

# Getting Started

## Overview

This chapter covers the installation of the Backup Exec for Windows NT Server software. It also explains all Backup Exec menu bar selections that appear once the software is started.

## Installation

Installation of Backup Exec for Windows NT Server is a two part process:

- **Installation of tape drives** — For Windows NT computers that will be used as backup servers, tape drives should be installed before installing the software. Refer to your tape drive manual for information about installing your hardware. Use the Windows NT Setup program to configure the tape drive(s) for use (refer to your Microsoft Windows NT manual).
- **Software Installation** – Installation of the Backup Exec for Windows NT Server software.

**Note:** All Backup Exec services running on the Windows NT backup computer run in the context of a user account called the Arcada Service Account. This account is created for you during installation.

## Installation Options

The Backup Exec installation program gives you three options from which to choose during the installation procedure. These options are:

- **Backup Server** — Installs the complete Backup Exec for Windows NT Server program
- **Remote Administration** — Installs all files needed to administer remote backup servers
- **ExecView** — Installs only the ExecView application.

Backup Server installation (and any additional licenses you may have purchased) should be done on each Windows NT Server computer that you want to use as a backup server (i.e., with a tape drive attached).

Remote Administration installation should be done on each Windows NT server or workstation you want to use for administering your backup server(s).

The Backup Exec ExecView program can be installed at any Windows NT computer on the enterprise simply by running the Backup Exec installation program at the computer to be used for monitoring purposes and selecting the ExecView option.

## Security

This section discusses ways you can set up Windows NT Security with the Arcada Service Account to protect your data. Depending on the way your Windows NT Network is setup, you can configure the Arcada Service Account's security properties to protect data in:

- Servers in one domain
- Servers and selected workstations in one domain
- Servers in more than one domain
- Servers and workstations in more than one domain.

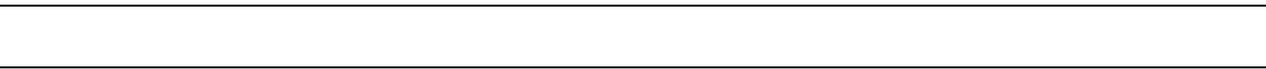
Procedures for each of these situations are provided below. Following these procedures will give the Arcada Service Account Administrative rights in the appropriate domain(s) and workstation(s). Granting the Arcada Service Account Administrative rights is necessary to give Backup Exec access to the Administrative Shares (e.g., C\$) and the ability to protect the Windows NT Registry.

Using the User Manager for Domains tool in the Administrative Tools group, follow one of the procedures below for your situation. These procedures provide the major steps to accomplish the goal for each situation. Please refer to the User Manager for Domains section of the Windows NT Server System Guide for help with User Manager for Domains.

**Important:** Before continuing with this section, understand the following terminology:

**Host Domain** – the domain where the Backup Exec server exists

**Target Domain** – the domain that is to be backed up



## Backing Up Servers (only) in One Domain

Simply add User: Arcada as a member of the Local Administrators group for the domain.

## Backing Up Servers and Selected Workstations in One Domain

1. Add User: Arcada as a member of the Global Domain Admins group.
2. Ensure that on EACH workstation in the domain that you want to backup, the Global Domains Admins group is a member of the workstation's local Administrators group.

## Backing Up Servers in More Than One Domain

1. Establish a One Way Trust Relationship between the Host and Target Domains:
  - a. In the Host Domain, permit the Target Domains to trust the Host Domain.
  - b. In each Target Domain, trust the Host Domain.
2. In each Target Domain, add the Host Domain's User: Arcada account in the local Administrators group.

**Note:** Please refer to the User Manager for Domains section of the Windows NT Server System Guide for help with trust relationships in User Manager for Domains.

## Backing Up Servers and Workstations in More Than One Domain

1. Establish a One Way Trust Relationship between the Host and Target Domains:
  - a. In the Host Domain, permit the Target Domains to trust the Host Domain.
  - b. In each Target Domain, trust the Host Domain.
2. In each Target Domain, add the Host Domain's User: Arcada account in the Local Administrators group.
3. On EACH workstation to backup, add the Host Domain's User: Arcada account in the Local Administrators group.

**Note:** Please refer to the User Manager for Domains section of the Windows NT Server System Guide for help with trust relationships in User Manager for Domains.

Continue with Installing the Software.

## Installing the Software

This section guides you through the installation of the Backup Server, Remote Administration, or the ExecView modules. To install the complete Backup Server application, use the steps provided below; to install Remote Administration software, see Remote Administration Installation; to install just the ExecView software, see ExecView Installation.

You can exit the installation program at any time by clicking the Cancel button.

For security purposes, Arcada recommends that you:

1. Secure the computer(s) that you chose for your Backup Server(s) in a locked room.
2. Install Backup Exec on a NTFS partition.
3. Apply security to the directory tree that you installed Backup Exec to using File Manager (see the File Manager section in the Windows NT System Guide for help on securing data). It is suggested that you grant Full Access permissions to the same group that the Arcada Service Account is a member of. This allows other administrators to use Backup Exec.

## Where the Software is Installed

The installation program will default to creating one directory (BKUPEXEC) and three subdirectories on your hard drive as follows:

Directory/Subdirectory	Contains
\BKUPEXEC	One subdirectory, NT.
\BKUPEXEC\NT	Backup Exec program files and two subdirectories, DATA and CATALOGS.
\BKUPEXEC\NT\DATA	Data files for Backup Exec.
\BKUPEXEC\NT\CATALOGS	Catalog files for Backup Exec.

You will be prompted for the path for the directory and subdirectory. You may accept the default names (BKUPEXEC and NT) or choose your own names.

## Backup Server Installation

Backup Exec can be installed on Intel, MIPS, or DEC Alpha platforms. Each platform requires a specific version of Backup Exec; these versions are included on the CD-ROM disk, in the following directories.

Platform	Directory
Intel	\i386
MIPS	\mips
Alpha	\alpha
PowerPC	\ppc

***To install the Backup Exec software, follow these steps:***

1. Put the Backup Exec CD in your CD-ROM drive.
2. From the Windows NT Program Manager, click File.
3. Click Run.
4. In the Command Line box, enter the letter of the drive containing the Backup Exec CD, followed by a colon and the directory of the version you want to install, followed by setup.

Example: \_\_\_\_\_f:\i386\setup

5. Click OK.

The Backup Exec Install message box appears. Three installation options are available:

- \_\_Backup Server
- \_\_Remote Administration
- \_\_ExecView Only

6. Select Backup Server.

The Selection Bar



The Specify Directory dialog box appears.

A prompt appears asking for an installation directory name; use the defaults provided, if possible.

**Note:** The option, Add Icons to a Common Group appears in the Specify Directory dialog box. By default, it is not activated during installation.

By choosing to activate this option, any user who might log in to the backup computer will be able to see the Backup Exec program group and icons and activate this set of programs; however, the user must still have rights to any computer on the enterprise if backup of those computers is desired. Without proper rights, backup of these computers will not occur.

Conversely, by choosing the default and not activating this option, only the user installing the software will be able to see the Backup Exec program group and icons, provided the same login account is used.

7. Click OK to use the default names provided. If not, enter a new path name and then click OK.

Backup Exec program files are now copied to your target hard drive. A Serial Number dialog box appears during the installation.

8. Enter the Backup Exec serial number found on the inside front cover of this manual and click OK.

**Important:** If you fail to enter a serial number and you leave the field blank, the installation program will install a 30 day evaluation copy of Backup Exec on your system.

A Service Account dialog box appears once all files are copied.

9. Choose the appropriate domain or workstation name. This is dependent on how the Arcada Service Account is configured.

10. Enter the Arcada Service Account name and password and click OK.

A message box appears asking you if you would like to view the Backup Exec README.TXT file. It is strongly recommended that you answer Yes to this question, as this file presents up-to-date information not contained in this manual. The README.TXT file uses Windows NT's NOTEPAD.EXE program to view the file. After viewing the file, close NOTEPAD by double-clicking its Close box.

After closing NOTEPAD, the installation progress box re-appears indicating the installation is complete.

11. Click OK to exit the installation program.

## The Backup Exec Program Group

The Backup Exec items added to the program group include:

Item	Description
Backup Exec	the application program
Backup Exec Help	the Help system
README	a readme file
Backup Exec Setup	the installation program used to install/upgrade/add modules/remove the software
ExecView	the Backup Exec network monitoring program

## Remote Administration Installation

From the Windows NT computer to be used for remote administration, run the Backup Exec installation program from the CD-ROM to install the necessary files. When the installation option screen appears, select Remote Admin.

## ExecView Installation

From the Windows NT computer to be used to monitor backup servers, run the Backup Exec installation program from the CD-ROM to install the necessary files. When the installation option screen appears, select ExecView Only.

## Installing the Loader Driver

To use a loader, you must purchase the optional Loader Module for Backup Exec for Windows NT Server.

For more information, contact your dealer or call 1-800-3ARCADA.

**Note:** This manual was written with loader information included. Any references to using Backup Exec with a loader assumes you have purchased and installed the Loader Module for Backup Exec for Windows NT Server.

The loader driver installation procedure is described later in this manual. Run the loader install procedure after you have installed Backup Exec for Windows NT Server.

## Installing the Arcada Agents

If you want to back up Macintosh or UNIX computers connected to your Windows NT network, you must purchase the optional Arcada Agent software for the desired platform. For more information, contact your dealer or call 1-800-3ARCADA.

The installation procedure to install either the Macintosh or UNIX agent is described later in this manual. Run the agent installation procedure after you have installed Backup Exec for Windows NT Server.

## Removing Backup Exec

If for some reason you must remove the Backup Exec software from your Windows NT backup computer, Backup Exec provides you with an easy and complete method for doing so. Simply rerun the Backup Exec Setup program icon in the Backup Exec program group and select Uninstall. Follow the on-screen instructions.

## Creating Installation Diskettes From the CD

The CD contains the necessary files to create Backup Exec installation disks. The directories for each platform located in the \diskette directory (e.g., \i386, \mips, \alpha, \ppc) contain subdirectories labeled DISK1, DISK2, etc.

***To create the installation diskettes, follow these steps:***

1. Change to the directory for the your platform.
2. Insert a formatted 3.5-inch high density diskette that is labeled to DISK1 into your diskette drive.
3. Type `copy disk1\*.* a:`

In this example, diskette Drive A: is used (a:); substitute the correct drive letter for the diskette drive you are using.

Repeat steps 2 and 3 steps for Disk2, etc.

# Starting Backup Exec

**Important:** Before starting the software for the first time, it is strongly recommended that you set up the tape drive controller and tape drives you are using through Windows NT Setup. This ensures that Backup Exec properly identifies and sets up your connected tape drive hardware.

**Note:** You must have Administrator rights to run the Backup Exec application.

To start Backup Exec, double-click the Backup Exec icon in the Backup Exec program group. After starting Backup Exec, the software initializes any tape drive(s) connected to your system. A Ready message appears on the Status Bar after initialization completes. Once Backup Exec initializes, the Backup Selections window appears.

This window displays each available local backup server hard drive, network platforms, and Backup Exec agent platforms that Backup Exec can see on the enterprise.

Three icons also appear under the Backup Selections window at the bottom of the screen. They are

- Tapes
- Scheduled Jobs
- Job History

**Tapes** — This icon opens the Tapes window, which displays backup tapes that have been created during prior backup sessions. The Tapes icon is used primarily when data restoration is required.

**Scheduled Jobs** — This icon opens the Scheduled Jobs window, which displays all backup jobs that are currently scheduled.

**Job History** — This icon opens the Job History window, which tracks and logs the operating status of a Backup Exec session. A session is defined as the time in which Backup Exec is started until the time it is ended.

If you close the Backup Selections window, an icon for this window also appears at the bottom of the screen. During future Backup Exec sessions, these features either appear as minimized icons, or as open windows, depending on their status at the time you exit the software.

A status bar appears across the bottom of the Backup Exec window. Backup Exec status messages are displayed here, along with the current tape number presently in the drive and the current loader magazine definition used. Displaying the status bar is optional.

## Status Bar Messages

Messages appearing on the status bar include:

Ready	Initializing
Backing up files from disk to tape	Archiving files from tape to disk
Restoring files from tape to disk	Verifying files
Retensioning the tape	Erasing the tape
Cataloging the Tape	Rewinding the tape
Ejecting the tape	Initializing the file system
Initializing the hardware	Directories scanned
Partially or fully remove the catalog	Initializing the catalogs
Initializing the user interface	Initializing Global Network View
Initializing the password database	Formatting the tape
Displaying information on item that has the focus	Deleting archived files

## The Backup Selection Window

After completing its initialization process, the Backup Selection window opens.

The Selection Bar

The Backup Selection window is divided into four sections. Each section presents a hierarchical look at the following:

<b>Drives</b>	<b>Drives</b> consists of all available local backup server drives.
<b>Networks</b>	<b>Networks</b> consists of Microsoft Windows Network computers and NetWare file servers on the enterprise.
<b>Arcada Agents</b>	<b>Arcada Agents</b> consist of Windows 95, Macintosh, and UNIX platforms running the Arcada Agent software.
<b>User-defined Shares</b>	Certain network platform shares, such as those residing on an IBM LANServer network, must be added manually to the Backup Selection window. Once these shares are added, they appear under <b>User-defined Shares</b> .

All four reside under an icon called Global View, which represents the top of the hierarchical structure.

To view and select each category's available devices, simply double-click the icon name, or the icon itself.

## Drives

The Drives section expands revealing a hierarchical structure showing all local drive letters that are available for backup. Complete backups of these drives can be accomplished by simply clicking the check box preceding the icon name; individual files can also be selected for backup from this portion of the Backup Selections window.

## Networks

The **Networks** section allows you to view and select data for backup from other network computers on the enterprise.

Backup Exec fully supports the Microsoft Windows Network. It also supports any Windows NT–supported networks; however, when backing up data from these other network types, only the data portion of the files are protected (i.e., no binderies, security, etc. is included in the backup of these network platforms).

### Microsoft Windows Network Icon

Double-clicking the Microsoft Windows Network icon expands into a hierarchical structure showing each domain and workgroup associated with the enterprise.

Double-clicking each domain name further expands the hierarchical view to show the actual servers assigned to each domain. Double-clicking any computer name expands the view to reveal all shares for that particular computer. To expand a particular share, simply double-click the share name. A window appears showing all files and directories for that particular share.

### NetWare Network Icon

Double-clicking the NetWare Network icon expands and displays a hierarchical structure revealing each NetWare file server associated with the enterprise.

Double-clicking each NetWare server name further expands the hierarchical view to show the actual volumes mounted on each server. To view the files on the volume for backup, simply double-click the volume name. A window appears showing all files and directories for that particular volume.

## Arcada Agents

**Important:** Apple Macintosh and UNIX computers can be protected provided you have purchased and installed the optional Macintosh and UNIX agent software on these computers. Contact Arcada Software at 1-800-3ARCADA for details.

Double-clicking the Arcada Agents section reveals a list of all Arcada Agents that are installed and running on the enterprise. These agents consist of computers interconnected on the Windows NT enterprise.

Viewing agent files for backup works in much the same way as viewing files from either the Microsoft Windows Network or the NetWare Network computers explained earlier. Simply double-click each icon within the hierarchical structure until you reach the level desired.

## User-defined Shares

Shares appearing under the User-defined Shares section consist of shares residing on certain network platforms (such as IBM's LANServer) that must be manually added to the Backup Selections window. These platform types are not automatically scanned and included in the Backup Selections window.

Once these shares are added, double-clicking the User-defined Shares icon or name reveals all manually-added shares.

**Important:** Arcada Agent shares cannot be added to the User-defined list.

## The Menu Bar

After starting Backup Exec, a menu bar is displayed across the top of your screen. The menu bar contains the following selections:

File	Under the File menu, you can print a log file, choose your printer or exit the software.
Print	This prints a log file. The Print command will send the Backup Exec Log Files to your printer. To print Log Files, double click the Job History icon, highlight the log file(s) you want to print, click on File, and click on Print.
Printer Setup	This allows you to choose the printer for output.
Exit	This allow you to quit the Backup Exec software.

<b>Tree</b>	This allows you to control the level of directory information shown in the Directory Tree/File List window.
Expand One Level (+ key)	<p>This allows you to display the directory one level below the currently selected directory in the Directory Tree window of the drive selected.</p> <p>In the Networks window, you may also display one level below the currently displayed Domain or Server/Workstation. If the icon includes a plus (+), there are additional levels that may be displayed. If the icon contains a minus (-), the level is already expanded. All levels are shown; however, unless you have rights to these levels you cannot select them.</p> <p>You can also Expand One Level by:</p> <ul style="list-style-type: none"> <li>• double-clicking on the name field of an unexpanded item</li> <li>• highlighting the unexpanded item and pressing &lt;Enter&gt;.</li> </ul>
Expand Branch (* key)	This allows you to display the entire directory tree below the currently selected directory in the Directory Tree window. In the Networks window, you may also display all levels below the currently displayed Domain or Server/Workstation. If the icon includes a plus (+), there are additional levels that may be displayed. If the icon contains a minus (-), the level is already expanded.
Expand All (CTRL * key)	This allows expands all options in the current window. Using the CTRL * key within the Backup Selections window expands everything in the window—Drives, Networks, and Backup Exec agents. If an icon includes a plus (+), it will change to a minus (-). If the icon contains a minus (-), the level is already expanded.
Collapse Branch (- key)	In the Directory Tree window, all levels below the currently selected directory will not be displayed. In the Networks window, all levels below the currently displayed Domain or Server/Workstation will not be displayed. If the icon includes the minus (-), it will change to a plus(+) when the branch is collapsed.

<b>View</b>	This allows you to change file and directory views in the Directory Tree/File List window.
Tree and Directory	<p>This changes the active Directory Tree/File List window to display two list box windows:</p> <ul style="list-style-type: none"> <li>• The left window displaying the Directory Tree</li> <li>• The right window displaying the File List.</li> </ul>
Tree Only	This changes the active Directory Tree/File List window to show only the Directory Tree.
Directory Only	This changes the active Directory Tree/File List window to show only the active directory.
Split	This allows you to adjust the position of the divider bar in the Directory Tree/File List window.
All File Details	<p>This changes the File List to display the name, size, modified date, modified time, and attributes of the files and subdirectories in the active directory. When All File Details is selected, buttons are provided in the File List window. These File List buttons enable you to sort the files based on the criteria specified on the button. The size of the buttons within the window may be changed by moving the mouse pointer to the size bar, located on the right side of each button.</p>
Font	<p>This allows you to change the font that Backup Exec uses to display the names of files and directories. You can change:</p> <ul style="list-style-type: none"> <li>• Font – Select a font from the list</li> <li>• Font Style – Select a style for the font from the list</li> <li>• Size – Select a point size for the font from the list</li> <li>• Display Lowercase for FAT Drives – Select this for lowercase characters if you do not want uppercase characters (FAT drives only)</li> <li>• Display Lowercase for All Drives – Select this for lowercase characters on all drives</li> </ul> <p>A sample of the font, style, and point size selected is displayed in the Sample window. Changing the font affects all directory windows, including network windows.</p>

<b>Operations</b>	The Operations window contains the primary functions of the Backup Exec software.
Archive	This moves selected files from disk to tape; after the data is backed up and verified, you are prompted to delete the files from the disk.
Backup	This copies selected files from disk to tape.
Restore	This copies files from tape to disk.
Verify	This verifies the data on the tape.
Display Info	Clicking this button displays a list of all versions of the selected file that have been backed up to tape.
Search Catalogs	This searches the catalog(s) of one or more fully cataloged tapes for directories and/or file names.
Catalog a Tape	This reads the tape and adds a tape's catalog information (Backup Sets and directory and file information) to the catalog on the disk.
Catalog Maintenance	This lists all cataloged tapes and allows conversion of cataloged tapes from full to partial. You can also remove (delete) tapes from the catalog on the disk.
Eject Tape	This rewinds the tape and ejects the tape from the tape drive. You can only eject a tape from a drive that supports electronic tape ejection. If your tape drive does not support electronic tape ejection, you will be notified when the tape has finished rewinding so you can manually remove the tape.
Erase Tape	This erases data from a tape. If your tape drive supports Secure Erase, all data on tape is erased in a manner which makes it impossible to recover any data at any time. Keep in mind, Secure Erase features tend

	to take many hours to complete the erase procedure.
Tension Tape	This signals the tape drive to run the tape its entire length and rewind, at a fast speed, to evenly tension the tape. This operation is not necessary on 4mm and 8mm tape drives.
Format Tape	This will begin the process of formatting a DC2000 tape. Formatting can take up to two hours to complete.

<b>Network</b>	
Attach As	This option allows you to specify the account name and password you want to use when attaching to computers in the Networks section of the Backup Selections window.
Set Default Attach Info	This feature allows you to specify a default account name and password when attaching to computers in the Networks section of the Backup Selections window.
User-defined Share	Some LAN environments such as IBMs LANServer, may not appear in Networks section of the Backup Selections window. This option allows you to manually add shares from these environments.
Connect Backup Server	Used for remote administration purposes, this option allows you to connect to other Backup Exec backup servers.
Disconnect Backup Server	Used to disconnect from other backup servers.

<b>Select</b>	This menu contains functions used for file selection.
Check	This places a check mark in the check boxes of highlighted selections. A black check indicates a full selection (if any items are contained within the selection, all items were selected). A gray check indicates a partial selection (if any items are contained within the selection, some of the items were selected). Selection of an item is only possible if you have privileges to the item. You can also check an item by highlighting the unchecked item and pressing <Spacebar>.
Uncheck	This removes a check mark from the check boxes of highlighted selections. You can also uncheck an item by highlighting the checked item and pressing <Spacebar>
Advanced	This displays a dialog that provides an easy way to choose groups of directories and/or files or drives for Backup Exec operations.
Uncheck All	This removes all check marks (even from items not selected) in all windows.

Include Subdirectories	This includes all subdirectories when selecting a drive or directory.
Save Selections	This saves the current list of file selections with a user specified name.
Use Selections	This displays selection lists that can be used to select files. When used, the selections are merged with existing selections.
Delete Selections	This removes selection lists from the Use Selections list. When used, you will be prompted to clear current selections.
Edit Selections	This allows you to edit an existing Selection list.

<b>Jobs</b>	Allows you to set up or run user created jobs. A numbered list of previously created jobs is displayed in this drop-down menu. Selecting a job from the list will run the job. Jobs may be selected by number.
Setup	This allows you to create, edit, delete, run and schedule jobs. You can also create icons to represent these jobs and add them to a group in the Program Manager.

<b>Settings</b>	The Settings menu allows you to custom configure the Backup Exec software. The defaults are indicated.
Preferences	<p>This allows you to set the following options:</p> <p><b>Display Options</b></p> <ul style="list-style-type: none"> <li>• display selection bar (default)</li> <li>• display status bar (default)</li> <li>• display progress indicator (default)</li> </ul> <p><b>Password Database Options</b></p> <ul style="list-style-type: none"> <li>• Password Protect Database</li> </ul> <p><b>Set Database Password</b></p> <p><b>Eject Option</b></p> <ul style="list-style-type: none"> <li>• Eject tape on exit</li> </ul>
Backup	<p>This allows you to set the following backup options:</p> <p><b>Options</b></p> <ul style="list-style-type: none"> <li>• Verify after backup</li> <li>• Include catalogs in backup</li> <li>• Replace files on tape</li> <li>• Append to files on tape (default)</li> </ul> <p><b>Method</b></p> <ul style="list-style-type: none"> <li>• Normal (default)</li> <li>• Copy</li> <li>• Differential</li> <li>• Incremental</li> <li>• Daily</li> </ul> <p><b>Skip open files</b></p> <ul style="list-style-type: none"> <li>• Yes (default)</li> <li>• No</li> <li>• Wait [time value in seconds]</li> </ul>
Restore	<p>This allows you to set the following default restore options:</p> <p><b>Restoring existing files</b></p> <ul style="list-style-type: none"> <li>• Restore over existing files (default)</li> <li>• Skip if files exists</li> <li>• Prompt if running interactive</li> <li>• Skip if existing file is more recent</li> </ul>

History
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This allows you to set the following default options for Job History:

- Number of sessions to keep [99]
- **Print current session when finished**
- Yes
- No (Default)
- Prompt
- **Information to Include in Log**
- Summary information only
- Summary information and directories processed (default)
- Summary information, directories, and files processed
- Summary information, directories, and files, and file details
- **Log file base name [BEX]**

Network
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This allows you to set the following Windows NT network options:

**Enable Windows NT Shares** (By default, all shares are visible; however, you can restrict access to these shares based on the following selections).

- Default shares only (Allows you to select only the Windows NT default Administrative shares. All other shares cannot be selected)
- User shares only (other shares such as Administrative shares cannot be selected)
- All shares (All shares can be selected, including Administrative shares)

**Enable Network Protocols**

- NetWare IPX/SPX (default)
- TCP/IP (default)
- AppleTalk (default)

**AppleTalk Zones**

- All Zones
- Current Zone
- Selected Zones

Catalog
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This allows you to set the following options for cataloging:

- Full cataloging (default)
- Use more memory for speed (default)
- Use tape-based catalogs (default)
- Remove unused catalogs after \_\_ days (if Remove unused catalogs after is selected, specify 1-365 days, after which unused catalogs will be deleted from your CATALOGS directory)

**Current Path** (location where catalogs are currently located)

**Catalog Drive** (drive where catalogs are to be located)

**Catalog Path** (location where catalogs are to be located)

Hardware
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This allows you to select a tape drive if you have more than one drive attached to your system. It also allows you to set up your hardware options such as enabling loader support and selecting a loader. The tape drive and/or loader you select can be saved as your default tape drive and loader.

- Save as default device



Events	<p>This option allows you to record any event that may occur during a Backup Exec session. All events can be viewed in the Windows NT Event Viewer.</p> <p><b>Events to Log</b></p> <ul style="list-style-type: none"> <li>• <b>Errors</b> – These indicate significant problems that have occurred and that you should know about.</li> <li>• <b>Warnings</b> – These events are used to indicate problems that are not significant, but that may foretell of future errors or other problems.</li> <li>• <b>Informational</b> – These events are used to note successful operations</li> <li>• <b>Success Audit</b> – These are security events that occur when an audited access attempt is successful. For example, a successful logon attempt is a Success Audit event.</li> <li>• <b>Failure Audit</b> – These are security events that occur when an audited access attempt fails. For example, a failed attempt to open a file is a Failure Audit event.</li> </ul>
Loader	<p>This allows you to set up your loader, including:</p> <ul style="list-style-type: none"> <li>• Magazine Name and size</li> <li>• Group Name and Slots</li> </ul> <p>It also allows you to select a magazine group for use with a loader.</p>
Jobs	<p>This feature works in conjunction with the Scheduled Jobs window. It allows you to set specific parameters when viewing scheduled jobs in the Scheduled Jobs window.</p> <p><b>Scheduled Jobs Display</b></p> <ul style="list-style-type: none"> <li>• <b>Only Next Occurrence</b> – Displays on the next occurrence of a job rather than listing every job in the Scheduled Jobs window.</li> <li>• <b>Range limits: Next__days</b> – this option allows you to limit the number of scheduled jobs appearing in the Schedule Jobs window by basing the jobs to be viewed on a predetermined number of days.</li> <li>• <b>Range limits: Limited to __ Jobs</b> – This option allows you to limit the number of scheduled jobs that appear in the Scheduled Jobs window by limiting the number of jobs that can be viewed at one time.</li> </ul>
Window	<p>This selection allows you to set the method of displaying your windows. This includes a drop-down menu of all available windows (a check mark indicates the window that currently has the focus).</p>
Cascade	<p>This rearranges the open windows so that they all overlap, leaving the title bar of each window visible.</p>
Tile	<p>This resizes open windows and places them adjacent to one another so that they are all visible on the screen.</p>

Refresh	This updates the contents of the active window.
Close All	This closes all but the application window. Backup Selections, Tapes, Job History, and Scheduled Jobs will be minimized.
Arrange Icons	This aligns all of the minimized window icons on the display.

<b>Help</b>	This starts the on-line help facility.
Contents	Displays Backup Exec Help Index
Search for Help on	Get Backup Exec Help by searching to Help topics
How to Use Help	Get instructions on how to use Help
About Backup Exec	Displays information about Backup Exec, including the application name, version number, and copyright information

## The Selection Bar

A selection bar is displayed under the menu bar across the top of the screen. The selection bar contains buttons you click to perform operations.

Buttons	Description
Backup	This button starts a backup operation.
Restore	This button starts a restore operation.
Display Info	Clicking this button displays a list of all versions of the selected file that have been backed up to tape.
Catalog	This button signals Backup Exec to read the tape and adds the tape's catalog information (Backup Sets, directory, and file information) to the catalog on the disk.
Search	This searches the catalog(s) of one or more fully cataloged tapes for directories and/or file names.
Hardware Selection	This allows you to quickly select a tape drive if you have more than one drive attached to your system. Clicking this button activates the Settings Hardware dialog box.
Eject Tape	This button rewinds the tape and ejects the tape from the tape drive. You can only eject a tape from a drive that supports electronic tape ejection. If your tape drive does not support electronic tape ejection, you will be notified when the tape has finished rewinding so you can manually eject the tape.
Erase Tape	This button removes data from a tape. A Secure erase may be selected if the tape contains sensitive information and the tape drive supports this feature.
Check	This button places a check mark in the check box(es) of highlighted

	selections.
Uncheck	This button removes the check mark from the check box(es) of highlighted selections.
Advanced File Selection	This button allows you to quickly choose groups of files for Backup Exec operations.
Exit	This button lets you exit the Backup Exec software.