Contents for Central Point Backup Help

This index lists all Help topics available for Backup. For information on how to use Help, press F1 or choose **How To Use Help** from the Help menu.

File Commands

Load Setup
Save Setup
Save Setup As
Save As Default
Print History
Printer Setup
Exit Backup

Related Topics

Choosing a User Level

Load Setup (File menu)

Setup files configure Backup's file selections, backup method, and many other options. You can choose from one of the included setup files or create your own using the Save Setup command.

Related Topics

Save as Default

Starting Backup with a Saved Setup File

Starting Backup with a Saved Setup File

You can use a setup file as a Backup parameter to load the settings stored in that file and automatically start a backup. For example, typing

```
WIN WNBACKUP WEEKLY
```

at the DOS command-line starts a backup using the settings stored in the WEEKLY setup file. You can include the above line in a batch file to help automate your backups. Any other necessary parameters for Backup can also be included on the same line.

Related Topics

Save as Default

Save Setup (File menu)

Setup files provide a way to save your configuration selections for future backup sessions. Once you have loaded a setup file, you can use the Save Setup command to save any changes to that file without being prompted for a name.

NOTE: Setup files are required to schedule unattended backups.

Related Topics

- Save Setup As
- Save as Default

Save Setup As (File menu)

Saves your current Backup configuration to a specified setup file for later use.

File Name

Enter the name you want to give to the setup file.

Description

Enter an optional description of the setup file.

Setup Files

Displays a list of Backup's setup files. A number of pre-defined setup files are provided.

Save File Selections

Saves all file selections, both manual and automatic. When you choose this option, an explicit list is created containing all the files to be included or excluded. When the setup file is loaded, this list overrides selections based on the backup method. Do not use the Save File Selections option if you plan to make Differential, Incremental, or Separate Incremental backups.

Loading setup files with saved files can also be time consuming, especially on network drives.

If you have configured your Novell network drives as Server\Volumes, the setup file can store selections from a maximum of 10 different server/volumes.

Save to include (or exclude) future directories and files

Automatically excludes or includes any new files on the drive.

Related Topics

Save Setup

Save as Default

Save As Default (File menu)

Stores Backup's current settings. These settings are then used in future Backup sessions unless you select a setup file to override them.

Related Topics

Save Setup

Save Setup As

Print History (File menu)

Prints the selected history file. Choose Setup to configure your printer.

Related Topics

Printer Setup

Printer Setup (File menu)

Lets you configure the selected printer. For help on items in the printer configuration dialog box, choose the Help button.

Related Topics

Print History

Exit Backup (File menu)

Quits Backup. You can also double-click the control-menu box.

If you have made any changes to Backup's configuration and want to use these settings in the future, use Save Setup, Save Setup As, or Save As Default.

Related Topics

Making a Backup

Action Commands

The Action menu commands vary depending on which mode you are in:

Backup Mode	Restore Mode	Compare Mode
Start Backup	Start Restore	Start Compare
Select Files . . .	Search History	Search History
Schedule Backups		Load History Load History
Restore	Retrieve History	Retrieve History
Compare	Select Files. . .	Select Files. . .
	Restore To	Compare To
	Backup	Backup
	Compare	Restore

Related Topics

Choosing a User Level

Start Backup (Action menu)

Starts your backup. To pause or cancel the backup at any time, press ESC or P.

NOTE: During high or medium-speed backups, it is normal for your floppy drive light to stay on during a backup. You will not damage your disks by inserting or removing them when you are prompted.

Related Topics

Choose Drive and Media

Select Files for Backup/Restoring/Comparing

Use this command when you need to manually select or deselect files:

- In Backup mode, the command displays the directory tree for the highlighted drive. If no drive is highlighted, the first drive listed in the Backup From scroll box (usually drive C) will be displayed.

- In Restore or Compare mode, this command displays a directory tree for the current history file.

Related Topics

Manually Selecting Files to Backup

Manually Selecting Files to Restore or Compare

Schedule Backups

Backup uses a separate program, Central Point Scheduler, to schedule unattended backups. For more information on scheduling Backup sessions, open Scheduler and press F1.

Related Topics

Making a Backup

Restore (Action menu)

Displays Backup's restore window to let you retrieve all or selected files from a backup set.

Related Topics

Restoring a Backup

Compare (Action menu)

Displays Backup's compare window to let you perform a bit-by-bit comparison of your backed up files with those on your hard disk. Use compare to ensure that your backup was accurate.

NOTE: Except when backing up to tape, Backup's Verify option does not perform a compare. Instead, it certifies that the media is reliable.

Related Topics

Comparing Data

Using Drop-Down List Boxes

Start Restore (Action menu)

Prompts you for the last disk or tape in your backup set so that Backup can read its history file and begin restoring your data. (This request only occurs if you have not selected a history file from the hard disk.)

Related Topics

Restoring a Backup

Search History (Action menu)

Lets you quickly search your backup sets for specific files. After Backup has completed its search, you select the files you want to restore or compare from the matching files list.

Find the following files:

Enter the file name(s) you want to search for or use DOS wild cards. You can use multiple file specifications if they are separated by a space or a comma.

with file dates between:

Enter the date range (a starting and ending date). This date range is applied to the date of the file, not the backup.

Backup Description

Select the history files you want to search.

Select All

Selects all of the history files to be searched.

Search

Search the selected history files for files matching your specifications. (This button will not be selectable until you enter your specifications.)

Related Topics

Restoring a Backup
Comparing Files

Load History (Action menu)

A history file is required to restore or compare your backed up data. If the Save History option is on, history files are written to the DATA directory. The Load History command enables you to load a history file from your hard disk.

If Save History was not on when you made the backup, use the Retrieve History command to read the file from the backup media.

Related Topics

Search History

Retrieve History (Action menu)

A history file is required to restore or compare your backed up data. If the Save History option was on when the backup was made, you can use the Load History command to load the History file from your hard disk.

If the History file is not on the hard disk, use Retrieve History to read the file from the backup media. (The backup media is specified in the Restore From or Compare From drop-down list.) Once Backup has retrieved the history file, it reads it into memory, lists it in the History drop-down list, and copies it to your hard disk for future use.

Related Topics

Restoring a Backup
Comparing Files

Restore To (Action menu)

Lets you select the drive to restore your files to. The available drives are displayed in the Restore To drop-down list box.

Use Load Setup to load the settings that were used to create the backup and automatically set the destination drive.

Related Topics

- Define Equipment
- Choose Drive and Media
- Restoring a Backup

Backup (Action menu)

Displays the Backup window to let you store your files to floppy disks, tape drives, hard disks or removable drives.

Related Topics

- Making a Backup
- Choosing a Backup Method
- Using Drop-Down List Boxes

Start Compare (Action menu)

Starts a bit-by-bit comparison of the backed up files with those on the hard disk. To see the files in the backup data set before you compare, choose the Select Files for Comparing button.

Related Topics

Comparing Data

Understanding a Compare Report

Compare To (Action menu)

Specifies the source drive for the bit-by-bit comparison. When Backup does a comparison, it compares the data in this drive to the data in the selected backup set.

Related Topics

- Comparing Data
- Define Equipment
- Understanding the Compare Report

Options Commands

Backup Method
Reporting
Compress
Data Encryption
Verify
Media Format
Format Always
Error Correction
Save History
Overwrite Warnings
Novell Network
Selection Options
  Manual Subdirectory Inclusion
  Include/Exclude Files
  Attribute Exclusions
  Date Range Selection
Display Options
  Sort Options
  Long Format

Related Topics

Choosing a User Level

Backup Method

The available backup methods depend on your media, speed and user level. (In the Beginner level, you are allowed to do full backups only).

Full
Full/Append to Tape
Full/Erase Tape
Full Copy

Differential
Incremental
Separate Incremental

NOTE: Saving file selections in the Save Setup File dialog box override selections based on the Differential, Incremental, and Separate Incremental backup methods.

Related Topics

Making a Backup

Reporting (Options menu)

Creates a report, in print or file form, of your backup, compare. Backup automatically generates reports for tape backups when Verify is set to Always and the backup does not compare.

Each report is given a distinctive name, defined as follows: XYYMMDDA.RPx

X: the drive letter from A-Z for the drive backed up. A ^ character indicates a server\volume name.

YY: the last two digits of the current year.

MM: the current month, expressed as a two-digit number (01-12).

DD: the current day, expressed as a two-digit number (01-31).

A: the nth backup of the day. A is the first backup, B is the second backup, etc. The sequence can extend out to Z.

RPx: The file extension for backup and compare reports, where x=B for a backup report and X=C for a compare report.

Related Topics

Understanding the Compare Report

Compress (Options menu)

Compression options are available for all types of backups. If you are backing up to a SCSI tape drive that performs its own compression, however, you should disable Backup's compression.

None

No compression. Use this if you are backing up to a SCSI tape drive that provides its own compression.

Minimize Time

Reduces the time needed for the backup.

Minimize Space Moderate

Reduces the amount of space needed for the backup. Although this option provides slightly less compression than Minimize Space Maximum, the backups are generally faster.

Minimize Space Maximum

Provides the maximum amount of compression to your data. This option usually requires more time than the Moderate compression option.

NOTE: Previously compressed files (.ZIP, .ARC, etc.) are backed up, but not compressed, regardless of the compression setting.

Related Topics

Making a Backup

Data Encryption (Options menu)

To provide an additional level of security beyond password protection, Backup allows you to encrypt the backup data set. Several of these options use an encryption key (a string up to 8 characters in length) to scramble the data. The encryption key is saved to disk so that unattended backups can occur without interruption.

Level 1

Uses a simple encryption scheme that does not affect performance.

Level 2

Uses a more complex encryption scheme which may impact total backup time.

Level 3

Performs a thorough encryption which can slow down the total backup time significantly. Requires an encryption key.

Encryption Key

This key is 6-16 characters long and is case sensitive. The **OK** button becomes enabled after six characters are entered.

NOTE: Encrypted data cannot be restored or compared with earlier versions of Central Point Backup.

Related Topics

Making a Backup

Enter Password

Enter the password specified when the backup was made. If you do not provide the password, the restore or compare is canceled.

Enter Encryption Key

Enter the encryption key used when the backup was made. If you do not provide the encryption key, the restore or compare is canceled.

Verify (Options menu)

Verification ensures that your backup media is readable by your PC. This is not the same as comparing data which is a bit-for-bit comparison of the backup and the files on the hard disk.

None

No verification. This is the fastest setting.

When Formatting

Verifies newly formatted media. (The backed up data is NOT compared to your original data.) Once a disk or tape has been verified, you can be reasonably sure it will provide a readable backup. When using unformatted tapes or disks it is highly recommended that you use this option.

Verify Always

If you are backing up to a floppy disk, this option verifies that the disk has no bad areas. If you are using tape media, this option starts a compare after the backup is finished.

Related Topics

Making a Backup

Media Format (Options menu)

Specifies the format for floppy disks and tapes. The default settings are DOS for disks and QIC format for tapes.

Floppy Disk Media Format

The Central Point Format provides increased space efficiency over the alternative DOS format. Disks in this format, however, cannot be recognized by DOS.

Tape Drive Disk Media Format

Central Point Format: Provides increased space efficiency over the alternative QIC format. Use this format if you have used previous versions of Backup and you want your tapes to be compatible. Also, the Central Point Format allows you to make incremental backups to tape.

QIC: Provides support for the popular QIC 40/60 and 80/120 configuration. Using this format, you can freely interchange tapes from Backup with other backup programs. Note that you cannot make incremental backups using the QIC tape format. Separate incremental backups, however, are allowed.

WARNING: You cannot mix formatting types. When you make a backup, use one format for the entire backup, otherwise the backup will not restore properly.

Related Topics

Format Always

Format Always (Options menu)

When this option is enabled, Backup formats your disks or tapes regardless of previous formatting, according to the choice you made in the Choose Drive and Media dialog box. The type of formatting (DOS, QIC, or CPS) is set by the Media Format command.

NOTE: Backup can only format disks in drives A or B, and supported tape drives. If you back up to any other drive, the media must be preformatted.

Related Topics

Verify Options

Error Correction (Options menu)

When Error Correction is on (the default), Backup uses an advanced error correction method that can recover data from damaged disks or tapes, even if the damage occurred after the backup. Depending on the backup media used, error correction requires 5-10% more space than backups without Error Correction.

If you are backing up to a SCSI device, disable Error Correction. SCSI tape devices use their own error correction method.

NOTE: Tape media is more error-prone than disks, so it is highly recommended that you have Error Correction on when backing up to a non-SCSI tape drive.

Related Topics

Restoring a Backup

Save History (Options menu)

If this option is disabled, your backups' history files are only written to the backup media. If Save History is on, the history file is also written to the hard disk.

Backup can recreate history files for most disk-based backup sets but not for tape. For this reason, using the Save History option with tape backups is highly recommended.

The default setting for this option is ON and can be changed only at the Advanced level.

Related Topics

Search History Files

Overwrite Warning (Options menu)

Provides a warning to prevent the accidental overwriting of files:

- During a **backup**, this option alerts you with "Disk from previous backup" or "Disk appears to contain data" dialog boxes to prevent you from accidentally overwriting a previous backup or data on a data disk.
- During a **restore**, this option alerts you with a "Files exist" dialog box if files on the hard drive are going to be overwritten during a restore.

Related Topics

Restoring a Backup

Backing Up Data

Selection Options (Options menu)

Use the Selection Options subcommands to automatically designate directories and files to include in your backup or restore.

Command	Criteria	Example
Include/Exclude Files	path and file name	*.DOC
Attribute Exclusions	DOS attributes	system files
Date Range Selection	dates	11/2/90 to 12/13/91

Note that if Manual Subdirectory Inclusion is on, your Include/Exclude specifications affect all the subdirectories within a selected directory.

Once you log a drive by selecting it with the left mouse button, any applicable file selection options take effect. For example, the default setting is *.* under Include/Exclude Files with Subdirectory Inclusion on, so every file on the drive is selected for backup.

Related Topics

Manually Selecting files for Backup

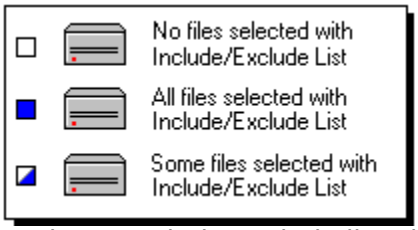
Manual Subdir Inclusion (Options menu)

When this option is on, the default, choosing a directory in the directory tree affects all subdirectories as well. When it is off, choosing a directory affects that directory only.

Related Topics

Manually Selecting files for Backup

Include/Exclude Files (Options menu)



Backup's Include/Exclude list allows you to automatically select files. A blue square by the logged drive indicates that its files have been selected this way.

Include Subdirectories

Check the box next to each line to back up nested subdirectories contained in the specification.

File Include/Exclude List

- Use up to 16 lines of specifications. Each line supports multiple specifications, which must be separated by a space, comma, or semi-colon.
- For multi-drive backups, begin each entry with the drive letter it applies to; otherwise, the entry applies globally (to all selected drives).
- DOS wild card characters (* and ?) are supported.
- To exclude files from a backup, begin the entry with a minus sign (-).

The list is processed from top to bottom.

Check for path existence and log drives

If selected, confirms that your entries are valid paths and logs the drives specified by your entries. Backup only checks the paths of entries beginning with a drive letter.

NOTE: Backup clears this check box whenever you restart Backup, even if you save your setup and configuration.

Subdir

Check the box next to each line (or select the Subdir button) to have the selection specification apply to subdirectories contained in the specification.

Clear List

Clears all file specification entries so you can start over.

CAUTION: Set **Selection Options** first and do manual selections last. Otherwise any manual selections will be overridden by the automatic selections.

Related Topics

Save Setup As

Selection Options

Attribute Exclusions (Options menu)

Works in conjunction with the Include/Exclude command to exclude files on the basis of DOS attributes. You can display the attributes for files by using the Select Files ... command for the drive or history file and selecting Long Format. The default for all three attribute options is off, which means they will be backed up.

Hidden Files

Hidden files (and directories) are usually indicative of copy-protection. Hidden files may be position-sensitive on the hard disk and can sometimes cause problems if a restoration of these files is ever needed.

System Files

These are your DOS system files (for example, IBMBIO.COM, IBMDOS.COM).

Read-Only Files

Files you may open and use, but not modify in any way.

Note that if you are using the Sentry method of Delete Tracking, the hidden directory created by Sentry is automatically excluded from backup, even if the Hidden Files option is not checked.

Related Topics

Save Setup As

Date Range Selection (Options menu)

Lets you select files to back up by date. Backup uses the date format mm/dd/yy (month, day, year).

The dates specified by the **Date Range Selection** command work in conjunction with any criteria specified by the Include/Exclude list. (If you want to back up solely on the basis of date, be sure that the Include/Exclude list is set to *.*)

You can display dates using the Select Files ... command to show a directory tree for the drive or history file and then selecting the Long Format option.

Related Topics

Save Setup As

Display Options (Options menu)

Lets you modify the display of files in the directory tree.

Sort Options lets you re-order the display by name, date, size, etc.
Long Format lets you display the file's size, date, time, and attributes.

Related Topics

Save Setup As

Sort (Options menu)

Reorganizes the display of your files in the directory tree. You can display size, date, time, and attributes for files in the directory tree using the Long Format option.

Sort by

Unsorted: Displays the directories and files on your hard disk in the way they are stored on the disk.

File Name: Sorts by file name.

File Extension: Sorts by file extension.

File Date: Sorts by file date.

File Size: Sorts by file size.

Sort order

Ascending: Sorts categories in ascending order: 0-9, A-Z, smallest to largest, oldest to newest.

Descending: Sorts categories in descending order: 9-0, Z-A, largest to smallest, newest to oldest.

Related Topics

Long Format

Display Options

Long Format (Options menu)

Displays files in Backup's directory tree in the following format:

name size date time attributes

Use Long Format to view more information for every file. When you choose Long Format, the tree will show each file's name, extension, size, date, time of last modification, and all assigned attributes (H, S, R, A).

Related Topics

Display Options

Configure Commands

Choose Drive and Media
Define Equipment
Backup speed
User Level
Novell Network
  Network File Selection
  Retry on Busy File
  Bindery-Trustee
Drive Integrity
Exit When Complete

Related Topics

  Choosing a User Level

Choose Drive and Media (Configure menu)

Floppy Disk

Warning: Your floppy disk media settings must be correct for reliable backups, compares, or restores. Do not choose 1.44MB in the dialog box and then use 720K media, or 1.2MB and use 360K media. You must use the same capacity disks for your ENTIRE backup or it will fail. If your A and B drives are identical, the Two-Drive Backup option is also available.

QIC 40 or QIC 80 Tape Drives

If you have a QIC 40 drive you will see two options, Tape 40MB (80MB with compression) and tape 60MB (120MB with compression). If you are using a standard tape (205 feet) choose Tape 40MB; if you are using an extended length tape (307 feet) choose Tape 80MB.

If you have a QIC 80 drive, you will see two options, Tape 80MB (160MB with compression) and Tape 120MB (250MB with compression). If you are using a standard tape (205 feet) choose Tape 80MB; if you are using an extended length tape (307 feet) choose Tape 120MB.

SCSI Tape Drive

If you are backup up to a SCSI tape drive, select Tape. Backup prompts you later for more tape information.

Hard Disk

To back up to a hard disk, select either Fixed Drive & Path or Removable Drive & Path.

Related Topics

- Save Setup As
- Removable Media Warning
- Define Equipment

Floppy Disk Description

5 1/4" (DD) 360K disks generally have a shiny "hub ring" around the center hole while (HD) 1.2MB disks usually don't. 3 1/2" (DD) 720K disks have a square hole in one top corner while (HD) 1.44MB disks have square holes in both top corners.

Removable Drive and Path Option

Select this option to back up to a removable drive (Bernoulli drives, DOS tape drive, other drives that allow removable media, or floppies other than A or B). The specified disk will appear in the Backup To list. Only low-speed backups can be done to Removable drive and path media.

Fixed Drive and Path option

Select this option to back up to a hard disk, including partitions and network drives. The specified disk will appear in the Backup To list. Only low-speed backups can be done to fixed drive media.

Two-Drive Backup option

Choosing Two Drive Backup reduces backup time, but you will need to keep the following points in mind:

- Only choose one drive (the first) and media type. (Backup automatically configures the second drive identically.)
- Only works with drives A and B using high or medium-speed.
- Only works with backups. (Restores cannot be done with two drives.)

Backup Confidence Test dialog box

When you run Backup for the first time, it provides an optional confidence test you can use to make sure your system can support high-speed backups. You can perform a confidence test at other times by selecting Backup Speed from the Configure Menu and then choosing Test.

You should perform a test anytime your hardware configuration changes. Because the confidence test only tests the drive and media you selected, you should also run a test if you change the drive or media you use for backing up. (Your maximum backup speed can vary depending on the media.)

Related Topics

Define Equipment

Backup Confidence Test Warning

In order to perform a confidence test on your system, Backup must erase all the data on the backup media. Before continuing, please make sure the media does not contain any data you need.

Related Topics

Define Equipment

Backup Confidence Results

Backup initially performs a test backup at the fastest setting available. If the confidence test is successful, the settings are saved for future Backup sessions. If the test fails, Backup automatically sets the backup speed to medium and stores the setting.

If the confidence test failed, you can try the following suggestions:

- Try a different disk or tape (the one that failed may be damaged).
- Verify that you are using the media specified by Choose Drive and Media
- Check that your CONFIG.SYS file has BUFFERS=35 (can be lower if disk caching is used) and FILES=40.
- Remark suspect TSRs from your AUTOEXEC.
- Make sure no multi-tasking takes place during the test.
- Remove suspect cards (network, FAX, and so on) that may be interfering with Backup.
- Some 486 machines may have problems caused by video drivers or hard disk controllers. See the *Troubleshooting* chapter in the manual for suggestions.

Related Topics

Define Equipment

Select Drive and Path for Backup/Restore/Compare

Specifies the drive and path to use with your system's fixed or removable drive. Once you OK your settings, they are saved to disk.

If you are using a removable storage device such as an Iomega's Bernoulli or LaserSafe drives, you can specify the same drive letter as the source and destination drives. Backup will prompt you when to swap cartridges.

If you enter a directory name that does not exist, Backup will create the directory.

NOTE: Use this option if you plan on using floppy disks assigned letters other than A or B.

Related Topics

- Backup Speed
- Choose Drive and Media
- Removable Media Warning
- Restoring/Comparing Multi-Drive Backups from Hard Disks

Configuring Backup for the First Time

When you run Backup for the first time, a series of dialog boxes is presented to let you configure Backup for your particular system. These settings are written to disk for future backup sessions.

If your disk or tape hardware configuration changes, be sure to choose Define Equipment to update the settings file.

Related Topics

Backup speed

Define Equipment (Configure Menu)

This command displays a series of dialog boxes that lets you configure Backup for your system. When you first run Backup, these configuration settings are saved to disk. If your system changes after that point (for example, you add a tape drive), use Save As Default to store the new settings.

Related Topics

Save As Default

Backup Speed (Configure Menu)

The backup speeds available to you depend on the type of device you are backing up to. High and medium-speeds require DMA and so are generally only available when you back up to A or B floppy drives or to tape. Low-speed backups don't require DMA and can be used with any DOS device (network drives, partitions, removable storage devices, floppy drives other than A or B, tapes configured as DOS drives, etc.)

When you run Backup for the first time, it performs a confidence test to determine the fastest speed your system can support. If your backup configuration changes afterwards, choose Test in the Backup Speed dialog box to run a new confidence test. (Testing is not needed for the low-speed setting.)

NOTE: Neither high nor medium-speed backups can be restored on systems set to low-speed. (This could be important if you plan to restore to a different system than you backed up on.)

Related Topics

Making a Backup

User Level (Configure Menu)

Configures Backup's menus and optionally protects the menu configuration with a password to control access to Backup's options. For example, if you wanted certain Backup options to always be on (Save History, Error Correction, etc.), you could enable these options in Advanced menus, change to Beginner menus, and then set up a menu password. Your settings could not be changed (Beginner menus restrict access to most options), unless the menus were changed to Advanced and the password was provided.

Beginner
Sets the user level to Beginner. Only one command, Reporting, is available in the Options menu and only full backups are allowed.

Intermediate
Sets the user level to Intermediate. This menu level provides the majority of possible commands but limits some options.

Advanced
Sets the user level to Advanced. The Advanced menu level provides the full Backup command set.

Use Password
Requires a password to change user levels.

Related Topics
Making a Backup

Setting User Level Password

You can set Backup's user level (Advanced, Intermediate, or Beginner) so that a password is required to change it. To do so, select the Use Password option in Backup's Select User Level menu command. Backup then prompts you for a password and confirms it by requesting you to re-enter the password.

Related Topics

Making a Backup

Novell Network (Configure Menu)

The Novell Network submenu items provide the following options:

- Change file selection on Novell servers
- Retry backing up busy files on the network
- Back up Novell bindery and trustee information

Related Topics

Making a Backup

Network File Selection (Configure Menu)

If your PC is on a Novell network, you can reference network drives in two ways.

Drive Letter

Use this option if you want to reference the file server according to the network drive mappings.

Server\Volume

Use this option to reference network volumes by name rather than by drive mapping. Doing so can prevent problems caused by multiple mappings of the same server or by changes in the mapping scheme. Use this option also if you want to back up, compare, or restore the entire contents of the server.

Related Topics

Making a Backup

Retry on Busy File (Configure Menu)

This dialog box lets you specify how Backup handles files on the network that are locked or in use. The default setting is Do not retry which directs Backup to skip any busy file it finds on the file server.

If you want to wait for the file to be released, use either the Retry every xxx minutes option or the Retry until not busy option. Note that the Retry every xxx minutes option is limited by the Total retry time specification; the Retry until not busy option will continue indefinitely until the file is released.

As a final option, you can also have Backup prompt the user of the busy file to release it so that the file can be backed up or restored. This option is only available on NetWare 286 file servers and requires that you have console rights on the server.

Related Topics

Making a Backup

Bindery-Trustee (Configure Menu)

On Novell networks (286 and 386), you can backup bindery and trustee information:

Back up bindery information

Use this option to back up the bindery file, a database of user information. The bindery is a permanent, hidden system file that is always located in the SYS:SYSTEM directory.

Back up trustee information

Use this option to back up the assigned rights of every file in the backup set. The trustee rights are contained in the DIRSTAMP.SYS files at the root of each network volume.

Related Topics

Making a Backup

Drive Integrity (Configure Menu)

When this option is enabled, Backup scans each selected drive for lost clusters and cross-linked files before beginning the backup. Backup will notify you if any problems are found.

Related Topics

Making a Backup

Exit When Complete (Configure Menu)

When this option is on, Backup quits after it has completed its backup, restore, or compare.

Related Topics

Making a Backup

Choosing the Type of Tape Drive

Backup supports two basic types of tape drive devices:

- QIC 40/80 tape drives or tape drives connected to floppy disk controllers
- SCSI tape drives

Select the tape device used by your system or choose No Tape to exit.

Related Topics

Choose Drive and Media

Choosing a SCSI Adapter

Backup displays a list of the SCSI adapters it supports and indicates which one (if any) is currently configured.

If you are using multiple SCSI devices on an Adaptec card, choose the ASPI SCSI Driver.

If the only device connected to your Adaptec card is a tape drive, choose a specific controller or use the ASPI SCSI Driver.if it is already loaded.

Related Topics

- Backup Speed
- Choose Drive and Media
- Removable Media Warning

Configuring a SCSI Adapter

The SCSI adapter card you have selected may have several configuration options associated with it. Consult your adapter card's information for these required settings For an explanation of these settings, refer to the *Tape Drive Information* chapter in your Backup manual.

NOTE: It is very important for you to enter the correct values for your SCSI host adapter card. If you enter the wrong value unpredictable results can happen.

Related Topics

Backup Speed

Choose Drive and Media

Removable Media Warning

Choosing a Tape Device

This dialog box displays the tape drives connected to the selected SCSI adapter. Backup also indicates which device (if any) is currently configured for use. Select the tape drive you wish to use and choose OK.

Related Topics

Define Equipment

Configuring SCSI Tape Devices

Depending on the tape drive unit you have selected, several SCSI drive options may be configurable. Consult your manufacturer's documentation for the correct settings.

Resync Volume Table Before Each Backup

Each time you add a backup set to a SCSI tape, Backup creates or updates a .VTC (Volume Tape Content) file on your hard disk. This file stores the location of the backup set on the tape and prevents existing backup sets from being overwritten.

Usually this VTC file accurately reflects the contents of the tape. If more than one person backs up to the same SCSI tape, however, the VTC and the tape contents can become "out of sync". To ensure that the .VTC file on the hard disk is valid for multi-user SCSI tapes, Backup provides the Resync Volume Table option. When enabled, Resync synchronizes (updates) the .VTC file on your hard disk to reflect the contents of the tape. (You can do the same thing manually using the Catalog option.)

The default for this option is on. However, if you are only using single-user SCSI tapes, the Resync option can be safely disabled to save time.

Related Topics

Define Equipment

Secondary Tape Controller Cards dialog box

This dialog box lists popular controller cards and their configuration settings. If your unit appears in the list, you can select it and have the settings automatically entered for you.

Related Topics

Configure Tape Drive

Tape Drive Configuration dialog box

Select Search to have Backup look for your tape drive. If Backup does not detect your tape drive, select Configure to manually configure Backup to work with your tape drive.

note Backup can only configure and store the settings for one tape device at a time. Configuring a new tape drive overwrites the old tape drive information.

Related Topics

Configuring Backup for the First Time

Define Equipment dialog box

Configures Backup to work with your floppy drives. These settings are stored in Backup's configuration file for future sessions.

IMPORTANT: Specify the drive type here, not the type of floppy disk (media) you intend to use. You will specify the media in the Choose Drive and Media when you choose OK.

Related Topics

Choose Drive and Media

Configure Tape Drive dialog box

Before consulting your tape drive documentation for these settings, select Info to see if your controller card appears in the list. If it does, you can select its entry and have the correct settings are entered for you.

Address

Specifies the I/O address required by your tape controller card. Enter the 3 or 4 hexadecimal digits required by your card in hex (for example, 03E7).

IRQ

Specifies the interrupt channel for your tape controller. Enter a single digit for your card.

DMA channel

Specifies the DMA channel used by your tape controller. Enter a single digit for your card.

Data Rate

Specifies the rate your controller card exchanges data between the tape drive and your PC. Backup automatically sets the rate to the fastest speed your system can support, as indicated by the selected Default button.

Info

Displays a list of settings for popular tape controller cards. Select Info before consulting your tape controller card documentation.

Related Topics

Define Equipment

Tape Tools Commands

The Tape Tools menu only appears if a tape device has been configured using Define Equipment.

Directory
Information
Quick Erase
Secure Erase
Format
Retension

Related Topics

Choosing a User Level

Directory (Tape Tools Menu)

This display shows the backup sets and the available space on the tape. On FDC-QIC tapes, Backup obtains this information by scanning the tape. On SCSI tapes, Backup obtains this information by reading the .VTC file on your hard disk.

Catalog (SCSI Tapes Only)
Backup provides a Catalog button when you display the directory of a SCSI tape. This option allows you to update the .VTC file on your hard disk so that it reflects the actual contents of the SCSI tape. (The .VTC file on your hard disk can become out-of-date if another person adds a new backup set to the tape.) When you select Catalog, Backup reads the last .VTC file from the SCSI tape and then writes its contents to the hard disk.

Related Topics

Tape Information

Information (Tape Tools Menu)

Displays format-related information about the tape such as the name of the tape, when it was formatted, how much space is free, and what program created the tape.

Related Topics

Tape Directory Listing

Quick Erase (Tape Tools Menu)

Quick Erase deletes the tape catalog so that Backup treats the tape as formatted but empty. Although a Quick Erase does not actually remove the backup data from the tape, Backup has no way of retrieving the data.

Related Topics

Secure Erase

Secure Erase (Tape Tools Menu)

Secure Erase eradicates the backup data from the tape by overwriting it with ones and zeros. Although this process requires more time than a Quick Erase, it ensures that the data is actually removed from the tape.

Related Topics

Quick Erase

Format (Tape Tools Menu)

Format prepares a tape for use with Backup by determining the number of usable blocks, blocks per track, bad blocks and other characteristics about the tape. Formatting destroys any backup data on the tape.

Related Topics

Tape Information

Retension (Tape Tools Menu)

To function optimally, tape media needs to maintain an even tension along its length. Retension rewinds the tape and sets the tension correctly. This process may take a few minutes, depending on the length of the tape.

Directory Tree Commands

Select All	All directories and files in the tree are selected except those directories and files specifically excluded by the Selection Options in Backup's Option menu.
Deselect All	All directories on the entire tree are deselected except those directories specifically included by the Selection Options in Backup's Option menu.
Invert Selections	All currently selected directories are deselected and all currently deselected directories are selected. Selection Options are ignored.
Expand One Level	Expands the currently selected "+" directory to the next level. Backup automatically shows the first level of directories on the current drive. A "+" in the icon in a directory indicates that one or more subdirectories exist for that directory.
Expand Branch	Expands the currently selected "+" directory to show all subdirectories of that directory.
Expand All	Expands all directories to their fullest, showing all subdirectories. All the parent directories then display a "-" to indicate they are fully expanded.
Collapse Branch	Collapses (hides) all subdirectories of the currently selected parent directory. A directory with a "-" indicates it is fully expanded and can therefore be collapsed.
Collapse All	Collapses all directories to their first level, hiding all subdirectories. All the first level directories then display a "-" to indicate they can be expanded.
Close Window	Closes the tree window. It is equivalent to double-clicking the control-menu box.

Files

Select All	Selects all the files in the current directory except for those specifically excluded by the Selection Options in Backup's Option menu.
Deselect All	Deselects all files in the current directory.
Invert Selections	Changes the selection status of all files. Selection Options are ignored.

Viewers

When this command is enabled, you can select a file in the tree and Backup will display its contents. Backup supplies a variety of viewers including text, DBase, Word for Windows, TIFF, and many others.

Side-by-side Panes

Side-by-side Panes	When selected, Backup displays the tree with the disk's directories on the left side and files on the right.

Backup Keys

Keys(s)	Function
Tab	Moves to the next command button, list box, text box, check box, or group of option buttons.
Shift+Tab	Moves to the previous list box, text box, check box, command button, or group of option buttons.
Arrow keys	Moves within active group of option or command buttons.
Spacebar	Chooses active command button or turns the active check box on or off.
F1	Help
F10	Activates the menu bar.
Alt+F4	Closes Backup.
Alt+D	Brings up Scheduler.
Enter	Chooses the active command button.
ESC	Cancels the command and closes dialog box.
ALT+Down Arrow	Opens a highlighted drop-down list box. Any item highlighted for 2 seconds is automatically selected.

Glossary

Archive Bit

One of four attributes DOS stores for each file. When a file is changed or created, DOS sets the archive bit to on. If the archive bit is off, it indicates the file was backed up.

ASPI Driver

An ASPI (Advanced SCSI Programming Interface) driver is needed to allow your system to access a wide range of Adaptec controllers and adapters, especially when there are multiple SCSI devices attached to one Adaptec controller.

Catalog Files (.CAT)

Catalog files store information about the contents of the SCSI tape that Backup uses during restores and compares. Backup writes catalog files to your hard disk when you perform a SCSI backup.

Data Compression

A special encoding scheme that decreases the data's space requirements. Backup does not compress files that are already in compressed form such as .ZIP files. You should disable compression on SCSI tape drives since they offer their own form of compression.

Address

A 3-4 character hexadecimal number used to access your tape controller card.

Attribute

One of four attributes DOS stores for each file. When a file is changed or created, DOS sets the archive bit.

Predefined Setup Files

DAILY.SET	Backs up only those files that have changed since the last full backup
WEEKLY.SET	Does a complete backup of all the files on the first hard drive of your computer system, which is usually drive C. This preset file also exits Central Point Backup when it has completed the backup.
DATABASE.SET	Backs up *.DB, *.DBF, *.NDX, *.IDX, *.DTF files
SPREAD.SET	Backs up*.XL*, *.WK*, .WQ* files
WORDPROC.SET	Backs up *.DO*, *.STY, *.WP*, *.JW, *.SAM, *.TXT files.

Compare

Verifies your backup data set by comparing it to the files on your hard disk. When the compare is done, Backup generates a report and a tree display that shows you any differences.

You can automatically compare tape backups if you set the Verify command to Verify Always.

CPS Format

A proprietary format used by Backup. On floppy disks, this format increases the amount of data that a disk can contain. On tapes, it allows compression of data as well as the ability to pause and resume the backup. DOS will not recognize disks in this format.

Directory Tree

When you need to manually select files, you can display a directory tree by selecting the Select Files for Backup/Restore/Compare button. In Backup mode, a directory tree of the selected drive is shown; in Restore or Compare modes, a tree display of the current history file appears.

DMA

Direct memory access. This feature allows faster backups by enabling Backup to directly back up data in RAM. DMA backups are provided by hardware built in the computer. DMA speeds the flow of data without tying up the central processor unit (CPU).

DOS-Compatible Device

A proprietary format used by Backup. On floppy disks, this format increases the amount of data that a disk can contain. On tapes, it allows compression of data as well as the ability to pause and resume the backup. DOS will not recognize disks in this format.

History File

Each backup set has an associated history file that is written to the backup media. If Save History (Options menu) is on, Backup also writes history files to the hard disk during a backup. History files have an extension of .DIR.

Backup can recreate history files for most disk-based backup sets but not for tape. For this reason, using the Save History option with tape backups is highly recommended.

IRQ

A signal line that, when activated, causes an interrupt request to be generated. Backup uses the standard IRQ for floppy backups, but certain tape controller cards use a different signal that must be specified before Backup recognizes it.

Name.IEd files

Saves all file selections (both manual and automatic) for future Backup sessions. The base name of the file is the same as the setup file. The last character of the extension is the same as the drive.

QIC 40/80 Drives

A tape drive standard that is based on quarter-inch cartridge tape. There are two types of QIC drives, QIC 40 and QIC 80. Both drives can use either standard length tape (205 feet) or extended length (307 feet) tape and both can use data compression to boost their capacities:

	Std	**Comp Std**	**Ext**	**Comp Ext**
QIC 40	40Mb	80Mb	60Mb	120Mb
QIC 80	80Mb	160Mb	120Mb	250Mb

Setup Files

Setup files can store settings for almost all of Backup's configurable features including file selections, data encryption, and backup media. Once saved, a setup file can be loaded from the command line or from within Backup.

SCSI Drives

Backup recognizes two types of Small Computer System Interface (SCSI) drives.

If DOS accesses the SCSI device using a drive letter, Backup automatically recognizes it and you do not need to configure it. Examples of this include Bernoulli and Syquest drives. If DOS does not directly access the SCSI drive, choose the SCSI option when you use the Define Equipment command.

Standard Format

Although not as space efficient as CPS format, Standard format allows disks to be read by DOS.

VTC (Volume Tape Content) File

Backup creates one .VTC file on the hard disk for each SCSI tape. This file stores the location of the backup sets on the tape.

Making a Backup

To perfrom a backup using a setup file:

1. Select the setup file you want to use from the Setup list.
2. Choose Start Backup.

To make a backup without a setup file:

1. Select the backup method you want to use.
2. Choose the drive(s) to back up in the Backup From list.
3. Select the drive you want to back up to from the Backup To list.
4. Select the files you want to back up. (By default, all files are selected.) Use the Selection options command in the Options menu to automatically select files for one or more drives. Use the drive's directory tree to manually select or deselect files on individual drives.
5. Select the backup options you want:

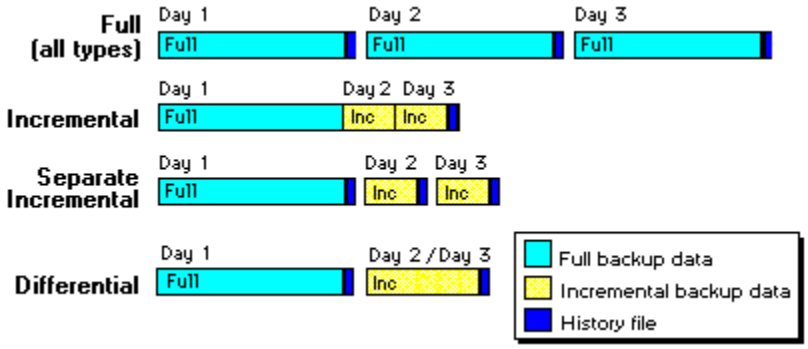
Backup Speed	Media format
Reporting	Save History
Verification	
Overwrite Warning	Backup Compression
Error Correction	Data Encryption

6. To save your settings for future backups, select Save Setup As. Choose the Save file selections option if you want to save all file selections--both automatic and manual selections.
7. Choose Start Backup.

When your backup has completed, you can perform an optional compare of the data.

Related Topics

Choosing a Backup Method


Full
(all types)
Day 1
Full
Day 2
Full
Day 3
Full
Incremental
Day 1
Full
Day 2
Inc
Day 3
Inc
Separate
Incremental
Day 1
Full
Day 2
Inc
Day 3
Inc
Differential
Day 1
Full
Day 2 / Day 3
Inc
Full backup data
Incremental backup data
History file

To show how the three basic backup methods deal with changed files (as indicated by the archive bit), assume your hard disk had only four files (A, B, C, D) that had just been backed up using the Full method. As your files change in the days that follow, each method would back up different files to the data set. The Full method backs up all files, the Incremental method backs up files as they change, and the Differential method backs up changed files cumulatively:

		Backed Up Files		
Day	**Changed**	**(Full Methods)**	**(Incremental)**	**(Differential)**
1	A D	A B C D	A D	A D
2	B	A B C D	B	A B D
3	A B C	A B C D	A B C	A B C D

NOTE:

The names of these methods refer to their treatment of the file's archive bit, not to the files selected for backup. For example, if you wanted to back up only 1-2-3 files, you would use the Full Backup method and the Include/Exclude option to limit the backup to only .WK1 files.

Full/Append To Tape

Description: Backs up all selected files and clears the archive bit to reflect that a backup was made (example). With this method, each backup session creates a new backup data set (figure). During a scheduled backup, if backup data already exists on the tape, new backup data is appended to it (placed afterwards) so that multiple backups can reside on a single tape. If you perform a non-scheduled backup, you are given the option of erasing or appending the new data.

Advantages: Provides greatest safety and ease of management because everything is backed up on one set of disks or tapes. Easiest method to use if your hard disk is damaged and you need to completely restore your data.

Disadvantages: Full backups require more time and storage media than other methods.

Related Topics

Choosing a Backup Method
Making a Backup
Full/Erase Tape

Full/Erase Tape

Description: Backs up all selected files and clears the archive bit to reflect that a backup was made (example). With this method, a scheduled backup session creates a new backup data set (figure)and any previous data on the tape is erased. If you perform a non-scheduled backup, you are given the option of erasing or appending the new data.

Advantages: Provides greatest safety and ease of management because everything is backed up on one set of disks or tapes. Easiest method to use if your hard disk is damaged and you need to completely restore your data.

Disadvantages: Full backups require more time and storage media than other methods.

Related Topics

Choosing a Backup Method
Making a Backup
Full/Append to Tape

Full Backup

Description: Backs up all selected files and clears the archive bit to reflect that a backup was made (example). With this method, each backup session creates a new backup data set (figure). This method is only available for non-tape backups.

Advantages: Provides greatest safety and ease of management because everything is backed up on one set of disks or tapes. Easiest method to use if your hard disk is damaged and you need to completely restore your data.

Disadvantages: Full backups require more time and storage media than other methods.

Related Topics

Choosing a Backup Method
Making a Backup

Full Copy Backup Method

Description: Backs up all selected files but does not change the archive bit to indicate a backup was made (example). With this method, each backup session creates a new backup data set (figure). This method is only available for non-tape backups.

Advantages: Backs up write-protected sources such as CD-ROM drives and network drives, as well as malfunctioning drives that cannot be written to. Allows you to make a copy of your hard disk at work and restore it at home without affecting the archive bits for future incremental or differential backups.

Disadvantages: Subsequent incremental, separate incremental, or differential backups are not possible if based on a full copy backup. (However, if there is a previous full backup, then partial backups can be done.)

Related Topics

Choosing a Backup Method
Making a Backup

Incremental Backup

Description: Backs up only files that have changed since the last backup, as indicated by the archive bit (example). The backup data set consists of one full backup and any number of incremental backups (figure). (The full backup is done first using a method such as Full/Erase Tape. Do not use Full Copy.)

Advantages: Restores your data to a specific point in time (for example, last Tuesday). This method also requires much less time and storage media than full backup methods.

Disadvantages: Less space efficient than Differential method because a continuous backup of changed files is maintained. Not available for backups to fixed drives or removable drives, low-speed backups, or QIC-formatted tapes.

Related Topics

Choosing a Backup Method
Making a Backup

Separate Incremental Backup

Description: Identical to the Incremental method in the files it backs up (example). The backup data set consists of one full backup and any number of separate incremental backups (figure). (The full backup is done first using a method such as Full/Erase Tape. Do not use Full Copy.)

Advantages: Lets you safely store your full backup set separately from the incrementals. Provides more flexible use of tape media than the Incremental method. (You can have full backups of drives C, D, and E along with Separate Incremental backups of drives F, G and H all on the same tape.)

Disadvantages: Less space efficient than Differential method because a continuous backup of changed files is maintained. Multi-disk or tape backup sets for daily changes can be more difficult to manage.

Related Topics

Choosing a Backup Method
Making a Backup

Differential Backup

Description: This method backs up only files whose archive bit is on (example). Unlike the Incremental and Separate Incremental backups, the Differential method does not change the archive bit of the files it backs up. In effect, the Differential method copies new and changed files to a single data set that is overwritten each session (figure).

Advantages: Saves storage media by allowing you to use the same disks or tapes for the daily backup. Restoring is simplified since you only have to restore the differential set and then the full backup.

Disadvantages: You do not have daily versions of files if you are using the same disks or tapes for backing up every day. (Use an incremental method if this is a requirement.) Backups can take longer since some of the same files are backed up each session.

Related Topics

Choosing a Backup Method
Making a Backup

Comparing Data

To compare your hard disk's data to a backup data set:

1. Choose Compare. If you want a report generated, select Reporting from the Options menu.
2. Choose Load History, then the history file of the backup set containing the data you want to compare. (Use the Search History command if you don't know which history file contains your data; use Retrieve History if the history file you want is not shown.)
3. After the history file has been loaded, you can view the contents of the backup using its directory tree.
4. Select the hard disk containing the original data in the Compare To drop-down list box.
5. Choose Start Compare. After the comparison is complete, a summary of the results is displayed.

NOTE: If you compare an incremental backup, the backup set may contain more than one copy of some files. However, Backup automatically deselects older versions of files, so only the latest version of a file is compared to the original on the hard disk.

Related Topics

Understanding the Compare Report

Using Removable Media

Backup supports removable storage devices such as Iomega's Bernoulli drives, Syquest-based drives, and various types of optical drives. In addition to backing up/restoring/comparing from these drives, Backup also allows you to back up from one cartridge or disk to another in the same drive. For example, if you wanted to back up client data from one Bernoulli cartridge to another, you could do so by selecting the drive in both the Backup From and Backup To lists. During the backup, you would be prompted to swap between the source and destination cartridges.

Configuring

To configure your Bernoulli drive or other removable storage device for use with Backup, select **Removable Drive & Path** in the Choose Drive and Media dialog box. Backup then prompts you for the drive's path and will show the device in the Backup To list.

Formatting

Backup allows you to format Bernoulli cartridges and optical disks at the start of your backup. If you try to use an unformatted cartridge or disk, Backup displays a dialog box asking if you want to format.

Related Topics

Removable Media Warning

Understanding the Compare Report

After Backup has finished comparing the backup set to the files on the hard disk, it creates a report with an extension .RPC. The following table describes the symbols in the report:

Symbol	Meaning
=	Backup file was identical to the original.
<	Backup file was older than the original and the files did not compare.
>	Backup file was newer than the original and the files did not compare.
s	The date/time stamp of the backup file differed from that of the hard disk file, but the files were otherwise identical.
-	Backup file was missing from the hard disk.
(none)	Files were not compared.
x	Backup file differed from the original although the date and time stamps matched.

If you perform a compare immediately after a backup and one or more files are not equivalent, a problem is indicated. Try the following steps and do not rely on the backup until the problem is corrected:

- Check for memory-resident programs (TSRs) that could be changing files during a backup.
- Repeat the backup
- Repeat the backup at a different speed.

If you have the Reporting command set to send a backup report to a text file on disk or to a printer, then Backup automatically sends a report to the same source.

Related Topics

Comparing Data

Restoring a Backup

Backup can restore an entire hard disk or just selected files and/or directories. You may restore files that were backed up on one machine to a different machine or restore files to a previous state. The following procedures explain how to do this:

- Restoring Selected Files
- Restoring Incremental and Separate Incremental Backups
- Restoring a Differential Backup
- Restoring with Damaged or Missing Disks
- Restoring Multi-Drive Backups from Hard Disks

Related Topics

- Comparing Data

Restoring Selected Files

To find and restore specific files from a backup set:

1. In Restore mode, select Search History in the Action menu.
2. Enter the file name you want to search for. DOS wildcards are supported and you can use multiple file specifications if they are separated by a space or a comma.
3. Select the history files to search from the displayed list.
4. Choose Search. All selected history files on your hard drive are scanned and any matches are displayed in the Matching Files dialog box.
5. Select the file(s) to restore from the list. You can only select files from a single history file as indicated by the backup date. If any of the found files span multiple history files, you can select the specific one you want by date (the list is displayed newest to oldest).
6. Choose Load. The history file is read into memory and the found files are automatically selected in the tree.
7. Close or minimize the tree window, then choose Start Restore. The selected files are restored.

Related Topics

Restoring a Backup

Restoring Incremental and Separate Incremental Backup Sets

To restore an Incremental or Separate Incremental backup:

1. Select Restore.
2. Select the Restore From and Restore To drives.
3. Check to make sure the Overwrite Warning option is on so you will be notified when duplicate files are encountered.
4. Choose Start Restore.
5. Insert the disks containing your full backup set first. After your full backup set is restored, restore each separate incremental backup.

Related Topics

Restoring a Backup

Restoring a Differential Backup

To restore a Differential Backup:

1. Select Restore.
2. Select the Restore From and Restore To drives.
3. Check to make sure the Overwrite Warning option is on.
4. Choose Start Restore.
5. Insert the disks containing the last differential backup and then the full backup.
6. When the Overwrite Warning dialog box appears, select the "Overwrite with Newer File Only" and "Repeat for all later files" options. This ensures all files are only copied once.

Related Topics

Restoring a Backup

Restoring with Damaged or Missing Disks

If your backup set has damaged or missing disks, you can still perform a restore.

To restore with damaged or missing disks:

1. Select Restore.
2. Select the Restore From and Restore To drives.
3. Choose Start Restore.
4. Insert disks as prompted. When Backup requests a missing disk, insert the next disk you have. If a file had been partially restored from the previous disk, a dialog box appears informing you that the file cannot be restored.

Related Topics

Restoring without a History File

Restoring without a History File

The history file file for a backup set normally resides on the media used for a backup. An identical history file will also be on the hard disk itself if Save History was enabled (the default) during the backup.

If your backup set's history file is missing, and there is not a corresponding history file on your hard disk, you must rebuild it before you can restore or compare.

NOTE: You cannot rebuild a tape's history file, so it is recommended that you always use the Save History option when backing up to tape. In addition, low-speed floppy based backups and backups made to fixed or removable drives cannot be restored by Backup directly. Instead, use the DOS-based emergency program CP Restore to restore your data.

To rebuild a history file:

1. Verify that your drive and media setting match the location of your backup set. If this setting is set wrong, Backup cannot find the history file or the backup data to rebuild it.
2. Choose **Retrieve History**.
3. Insert the first disk of the backup set.
4. Select **Rebuild**. Continue to insert disks as prompted, and **Select Done** when all have been read. The newly rebuilt history file is automatically saved to your hard disk and is ready to be used in a restore or compare.

Related Topics

Restoring with Damaged or Missing Disks

Restoring Backups Made by Other Programs

Other Central Point Backup Programs

Windows Backup can restore any backup data created by DOS Backup version 7 and later. DOS CPBackup Version 7 and later can restore any data created by Windows Backup.

QIC-40/80 Backups

Backup supports the QIC -40/80 standard. This capability allows you to use Backup to restore QIC backup sets created by other programs or to have these programs restore Windows Backup QIC data.

Related Topics

- Making a Backup
- Restoring a Backup

If you do not select a setup file, Backup defaults to the settings contained in its configuration file. If this file is not changed, it provides the following settings:

All files backed up on all selected drive(s).

DOS formatting for unformatted disks; QIC formatting for unformatted tapes.

Error correction protocol is on.

Save history files to Backup's directory.

Overwrite Warning is on.

Data is compressed to make your backup as fast as possible.

Restoring/Comparing Multi-Drive Backups from Hard Disks

If you perform a multi-drive backup and use a hard disk or removable drive as the destination drive, Backup will create a subdirectory \x_DRIVE under the destination path for each drive you are backing up. For example, if you back up drives C, D, and E to the destination F:\ARCHIVE, the backup set will consist of three directories:

F:\ARCHIVE\C_DRIVE	F:\ARCHIVE\D_DRIVE	F:\ARCHIVE\E_DRIVE
CPBACKUP.001	CPBACKUP.001	CPBACKUP.001
CPBACKUP.INF	CPBACKUP.INF	CPBACKUP.INF
CPBACKUP.DIR	CPBACKUP.DIR	CPBACKUP.DIR

To restore or compare this type of multi-drive backup set, use Choose Drive and Media to specify the first path (F:\ARCHIVE\C_DRIVE) as the Removable Drive & Path or Fixed Drive and Path. Next, start the restore/compare and wait until it has finished. Repeat the process for the remaining paths in the backup set.

Related Topics

Restoring a Backup

Choosing a User Level

Using Backup's User Level command from the Configure menu, you can change the menu configuration to suit your preferences. Three menu levels are available: Beginner, Intermediate, and Advanced.

Beginner User Level

If you are not concerned with options you don't understand yet, or just wish to do a backup as easily as possible, the Beginner level is for you. Central Point Backup automatically defaults to the options that reflect the highest degree of safety, security, and ease of use for the Beginner level.

Intermediate User Level

If you want to perform backups as quickly and easily as possible, but need additional control over file selection and backup methods, then the Intermediate User Level is a good choice.

Advanced User Level

For maximum control over all aspects of your backup, the advanced user level is the best choice. If you are familiar with previous versions of Central Point Backup, select the Advanced user level.

You can lock the user level using a password.

Related Topics

User Level command

Backing up Multiple Drives to a Fixed or Removable Drive

If you perform a multi-drive backup and use a hard disk or removable drive as the destination drive, Backup will create a subdirectory \x_DRIVE under the destination path for each drive you are backing up. For example, if you back up drives C, D, and E to the destination F:\ARCHIVE, the backup set will consist of three directories:

F:\ARCHIVE\C_DRIVE	F:\ARCHIVE\D_DRIVE	F:\ARCHIVE\E_DRIVE
CPBACKUP.001	CPBACKUP.001	CPBACKUP.001
CPBACKUP.INF	CPBACKUP.INF	CPBACKUP.INF
CPBACKUP.DIR	CPBACKUP.DIR	CPBACKUP.DIR

To restore or compare this type of multi-drive backup set, use Choose Drive and Media to specify the first path (F:\ARCHIVE\C_DRIVE) as the Removable Drive & Path or Fixed Drive and Path. Next, start the restore/compare and wait until it has finished. Repeat the process for the remaining paths in the backup set.

Related Topics

Restoring a Backup

Using Drag-and-Drop

To perform a drag-and-drop backup:

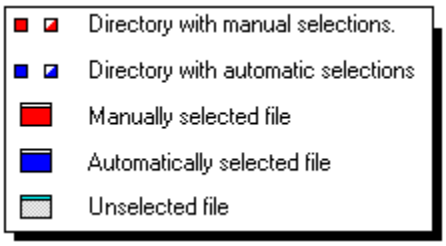
1. Start Backup and minimize it.
2. Run File Manager and open the directory containing the files you want to back up.
3. Select the files you want to back up.
4. Press and hold down the left mouse button, drag the files to the Backup icon, and then release the mouse button.

NOTE: As you drag the selected files, the cursor will change to a circle with a slash through it whenever it moves over an area of the screen that cannot accept the files.

Related Topics

Select Files

Manually Selecting Files to Backup



The drive's directory tree shows a directory and file list for the current drive. Files specified in the include/exclude list are automatically selected and displayed in blue. Files that are manually selected using the mouse or the menu commands are shown in red. Using the Show Viewer command, you can view the contents of many popular file formats.

Selecting Drives

A drive ribbon or drop-down list at the top of the directory tree displays all the local and network drives. Status squares indicate which files have been read and if files on the drive have automatic or manual selections.

Selecting Directories

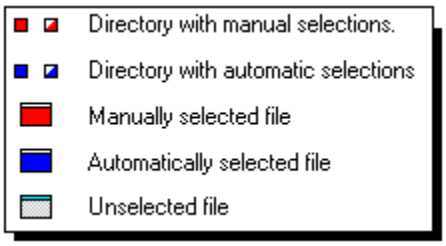
Clicking a directory icon with the left mouse button displays or hides subdirectories. It does not affect file selection. Clicking a directory name with the left mouse button selects or deselects all the files in the directory. If the Manual Subdir Inclusion option is on, selections and deselections apply to subdirectories as well.

Clicking a directory with the right mouse button displays the files in the directory. It does not affect file section or display of subdirectories.

Selecting Individual Files

Clicking the file with the right button selects or deselects individual files.

Manually Selecting Files to Restore or Compare



The directory tree shows the directories and files contained in the selected history file. Any files that are in the include/exclude list will be selected.

Selecting Directories

Clicking a directory icon with the left mouse button displays or hides subdirectories. It does not affect file selection. Clicking a directory name with the left mouse button selects or deselects all the files in the directory.

Clicking a directory with the right mouse button displays the files in the directory. It does not affect file section or display of subdirectories.

Selecting Files

Clicking the file with the right button selects or deselects a file.

Central Point Backup Window

Select one of Backup's main components: Backup, Restore, or Compare.

Backup safeguards your hard disk by copying its contents to a set of floppy disks, tape, or to another hard disk.

Restore retrieves previously backed up files and writes them to a hard disk. Backup for Windows can restore CPBackup for DOS backup sets.

Compare verifies that your backed up files are identical to those on the hard disk.

Related Topics

- Making a backup
- Glossary

Comparing Files in the Tree Display

The history tree provides the following icons to indicate how your backup data compared to your hard disk data:

 Backed up file identical to hard disk file.

 Backed up file is identical to the hard disk file but time/date differs.

 Backed up file is older than hard disk file and also different.

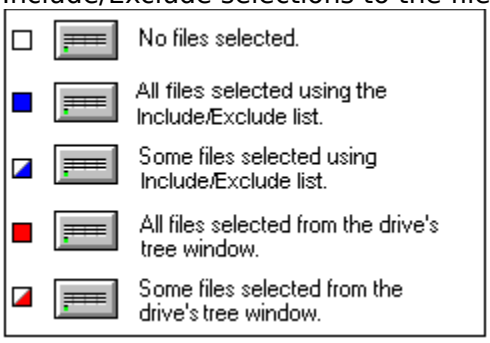
 Backed up file is newer than the hard disk file and also different.

 Backed up file is different from the hard disk file but time/date matches.

 Backed up file exists but the original hard disk file is missing.

Selecting a Drive to Back Up

Backup displays a drive icon in the Backup From list for each hard drive it detects on your system. Select the drive (multiple drive selection is supported) you want to back up by clicking it once using the left mouse button. Backup reads the drive and applies your Include/Exclude selections to the files on the drive.



Once the drive (or drives) is logged, the file selections specified by Backup's Selection Options automatically take effect. If any files on the drive are selected for backup, a blue status square appears to the left of the drive icon. To manually select or deselect files on the drive, double-click the drive or choose Select Files for Backup. Manual selections are indicated by a red status square.

Related Topics

Choose Drive and Media

Define Equipment

Selecting a Destination Drive

Select the drive to backup to from the Backup To drop-down list box. If the drive you want to use does not appear, use the Choose Drive and Media command to add it to the list.

Related Topics

Making a Backup

Starting Your Backup, Restore or Compare

This button starts your backup, restore or compare using the current settings.

Related Topics

- Making a Backup
- Restoring a Backup

Loading a Setup File

Select the setup file you want to use for your backup from the Setup drop-down list box. If manual selections were saved with Save Setup, these are also restored when the setup file is loaded.

Related Topics

Manually Selecting Files to Backup

Drop-down list boxes initially display the current (default) choice. You can select from a list of alternative choices by clicking the arrow at the right of the box using the mouse or by pressing ALT+ DOWN ARROW.

NOTE: Once you open a drop-down list, any item highlighted for 2 seconds is automatically selected.

Selecting a Setup File for a Restore or Compare

If you used a setup file to make the backup, select it from the Setup drop-down list box when you restore or compare to ensure that the settings are identical.

Related Topics

Restoring a Backup

Selecting a History File for a Restore

Select the history file you want to use for your restore from the History drop-down list box. If Backup cannot find the history file, choose the Retrieve History command from the Action menu. Backup then prompts you for the last disk in your backup set or the tape that is storing the history file.

To view the contents of the history file, double-click the history file or tab to the History list box and press ENTER. A directory tree of the history file then appears in a separate window.

Related Topics

Load History

Restoring Multi-Drive Backups from Hard Disks

Selecting a Drive to Restore to

Select the drive you want to restore to from the Restore To list. To restore to a specific path, double-click a drive icon or highlight a drive and press ENTER. Backup then displays a dialog box to let you enter a drive and path.

Related Topics

Restoring a Backup

Selecting a Drive to Restore from

Select the drive that contains the media with your backed up files from the Restore From drop-down list box. If the drive does not appear, use the Choose Drive and Media command to add it to the list.

Related Topics

Restoring a Backup

Selecting a History File for a Compare

Select the history file you want to compare from the History drop-down list box. Double-click the history file name to view the directory tree of the history file.

If the history file of the backup you want to compare does not appear in the list, select the Retrieve History command from the Action menu to add it to the list.

Related Topics

Setup Files

Comparing Multi-Drive Backups Made to Hard Disks

Selecting a Drive to Compare to the Backup Set

Select the drive from the Compare To drop-down list box that you want to compare to the backup set. To compare a specific path, double-click a drive icon or highlight a drive and press ENTER. A dialog box is then displayed to let you enter a drive and path.

Related Topics

Choose Drive and Media

Define Equipment

Selecting the Drive with Your Backup Set

Select the drive that contains the media with your backed up files from the Compare From drop-down list box. If the drive you want does not appear in the list (this can occur if you used Fixed or Removable Drive and Path), use the Choose Drive and Media command to add it.

Related Topics

Define Equipment

Enter Drive and Path for Restore or Compare

Enter the drive and the optional path you want to use for your restore or compare. If you specify a directory that does not exist, Backup displays the Path not found dialog box to let you create the directory.

Related Topics

- Restoring a Backup
- Comparing Data
- Restoring or Comparing Multi-Drive Backups from Hard Disks

Matching Files Dialog Box

Displays the files that match your specifications. If you selected more than one history file in the Search History dialog box, the matching files list may contain files with different backup dates. Note, however, that you can only select files that have the same date.

When you have finished selecting the files you want to compare or restore, choose **Load**. Backup then loads the files' history file and displays its directory tree with your files selected. You can then start your restore or compare.

Related Topics

Restoring a Backup
Search History

Select History File from Tape dialog box

This dialog box displays a list of all the history files on the inserted tape. Each history file corresponds to one backup set on the tape.

Backup Description
Displays the description you entered in the Name Backup Set dialog.

Date and Time
Displays the date and time each backup was made.

Tape Size
Amount of actual data space used on the tape for the backup data and error correction code.

Backup Size
The size of the files selected for backup.

OK
Backup will load the selected history file and begin the backup or compare.

New Tape
Allows you to remove the current tape and use a different one.

Related Topics

Comparing Backups

Restoring Backups

Erase Files in Destination Path?

When you start a backup to a DOS device (Fixed Drive or Removable Drive), a dialog box appears with the following options:

No

Choose **No** to leave any files that may exist in the path you specified in the Select Drive and Path dialog box. Backup will add its files to any files in the directory.

Erase

Choose **Erase** to erase any files in the specified directory. The only files left in the directory will be Backup files.

Cancel

Choose **Cancel** to stop the backup and return to the main selection window.

Related Topics

Making a Backup

Backup History File not Found

Backup could not locate the history file for the backup set. Select **Retry** if the wrong disk/tape was inserted. To reconstruct a damaged or missing history file, select **Rebuild**.

Insert Media with Backup Data

Insert the last tape or disk in the backup data set.

Insert Media dialog box

Insert the media you specified using Choose Drive and Media. You must use this same media for the entire backup set or it will fail.

OK

Starts the backup/restore/compare.

Cancel

Cancels the backup/restore/compare.

Format

Allows you to format floppies, Bernoulli cartridges, or optical disks.

NOTE:
Do not use 720K media if you have specified 1.44MB disks, or use 360K media if you specified 1.2MB disks. If you are backing up to tape, use either Central Point format or QIC format for all of the backup set, otherwise the backup will not restore properly.

Formatting Iomega Cartridges and Disks

Backup allows you to format Bernoulli cartridges and optical disks at the start of your backup. If you try to use an unformatted cartridge or disk, Backup displays a dialog box asking if you want to format.

Related Topics

Insert Media dialog box

Path Not Found dialog box

If you enter a directory that does not currently exist, Backup warns you and provides these options:

Choose Make if you want Backup to make the specified directory.

Choose Cancel to return to the text box to enter a different path.

Choose Retry to have Backup try to find the same path again; for example, if you did not have a removable disk in the drive initially and you have it ready now.

Related Topics

Enter Drive and Path for Restore

Tape Directory dialog box

The Tape Directory displays the backup data sets stored on tape.

Backup Description
Displays the description you entered when the backup was started.

Date and Time
Displays the date and time each backup was made.

Tape Size
Amount of actual data space used on the tape for the backup data.

Backup Size
Size of the files on the backup media. This will be greater than the original size if error correction is on and **Compress** is off.

Free Space
Amount of available space on the tape.

NOTE: Directory listings for SCSI tapes provide a **Catalog** button that lets you synchronize the volume tape catalog files of the tape and your hard disk.

Related Topics
Comparing Data

Pausing During a Backup/Restore/Compare

Warning Always use **End** instead of **Quit** when backing up to SCSI tape. Quitting SCSI tape backups can make the tape unusable.

Resume

Continues the backup, compare, or restore.

End

If backing up, End completes the backup of the current file and saves the history file to let you restore the backup data. The backup is then canceled.

If comparing, End completes the comparison of the current file and then cancels the compare.

If restoring, End restores the current file and then cancels the remainder of the restore.

Quit

Immediately cancels the action. If backing up, your history file will not be saved.

Related Topics

Comparing Data

Making a Backup

Compare Complete

When the compare is finished, Backup displays a summary of the results. If any files were different, a Tree button is provided to let you look at a compare history tree. This history tree presents a visual display of the differences between the backup set and the hard disk.

Related Topics

Understanding the Compare Report

Backup Complete

When the backup is finished, Backup displays a summary of the results.

If you want to do a Compare to verify that the backup files match the originals, choose **Compare**. Backup then performs a compare and displays the results.

Related Topics

Understanding the Compare Report

Restore Complete

When the compare is finished, Backup displays a summary of the results. If any files were different, a Tree button is provided to let you look at a compare history tree. This history tree presents a visual display of the differences between the backup set and the hard disk.

Related Topics

Making a backup

Glossary

Disk Overwrite Warning

The media you want to back up to appears to contain data.

OK
Continues the backup and erases all the files on the disk.

Cancel
Cancels the backup.

Retry
Lets you continue the Backup after inserting a new disk.

File Exists

Overwrite

Overwrites the existing file on the hard drive with the one being restored.

Overwrite with Newer File Only

Overwrites the file on the hard disk ONLY if the file on the backup set is newer.

Skip this File

Does not overwrite the file.

Repeat for All Later Files

Works in conjunction with one of the first three. If you know you want to overwrite all files, then select Overwrite and Repeat for All Later Files, and you will not get this dialog box every time a file is overwritten.

To overwrite older files with a newer version, select Overwrite with Newer File Only and Repeat for All Later Files. If you do not want to overwrite any files, then select Skip this File along with Repeat for All Later Files.

Related Topics

Overwrite Warning

Start Backup

Backup Description and Password

Description

You can enter an optional description of up to 30 characters for your backup. This description appears in the History drop-down list box when you do a compare or restore, and can help you remember the correct history file to use.

Password

You can enter an optional password for your backup. Use upper or lower case: the password is case sensitive.

REMEMBER YOUR PASSWORD, if you choose to use one! If you forget or lose it, the data CANNOT be restored!

Related Topics

Start Backup

Tape Directory dialog box

Removable Media Warning

This dialog box confirms that you want to use the same physical drive as both the source and destination drives.

Choose **OK** to back up, compare, or restore from one cartridge to another. Backup will prompt you for source and destination cartridges.

Choose **Override** to use one cartridge as both source and destination. The cartridge will contain your original files and the backed-up or restored files.

Related Topics

- Formatting Iomega Cartridges and Disks
- Choose Drive and Media

No Tape Drive Detected

Since your tape drive could not be automatically detected, you must manually configure Backup to access it. To do so, choose Define Equipment from the Configure menu, choose the FDC-QIC option, and then choose Configure in the Tape Drive Configuration dialog box. In the Configure Tape Drive dialog box you can enter the Address, Data rate, and other settings for your drive.