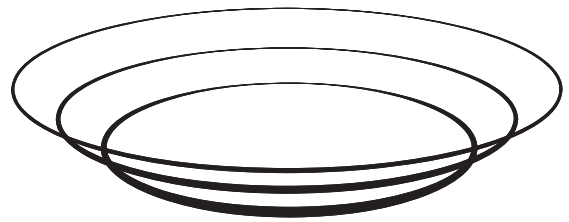


Save Butt™ User's Manual



p g s o f t

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Welcome to Save Butt

This section welcomes new users, tells you what you'll find in this book, lists your Save Butt package contents, and describes the recommended minimum system requirements for installing and using Save Butt software.

What does Save Butt do?

Have you ever accidentally pressed the Save button instead of the Save As button? Or forgotten to make a copy of an important document after you've finished the final edit? Or deleted a file when you didn't really mean to? Save Butt™ protects your most important assets – your documents – by automatically copying every file you change or delete and saving the copies to your hard disk, removable drive, and/or network server. Should something unfortunate happen to your documents, Save Butt can recover them instantly. If you make a mistake, all you need to do is press a button to recover any previous version of your file. Sound easy? This short book will show you how easy it is to install and start using your Save Butt software from PGSoft®.

How does Save Butt work?

As part of the installation process, Save Butt scans your Windows Start menu and identifies the applications that are installed on your computer and their associated file types. You don't even have to think about saving copies of the files you're changing. As soon as Save Butt is successfully installed, it will automatically track and store all of the documents with which you work.

Save Butt runs in the background, automatically tracks your file changes, and copies changed and deleted versions of your files to the location(s) that you

specify – your hard disk, a removable drive, and/or a network server. You can recover any file you've changed or deleted by right-clicking the file in Windows Explorer, or by using the Save Butt File Locator to restore your files.

Do I need to read this Getting Started book?

This book is written for both beginners and experienced users. Where it's appropriate, helpful information is provided for performing Windows-based tasks that may be less familiar to some users.

This book provides:

- Instructions for installing and starting your Save Butt software
- A quick introduction to the Save Butt basics and features

Preliminary checklists

There are a few preliminaries to cover before you're ready to install Save Butt. It's a good idea to check your package contents and the minimum system requirements for running the software.

Check your package contents

Check that your Save Butt software package contains these items:

- Registration card
- Save Butt Users Manual
- PGSoft Save Butt CD-ROM

Check the minimum system requirements

Check that you have the following minimum system requirements:

- IBM PC or PC-compatible with a 486 processor or higher
- 8MB of random access memory (RAM)
- Hard disk with 15 Megabytes of free space
- Microsoft Windows 95 or Windows 98 operating system software

Installing Your Save Butt Software

Now that the preliminaries are out of the way, you're ready to install the Save Butt software on your computer.

- 1 Exit all applications you have open and put the PGSoft Save Butt CD-ROM into your CD-ROM drive.
- 2 When the Save Butt Setup program starts, follow the prompts and instructions that appear on your screen.

The Setup program will guide you through the installation process. Be sure to provide the information that the program requests.

If the Save Butt Setup program does not automatically start, follow these steps.

- 1 From your Windows Start menu, choose Run to open the Run dialog box.
If you're new to Windows, click the Start button to open the Start menu, and then click Run.
- 2 In the Run dialog box, type the following. In place of Drive letter, type your CD-ROM drive letter.

Drive letter:\setup

For example, if the drive letter of your CD-ROM drive is D:, you will type:
D:\setup

- 3 Click OK, and when the Save Butt Setup program starts, follow the prompts and instructions that appear on your screen.
- 4 Peel off the Save Butt key on the front of your package and apply to the F12 key. Anytime you need to launch Save Butt, simply click the Save Butt key.

Registering your Save Butt software

Please register your Save Butt software. As a registered user, you will receive free technical support and information on new product developments and upgrades as soon as they become available.

During installation, you will be asked if you want to register online. You can register online if you have access to the Internet, and if a Web browser such as Netscape Navigator or Microsoft Internet Explorer is installed on your computer.

If you don't register online, please fill out and return the registration card you received in your Save Butt package.

A Quick Introduction to Save Butt


When you have successfully installed Save Butt on your computer, you can open the Save Butt application window and learn your way around.

This section provides the information you need to start using Save Butt and become familiar with its features and components. The following topics are covered:

- Starting Save Butt
- Identifying the features and components in the Save Butt application window
- Using Save Butt menus
- Visiting PGSoft Web sites and using Web services
- Restoring files
- Deciding where to store copies of revised and deleted files and setting drive preferences
- Stopping and restarting the revision and deletion tracking
- Using advanced features

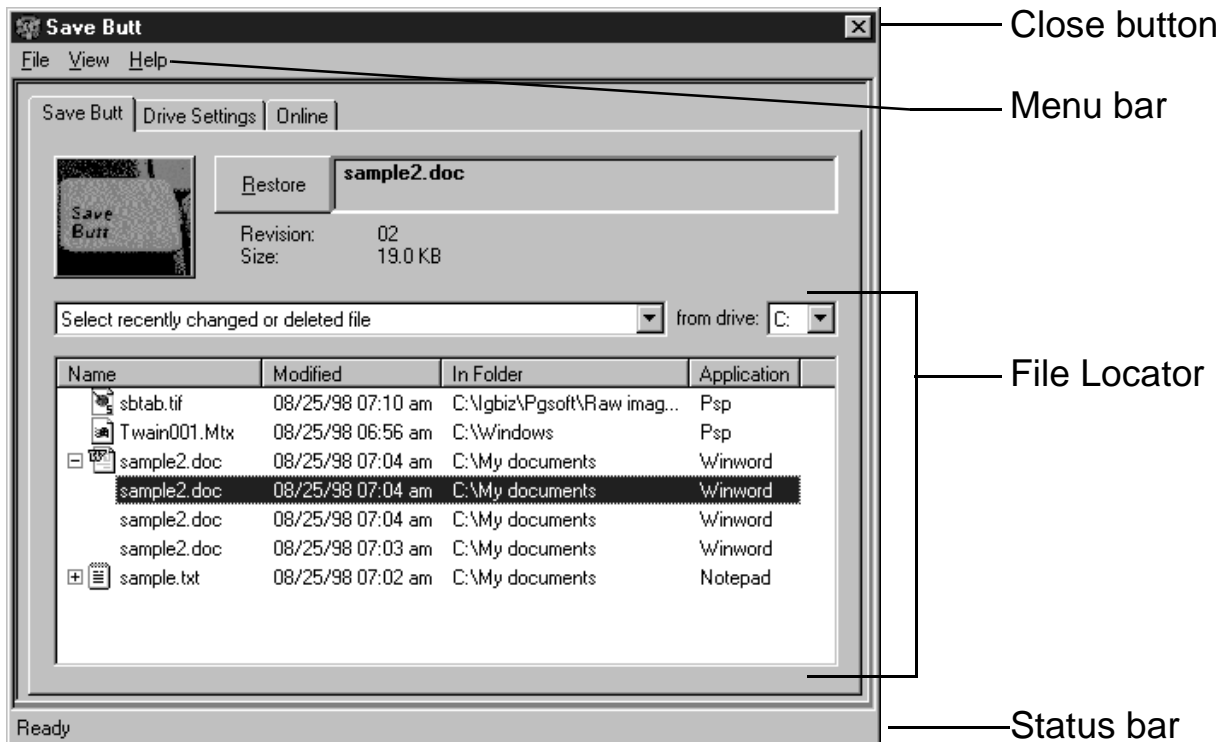
Starting Save Butt

You can start Save Butt in any of the following ways.

- Press the Save Butt key (F12) key.
- Double-click the Save Butt program icon, which is located on the Windows taskbar (next to the time display) and looks like this. 
- Open your Windows Start menu and then choose PGSoft Save Butt from the Programs menu.

Working with the Save Butt window

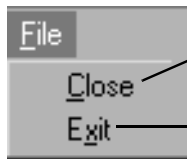
Starting Save Butt for the first time opens the basic Save Butt window.



Using Save Butt menus

The Save Butt menu bar contains three menus. You can use the standard Windows keyboard shortcuts to open menus and choose commands. For example, press ALT+F to open the File menu; then use the up and down arrow keys to select commands.

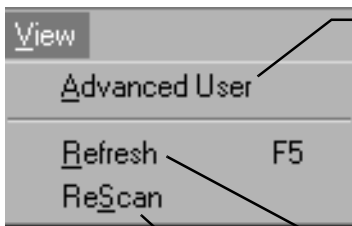
File menu



Choose **Close** to close the Save Butt window.

Choose **Exit** to quit the Save Butt program and stop tracking revisions and deletions.

View menu

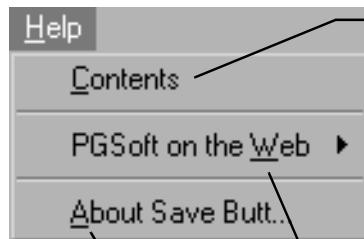


Choose **Advanced User** to see more features than are available in the basic Save Butt window. Choose Advanced User again to return to the basic window. You'll learn about advanced features on page 24.

Choose **Refresh** to refresh the Save Butt File Locator display.

If your computer does not automatically restart after you install a new program, choose **ReScan** to update the list of applications and file types that Save Butt tracks.

Help menu



Choose **Contents** to get online Help while you're working in the Save Butt window.

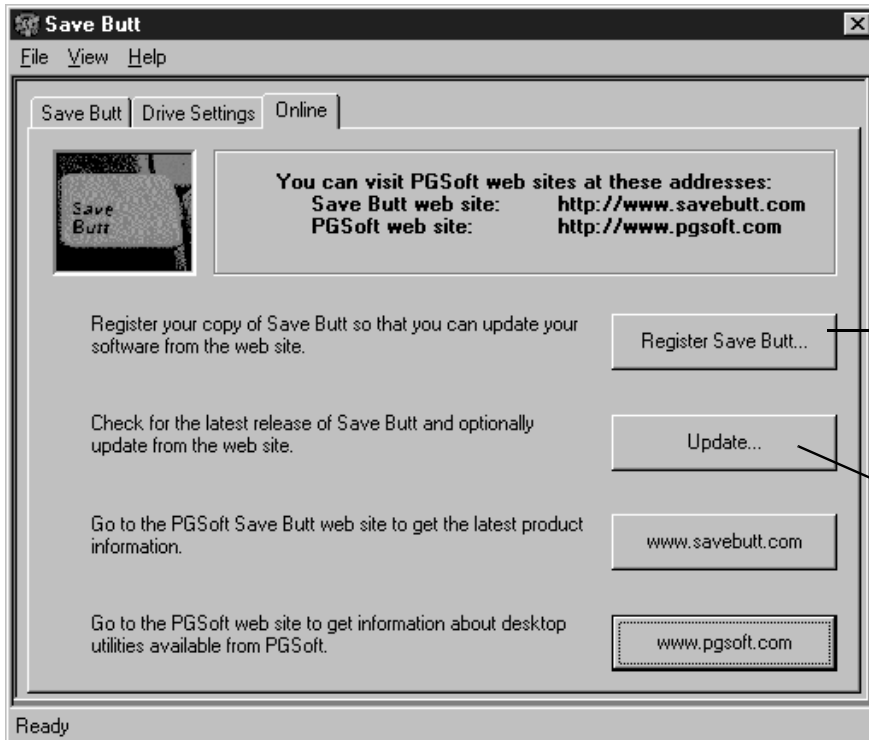
You can also get helpful information from messages that appear in the status bar at the bottom of the Save Butt window.

Choose **PGSoft on the Web** to access online services that are available if you have an Internet connection and a Web browser installed on your computer. To learn more about these services, see the "Using PGSoft online services" topic next.

Choose **About Save Butt** for program information.

Using PGSoft online services

Click the Online tab in the Save Butt window to visit the PGSoft and Save Butt Web sites.

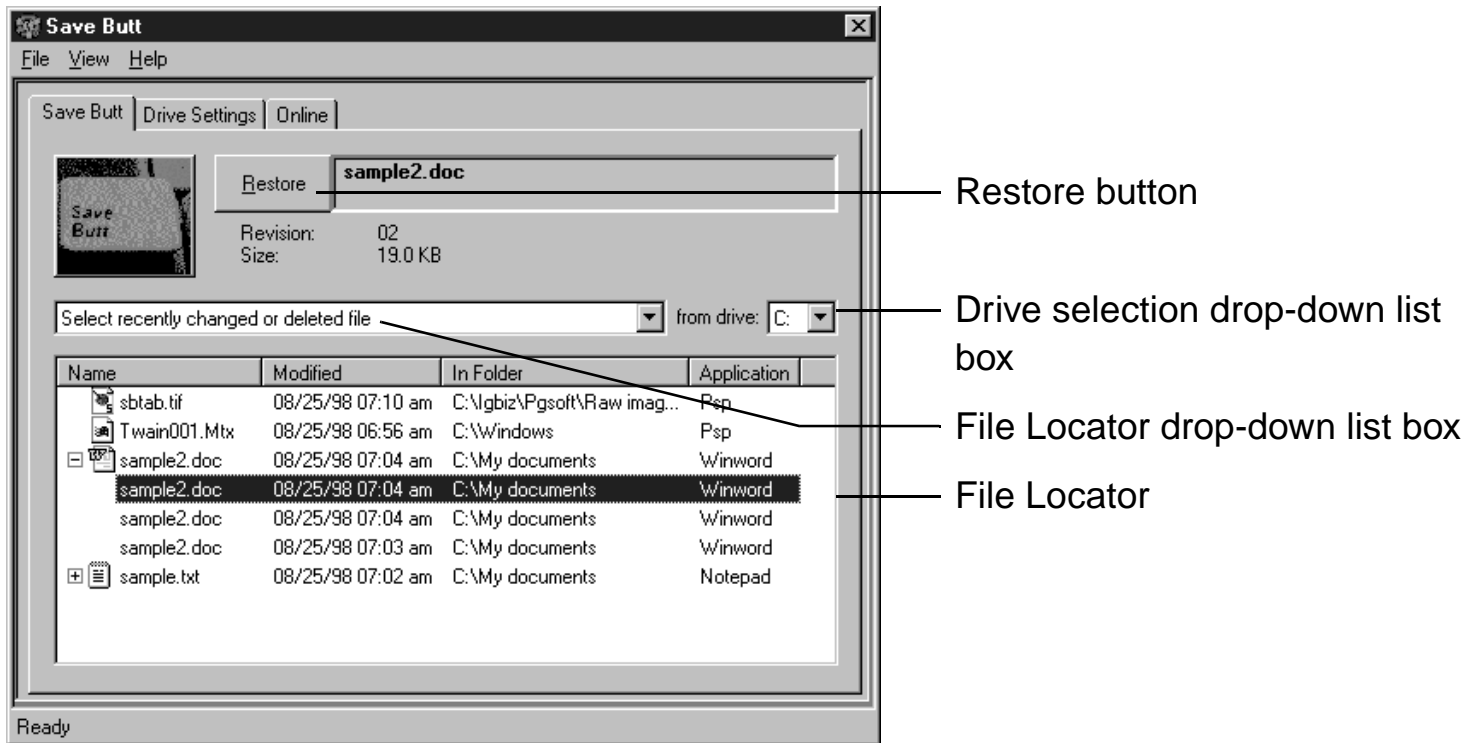


If you didn't register online when you installed Save Butt, click here to register.


Click here to check for software updates and update your Save Butt software over the Internet.

Restoring files

Click the Save Butt tab in the Save Butt window to display the Save Butt File Locator. You use the File Locator to choose options for restoring changed and deleted files and to view your revision lists.



During the installation process, Save Butt selected your hard disk drive as the default target drive – the drive where Save Butt will store copies of your file revisions and deleted files. The target drive's drive letter is the one you see in the Drive drop-down list box on the right side of the window.

The File Locator drop-down list box (beneath the Restore button) lists the many options available for restoring files. If you're new to Windows, click the arrow next to a list box  to view the list of items. In the example on page 11, the user has chosen to see a list of all files that have been changed or deleted recently.

The Save Butt File Locator shows the following information.

Name	Modified	In Folder	Application
File name	When the file was last changed	Where the file is located	Which application was used to change the file

A plus sign next to a file name indicates that more than one version of the file exists. To expand the file's revision list, click the plus sign. A minus sign appears next to an expanded list. To collapse the list, click the minus sign.

Save Butt can help you find a file based on what you remember about it, even if you can't remember the file's name. For example, you can find a file you remember changing last month, or a file you know you created using a specific application.

To restore a file:

- 1 From the Drive drop-down list box, select the drive letter on which to view revisions.
- 2 From the File Locator drop-down list on the left, choose which type of file list to view.

In the example illustrated on page 11, the user has chosen to see a list of all files that have been changed or deleted recently.

- 3 Select the file's name in the File Locator list.

Notice that when you select a file, its name appears in the box to the right of the Restore button and that information about the file appears below the box.

- 4 Click the Restore button.
- 5 When prompted to confirm the restoration, click Yes.

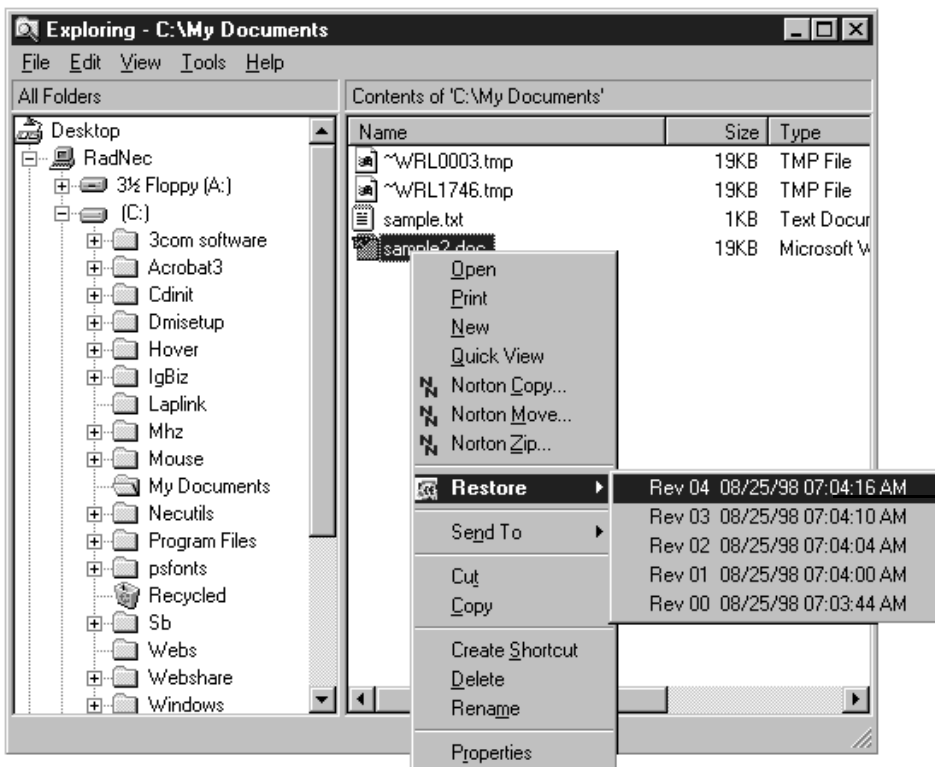
If you want to open the file, go to the location indicated in the column labeled In Folder -- for example, C:\Windows\Desktop.

You can also restore an earlier version of a file from Windows Explorer.

- 1 From your Windows Start menu, choose Programs and then choose Windows Explorer.

If you have an Explorer shortcut on your desktop, just double-click the Explorer icon.

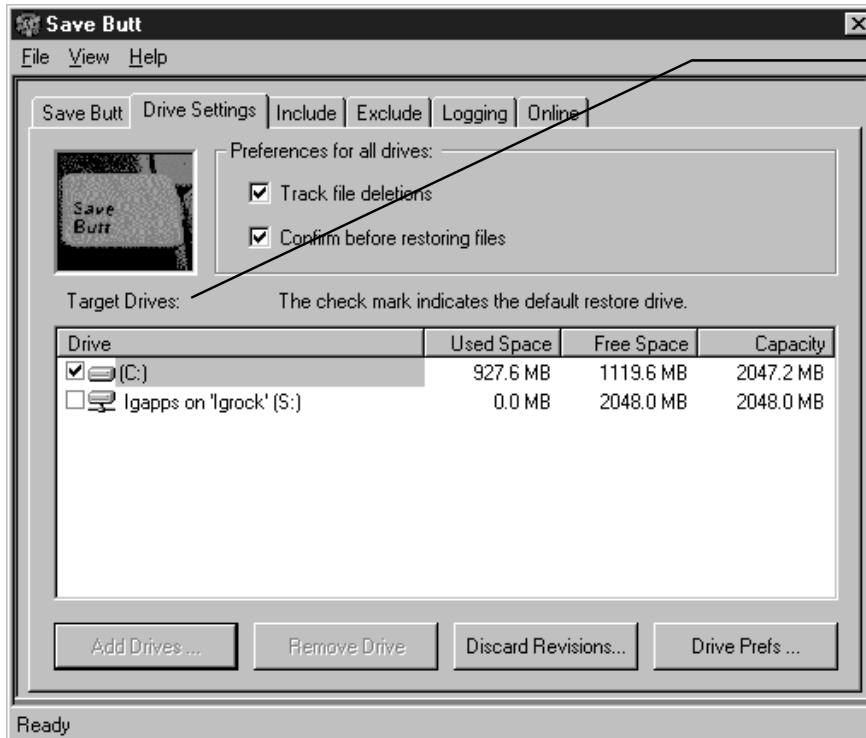
- 2 Locate the file that you would like an earlier version of and right-click the file name.
- 3 From the menu that appears (if previous versions of the file exist), choose Restore, and then click the file version you want to restore.



Right-click to display the menu, then choose the file version you want.

Choosing drive settings

Click the Drive Settings tab in the Save Butt window to display options for setting up file revision and deletion tracking on your target drives.



The Target Drives list shows all drives that are storing revisions and deletions.

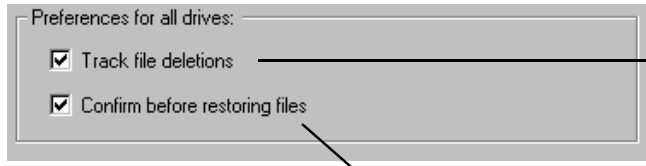
Click a drive icon or name to select the drive.

Select the default restore drive by clicking the check box in front of it. This is the drive from which Save Butt restores files.

Use these settings to control where and how Save Butt stores the versions of changed and deleted files it saves. You can add and remove drives where revisions are stored. You can also discard revisions that you no longer care about.

Setting preferences for all target drives

You can set global preferences – settings that apply to all of the drives in your target drives list.



Select this check box if you want all target drive to have file deletion tracking.

Select this check box if you want to be asked to confirm all file restorations

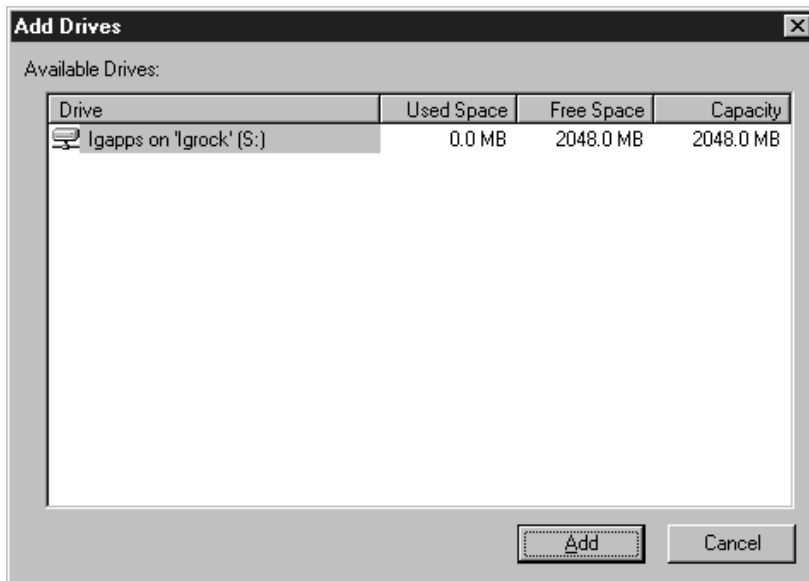
Adding target drives

Target drives are the drives where you want Save Butt to store copies of revised and deleted files. For example, you can be working on a file that is located on your floppy drive and Save Butt will automatically copy any versions to your target drive(s). You can add any drive that is mapped on your computer to your target drives list. (A mapped drive has an assigned letter or a name that identifies the drive to the operating system or the network server.) To map a network drive, you can right-click My Computer on your Windows desktop, and then choose Map Network Drive. See Windows Help for details.

Important: Save Butt creates a folder named **Sb** on each of your target drives, and stores copies of your changed and deleted files in this folder. It is important to avoid manually editing or deleting any of the files in the **Sb** folder.

To add a target drive:

- 1 Click the Add Drive button to open the Add Drives dialog box.
- 2 From the list of available drives, click to select the drive letter or name of the drive you want to add, and then click the Add button.



Click to select a drive, and then click Add.

Changing the default restore drive

You can use only one target drive at a time as the default restore drive – the drive from which you'll restore files. During installation, Save Butt selects your hard drive as the default restore drive. You can change the default restore drive by selecting another drive's check box.

You can override the default when you restore a file (see “Restoring files” on page 11).

Removing target drives

If you no longer want to save revisions and deletions on a drive, you can remove the drive from your target drives list. To remove a target drive:

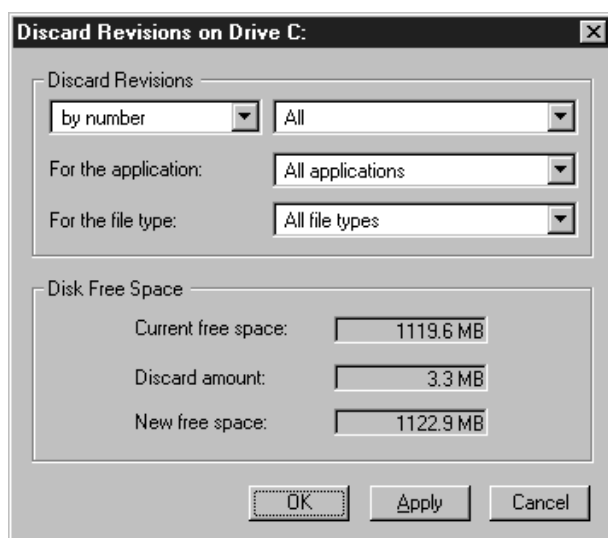
- 1 Click to select the drive letter or name and click the Remove Drive button.
- 2 When prompted to confirm the removal, click Yes. Depending on the type of drive, you may see additional prompts to help you remove the drive correctly.

Note: Removing a target drive removes all of the revisions and deletions that were stored on the drive.

Discarding revisions

You can discard revisions or deletions that Save Butt has stored on a target drive. You might want to do this to free up disk space.

- 1 Click to select the drive letter or name in the target drives list.
- 2 Click the Discard Revisions button to open the Discard Revisions dialog box.



- 3 If you want to discard all revisions, click the OK or Apply button.
- 4 If you want to discard specific revisions, select the options you want in the drop-down list boxes.

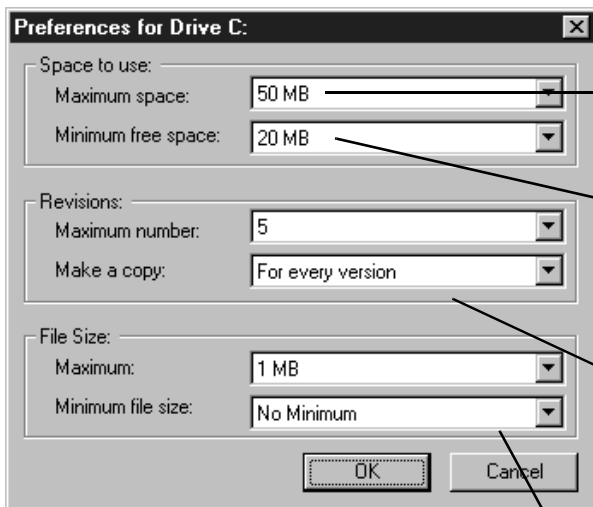
For example, you could choose to discard all of your deleted files. Or you could discard all Microsoft Word .DOC revisions and deletions.

- 5 Click OK to apply your changes and close the dialog box.

Setting preferences for a specific target drive

In addition to global drive preferences, you can also set individual preferences for each target drive.

- 1 Select the drive letter or name in the target drives list.
- 2 Click the Drive Prefs button to open the Preferences dialog box.
- 3 Select the options you want in the drop-down list boxes. You may see different options listed, depending on the type of drive you've selected.
- 4 Click OK.



Enter the maximum disk space to allow for storing revised and deleted files.

Save Butt asks you to discard revisions if available disk space drops below the minimum that you enter.

Select the maximum number of revisions to store and how often to store copies of your files. When you exceed the maximum number of revisions, Save Butt discards the oldest revision before saving a new one.


Select the maximum and minimum file size that can be stored.

Stopping and restarting the Save Butt revision and deletion tracking

Occasionally you may want to temporarily stop Save Butt from saving and storing versions of your files. It's easy to stop and restart the tracking operation.

To stop revision and deletion tracking:

To temporarily stop Save Butt from saving and storing copies of your changed and deleted files:

- 1 Right-click the Save Butt program icon on the Windows taskbar. 
- 2 From the menu that appears, select Pause Save Butt.

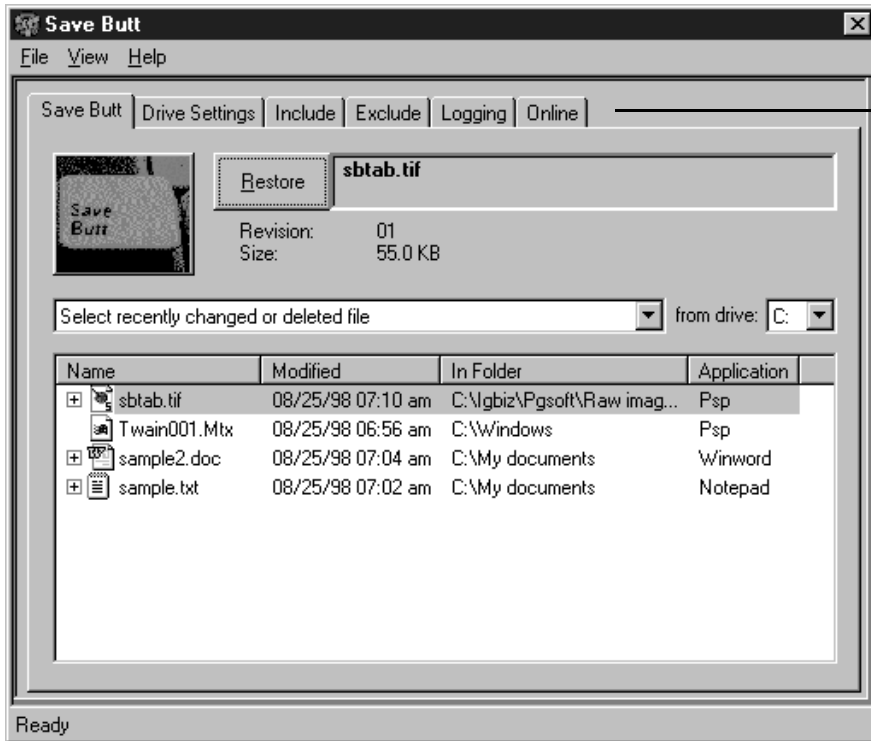
Pause temporarily stops revision and deletion tracking, but does not exit the Save Butt program.

To restart revision and deletion tracking:

- 1 Right-click the Save Butt program icon on the Windows taskbar.
- 2 From the menu that appears, select Continue Save Butt.

Using advanced features

There are features in addition to those provided in the basic Save Butt window. From the View menu, choose Advanced User to access the advanced-mode features on the Include, Exclude, and Logging tabs.

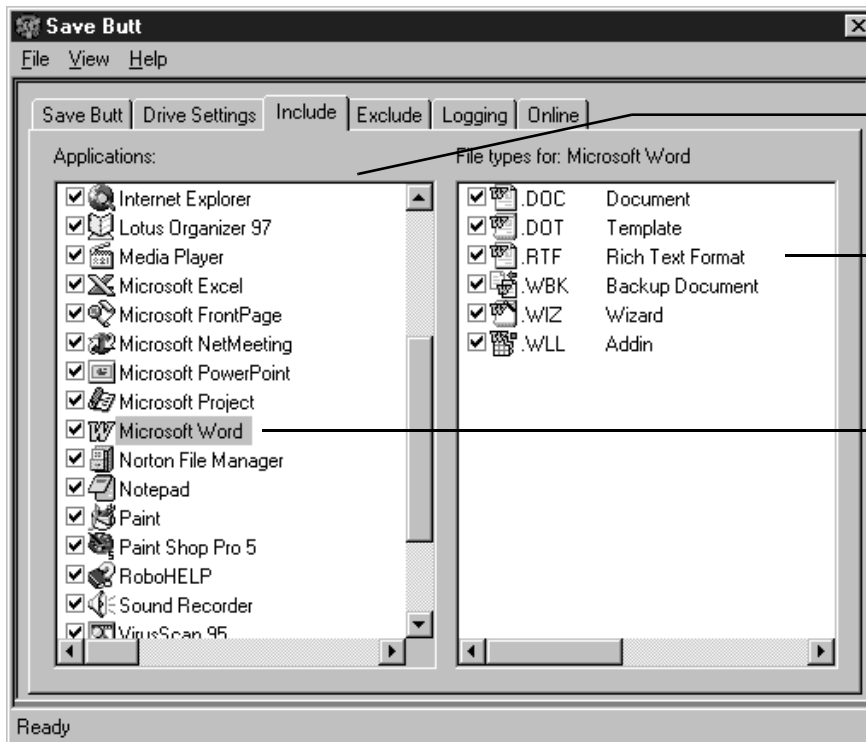


There are three additional tabs for advanced features.

Excluding programs and file types from automatic revision and deletion tracking

By default, Save Butt automatically tracks all of the applications (and their associated file types) that it found in your Windows Start menu when you installed Save Butt. Each time you restart your computer Save Butt will scan your Start menu for new applications and file types that it should track.

Click the Include tab to see the list of all applications and file types that Save Butt is tracking. You can streamline the way Save Butt works by excluding from this list those applications and associated file types that you don't want Save Butt to track.



Application names

Associated file types

Select the name of an application in the list to see its associated file types.

If you don't want Save Butt to save revisions and deletions for an application or file type, clear its check box.

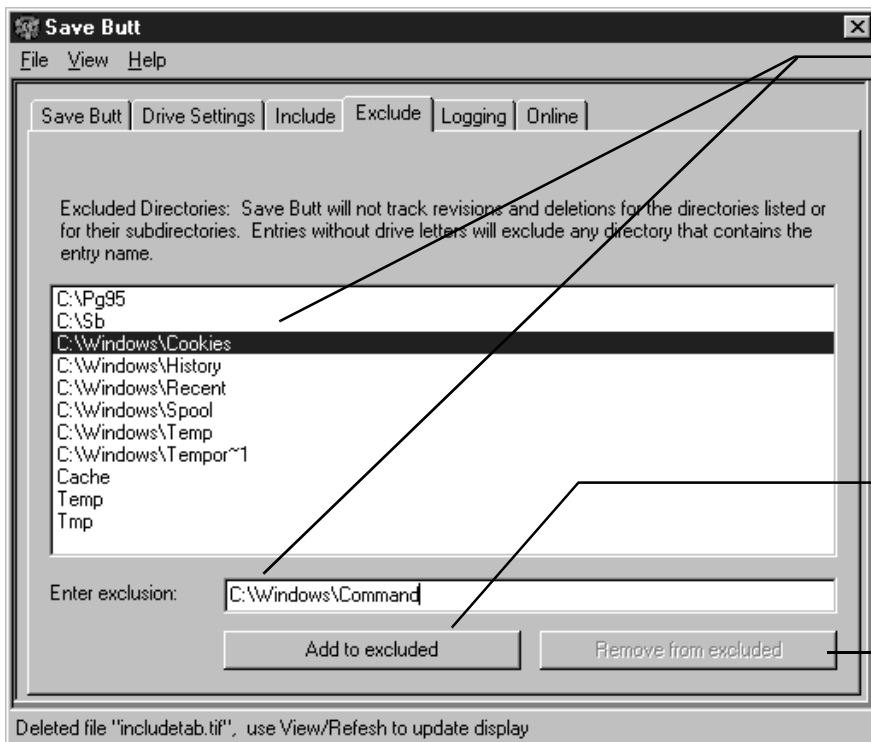
To exclude an application, clear the check box next to the application's name in the Applications list.

To exclude one or more of an application's file types, clear the corresponding check box(es) in the File Types list.

If you decide later that you do want Save Butt to track revisions and deletions for an application or file type you excluded, just select the appropriate check box to reinstate tracking.

Excluding folders from revision and deletion tracking

By default Save Butt recognizes certain folders on a disk drive that it doesn't need to track. Because Save Butt tracks revisions and deletions regardless of where files are stored on your system, certain folders need to be excluded. For example, it is not useful to track revisions and deletions of files that are stored in a temporary folder. Click the Exclusion tab to see the exclusion list. You can modify the list by adding and removing folders.



Select a folder path, or enter a path name in the text box.

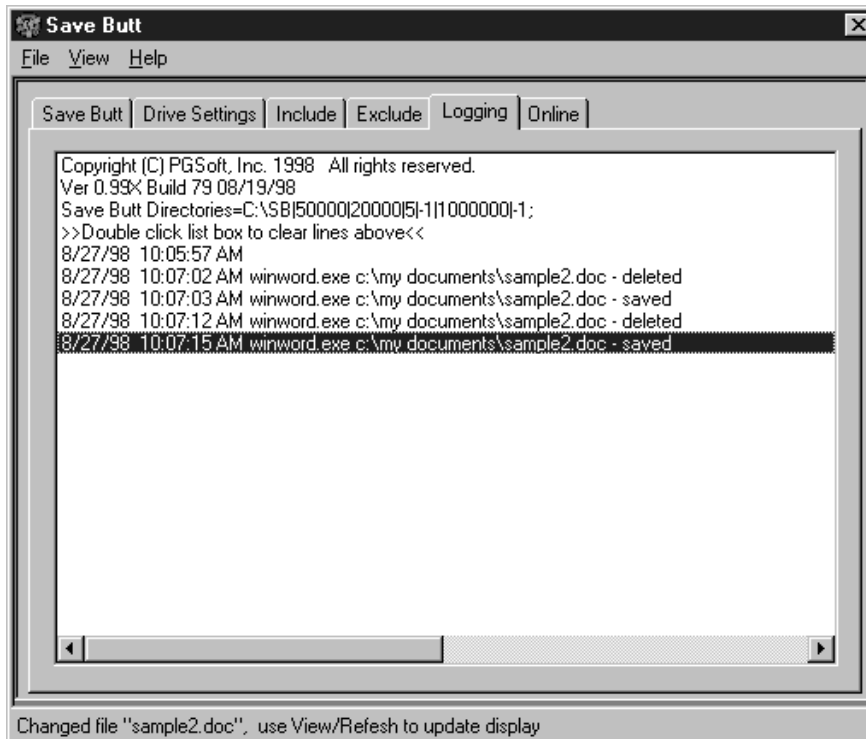
If you enter a text string (such as Temp), the Save Butt software excludes any folders that have that string anywhere within their path name.

Click to Add the specified folder to the list.

Click to Remove the specified folder from the list.

Viewing log files

Click the Logging tab to view a log of all file revisions and deletions that Save Butt has tracked. You might want to view the log for more detailed technical information on the file operations that Save Butt is tracking.



Learning more

For more detailed information on how to use Save Butt features and functions, use the Save Butt online Help. To display online Help:

- 1 Select Contents from the Help menu.
- 2 In the Contents window that appears, double-click any book to display the topics within it.
- 3 Double-click a topic title to display that topic.

Removing the Save Butt software

We hope that you'll never want to stop protecting your files; but if you do decide to stop using Save Butt, this section explains how to remove the software.

If for some reason you want to remove the Save Butt application from your Windows Programs menu, you can do so easily.

- 1 From your Windows Start menu, choose Settings, and then choose Control Panel.
- 2 Double-click the Add/Remove Programs icon.
- 3 In the Add/Remove Programs Properties dialog box that appears, locate and double-click PGSoft Save Butt.
- 4 If you're sure that you want to permanently remove the Save Butt program, click Yes in the dialog box.
- 5 When asked if you want to discard stored revisions, click Yes to discard or No to retain these files.