Introduction

Iomega makes your life easier with software that helps you get stuff done.   The Tools 95 software package is an integrated package of useful utilities for your Iomega removable drives and disks. Included with the current Tools 95 package is the backup program 1-Step Backup for Zip & Jaz.

1-Step Backup is a backup program which includes hard drives and any local drives connected to your system (1-Step Backup does include Zip, Jaz, and Bernoulli drives, but does <u>not</u> currently support Ditto).

1-Step Backup is a background running program.   This means you can perform a 1-Step Backup job on your system and still have access to your computer while the backup or restore job is running (provided you are not working in a file 1-Step Backup is attempting to backup or restore).   After you have selected and started a job, 1-Step Backup will automatically minimize itself to a Windows 95 <u>taskbar button</u>.

1-Step Backup for Zip & Jaz was developed by Iomega to address the problem of hard disk failure, and as a way to secure your stuff with backup copies that are easy to access and restore.   Information storage disk "crashes" can be caused by many things, some examples include: mechanical failure, software failure, an electrical surge, fire, water, or even dust and smoke particles. In addition, partial hard disk failures are not uncommon. Sectors of a disk can lose magnetic retentiveness, resulting in corrupted or lost data.

Statistics show that most hard disks represent an average of over 3,000 hours of work. The data, and your investment of both time and effort, should be protected from loss. 1-Step Backup provides such protection. Using 1-Step Backup frequently to back up your hard disk and local Iomega drives can allow you to restore lost or damaged data in a very short period of time (compared to reloading all of your software).

Copyright Information

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Protect Against Accidental Deletion

Almost everyone has looked for a file only to discover that it has been accidentally deleted. With a good backup routine your data is protected from such mishaps.   1-Step Backup for Zip & Jaz has been designed so you can locate and restore files as you need them.

Use 1-Step Backup to Access Older File Versions

You may need to save or go back to earlier versions of your files. For example, you may need to see an earlier version of a spreadsheet or word processing document.

With 1-Step Backup for Zip & Jaz, maintaining different versions of the same files can be a simple procedure.   If backups are performed regularly, different versions of files will be available for quick and easy restoration.

Use 1-Step Backup to Archive Files

It seems that there is never enough space on a hard disk. The urge to delete rarely used files is tempered by the possibility, however small, that these files may be needed again.

Archiving can help. Archiving is the process of saving copies of selected files for future retrieval. Backing up data provides an automatic facility for archiving. After files are backed up onto your Zip, Jaz, or Bernoulli disk(s), you can delete them from your hard drive.   If they are ever needed again, they can be easily restored.

Use 1-Step Backup to Transfer Files

You may need to transfer a set of files to a new computer or to all the computers in your department. Or you may need to bring files home from work each day. 1-Step Backup for Zip & Jaz allows you to control what file types are backed up, and then lets you transfer those files from one computer to another. You simply back up the desired files and then restore them to other computers.

You don't have to worry about fitting your files onto diskettes or what to do with very large files because with 1-Step Backup's compression option "On," most large files will fit on a single Zip, Jaz, or Bernoulii disk. If you are transferring more files than will fit on one Zip, Jaz, or Bernoulii disk, 1-Step Backup will prompt you to insert another one as needed.

Backup and Restore Concepts

Individuals and large organizations have different computer work styles and backup requirements. Whatever your needs, you can get started by using 1-Step Backup's default settings to implement a reliable backup strategy.

However, you will probably want to develop a customized approach to make backing up your data fast, easy, and secure. If you understand a few basic concepts, you'll be able to use 1-Step Backup to your best advantage.

{button ,JI(`1-StepZJ.HLP',`IDH_Introduction_to_1_Step_Backup_Strategies')}   <u>Introduction to 1-Step Backup Strategies</u>

{button ,JI(`1-StepZJ.HLP',`IDH_File_Selection_Preferences')}   <u>File Selection Preferences</u>

Introduction to 1-Step Backup Strategies

There are as many approaches as there are 1-Step Backup for Zip & Jaz users.   Consider the following as you think about backup strategies.

- What files must be backed up?

- How much time can you spend backing up?

- How often should files be backed up?

- What percentage of my Zip, Jaz, or Bernoulii backup disk is available for backups?

- Will you be working alone or does your routine depend on others in your organization?

- How important or valuable is your data?

Once you've made these decisions, you can get started customizing your backup and restore routine.

Selecting File Types in 1-Step Backup

1-Step Backup for Zip & Jaz provides a wide range of file type options which allow you to have precise control over what files you exclude in your backup jobs.   Some common backup job types are explained in the sections that follow.

NOTE:
1-Step Backup includes Hidden, System, and read-only files in its backup of Windows 95 files.

{button ,JI(`1-StepZJ.HLP',`IDH_Data_files')}   Data Files

{button ,JI(`1-StepZJ.HLP',`IDH_Program_files')}   Program Files

{button ,JI(`1-StepZJ.HLP',`IDH_Flexibility')}   Flexibility

{button ,JI(`1-StepZJ.HLP',`IDH_File_Selection_Preferences')}   File Selection Preferences

Data files

A common practice is to back up data files daily or weekly. However, if losing one day's work is more than you can afford, consider backing up more often.

1-Step Backup for Zip & Jaz is a convenient backup and restore program because it is a background running program.   This means you can perform an 1-Step Backup job on your system and still have access to your computer while the backup or restore job is running (provided you are not working in a file 1-Step Backup is attempting to backup or restore).   After you have selected and started a job, 1-Step Backup will automatically minimize itself to a Windows 95 taskbar button.

{button ,JI(`1-StepZJ.HLP',`IDH_Program_files')}   Program Files

{button ,JI(`1-StepZJ.HLP',`IDH_Flexibility')}   Flexibility

{button ,JI(`1-StepZJ.HLP',`IDH_File_Selection_Preferences')}   File Selection Preferences

Program files

Program files are sometimes also called application files, they are the files that are loaded onto your hard drive (or local information storage drive) when you install a program to your computer.   Examples include word processing, spreadsheet, graphics art, Internet, and game programs.

You may want to backup your program files during each full backup, every few months, or when you add or reconfigure a software package.

> **TIP:**
> Backing up program files saves you the time and trouble of reinstalling and reconfiguring them from the original program diskettes if a problem develops.

Whenever you perform a backup, you can back up one file, one directory, or a set of files or directories on one drive or multiple drives. Each time you use 1-Step Backup for Zip & Jaz you can customize your backup drive and file selections, or 1-Step Backup will automatically save the last settings you used for the last backup job.   A resest button called, Reset to Original Settings also lets you automatically go back to 1-Step Backup's default settings.

1-Step Backup for Zip & Jaz is a convenient backup and restore program because it is a background running program.   This means you can perform an 1-Step Backup job on your system and still have access to your computer while the backup or restore job is running (provided you are not working in a file 1-Step Backup is attempting to backup or restore).   After you have selected and started a job, 1-Step Backup will automatically minimize itself to a Windows 95 taskbar button.

{button ,JI(`1-StepZJ.HLP',`IDH_Flexibility')}   Flexibility

{button ,JI(`1-StepZJ.HLP',`IDH_File_Selection_Preferences')}   File Selection Preferences

Flexibility

1-Step Backup for Zip & Jaz provides tremendous flexibility in your selection of what to include in a backup job.   1-Step Backup allows you to backup selected drive and/or files such as any hard drives, local drives, and CD-ROMs connected to your system, or to include all or part of any drive in a backup job.   You can also base your backup on how frequently a set of files change. You can make monthly, quarterly, or semiannual backups of files that seldom change, such as program files, and daily or weekly backups of files that change frequently, such as data files.

For a full explanation of 1-Step Backup's flexible drive and file selection options see:

{button ,JI(`1-StepZJ.HLP',`IDH_File_Selection_Preferences')}   File Selection Preferences

1-Step Backup's Opening Screen

Full Backup
When you first start 1-Step Backup for Zip & Jaz a screen will appear telling you that it is ready to perform a full backup.   A Full Backup includes all files on any hard drives connected to your system.   You can Customize any backup job to include all your local drives and CD-ROM drives, or to exclude any drives or files you wish.

Changed Files
After running a Full Backup job, the next time you run 1-Step Backup you will be automatically prompted for the last disk of your current backup job.

> **WARNING:**
> 1-Step Backup for Zip & Jaz will not let you use a disk running a compression program like Drive Space, Double Space, or Stacker.

Next Full Backup
To run the next full backup, 1-Step Backup provides you with the Customize option buttons shown below. Simply click on "Change Settings and Start a NEW Backup Job," and then "OK."   You can then Customize your Backup Job further or simply press "OK" on the Preferences screen and begin your backup.   You should insert a new backup disk (one that does not contain a previous backup job) to run an additional full backup.   1-Step Backup will prompt you to insert a new disk or to erase the current one if it detects a backup job on your target disk.

○ View settings for CURRENT Backup Job

◉ Change settings and start a NEW Backup Job

> **NOTE:**
> After you have performed three full backup jobs, 1-Step Backup will allow you to reuse any disk except one containing data from your current backup job.   You will be prompted with a decision screen before 1-Step Backup uses a disk containing backup data.   However, Iomega recommends that you rotate your backup media often to insure the safety and security of your data.

General Properties

The General preference page shows the current backup job, including what number of job you are about to perform. Your Backup Jobs will be named by their sequential order: Backup Job 1, Backup Job 2, and so on.   You should also label your disks with their corresponding Backup Job names.

This page will also allow you to assign a Description to each backup job that will help you keep track of which of your jobs contain what stuff.

You may also select which Iomega personal solutions drive you wish to backup to, i.e., Zip, Jaz, or Bernoulli.

The Backup History text box provides you with a brief description of your most resent backup jobs, including the date and time they were last updated.

The data compression option is set to "On" by default.   If you do not want your data compressed with a specific backup job, simply click the box, removing the "X" from the button.   Data compression will drastically decrease the number of disks needed to complete a large backup job.   Under normal circumstances large backup jobs should fit on a single Zip, Jaz, or Bernoulli disk if the backup job is performed with compression "On".

WARNING
1-Step Backup for Zip & Jaz will not let you use a disk running a compression program like Drive Space, Double Space, or Stacker.

NOTE:
If your backup job contains a small amount of data and you wish to move it between computers as quickly as possible, you may want to remove compression from your backup job.   However, if you are backing up all of you data storage drives you may want to keep compression on to decrease the number of disks needed to complete a backup job.

File Selection Preferences

The File Selection preferences page allows you to customize your backup by selecting the drives you want to add or exclude from your backup.   File Selection also lets you specify what file types you want to exclude from the backup based on file extensions.

> **NOTE:**
> "**Full Backup**" is selected by default.   A Full Backup includes all files on any <u>hard drives</u> connected to your system.   You can Customize any backup job to include all your local drives and CD-ROM drives, or to exclude any drives or files you wish.   The following provides a brief discription of 1-Step Backup for Zip & Jaz's customization options.

To select all files on your selected drives (except target backup drive), including Hidden, System, and read-only files, press:
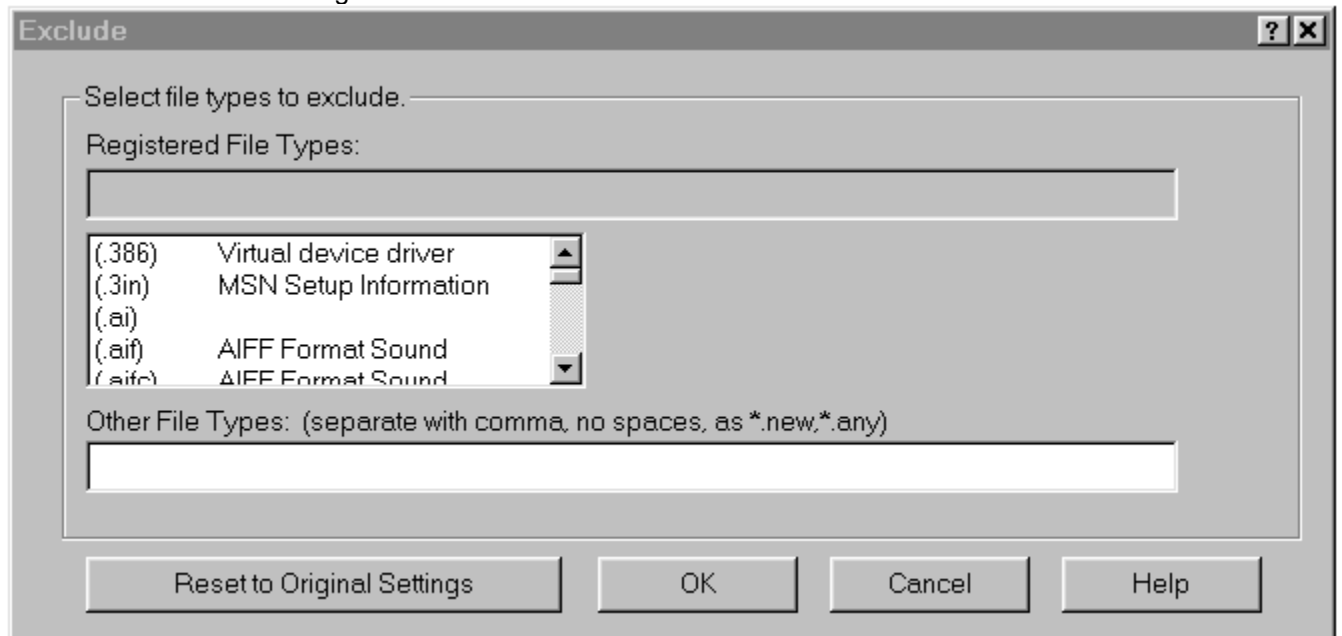

To deselect all files on your selected drives (except target backup drive), including Hidden, System, and read-only files, press:

To exclude specific file types, by file extensions, from your backup job, press:

Which results in the following screen:

To simply print the File Selection screen, which includes the drives and files you have selected for backup, press:

Exclude Files Options

The Exclude screen allows you to specify what files you want to exclude from your backup job based on file extensions.   The selection options are explained below:

Registered File Types allows you to deselect the standard file extensions included in the Windows 95 recognized file set.   As you deselect a file type it will be listed in the window provided, with each file extension being shown separated by a comma.   You can remove a file extension from the window at any time <u>before</u> you begin your backup job by simply highlighting and deleting.

Other File Types allows you to type any file extensions, both included in the Windows 95 recognized file set, as well as any file extension you know exists on your backup drives, that is not included in the provided list under Registered File Types.   As you type each extension you must separate each file extension with a comma.   You can remove a file extension from the window at any time <u>before</u> you begin your backup job by simply highlighting and deleting.

Reset to Original Settings will automatically return the 1-Step Backup Exclude screen to its original default settings.

Security Preferences

The Security preferences page allows you to password protect your backup jobs. Password Protection is set to "No" by default.   Turning password protection to "Yes" allows you to limit access to your backup jobs in the event you have private or confidential information included in you backup files.

Run Options Preferences

The Run Options preferences page allows you to customize your backup interface and gives you control over what screens appear when starting, running, and completing a backup job.

☑ Audible prompts (beep)

☑ Automatically eject backup disk at the end of backup.

☑ Always show "Backup Complete" screen.

1-Step Backup Displays

The **Disk Icon with % Increments** is an icon that appears on the Windows 95 taskbar while your backup job is running. This icon allows you to see the progress of your Backup Job.   By clicking this icon, a detailed progress screen will be opened.

The **Backup Progress Screen** displays the progress of the Backup Job.   It displays this information in two ways:

Selected Files
This display shows you how many files were selected for your Backup Job as well as the Kbytes of information that are being copied.

Complete Files
This display shows you the progress of the Backup Job by detailing how many files and Kbytes of information have been copied at that point.

NOTE:
1-Step Backup for Zip & Jaz's estimated time function is only an estimate.   The program bases its estimation on previous backup jobs, what types of files and file sizes, and how long it takes your particular system to process those files.   1-Step Backup's estimation abilities will automatically adjust as the program runs and as you use the program.

CAUTION:
You should <u>not</u> run CHKDSK from a DOS box while 1-Step Backup for Zip & Jaz is running.   If you run CHKDSK while 1-Step Backup is running you may get a file allocation error notice.

View Report (in Backup and Restore)

This option provides a complete report of all the drives and files that were included in a Backup job, or Restore session.   The report is printable for your convenience.

CAUTION:
You should <u>not</u> run CHKDSK from a DOS box while 1-Step Backup for Zip & Jaz is running.   If you run CHKDSK while 1-Step Backup is running you may get a file allocation error notice.

New Backup Jobs vs. Changed File Updates

Q. Why make new Backup Jobs when you can simply make updates of changed files to the current Backup Job?

A. 1-Step Backup for Zip & Jaz's Full Backup option is selected by default and includes all files on all your hard drives.   You can Customize any backup job to include all your local drives and CD-ROM drives, or to exclude any drives or files you wish.   Iomega suggests running full backup jobs regularly because creating new backup jobs on a regular basis helps to ensure:

- Time is minimized in finding the proper Backup Job

- Media is rotated and used less frequently

- Security is added by having more than one Backup Job to refer to in an emergency

You can also choose to make incremental updates to your current backup job.   Incremental backups create a record of those files which have changes since the last full backup.   Iomega recommends using incremental backups between full backups if your files change frequently or if several different versions of a particular file are needed for archiving.   However, you should not rely exclusively on incremental backups to keep your information updated.   Full backups are still the safest means of protecting your stuff.

Will 1-Step Backup include Hidden, System, and read-only files?

Q. Will the Hidden, System, and read-only files be included automatically when doing a Backup Job in Windows 95?

A. Yes, Hidden, System, and read-only files are recognized and included while doing a Backup Job in Windows 95.   When you do a Restore, you will have the option to overwrite existing Hidden or System files.   By default 1-Step Restore for Zip & Jaz <u>does</u> overwrite Hidden files, but it does <u>not</u> overwrite System files.   1-Step Restore allows you choose how you want these files restored under the Customize options screen.

Force a Full Backup by editing the shortcut

You can edit the 1-Step Backup shortcut to make it force a Full Backup every time it is run.   To edit the shortcut:

1.   Click on the 1-Step Backup shortcut icon.

2.   Click the right mouse button which brings up the Options menu.

3.   Select Properties.

4.   Click the Shortcut tab.

5.   On the Shortcut Properties page you will see a Target box with drive, folder, and program target information, for example it might look like this: C:\Tools_95\Backup\Backup32.exe /B

6.   To force a Full Backup every time you run 1-Step Backup, simply replace /B at the end of the command line with /F, like this: C:\Tools_95\Backup\Backup32.exe /F, and click OK.

Backup only certain files

1-Step Backup for Zip & Jaz provides a wide range of file type options which allow you to have precise control over what drives and files you add or exclude in your backup jobs.   The File Selection Preferences section provides a complete explanation of 1-Step Backup for Zip & Jaz's file choosing options.

See also:
{button ,JI(`1-StepZJ.HLP',`IDH_Exclude_Files_Options')}   Exclude Files Options

Select a specific backup version

Q. What can I do if the last backup version is not what I want?

A. When you enter the Restore screen the following text appears: "I can restore files from any Backup Job.   Insert the last disk from the Backup Job you wish to use for the restore, and push Continue."

It is very important that you label your backup disks with the date and content of the backup job.   At this point in the restoration process select the backup job that will best complete the restoration of your files.

When you press "Continue," 1-Step Restore for Zip & Jaz will prompt you to insert the last disk from the backup job you wish to restore.

> **NOTE:**
> When starting a restore job, 1-Step Restore begins with the last disk used in a backup.   1-Step Restore then automatically prompts you for the next necessary disk to accomplish the specific restore job you wish to perform.   For this reason, it is important that you label the disks you use in a backup series if more than one disk was needed.

1-Step Restore will then prompt you to continue with the restore or to customize the restore through the restore Customize screen.

Restore a specific file

The restore Customize screen contains a toolbar button called "As of":

The "As of" option displays the date for the current backup job contained on the restore disk you have inserted. The "As of" option then allows you to look up previous file versions and restore them to a selected target drive.

> **NOTE:**
> When starting a restore job, 1-Step Restore begins with the last disk used in a backup.   1-Step Restore then automatically prompts you for the next necessary disk to accomplish the specific restore job you wish to perform.

Getting Started

1-Step Restore for Zip & Jaz will prompt you to insert the last disk from the backup job you wish to restore.

It is very important that you label your backup disks with the date and content of the backup job. At this point in the restoration process select the backup job that will best complete the restoration of your files.

> **NOTE:**
> When starting a restore job, 1-Step Restore begins with the last disk used in a backup.   1-Step Restore then automatically prompts you for the next necessary disk to accomplish the specific restore job you wish to perform.

1-Step Restore will then prompt you to continue or to make changes to your restore session through the Customize screen.

Customize Screens

The Customize Restore preferences page allows you to customize your restore by selecting the specific files you want to add or exclude from you restore based on file extensions.

To select all the files in a backup job to be restored to a specified target drive, press:

To deselect all the files in a backup job to be restored to a specified target drive, press:

To exclude specific file types, by file extensions, from your restore job, press:

Clicking on this icon allows you to specify where your backup job is restored.   By default 1-Step Restore for Zip & Jaz will restore your files to their original locations.   If you want to restore files to a different drive this tool will allow you to select the target location.

> **NOTE:**
> 1-Step Restore will allow you to restore data from different drives to a single location.   However, if you want to restore data from multiple drives to a single location, you must run 1-Step Restore once per drive.   This means you must exit after each drive and then run 1-Step Restore again for the next drive.

To select previous files versions for restoration, "As of" allows you to view the dates and times for the backup job on the disk you have inserted.   This option is especially important if you want to restore specific files or previous file versions.

Clicking on this icon allows you to select overwrite options and audible prompts.

Clicking on this icon ejects the current disk so you can view another one.

"Restore To" Location Tool

The "Restore to" location tool allows you to specify where your backup job is restored.   By default 1-Step Restore for Zip & Jaz will restore your files to their original locations.   If you want to restore files to a different drive this tool will allow you to select the target location.

NOTE:
1-Step Restore will allow you to restore data from different drives to a single location.   However, if you want to restore data from multiple drives to a single location, you must run 1-Step Restore once per drive.   This means you must exit after each drive and then run 1-Step Restore again for the next drive.

"As Of" Option Tool

The "As of" option allows you to look at the state of your system as of a particular date, thus allowing you to pick from older backup versions to perform a restore. Each file is listed by the date and time it was backed up. You can choose to restore any previous file using the "As of" option.

> **NOTE:**
> When starting a restore job, 1-Step Restore begins with the last disk used in a backup. 1-Step Restore then automatically prompts you for the next necessary disk to accomplish the specific restore job you wish to perform.

Restore "Exclude" Files Option

The Exclude screen allows you to specify what files you want to exclude from your restore job based on file extensions.

> **NOTE:**
> By default, 1-Step Restore excludes Windows 95 sytem files, but you can choose to include system files by changing your Customize settings before running a backup.

The selection options are explained below:

Registered File Types allows you to deselect the standard file extensions included in the Windows 95 recognized file set.   As you deselect a file type it will be listed in the window provided, with each file extension being shown separated by a comma.   You can remove a file extension from the window at any time before you begin your restore job by simply highlighting and deleting.

Other File Types allows you to type any file extensions, both included in the Windows 95 recognized file set, as well as any file extension you know exists on your restore drives, that is not included in the provided list under Registered File Types.   As you type each extension you must separate each file extension with a comma.   You can remove a file extension from the window at any time before you begin your restore job by simply highlighting and deleting.

Reset to Original Settings will automatically return 1-Step Restore for Zip & Jaz to its original default settings.

Overwrite Options

This screen allows you to customize your restore overwrite options:

Only After Prompt is selected by default and is the safest way to restore your files.   This option makes 1-Step Restore for Zip & Jaz prompt you before it overwrites any file that already exists on the drive you are restoring to.   Iomega recommends only turning this option off if you are certain that you want all the files in a restore session overwritten.

Always allows 1-Step Restore to overwrite all the files in a specific location without prompting you.

Never tells 1-Step Restore to never overwrite files already present on the selected restore drive(s). This option can be used if you know that only some files have been removed or deleted from a particular location and you want them restored without affecting the other files already in that location.

Older files only is an extremely useful option which can be used to overwrite only those files in a restore location that existed before the date of the last update.

Audible beep is an on/off option for an audible prompt that warns you before an overwrite.

Hard Drives

1-Step Backup recognizes any nonremovable drives on your system as hard drives.   This means if you are booting from a Zip or Jaz, or if you make a Zip or Jaz disk "Make Nonremovable," 1-Step Backup will treat those drives as hard drives and will automatically include them in a Full Backup.