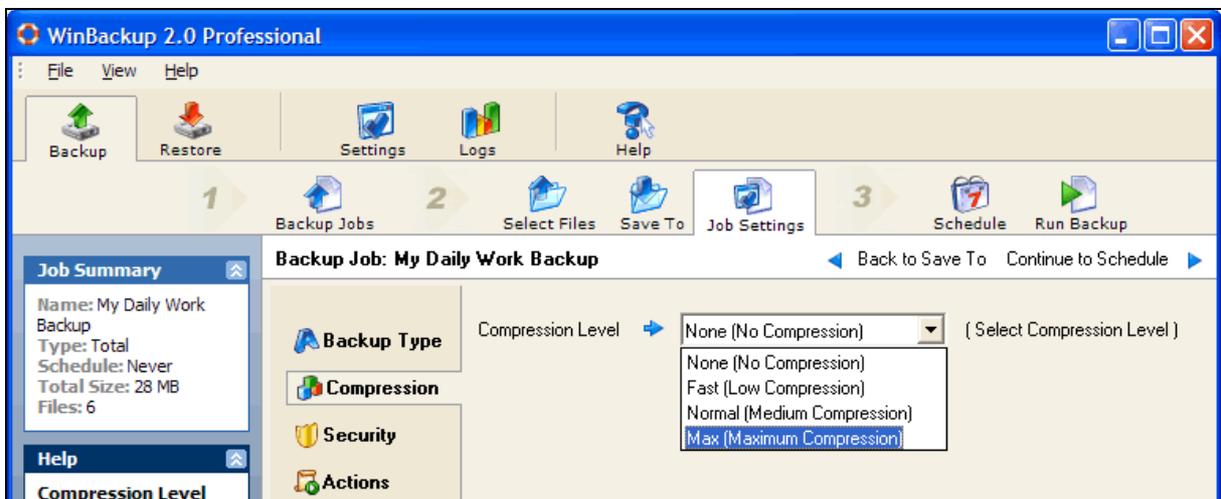
If you are backing up onto a CD or DVD, WinBackup allows you to either Append the backup file to the CD or DVD leaving the data that you have in tact or Erase the CD or DVD.



## 4.4.2 Levels of Compression

The location of the Backup Target may not be enough to store your backup file/s even though you have specified a number of targets. Therefore, WinBackup 2.0 offers three levels and methods of compression. You can choose one of the following compression levels:

- Fast (Low Compression)
- Normal (Medium Compression)
- Max (Maximum Compression)



The higher the compression, the smaller the backup output will be. However, the job will take longer to complete.

The maximum compression WinBackup can perform is 70%. This makes the source data significantly smaller. There are major factors which effect compression and some files may not be compressed. This is because, for example, some files are already compressed and cannot be compressed further.

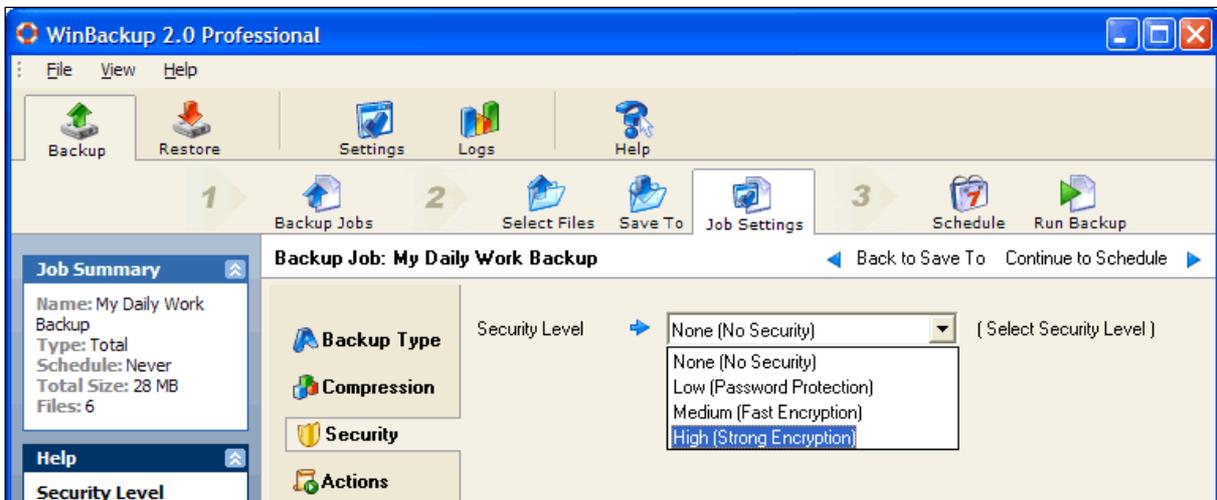


Examples of such files include:.

- .exe Program setup executable files
- jpg, .jpeg, .gif Image files
- .zip, .rar, .ace, .cab Archives pre-compressed by products like WinZip

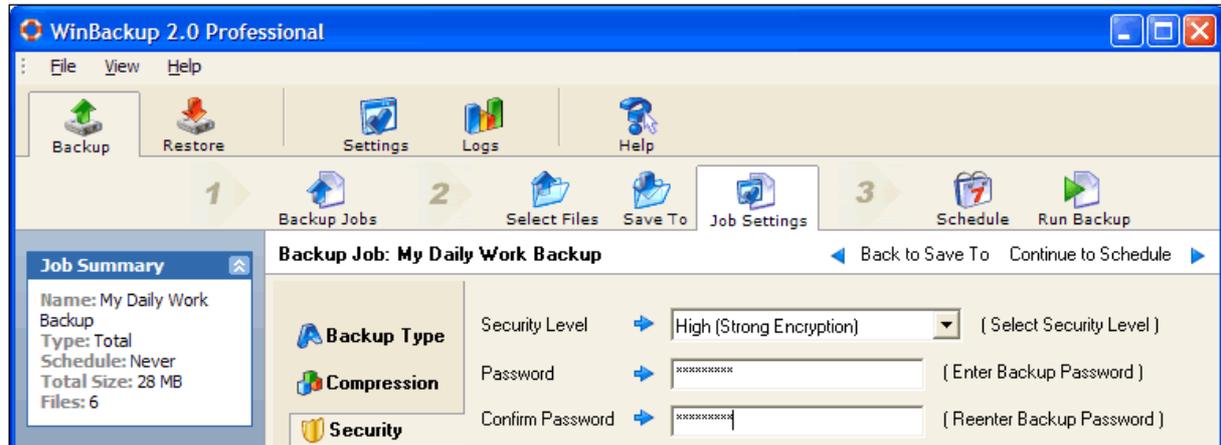
## 4.4.3 Setting Security and Encryption Levels

To protect your data, you can opt to insert a password and encrypt the backup archive/s.



WinBackup has three levels of security

a) Low (Password Protection): This level of security will not allow you secure your data simply by setting a simple password. In order to restore your data or browse in the back archive, you must enter the correct password. This option does not encrypt your data.



We advise to use a password that is at least 30 characters long. Use a sentence that is easy for you to remember and difficult for others to guess. A good password is made up of letters and numbers. Keep in mind that you will not be able to restore a backup if you forget your password.

b) Medium (Simple Encryption): Encryption safeguards your backup data from being accessed maliciously either through WinBackup or by using other software. The Medium setting places a 128-bit strong encryption level to your data. This setting requires a password to encrypt the data. This password must then be keyed in on restore.

c) High (Strong Encryption): Strong encryption provides the very best security level, designed for corporate users with highly sensitive data. The AES 256 bit encryption level cannot be hacked into or allow anyone to access your data without the specified password. This is highly recommended for the corporate or Internet based user.

## 4.4.3 The Actions Feature

Available only in WinBackup Professional and Server versions, the Actions Feature allows you to execute commands (Scripted Actions) before and/or after backup. Scripted Actions can make life so much easier and more practical in the task of automating Backups. We will

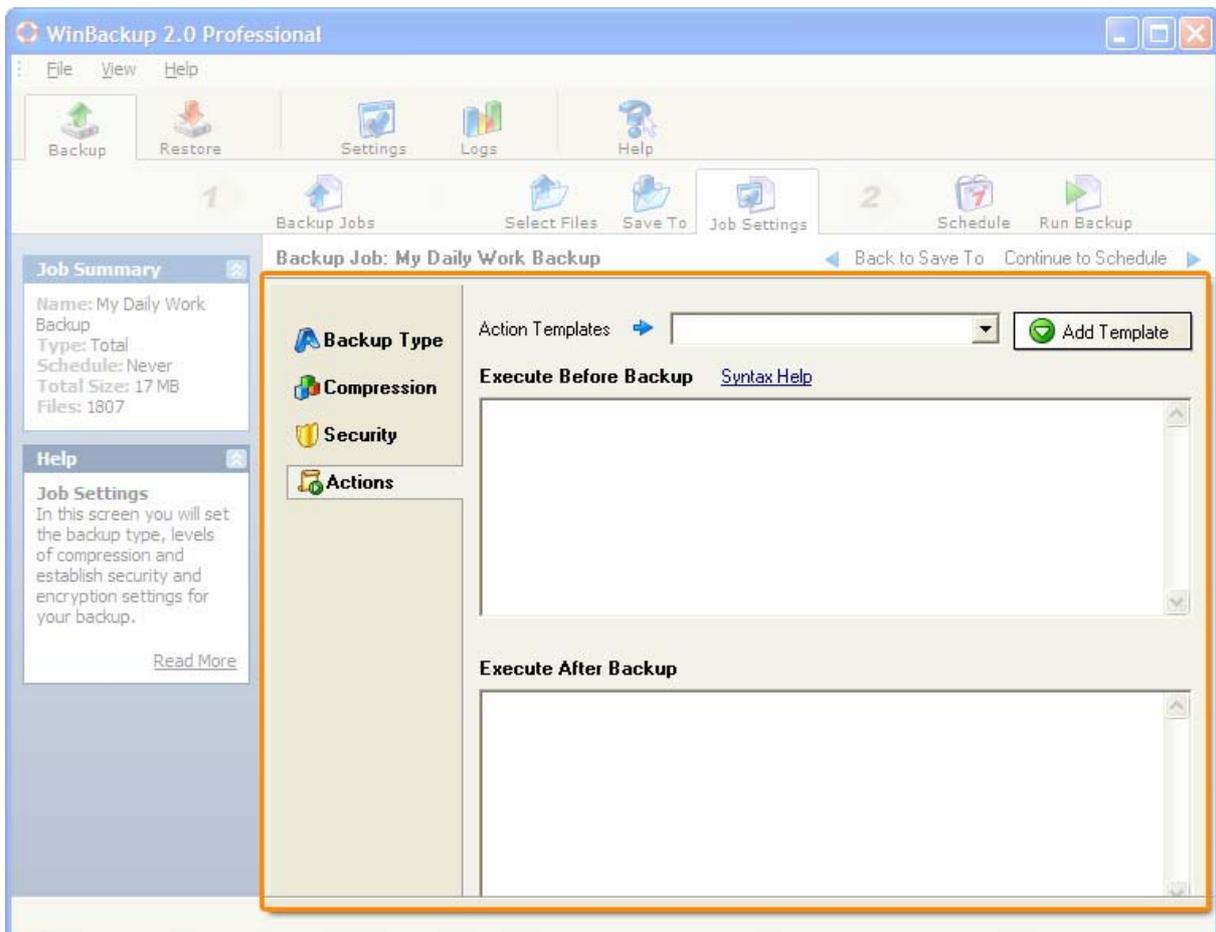
also present you with a number of such useful scripted actions that you can use in WinBackup. See Examples of Scripted Actions.

WinBackup provides a facility to execute actions before and after a Backup Process is run. Those actions are usually a small group of instructions bundled together and referred to as scripts. They are basically helper utilities. Examples of such scripted actions include:

- Shutting down your PC
- Closing a running application
- Starting a new application

### **4.4.3.1 The Scripting Feature**

Scripted Actions are individually entered for each Backup Job. You can find the Scripting Interface by selecting the Backup Job for which you would like to add a script, on the Actions Icon (📁) in the Work Area of WinBackup and you will find an Actions item on the left hand side of the Work Area sub-menu.



## Execution Types

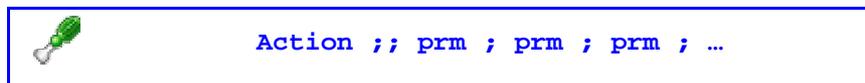
You have two entry fields in which you can write your scripted actions. One is for execution Before the Backup Job is run, the other After the Backup Job has run.

## One Action per line

Scripted Actions are processed on a per line basis, meaning an action cannot extend beyond one line.

## Line Syntax

The following syntax describes an Action line and its parts:



Where:

### Action

An action can either be a path and filename specification such as **c:\windows\notepad.exe** or any other specification that has significance on a windows command prompt.

The difference is that any path and filename type action (such as a reference to Notepad) will be executed as a separate process whereas any other specification will be executed as if it had been specified in the Windows Start -> Run interface (essentially it is run as if typed in a Command Prompt Window).



You can test your action specification by typing it in a command prompt or in the Windows Start -> Run interface.

### ;; (double semicolon)

The double semicolon signals the WinBackup script parser that there are one or more parameters that customize the way in which the action is to be executed.

[prm](#)

Action Parameters customize the way in which actions are executed. Since an action can have more than one parameter, each parameter is separated by a single semicolon as described in the Syntax.

The following is a table of Parameters and their description:

Character	Description
<b>show</b>	Change the Action visibility to visible. This means that whatever the action executes will be visible.
<b>nowait</b>	Change the action execution to parallel meaning the WinBackup Script Processor will execute an Action line but does not wait for it to complete before proceeding to the next action.
<b>task=</b>	This parameter allows you to enter a descriptive text that will be displayed during execution as Status in the WinBackup User Interface.
<b>timeout=</b>	Specify a custom timeout value in seconds for how long the WinBackup Script Processor will wait before proceeding to the next Action line.

The default execution behavior of all actions is in sequence in a separate hidden process (hidden means without a User Interface, however you will still see the process in the Windows Task Manager). This means that each action line is executed one by one and the WinBackup Script Processor will wait for each action to complete before proceeding to the next.

Also note that each action has by default 10 seconds to complete before the WinBackup Script Processor will proceed. You can change this timeout value as described above.

**Environment Variables**

All Windows System and User Environment Variables are available as well as the following WinBackup Environment Variables:

%WINBACKUP%

This variable will be replaced with the Installation Path of WinBackup.

%JOB\_NAME%

This variable will be replaced with the name of the current Backup Job.

%BACKUP\_FILE%

This variable will be replaced with the path and filename of the Target Backup File. Note that this variable is only available in the Execute After Backup script.

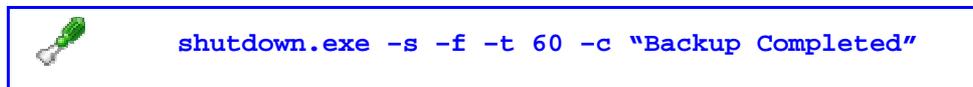
%JOB\_RESULT%

This variable will be replaced with a string specifying the result of the job execution (success or failure). Note that this variable is only available in the Execute After Backup script.

## **4.4.1.2 Examples of Scripted Actions**

### Example 1 – Windows Shutdown

The following is a script that will shutdown windows and can be used for execution after the backup process.



```
shutdown.exe -s -f -t 60 -c "Backup Completed"
```

You can lookup the shutdown application and its parameters in the windows help file by searching for shutdown. Alternatively open a command prompt window and type **shutdown /?**

### Example 2 – Close Application (e.g. Microsoft Outlook)

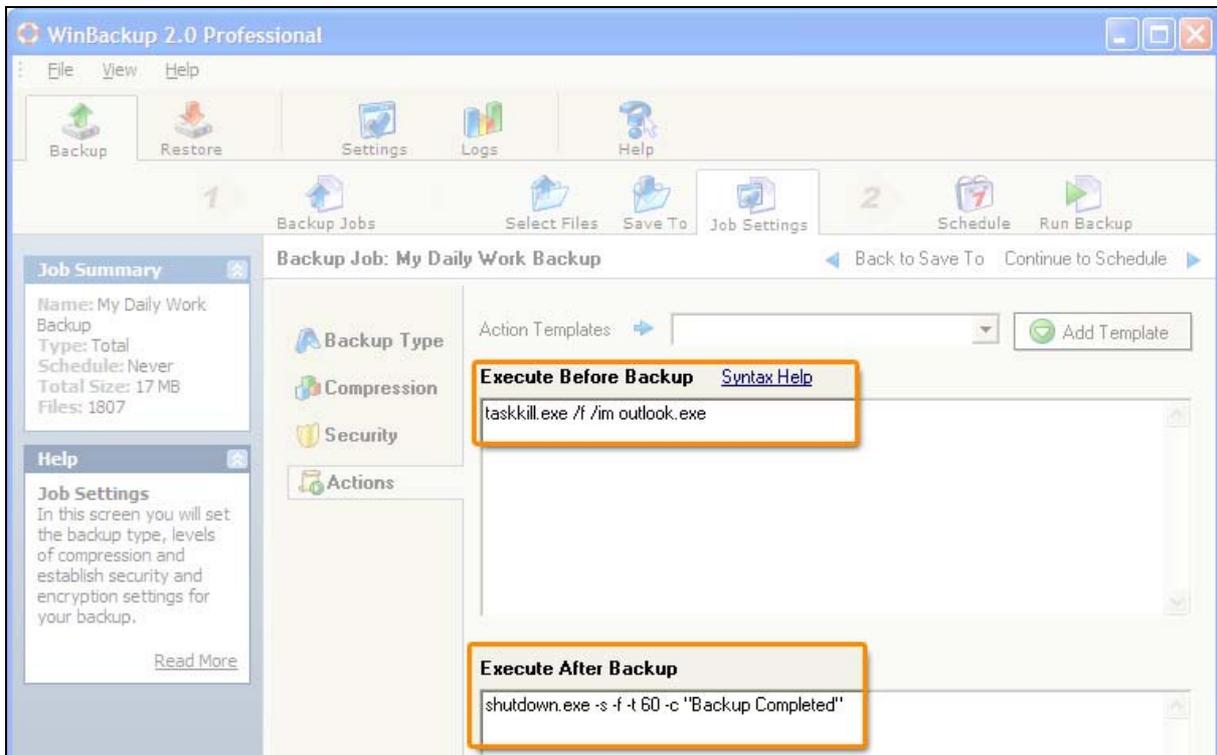
The following is a script that will close an application and can be used for execution before the backup process. The example will close Microsoft Office Outlook.



```
taskkill.exe /f /im outlook.exe
```

## WINBACKUP 2.0 USER GUIDE

You can lookup the **taskkill** application and its parameters in the windows help file by searching for taskkill. Alternatively open a command prompt window and type **taskkill /?**



### Example 3 – Start Application (e.g. Microsoft Outlook)

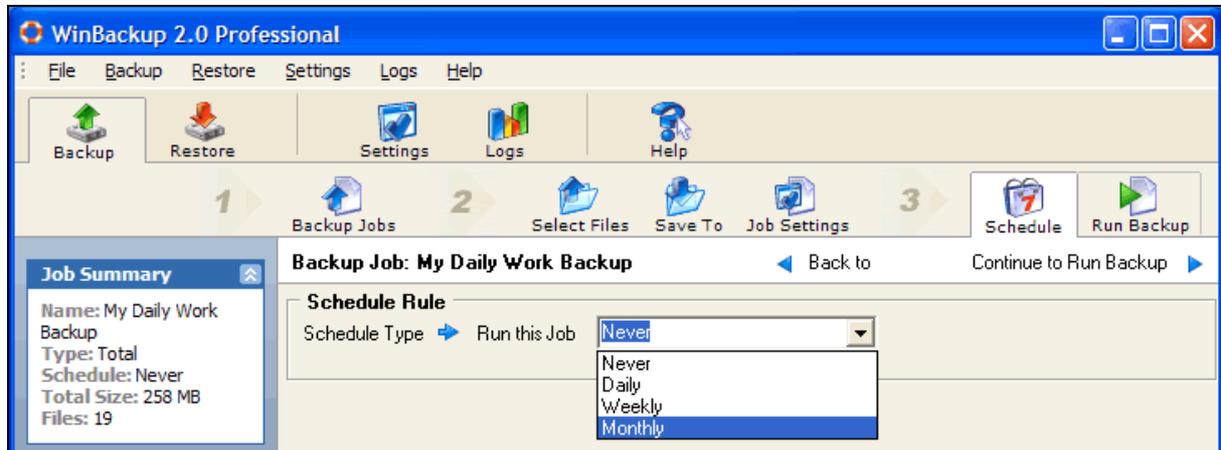
The following is a script that will start an application and can be used for execution after the backup process. The example will open Microsoft Office Outlook.

```
 %programfiles%\Microsoft Office\Office11\outlook.exe
```

Simply change the application (executable) path and name in the script to start any other application.

## 4.5 The WinBackup Scheduler

You can schedule your backup job to run daily, weekly, or monthly. Your backup job can run at times that are more convenient for you and this helps you not to forget to backup your files.



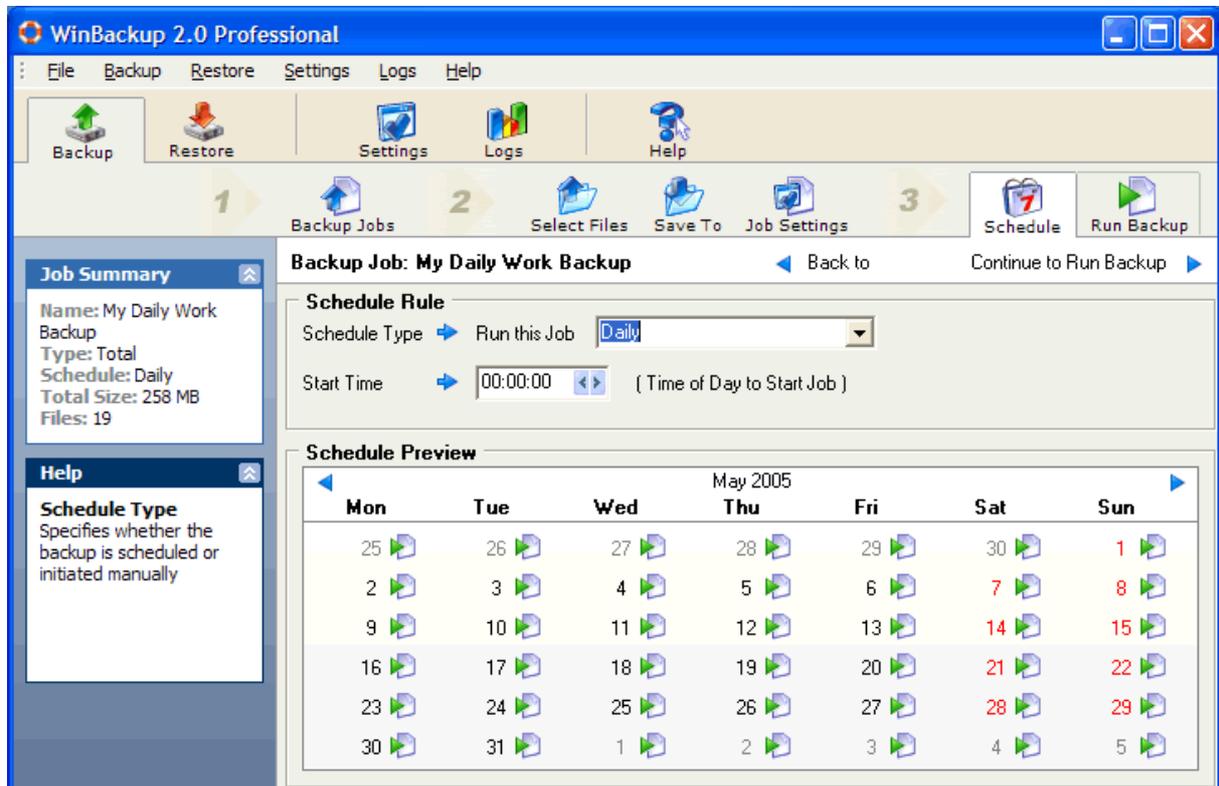
The default rule is “Never”. If you keep this rule, you will need to start the backup yourself every time you want to back your data.

In WinBackup you can set up three types of schedules:

- Daily Schedule
- Weekly Schedule
- Monthly Schedule

### 4.5.1 Daily Schedules

The scheduler screen changes according to the Schedule Type. The screen below is the screen that will be displayed when Schedule Type was set to 'Daily'.



The scheduler can be set to run at any time. In the above screen, the time is set to midnight.

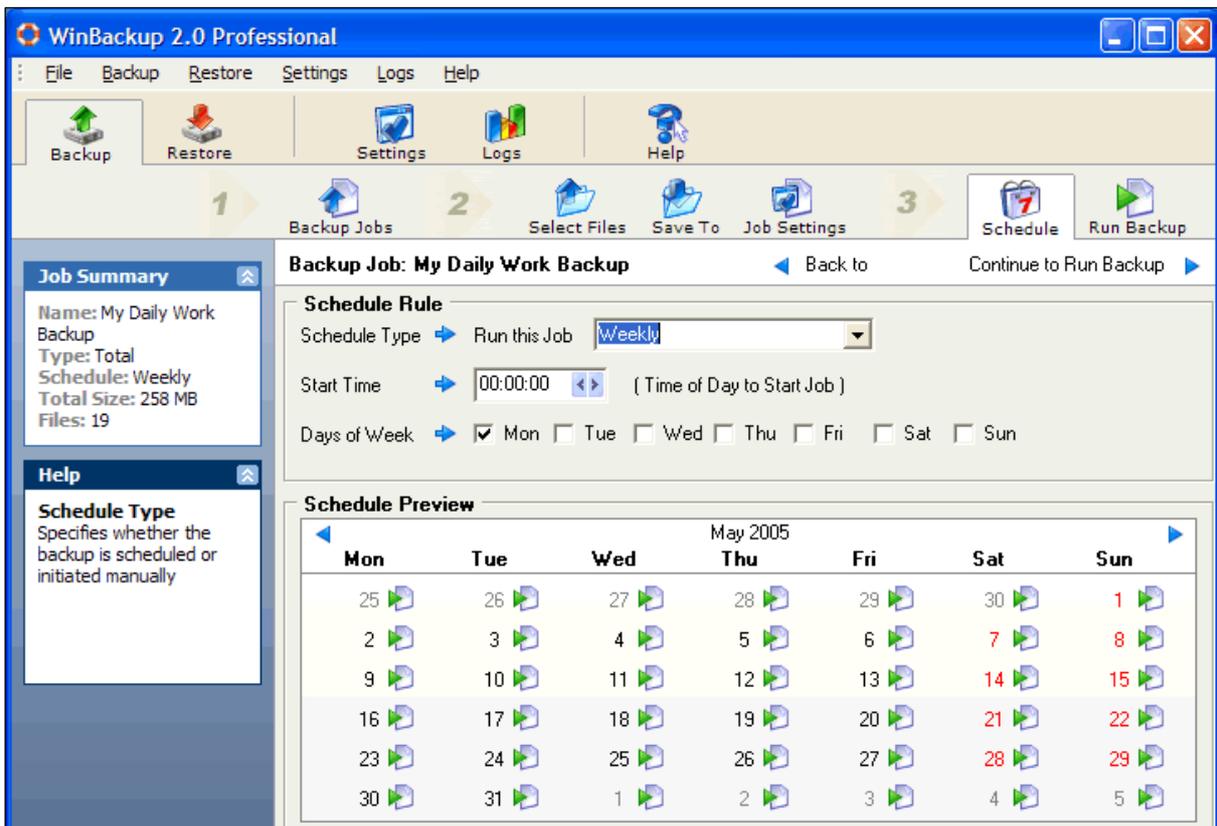
### 4.5.2 Weekly Schedules

The Weekly Schedule is very similar to the Daily Schedule.

The three settings are:

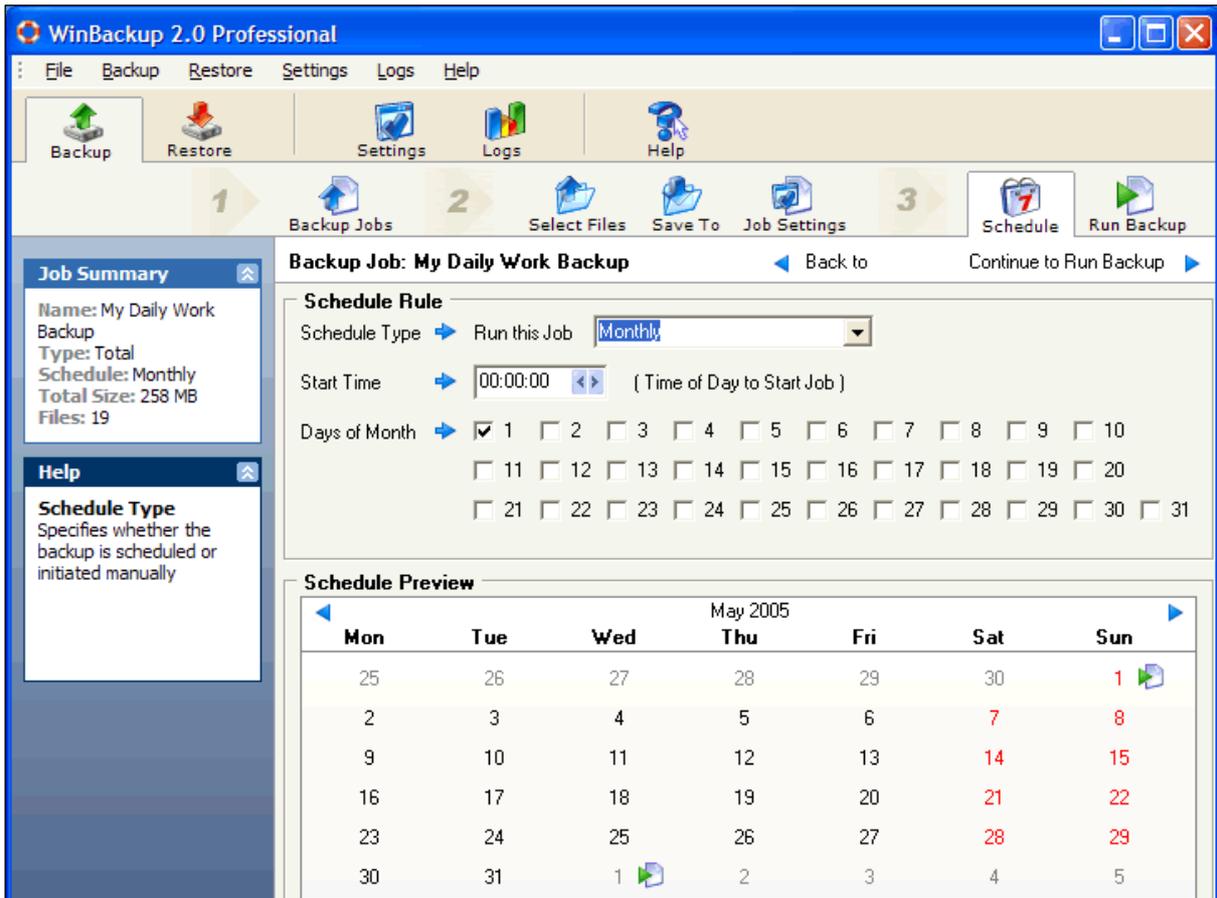
- a) Days of Week: Select the days on which you want the backup to run.
- b) Interval: Set a weekly interval.
- c) Start Time: Set a start time of the backup.

The screen below shows a backup that runs once a week on a Monday:



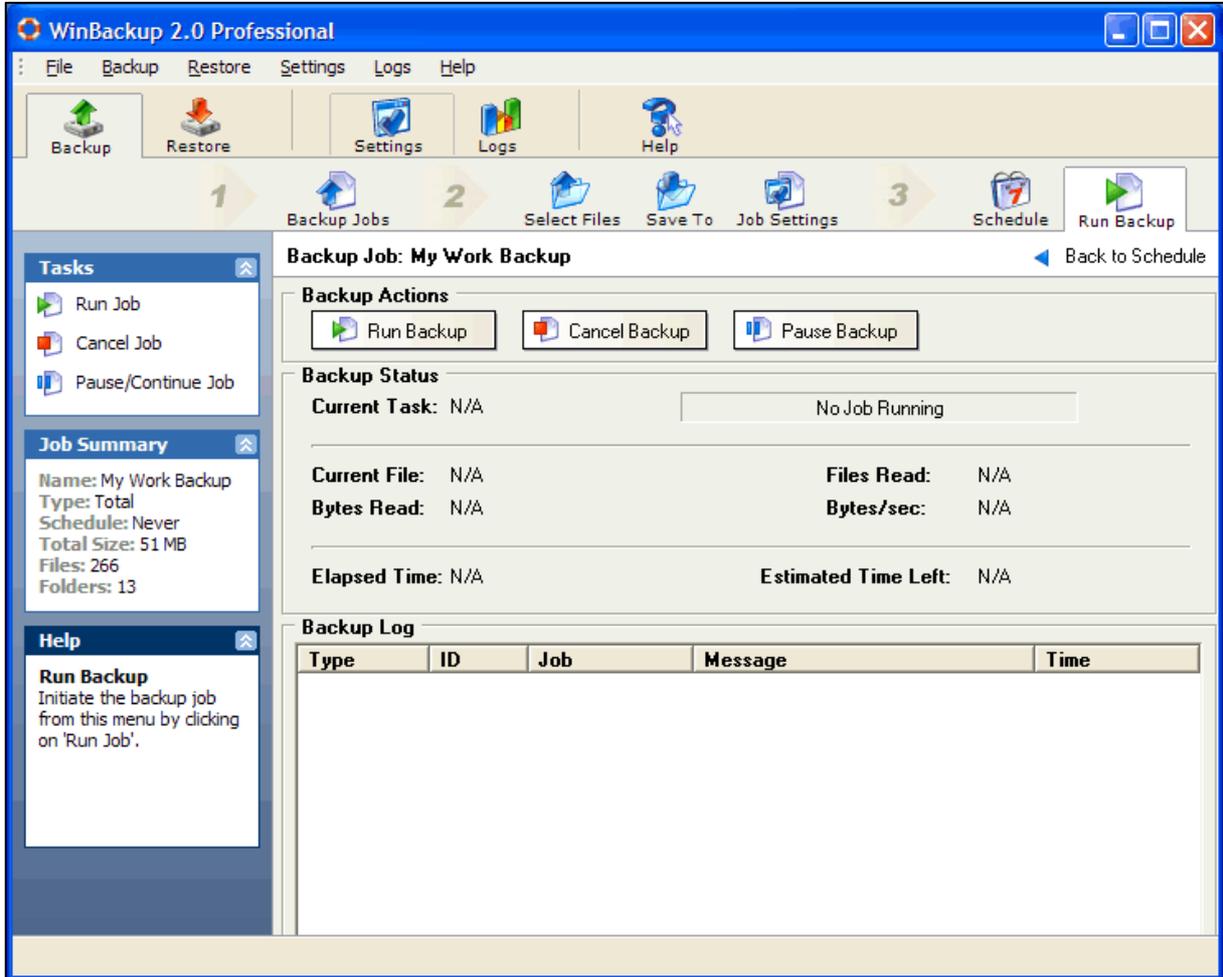
### 4.5.3 Monthly Schedules

This is an appropriate schedule if you decide to run a Total Backup once a month. The Monthly Schedule screen displays the Days of Month. All you need to do is select the day/s on which you want to execute the backup. The screen below shows a backup that executes on the 1st day of every month.



The time and day are set as in the Weekly Schedule.

## 4.6 Running the Backup



To run a backup, click on the Run Backup Icon on the Navigation Panel.

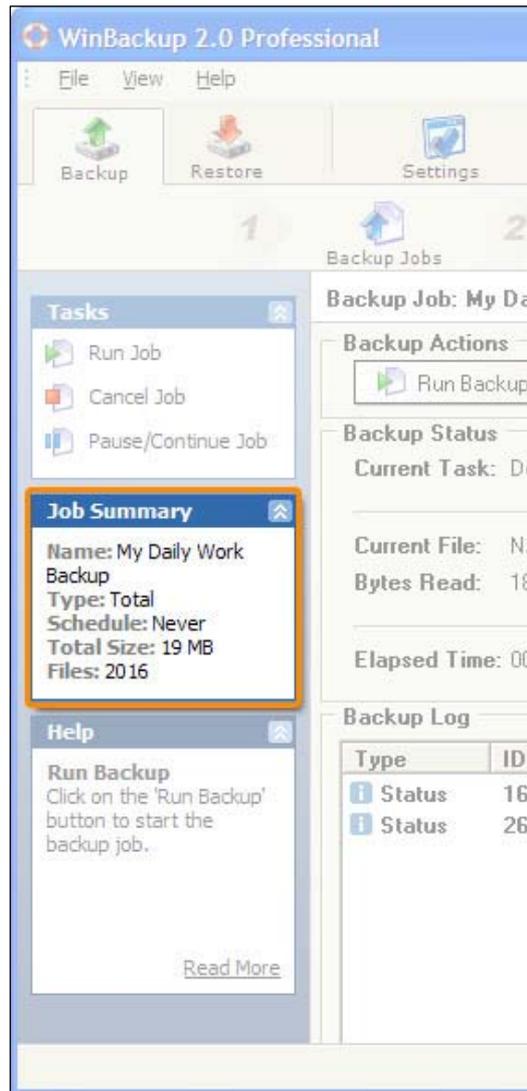
In this screen you can:

- a) Run Backup: by pressing this button you will run your backup.
- b) Cancel Backup: you may cancel backup by pressing this button.
- c) Pause Backup: this button pauses your backup.

While a backup is running or paused, you are able to see the present status which indicates percentage completion. Once a job is complete the Backup Status marks 100% complete and the backup log summarizes whether there have been any errors (also indicates error codes for troubleshooting) or whether the job has been successful.

## 4.7 Job Summary

While creating a Backup Job, WinBackup 2.0 shows you a summary on the left hand side of the screen. This lets you see, at a glance, all the chosen settings.



## Chapter Five – Restores

### RESTORES

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5.5 Job Summary	113

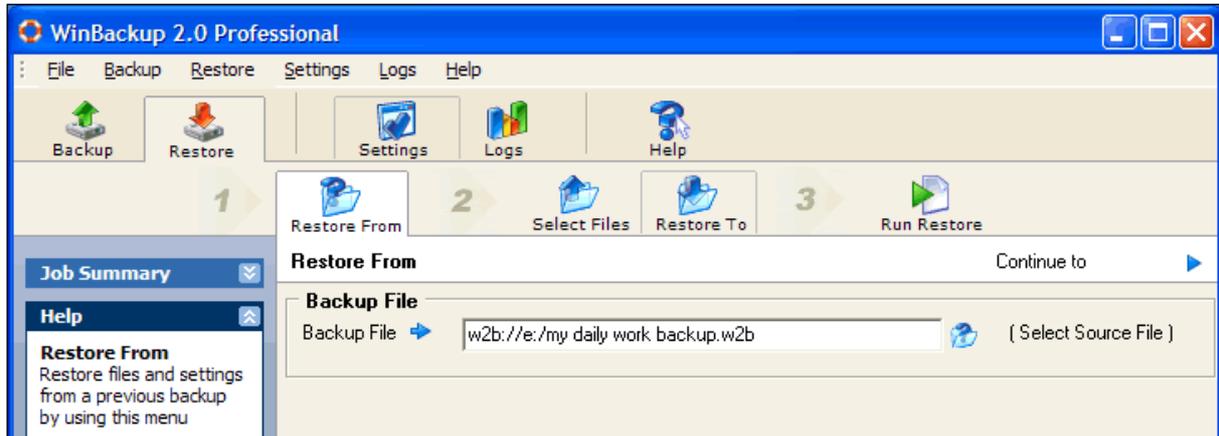
**Restoring data is central to any backup solution. Read this Chapter to learn how easy it is to restore your data with WinBackup 2.0.**

*After reading this Chapter you will learn:*

- How to Restore data*
- Selecting Sources for Restores including The Outlook Agent and Saved Searches*
- Selecting a Restore Destination*
- Running Restores.*

## 5.1 Open Backup Archive

The restore procedure of WinBackup 2.0 consists of three easy steps. You start restoring your files by choosing the backup file.



Select the Restore Action Icon  from the Action Tab Bar on the Navigation Panel by clicking on it with your mouse.

The Steps Tab will now update itself and show the Action Steps that are available within the Restore Action and the Restore From Action Step Icon  is automatically selected.

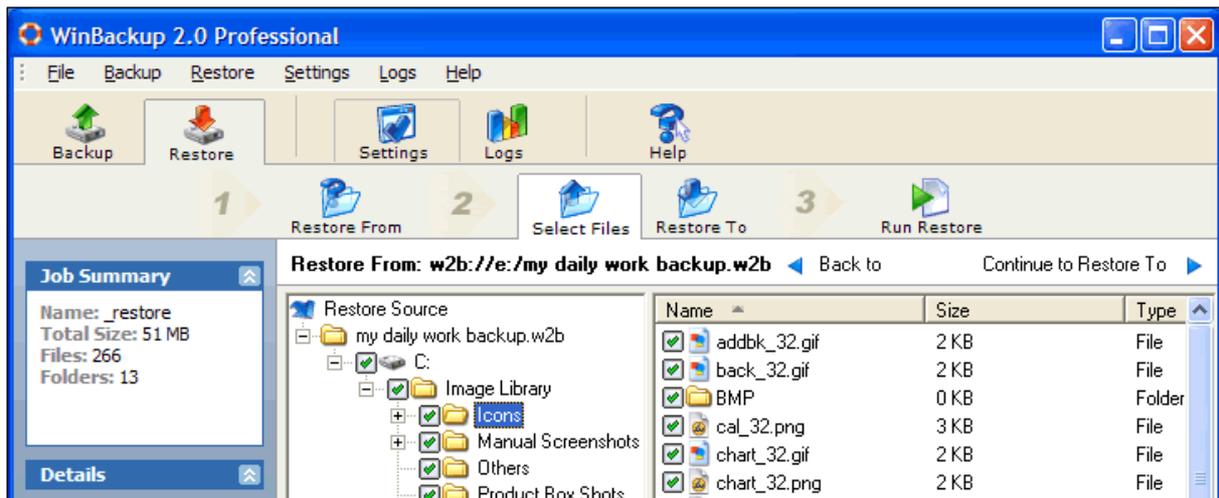
To find your backup file, click on the folder icon  on the right side of the screen of the work area.



Alternatively, you may type in the location of the file preceded by the following syntax:  
w2b://

## 5.2 Select Files

The Work Area will now be updated and present you with a restore item browser that shows you a list of Restore Sources in a hierarchical tree to the left and a detail contents view on the right. These are the files that you have backed up. The next step is to click on the “Select Files” tab from the Navigation Panel. In this screen you will select the files that you want to



restore.

The Select Files screen shows a Windows Explorer style view of the files that are in the backup archive.

Selecting an item from the Restore Source Tree will automatically show you items that can be found inside that branch of the Restore Source. You can expand a branch by clicking on the icon and collapse branches by clicking on the  icon.



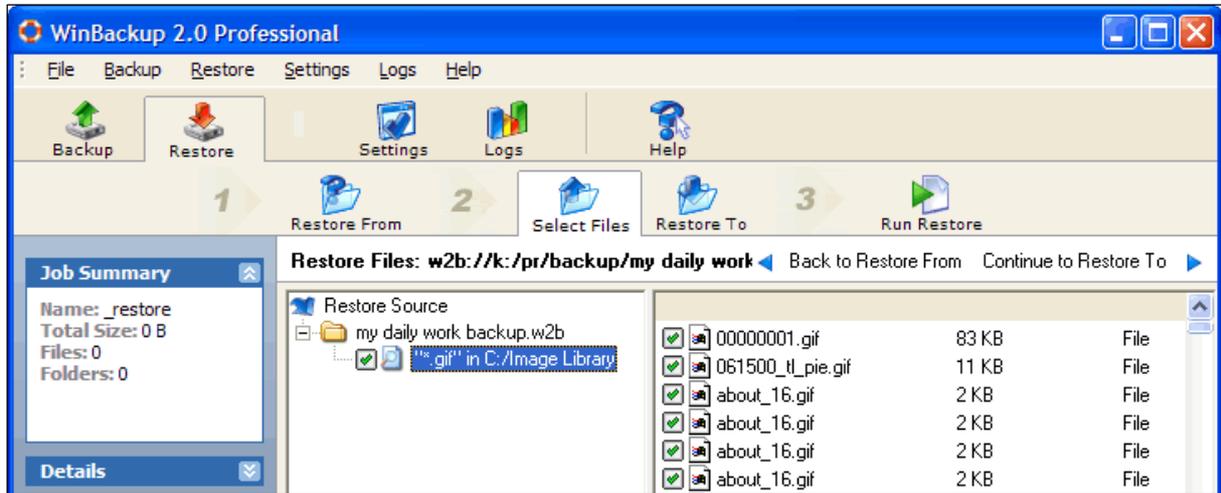
The Restore Source Tree will reflect the files that you have backed up.

### 5.2.1 Restoring from Searches

As stated in the Windows-type Search Feature and the Advanced Search Feature topics in Chapter 4, WinBackup creates a folder with the search results taking the files out of their folder context and structure while storing information on their actual location. When performing restores, you must ensure that you restore to Original Location (See, Restore To

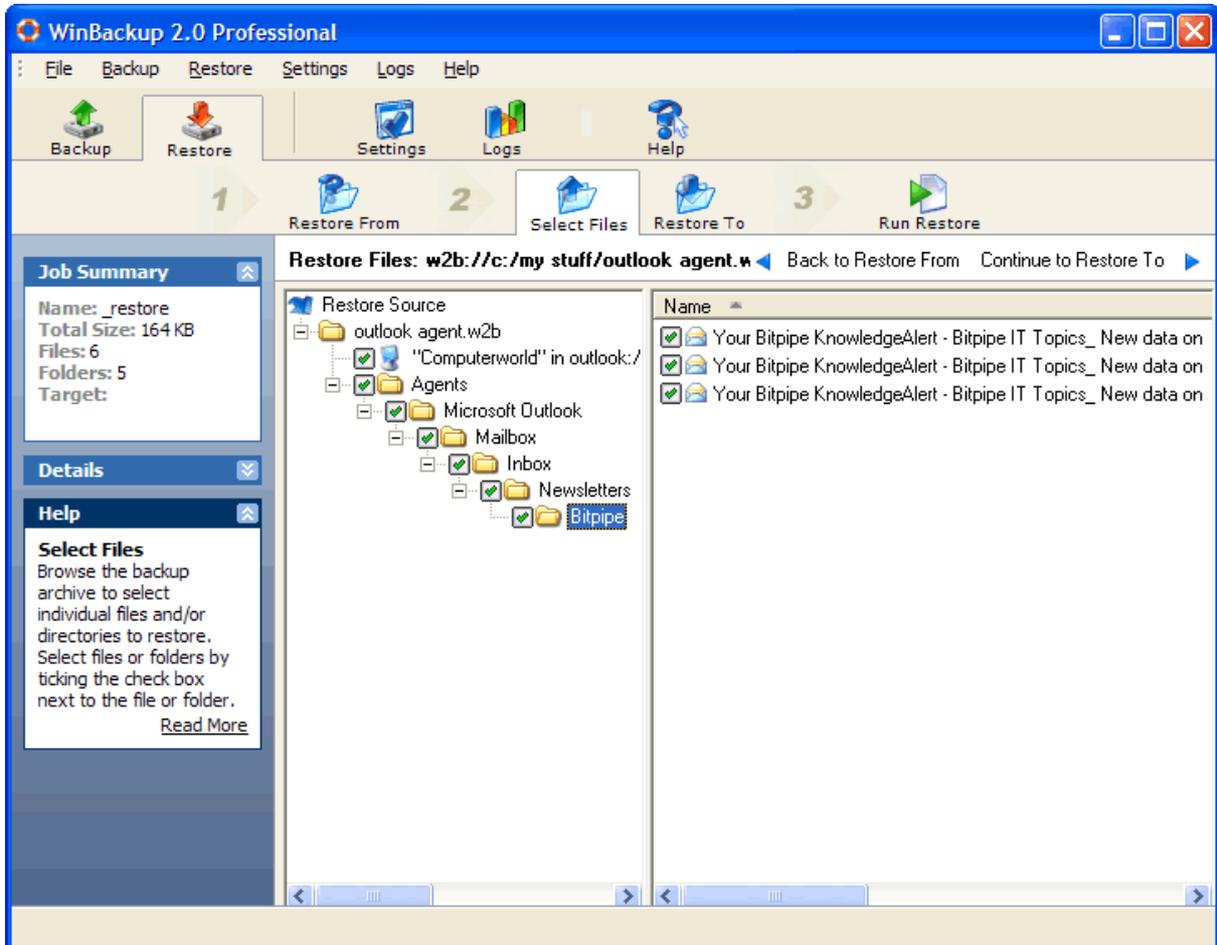
# WINBACKUP 2.0 USER GUIDE

on p. 109). In this way, WinBackup will restore the backed up files from the search folder to their original location respecting your original directory tree or folder structure. When restoring to Alternate or Single Locations, WinBackup will return all the backed up file in a folder with a flat structure that does not reflect the original directory tree.



### 5.2.2 Restoring from Outlook Agent

Restoring from Backups performed through the Outlook Agent is similar to Restoring from Searches.



In the screenshot above, a backup was performed for both the search of a specific set of emails and a particular folder including its contents. WinBackup will then allow you to restore all of these emails or only those which are missing.

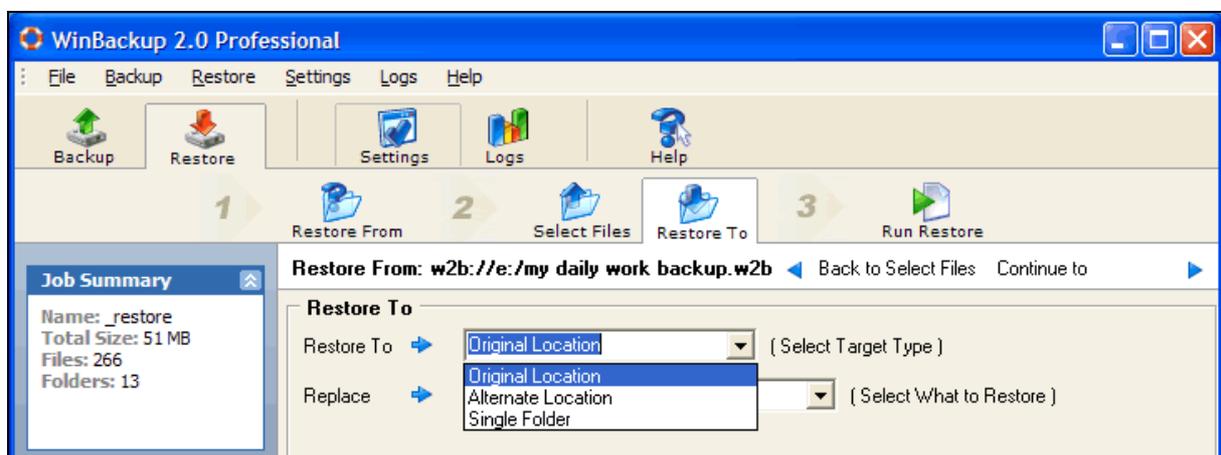
When restoring from the Outlook Agent, you will note the following changes:

1. The icon for each individual email restored will change from standard (📧) to imported (📧).
2. Reminders and flags will not be backed up through the Outlook Agent. These are however backed up through normal backup or through backups with Shortcuts.
3. Individual attachments that occur more than once are only backed up once through the Outlook Agent. For example, when you receive an attachment from a friend and you forward this to another friend, Outlook saves two instances of the same attachment. The Outlook Agent will only save one instance of the same attachment to economize on hard disk space. The Outlook Shortcut will save both attachments as it backs up your entire PST or OST files.
4. Any synchronization performed with third-party devices and/or software including links may be lost when restoring from backups performed through the Outlook Agent. Backing up through Shortcuts may eliminate this possibility.
5. WinBackup does not overwrite emails. Rather when restoring it creates a copy of the original email not to compromise any possible worthwhile changes that may have been carried out. If the original email is, for example, somehow corrupt, WinBackup will leave that alone and create a restored version from the original - so you will see two emails.



### 5.3 Restore To

When you restore a file, you need to be careful not to replace the original files, unless you have to.



### 5.3.1 Restore Target

A fundamental step in restoring backed up data is to select the target or destination of the files to be restored. This allows you to determine where you want WinBackup to place your backed up files. Click on the “Restore To” tab from the navigation bar. From the “Restore To” drop-down list in the work area, you have to select one of the following:

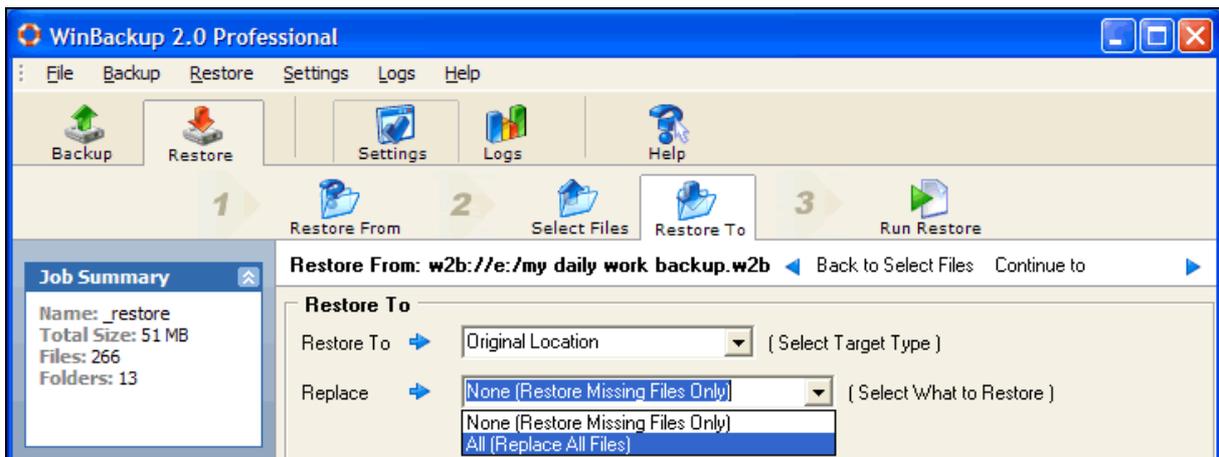
- a) **Original Location:** This option restores each selected file to its original location. This option may replace your current files.
- b) **Alternate Location:** This option restores each selected file to the location that you specify in the Location field. This selection recreates the subfolder structure as it was in the original location.
- c) **Single Folder:** This option restores all the selected files into one folder. You specify the folder in the Location field.

You can either type in the target location, or click on the folder icon to find the target path.

### 5.3.2 Replacing One or More Files

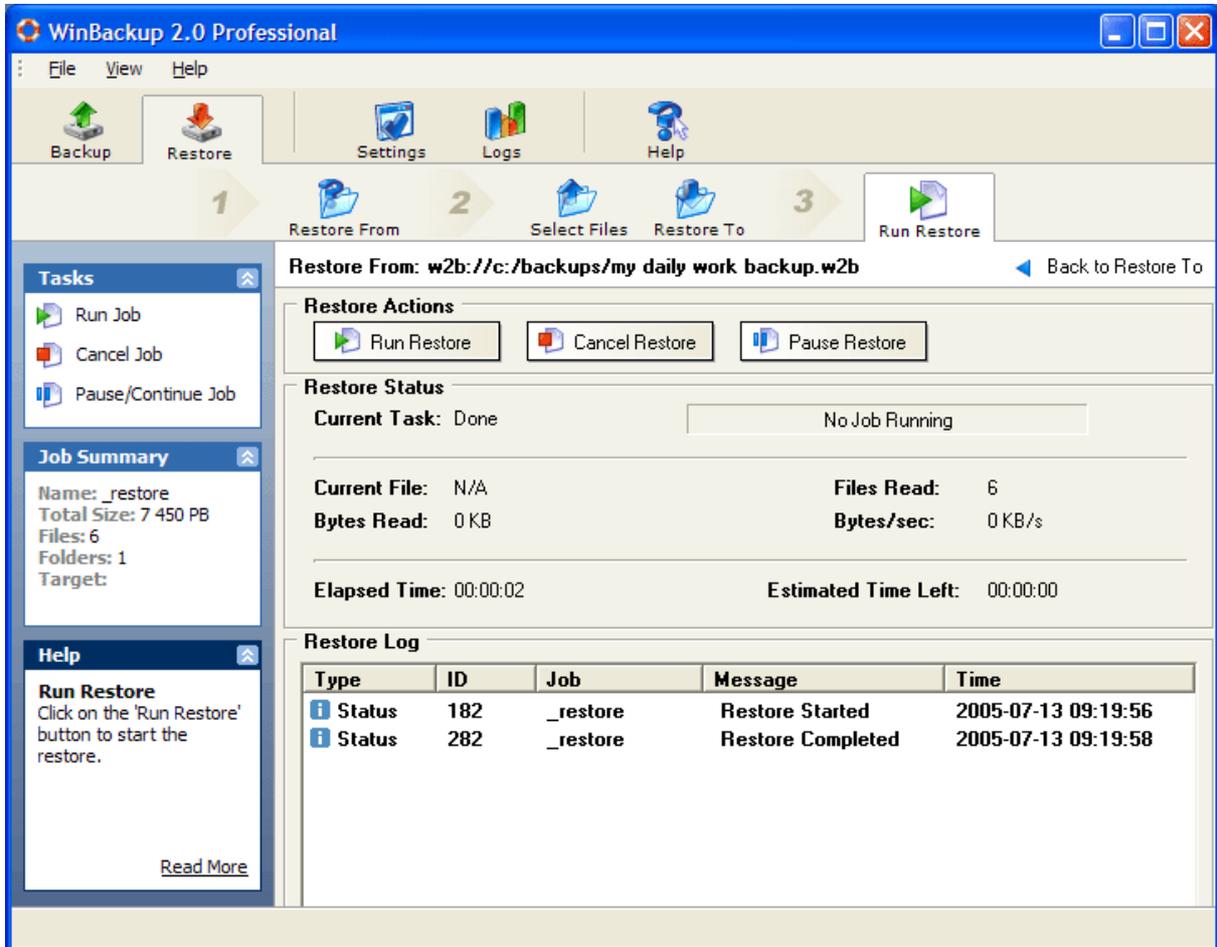
There are two ways to replace your files during restore:

- a) **None (Restore Missing Files Only):** This option compares the contents of the backup file with the contents of your target location. The files that do not exist in the target location will be restored.
- b) **All (Replace All Files):** This will replace all files without checking if the current files are newer or older.



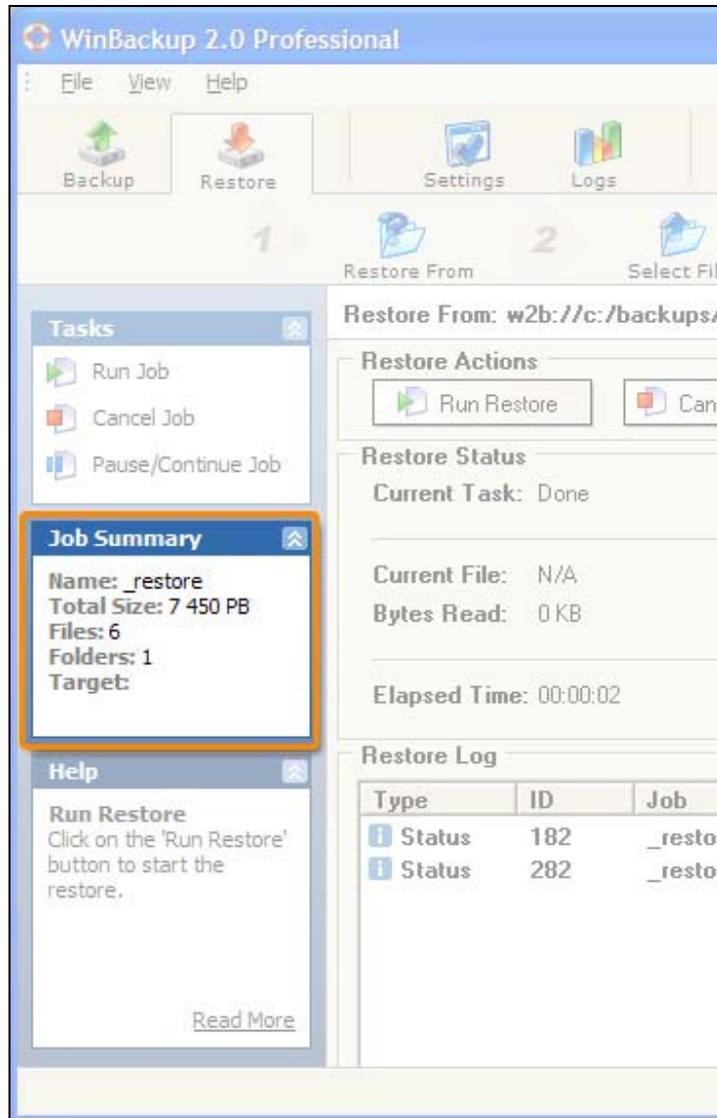
## 5.4 Run Restore

To start the restore process click on the 'Run Restore' tab on the Navigation Bar. When you click the 'Start Restore' button, WinBackup 2.0 shows the status of the restore procedure.



### 5.5 Job Summary

While you are restoring files, WinBackup 2.0 shows you the job summary on the left hand side of the screen.



## Chapter Six – Settings

### SETTINGS

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6.2 Interface Settings	117

#### Learn how to configure WinBackup 2.0.

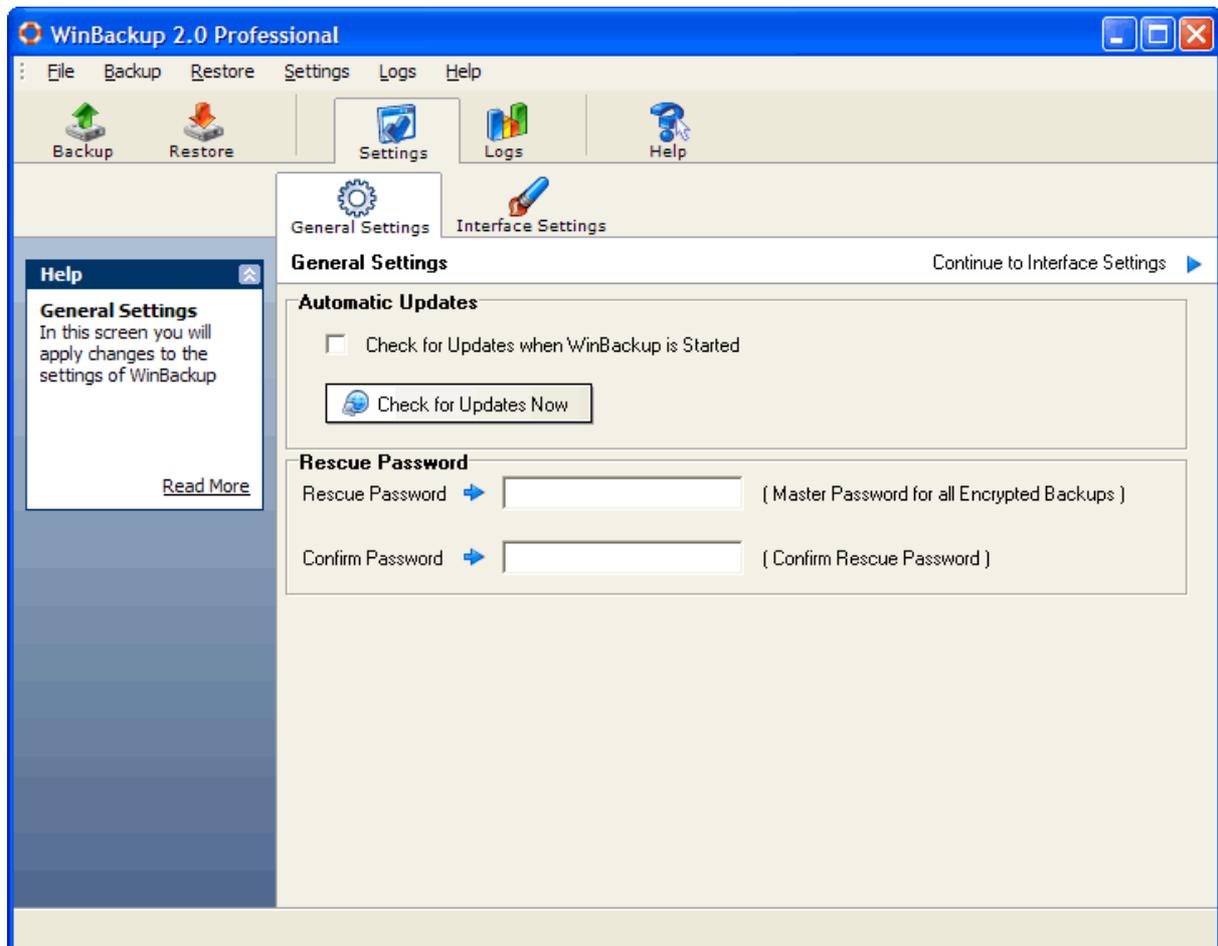
*After reading this Chapter you will learn:*

- Check for Automatic Updates*
- Set a Rescue Password*
- Alter the settings in the User Interface.*

# WINBACKUP 2.0 USER GUIDE

Aside from Job Settings which are WinBackup settings pertaining to the individual backup jobs, you can also manipulate the General and the Interface settings of WinBackup.

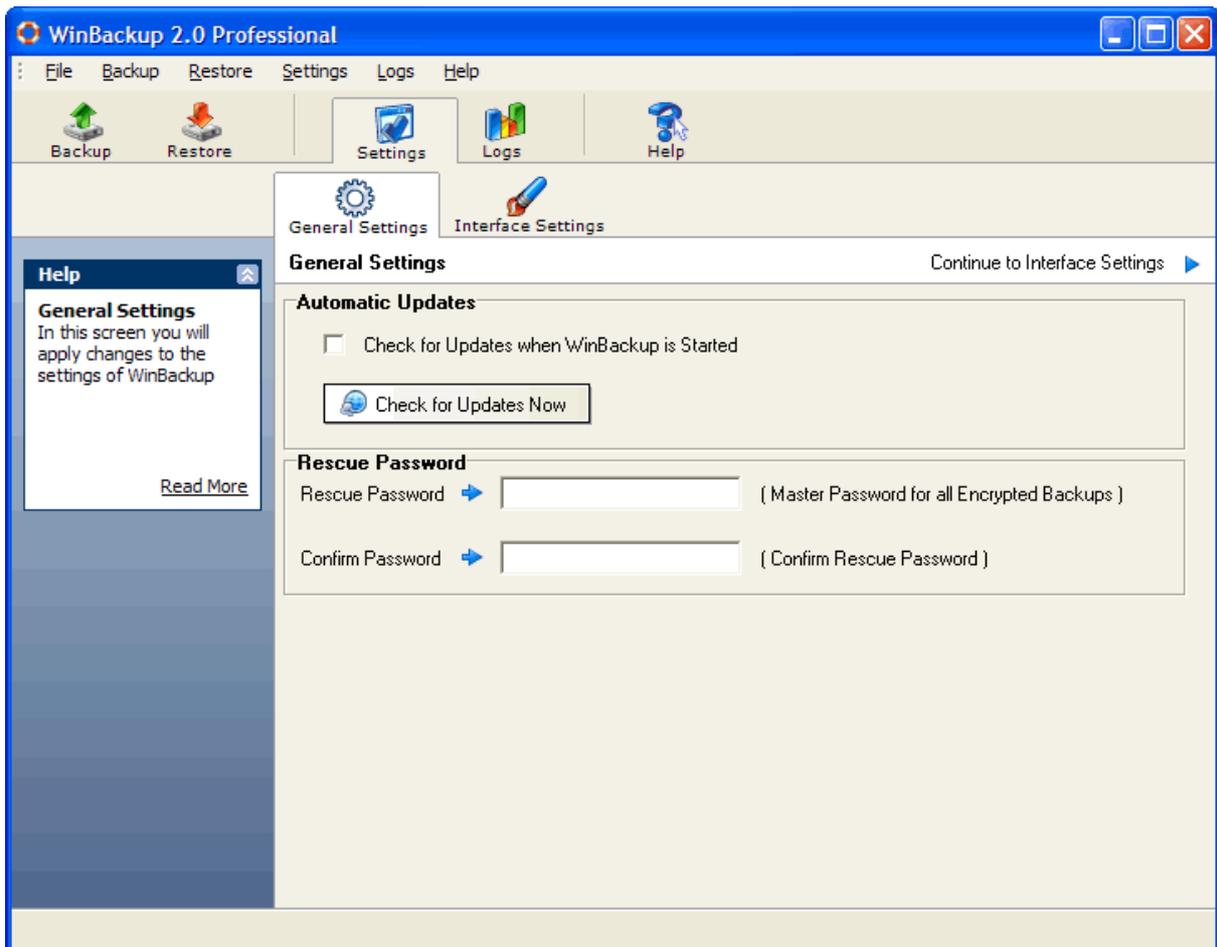
To access the Settings screen, click on the 'Settings' Tab on the Actions Tab.



## 6.1 General Settings

Here you can check for the latest Updates for WinBackup 2.0 and/or create a Rescue Password.

## WinBackup Updates



At any time, you can check to see if any updates are available from Uniblue for WinBackup 2.0. Updates range from software upgrades to special tutorials and white papers.

To obtain WinBackup updates:

1. Open WinBackup.
2. Click the Settings Icon and Select General Settings.
3. Click the icon “Check for Updates Now”



You can automatically check for updates whenever you want. When in the General Settings Page, you will see a check box “Check for Updates when WinBackup is started”. By checking this box, WinBackup will check for updates immediately upon start-up.

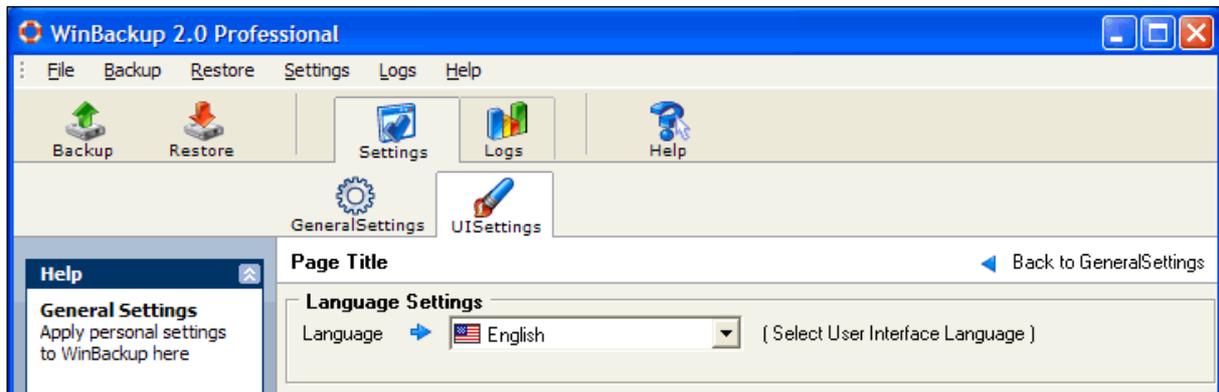
## Rescue Password

The Rescue Password in WinBackup is a Master Password that allows you to open all password-protected and encrypted files (See, Setting Security and Encryption Levels) performed on your installed version. This feature also allows you to open Backup Archives for which you have lost or forgotten the password.

## **6.2 Interface Settings**

Here you can select one of these languages:

- English
- Others



## Chapter Seven – Logs

### LOGS

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7.4 General Logs	121

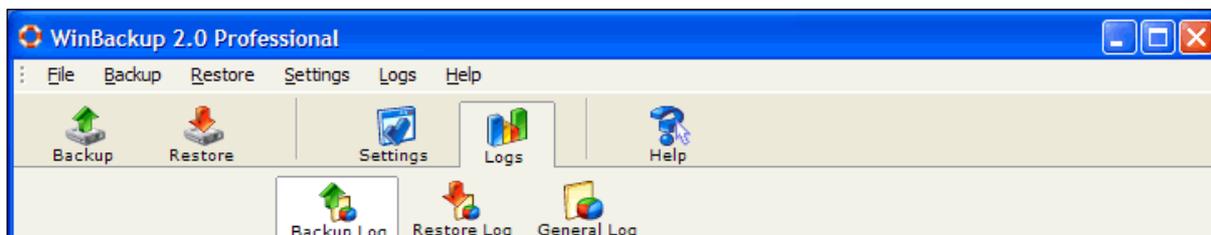
#### Learn how configure WinBackup 2.0.

*After reading this Chapter you will learn:*

- View all WinBackup logs*

## 7.1 An Introduction to Logs

WinBackup has logs that cover either job specific process in relation to backing up and restoring data or occurrences in relation to the general operation of the product itself.



The table below describes the log entry details:

<b>Type</b>	Describes the log type. A log can be 'Status', 'Warning', or 'Error'.
<b>ID</b>	Error IDs are attached to each problem typology, for example, ID 500 refers to File Access Problems.
<b>Job</b>	Indicates which Backup Job was executed, e.g. Work Backup.
<b>Message</b>	Describes the status of a backup or restore, or shows the error message.
<b>Time</b>	Shows the time when the log was registered.

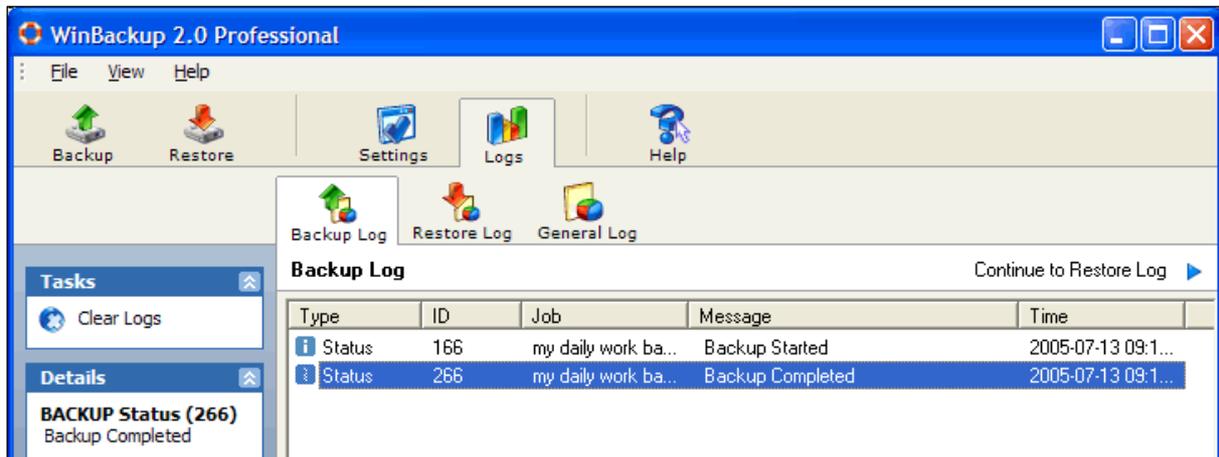
To sort the logs click on a column. The arrow next to the column name indicates in which order the logs are sorted. A down arrow means that the logs are listed in descending order. An up arrow means that the logs are listed in ascending order.

You can check out the logs at any time.

## 7.2 Backup Logs

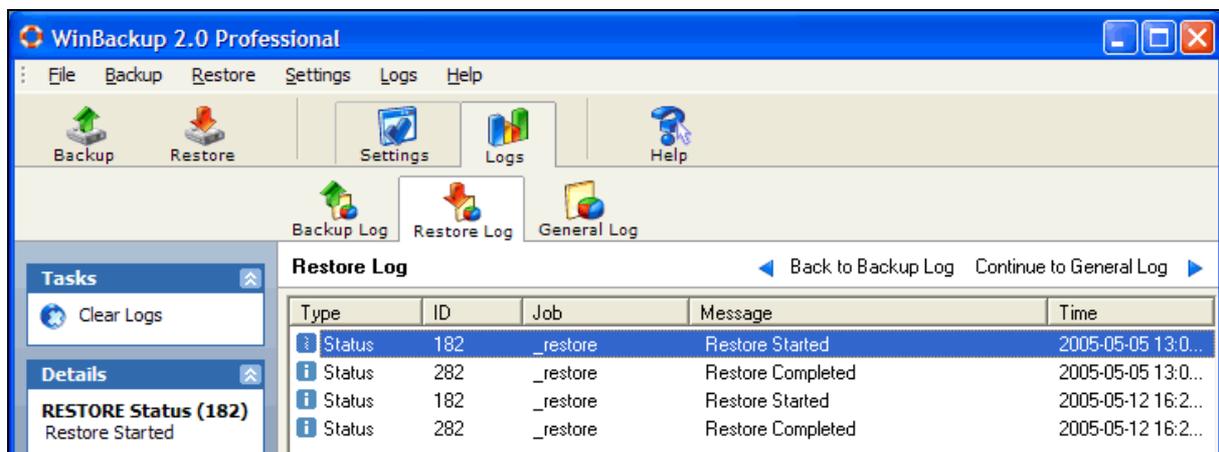
To view the backup logs, click on the Backup Log tab in the navigation bar. This log section will contain all and any issues relating to the WinBackup process. Some may be status reports which time-stamp a particular WinBackup action. This is useful for ensuring the automated scheduler is running and gives piece of mind that your data is being backed up even though unattended. Others, however, will be warnings that indicate an error preventing WinBackup from backing up correctly. These warnings could be related to lack of disk space at the

destination, not enough privileges to read the file (for example, trying to read someone else's My Documents folder), or, more commonly, files in use. This happens when, for example backing up Outlook data files with Outlook still open. In more severe cases, an error may be stated in the log relating to unexpected critical errors during the backup process.



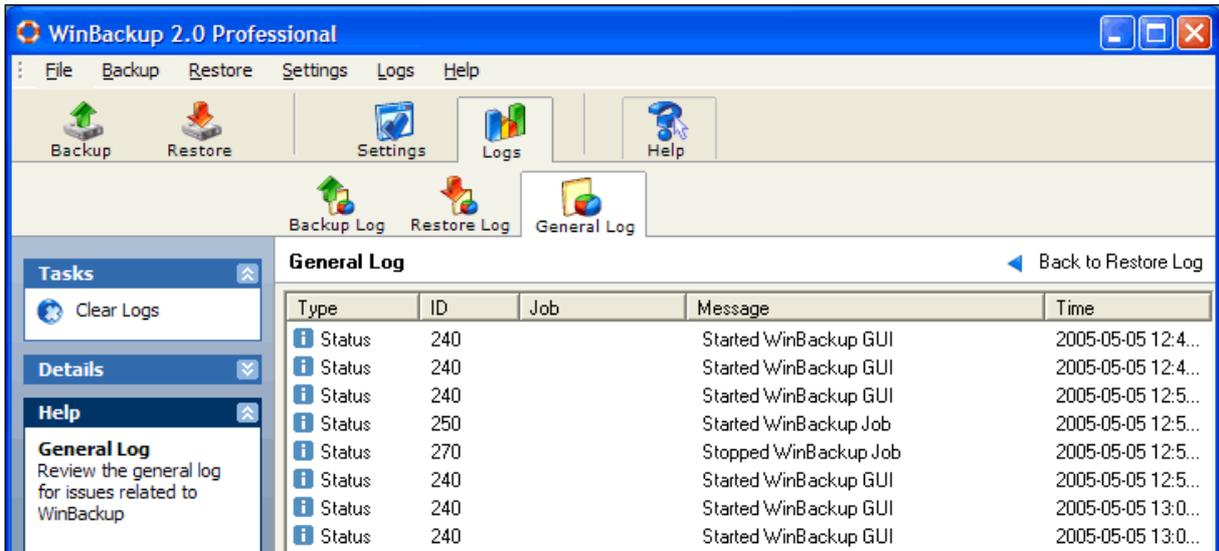
### 7.3 Restore Logs

To view the restore logs, click on the Restore tab. This section of the log file shows event reports on restore issues. Like in the Backup log, there are three types of log: Error, Warning and Status. Status reports details on the successful events relating to a restore operation such as time started and finished. Your restore operation may create warning logs if, for example, there are insufficient rights to over-write a file, or there is insufficient disk space. In more extreme circumstances, an error log will be created in the store file which highlights cases which may have stopped the restore operation altogether.



## 7.4 General Logs

To view error messages and other miscellaneous logs, click on the General Log tab. The General log displays issues and reports relating to the general running of WinBackup and not related to the backup or restore process. This could be password changes, initialization of the program and/or changes in settings.



## Chapter Eight - Troubleshooting

### TROUBLESHOOTING

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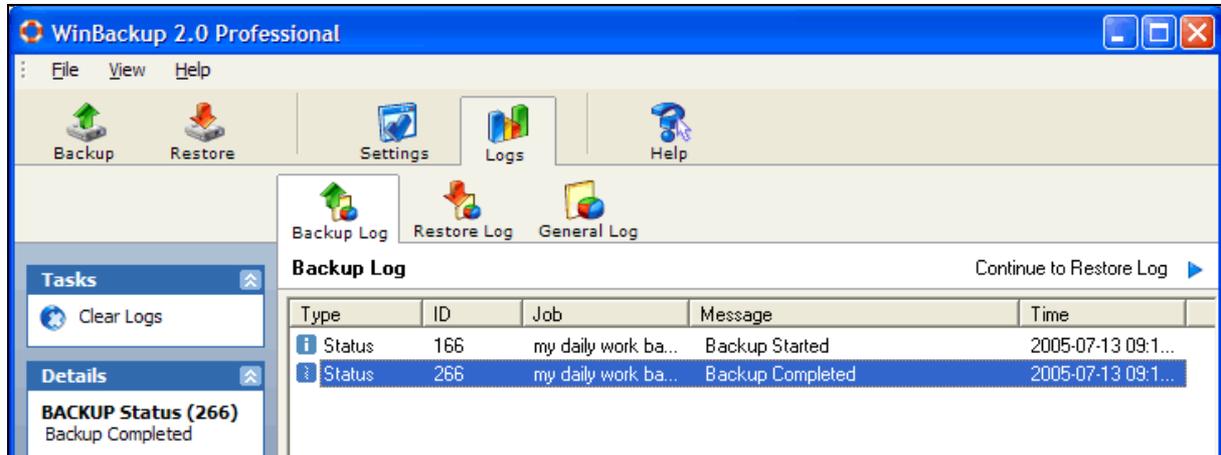
#### Learn how troubleshoot WinBackup 2.0.

*After reading this Chapter you will learn:*

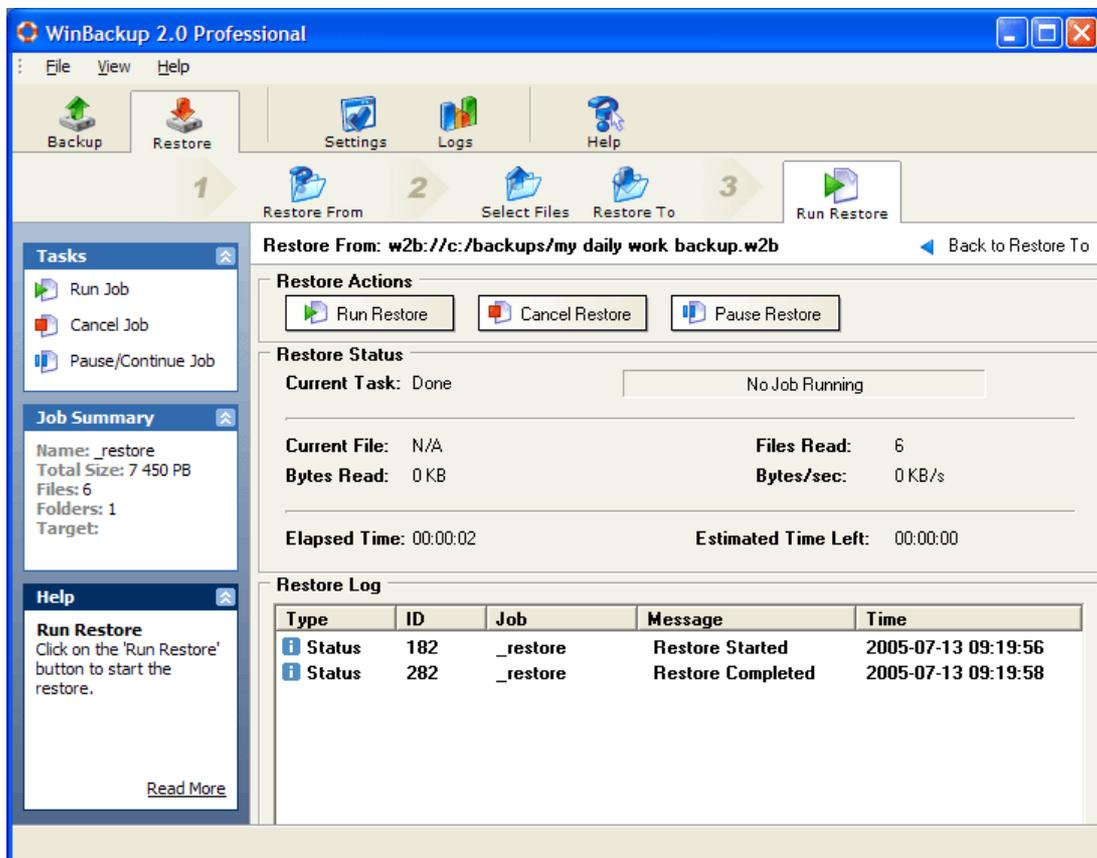
- How to trouble shoot any erros occuring in WinBackup*

# WINBACKUP 2.0 USER GUIDE

This Help Topic details the possible messages, warnings and errors that you may encounter while using WinBackup. All of these are logged in the respective logs reports: Backup Logs, Restore Logs and General Logs.

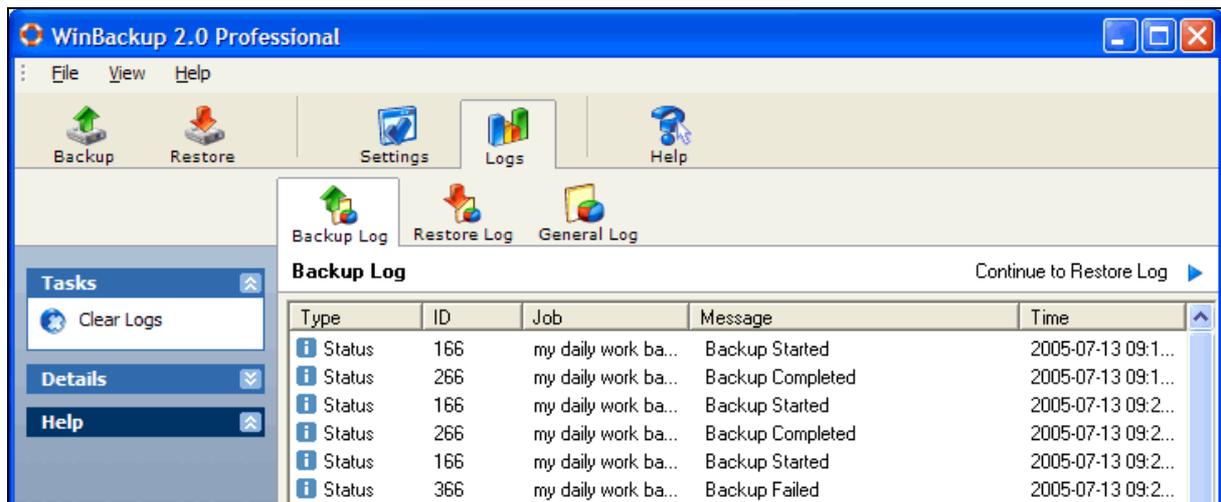


You are also able to see these message as your backup or restore operation is being carried out in the appropriate screen. For example, in the screen-shot below, you can see that the restore from the backup job called My Daily Work Backup was performed successfully.



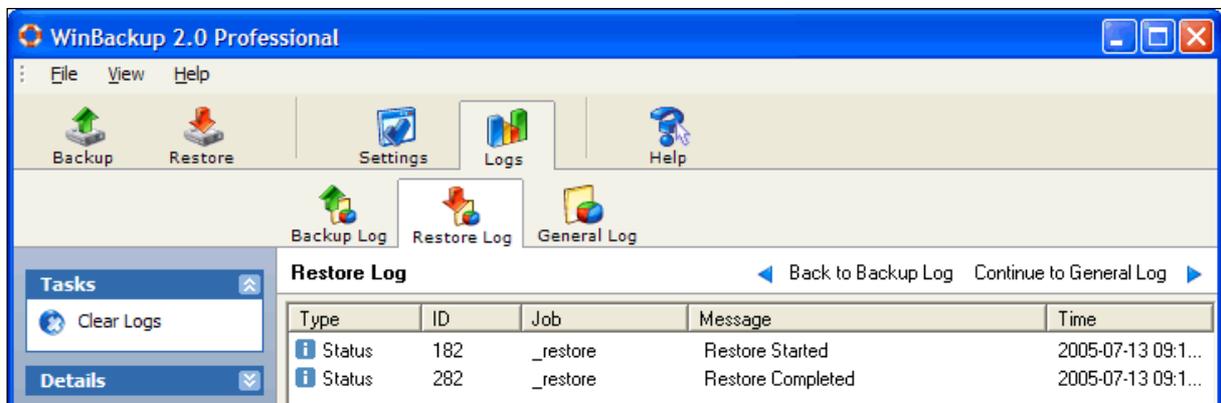
## 8.1 Status Messages

Status messages are messages about the general success or otherwise of backup or restore procedures and is denoted by the symbol (  ). Each message has a identification message code (ID) made up of three numbers. For example, in the screen-shot below, there are three Status Messages - 166, 266 and 366. When the ID message code ends in "66", the status message relates to backup while when the ID message code ends in "82", the status message relates to restore procedures.



### Status – 100 – Backup/Restore Started

This message tells you when the backup process has started. The ID message code 166, as above, means that the backup job has started. The ID message code 182 means that the restore has started as may be seen below.



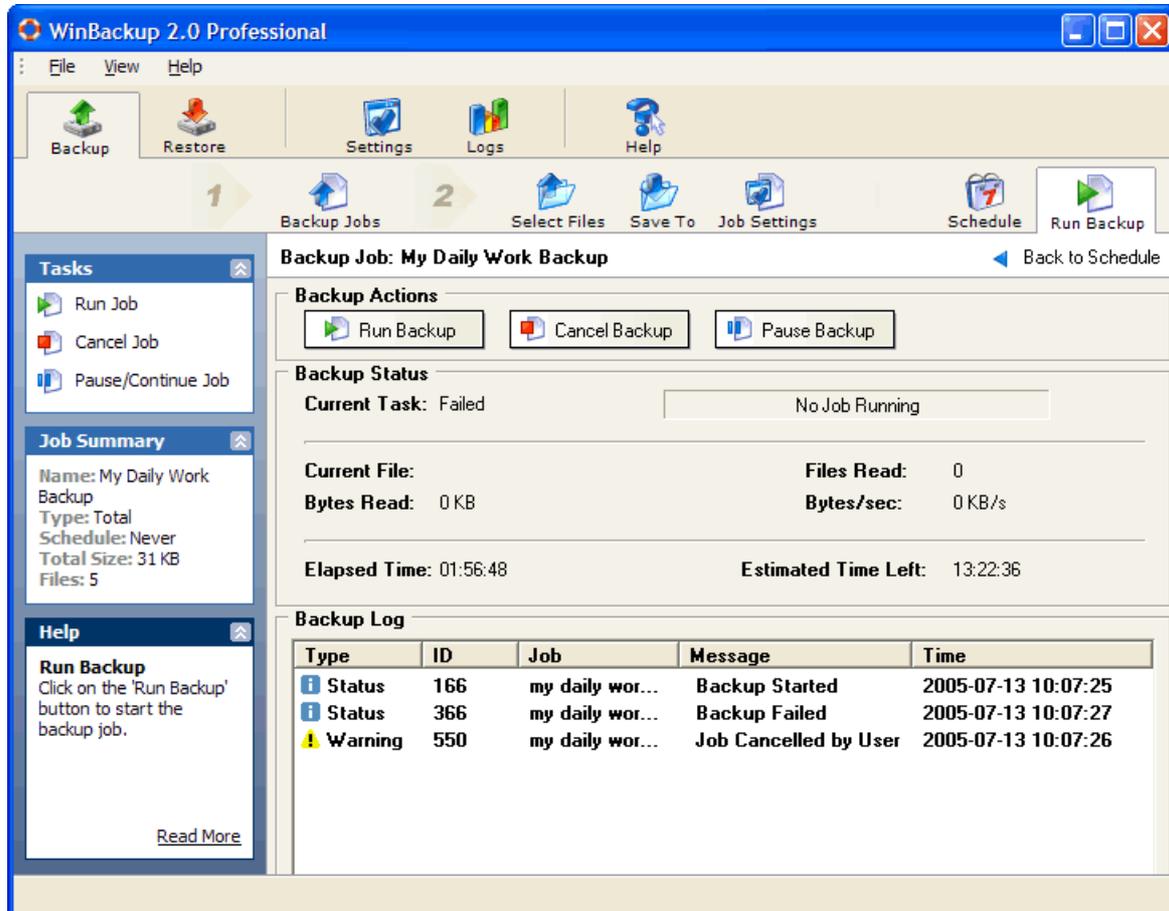
**Status – 200 – Backup/Restore Completed**

This message tells you that the backup process has been completed successfully. The ID message code 266 indicates that the backup job has been completed. The ID message code 282 indicates the restore has been completed.

**Status – 300 – Backup/restore Failed or was Cancelled**

This message tells you that the backup process has failed or has been cancelled by the user. The ID message code 366 indicates that the backup has failed or has been cancelled by the user. The ID message code 382 indicates the restore has failed or has been cancelled by the user.

In the screen-shot below show how the backup log would appear if you were to cancel the backup while it is running. WinBackup will return that the Backup has failed in this case because you have cancelled the procedure.



## ***8.2 Warning Messages***

Due to the complex nature of the way Windows works, it is common for a backup routine to have warnings and errors. All warning messages are denoted by the symbol (⚠). Most warnings are easily resolvable.

In this section, some of the more common errors in data restore will be highlighted.

### **Warning – Create Dir Failed**

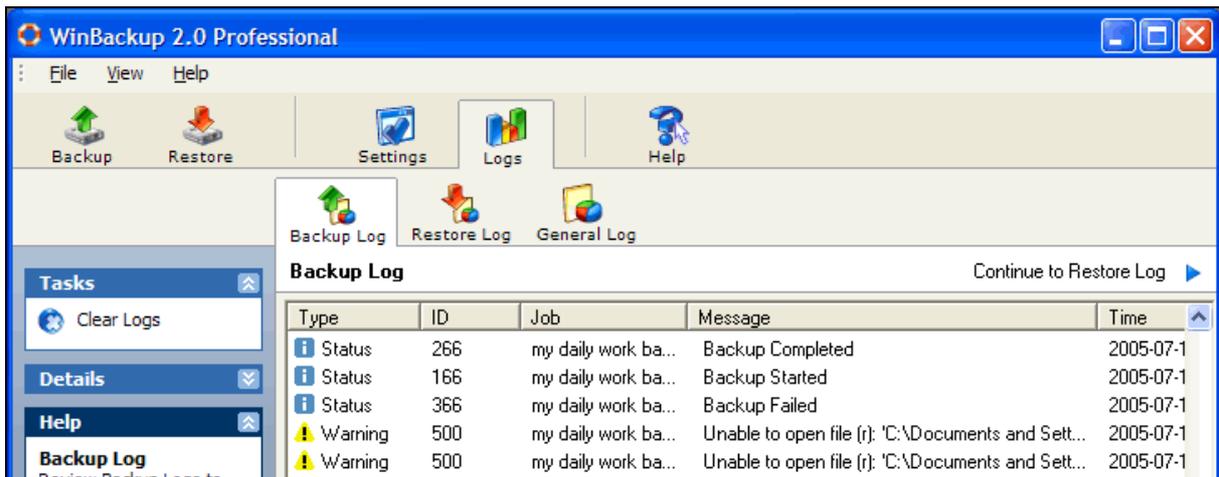
WinBackup has encountered file permission errors when trying to restore a certain file. Please ensure you are logged on with the correct user permissions to restore the location you are restoring to and that there is enough disk space available to restore. Check your restore location to ensure that you have enough space for the backup archive.

### **Warning – Write Failed**

WinBackup cannot restore the output due to hardware reasons. This may be because you have specified a drive with insufficient disk space or have accidentally selected the wrong drive. Please review these settings and try again.

**Warning 500 - Unable to open file (r): path**

This problem means that WinBackup has been unable to backup a file due to it being open already by another user or application (such as Outlook when backing up e-mail). This may also happen because the file is a system file such as pagefile.sys or the current user does not have sufficient privileges to access the file. Review the full warning message to find out what file caused this problem. If you do not have sufficient privileges to access the file, please contact your system administrator to award you these rights.



Looking at the particular warning given in WinBackup should lead to resolving the issue. In most cases, the warning relates to a file that is already open such as a Word document. It is recommended that you close all your applications when performing backups to avoid unnecessary problems.

**Warning - 500 – Unable to open file (cwo): path**

WinBackup was unable to write this file during restore. This usually happens because the file is open in another program such as Outlook, the file is a system file such as pagefile.sys or the current user does not have sufficient privileges to access the file. Review the full warning message to find out what file caused this problem. If you do not have sufficient privileges to access the file, please contact your system administrator to award you these rights.

Looking at the particular warning given in WinBackup should lead to resolving the issue. In most cases, the warning relates to a file that is already open such as a Word document. It is recommended that you close all your applications when performing backups to avoid unnecessary problems.

**Warning – 550 – Job Cancelled by User**

The backup job was cancelled by the user, either from the main user interface or by clicking on the WinBackup ( ) icon in your system tray. If you did not cancel the job but WinBackup gives you this message, simply restart the job. This will resolve your problem.

**Warning – 572 – No files selected**

This warning indicates that you have not selected any files for backup. The job is still valid but will output an empty backup archive.

**Warning - 938 - Command Timed Out: command**

This indicates that the command line you have created in the Actions Feature did not return within 10 seconds or the specified time-out period. Review your command lines to check what could have caused the error.

**Warning - 982 - Command Failed: command**

This indicates that the command line you have created in the Actions Feature failed to execute. Review your command lines to check what could have caused the error.

## ***8.3 Error Messages***

Due to the complex nature of the way Windows works, it is common for a backup routine to have warnings and errors. Most of these are easily resolvable. Error messages are denoted by the symbol (❗). In this section, some of the more common errors in data backup will be highlighted.

**Error – 251 – Job Already Running**

The job which you are trying to start is already running. WinBackup jobs run in the background as a process called wbjob.exe. Closing the user interface will not cancel a running job. Running jobs can be only cancelled from the user interface, by clicking on the WinBackup ( ) icon in your system tray or, if nothing else works, by terminating all processes named wbjob.exe. If you decide to terminate processes through the Windows Task Manager or other similar utilities such as WinTasks, please exercise caution since such procedures may lead to destabilizing your system.

**Error 500 - Unable to open file (cwo)**

WinBackup has encountered a serious error preventing it from writing the output file. This could be due to lack of disk space, on the output device, bad media or device is not ready. Please check the storage medium where you want WinBackup to create the Backup Archive. Also review your job settings and try again.

**Error – 539 - Job Not Found: jobfile**

When running a backup or a restore procedure, WinBackup creates a job file (jobname.xml) and locates this file in the Jobs folder within WinBackup folder where WinBackup is installed. Error 539 indicates that WinBackup was unable to locate the job file (jobname.xml) in the Jobs folder.

If you are running the user interface, please make sure that you have write access to your the WinBackup folder and that the job has been saved to the Jobs folder. If you do not have sufficient privileges to access the file, please contact your system administrator to award you these rights.

If you are calling wbjob.exe from the command line, please make sure that your current folder is the folder in which wbjob.exe is located and that your are giving wbjob.exe the full filename (wbjob.exe myjob.xml) as a parameter to execute.

**Error – 921**

An error from which WinBackup cannot recover has occurred during the backup/restore process and the backup/restore has been aborted. Try performing a simple backup by selecting a small file from your backup sources. If such a procedure works, then the error does not lie with WinBackup. If this trial job is not carried out by WinBackup and you get the same error, make sure that you have the latest WinBackup updates. If your version of WinBackup is the latest release, you will need to close down WinBackup and run your installer to repair the program.

**Error – 922**

An unknown error (usually from the system) has occurred during the backup/restore process and the backup/restore has been aborted. Try performing a simple backup by selecting a small file from your backup sources. If such a procedure works, then the error does not lie with WinBackup. If this trial job is not carried out by WinBackup and you get the same error, make sure that you have the latest WinBackup updates. If your version of WinBackup is the latest release, you will need to close down WinBackup and run your installer to repair WinBackup.

**Error – 974**

An error from which WinBackup cannot recover has occurred during the backup/restore process and the backup/restore has been aborted. Try performing a simple backup by selecting a small file from your backup sources. If such a procedure works, then the error does not lie with WinBackup. If this trial job is not carried out by WinBackup and you get the same error, make sure that you have the latest WinBackup updates. If your version of WinBackup is the latest release, you will need to close down WinBackup and run your installer to repair WinBackup.

***8.4 Trouble Shooting Guide for Shortcuts***

There are some restrictions and specific procedures that you need to carry out when restoring from or encountering errors in Shortcuts.

Make sure that you have read the Shortcut Section in Section 4.2.2 on p. 73 before reading this section.



**Outlook Express**

At present, the WinBackup Outlook Express shortcut fully supports the backup of email and data from only one Outlook Express identity. Multiple identities are not support and can cause

unexpected results if attempted. To verify if you have multiple identities check with the Outlook Express File Menu, entering the "Identities" menu and selecting "Manage Identities".

At present, WinBackup does not support the restore of Outlook Express account information to a newer build version of Windows. This is due to an inconsistency in the storage of Outlook Express account information. This will be addressed in future.

Failure to see the Outlook Express Address Book after restore can result from a number of reasons. If this happens you should first restore your Outlook Address Book from the Shortcuts Section of the WinBackup restore console to a location you can remember (e.g. My Documents). Then go to the File menu in Outlook Express and enter the "Import" menu. Select "Address Book" from here and navigate to the "My Documents" folder. Select your restored Outlook Express Address Book and import into the email program. Your contacts should now be visible.

### **Outlook**

It is not possible to use WinBackup shortcuts to append previously deleted emails or other data over your current Outlook setup. If you attempt this you will revert back to your old Outlook data files and lose all emails and data from that date until present. You can restore your PST or OST files in full but you cannot append the deleted or missing files.

If you are restoring to a newly installed version of Windows or to a different user, it is recommended that you restore your Outlook email data manually to avoid corruption of Outlook shortcuts and data. To perform this you should open Outlook and go to the File menu. Click on "Import From Another Program or File" and click on "Next". You will be prompted to select the file type to import from; highlight "Personal Folder File" and click on "Next". You will now be asked to select your Outlook email data file; click on browse and locate the outlook.pst (or .ost) file you restored to My Documents using WinBackup. The next screen will ask you whether you want to restore the entire file (default) or just a folder. Leave all settings as they are and click on "Finish". Your emails and other data will be imported and will now be accessible from the Mail Folders window.

### **Opera Web Browser**

There are known cases where Opera mail will not restore correctly, however there is a manual restore procedure available. First, you must restore your Opera mail data to a location you can remember on your computer (e.g. My Documents). Load Opera from the Start Menu and select "File" and "Import". You will be prompted what program you want to import from. Select "Generic mbox File" and press "Next". In this new screen, select the account to import into and click on "Browse". Locate the mailbox folders you have restored, and select each of the mbx files in each of the folders. Your emails will now be available for browsing within the Opera "Received" emails section.

### **Mozilla**

WinBackup shortcuts only cover the default Mozilla profile. Any additional profiles used by one user must be backed up manually using the "My Computer" section of the backup file selection window.

### **Netscape**

WinBackup shortcuts only cover the default Netscape profile. Any additional profiles used by one user must be backed up manually using the "My Computer" section of the backup file selection window.

## Glossary of Terms

### *AES – Advanced Encryption Standard*

AES is an encryption standard that is used globally to protect sensitive information. In fact, according US National Security Agency, as of 2005, no successful attacks against AES have been recognized.

### *Application*

Applications are programs that are designed for end users such as word processors, spreadsheets, Customer Relationship Management and database software.

### *Backup*

The procedure that allows you to store your data on a separate storage medium so that you can reproduce the data with 100% accuracy if and when data loss takes place.

### *Backup Archive*

Similar to ZIP files, backup archives contain all the data that you have backed up. The standard WinBackup format for backup archives is WB2. Backup archives may contain your files either in compressed or in native format. Archives with compressed data contain files that have been reduced in size and volume while archives in native format contain files which have not been compressed.

### *Backup Job*

The term used to describe the whole process of backing up a set of data and includes choosing a name for the backup process to distinguish it from other jobs, selecting the files for backing up, save to location and backup archive name, setting compression, encryption or security levels, choosing backup type (either total or incremental), and setting up the schedule (daily, weekly or monthly).

*Bit-level Verification* See Verification.

### *Burning*

This refers to the act of transferring one set of data on a storage device to a CD or DVD. Burning requires software and hardware that is able to write on CDs and DVDs.

### *CD-R and CD-R/W*

Compact discs may be either read only or recordable once (R) or re-recordable (RW). CD-R/W is re-recordable with data being erased and written over a number of times without damaging the CD.

### *Compression*

The process of reducing the size and volume of files to allow storage over a lesser amount of disk space. The greater the compression rates the smaller backup archives will be and the lesser the amount of disk space these compressed files will occupy.

*CRC – Cyclical Redundancy Check Verification* See Verification.

### *Digital Tape*

Digital or streaming tape or streamers or just simply tape is a popular storage medium because it can typically store very large amounts of data which is encoded on magnetically coated strips of plastic similar to music tapes. In comparison to disks, tapes are cheaper for storing data but considerably slower when accessing data. This is because on a tape it is not possible to access data randomly (e.g. like on a CD or DVD). Before getting to point G on a tape, users must access points A through F. Tapes are ideal for long-term storage of data and backup.

### *DVD-R and DVD-R/W*

DVD-R is a recordable DVD format similar to CD-R. You can only record data on a DVD+R once. Similar to CD-R/W, DVD-RW is re-recordable with data being erased and written over a number of times without damaging the DVD.

### *Encryption*

The process of using a secret key or password to prevent unauthorized viewing of data. WinBackup uses several levels of encryption strengths including 128-bit AES (Advanced Encryption Standard) and 256-bit AES. These figures relate to the size of the keys that are used to encrypt your data. It is important to note that the higher the level of the size of the key used, the stronger the encryption and the slower the backup process will be. These two levels of encryption provide significantly greater security to your data than the simple use of a password. WinBackup also requires you to supply the correct password before the encrypted

backup archive is viewed or restored. This provides you with additional protection against harmful or accidental intrusion. In case of backup archive theft, for example, no one can access the files that have been backed up within the archive without the proper authentication from the person who created these archives.

*Extension* See File Extension

### *File Extension*

In such operating systems as Windows, one or several letters (generally three) at the end of a filename. Filename extensions usually follow a period (dot) and indicate the type of information stored in the file. For example, in the filename Winbackup.WB2, the extension is WB2. This shows that the file is a WinBackup Archive. In the filename manual.PDF, the extension is PDF indicating that the file is an Acrobat file. Other common file extensions include .gif, .jpg, .tif, .mp3, .avi, .doc, .xls, and .zip.

### *Firewire*

One of the fastest peripheral standards that makes it ideal for use in multimedia and high speed digital devices including video cameras and hard drives.

*GUI – Graphical User Interface* See User Interface.

### *Hot Swapping*

The ability to add and remove devices while a computer is still switched on. Operating systems, in turn, automatically whether the devices have been added or removed.

### *Incremental Backup*

The method for backing up only those files that have been changed or modified since the last backup.

### *Jazz Drives*

External and portable type of hard drive to add the storage capacity of your computer. Often also used for backup purposes.

### *LAN – Local Area Network*

A group of computers spanning a relatively small area such as an office or a group of buildings close to each other are connected over a local area network which allows communication and the sharing of data and resources (e.g. applications and peripherals).

### *Match*

A match is the piece of text, or sequence of bytes or characters that was found to correspond to the search pattern requested.

### *Native Format*

This refers to data or files in their original format such as .DOC, .XLS, and .DBA. WinBackup allows you to store files either in compressed or in original format.

### *Pattern*

A pattern may be a piece of text, or sequence of bytes or characters to be found among the filenames and/or extensions residing in your computer.

### *Regular Expressions*

Expressions are combination of symbols that represent a value. These expressions are used in programming, in databases and in spreadsheets. In databases (and searches), you use expressions to define what information you would like to application to return. These expressions or queries are classified by the type of value they represent. Boolean expressions evaluate to either TRUE or FALSE. Integer expressions evaluate to whole numbers like 5 and 78 while String expressions evaluate to character strings. Regular Expressions are a form of string expressions that have their own syntax as explained in Advanced Searches.

### *Restore*

The process of reinstating a set of data to its original state before the data loss or related incident has occurred.

### *REV Drives*

External and portable type of hard drive to add the storage capacity of your computer. Often also used for backup purposes.

## *Shortcuts*

Special types of files that contain preset links to various single files, folders and devices. Windows has a series of shortcuts placed on the computer desktop to allow access to files and devices at one click of a button. WinBackup uses shortcuts to allow you access system files, data files and settings automatically without physically having to look for all these files.

## *Storage Medium*

Data is stored in a variety of formats on a variety of storage mediums or devices. Mediums include CD, DVD, internal and external hard disks, USB drives, Zip, Jazz and USB drives and floppy disks. Mediums may be either read only or recordable once (R) or re-recordable (RW).

## *Strings*

The term "string" or "character string" is used by programmers to indicate a sequence of characters.

## *Syntax*

Refers to the spelling and grammar of any programming language. Computers are inflexible machines that understand what you type only if you type it in the exact form that the computer expects. The expected form is called the syntax. Searches function in a similar way and you need to type the correct syntax for WinBackup to retrieve the information that you need.

*Tape* See Digital Tape

## *Total Backup*

The method for backing up all files irrespective of whether these files have been changed or modified since the last backup.

## *USB – Universal Standard Bus*

A standard for external buses that supports a data transfer rate of 12 Mbps. A single USB port can connect over 120 peripherals including mice, printers, keyboards, modems and removable external hard drives. USB supports Plug 'n' Play installations and hot swapping.

## *USB Drives*

External removable (hot swappable) compact hard drives with read/write rates of over 20 Mbps that allow users to store their data separately from internal hard drives. Such drives have varying storage capacities ranging from 128Mb to over 8 Gb.

## *User Interface*

The menu and general instruments available for the user to communicate with the program. In WinBackup the user interface is designed to be highly intuitive and exceptionally simple to use.

*Validation* See Verification.

## *Verification*

The main aim of a backup solution is that the data that has been stored in an archive is the exact replica of the original data. This is what ensures continuity. Home and business users should not only focus on backup but they should focus on the integrity of the data that has been backed up to ensure 100% accurate reproduction of the data. This is where validation comes in: with advanced levels of validation such as bit-level validation, the backup software itself tests the integrity of the data down to bit level by reproducing a test restore right after each backup is performed. This may see backup taking longer but it guarantees 100% restorability of the data in question. Lower but satisfactory levels of validation include Cyclical Redundancy Checks (CRC) which cannot guarantee 100% accuracy as bit-level validation does. Ideally, the backup software includes bit-level and other varying levels of validation to allow users discriminate between more and less important data with the latter being awarded minimum or no validation in the interest of speed. Tests should also include human intervention or physically performing test restores to ensure 100% accuracy. This need arises because no backup software can guarantee the integrity of the media used – a faulty hard-drive may reproduce corrupt backup archives no matter how good the backup software is.

## *ZIP*

Is a very popular data compression format used in WinZip. By compressing data into a .ZIP archive, you are able to store these files in a relatively smaller space than when in their native

format. ZIP archives are also easily uploaded and downloaded thus reducing the time to transfer files over the Internet and over networks.

*Zip Drives*

External and portable type of hard drive to add the storage capacity of your computer. Often also used for backup purposes.