

User's Guide

QuickBackup

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SUPPORT

For fast and accurate help, please have the following ready when you contact McAfee:

- Program name and version number
- Type and brand of your computer, hard drive, and any peripherals
- DOS type and version
- Network name, operating system, and version
- Contents of your **AUTOEXEC.BAT**, **CONFIG.SYS**, and system login script
- Specific steps to reproduce the problem.

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About This Document

Who Should Read This Book

The *QuickBackup User's Guide* contains guidelines and procedures for anyone interested in safely and effectively backing up their valuable information. Whether you are a new computer user or an experienced network administrator, this manual contains all you need to know to effectively back up and restore your files.

After reading this chapter, you will:

- Know how this manual is organized.
- Become familiar with documentation notation and conventions.
- Understand the basics of online navigation.
- Know the QuickBackup documentation set.
- Understand Windows operating assumptions.

For more information, see:

- [“What You’ll Find in This Book” on page 7](#)
- [“Conventions and Notation” on page 8](#)
- [“Documentation” on page 11](#)
- [“Operating Expectations” on page 12.](#)

What You'll Find in This Book

The *QuickBackup User's Guide* contains guidelines and procedures for backing up important information safely and efficiently, covered in the following topics:

Before you begin

[Chapter 1, "About This Document,"](#) describes how this manual is organized and explains the conventions and notations used.

[Chapter 2, "Storage Management,"](#) provides a general description of the features and functions of QuickBackup.

Installation and configuration

[Chapter 3, "Installation,"](#) describes installing QuickBackup and ImageStor.

[Chapter 4, "Configuration Wizard,"](#) provides instructions for defining or changing backup parameters using the Configuration Wizard.

[Chapter 5, "Protection Manager,"](#) provides instructions for using Protection Manager's advanced backup configuration features.

[Chapter 6, "ImageStor,"](#) describes hard drive imaging procedures.

Backing up and restoring data

[Chapter 7, "Backing Up Files On Demand,"](#) covers on-demand backups.

[Chapter 8, "Restoring Files,"](#) provides instructions for restoring data.

LAN reference

[Chapter 9, "LAN Setup,"](#) describes configuring QuickBackup in a LAN environment.

Conventions and Notation

This manual is organized to provide background information on storage management principles and to provide specific procedures on using QuickBackup.

Procedures

Procedures describe how to perform specific actions. Procedures begin with an introductory paragraph, followed by sequential step-by-step actions. Screen captures are used to illustrate what you should be viewing in QuickBackup as you proceed.

Each task has its own procedure. When a task can be accomplished in several ways, each method is covered in a separate procedure.

Procedures use the following format:

Step

Action

1. Numbered steps tell you what action to take.

Response: Tells how the software responds to the actions you take.

2. Tells what further action, if necessary, you need to perform to complete the task.

Notation

Distinct notation is used throughout this manual to aid in following procedures or identifying specific commands. Special conventions are used for key notation, menu commands, button commands, file and path names, and text notes.

Key notation. This notation represents a key or a combination of keys on the keyboard you press to perform a function. The keys to be used are spelled as they appear on the keyboard, in bold serif font. If you must use a combination of keys, these are connected by a “+” (plus) sign.

Example: press the **ENTER** key. Or, press **SHIFT + F10**.

Menu commands. Menu commands are noted with bold type; hierarchical menu command levels are separated by a slash. “Choose” is used to execute menu commands or access tabbed property pages.

Example: Choose **Actions/Backup Now**.

Option commands. Option or “radio” buttons, check boxes, labeled text boxes, group boxes and other option controls are enclosed by angle brackets (< >). You “select” option buttons. You “activate” check boxes.

Example: Select <Backup when your computer is idle>.

Example: Activate <Use PASV mode>.

Buttons. Configuration Wizard pages, Protection Manager tabbed property pages, command or action buttons, and Protection Manager toolbar buttons are noted by bold type. “Click” is normally used to execute button commands.

Example: Click the **Backup Now** toolbar button.

Example: Click **Next>** to continue.


File or path names. File names, folder names, and directory path names are indicated by a serif font in all capital letters. Internet Uniform Resource Locator (URL) addresses are shown in a lower case serif font.

Example: The directory is **C:\PROGRAM FILES\MCAFEE\QUICKBACKUP**

Example: The URL is **http://www.mcafee.com**.

Text note. The text note emphasizes important information about options, functions, procedures, or cautions.

Example:

 *You must have an Internet connection (dial-up or direct access) to use an FTP server as your backup repository.*

Online navigation

QuickBackup User's Guide is written in a conventional book format. Chapters are organized by specific topics, and tasks are covered by outlined in step-by-step procedures. Though presented as an online file, this manual can be printed for reference.

The manual is presented in Adobe Systems Incorporated Portable Document Format (PDF) and is opened by Adobe's Acrobat™ Reader, included with your QuickBackup software. In Portable Document Format, online files are read-only. Therefore, you will not see the traditional arrow cursor. Instead, you will see a “hand” cursor.

The Acrobat Reader includes menu commands and toolbar buttons to help you navigate through the online document. You should take a few minutes to become familiar with the Acrobat Reader conventions. The Acrobat Reader also includes an online Help file, found in the **Help** menu.

Online documents feature hypertext navigation. Hypertext enables linking of specially identified text elements, or “hotspots,” to specific or related topics located elsewhere in the document. Hypertext appears in the same typeface as normal text, but is light green in color. When you move the Acrobat Reader hand cursor over a hypertext element, the open hand turns into a “pointing” hand with the index finger extended; by double-clicking on the hotspot text, you move or “jump” directly to the identified topic.

Example:

See [“Operating Expectations” on page 12](#) for more information.

Documentation

The QuickBackup documentation set is designed to provide guidelines and procedures for effectively configuring your backup and restore operations. The documentation set includes the following:

- QuickStart card (included only in boxed software)
- **WHATSNEW.TXT**
- **README.TXT**
- *Getting Started*
- *User's Guide*
- Online Help.

The QuickStart card is a reference card included in the software package, designed to aid in QuickBackup installation.

WHATSNEW.TXT is an electronic text file containing information about new features in QuickBackup and ImageStor.

README.TXT is an electronic text file that contains licensing agreements and information about McAfee Associates, Inc.

The *Getting Started* guide is a printed manual that contains an introduction to personal storage management, installation instructions, and information on defining initial backup configurations.

The *User's Guide* is this online manual (**BACKUP.PDF**) that contains complete instructions for installing, configuring, and using QuickBackup.

The QuickBackup online Help file contains reference information, procedures, and context-sensitive information about Configuration Wizard and Protection Manager features and functions. To view QuickBackup online Help, choose **Help/Help Topics** from the Protection Manager primary window. To view Protection Manager context-sensitive Help topics, choose **Help/What's This?**, then click on the topic. Most Configuration Wizard pages and Protection Manager tabbed pages contain context-sensitive Help; click **Help** or press **F1**.

ImageStor also contains a Help file. To access this from the ImageStor primary window, choose the **Help** tab.

Operating Expectations

QuickBackup requires the Windows 95 or Windows NT 4.0 operating system and integrates many Windows features to provide a seamless interface for backing up and restoring your information.

In order to get the maximum benefit from QuickBackup, you should be familiar with all basic aspects of Windows operations, capabilities, and conventions, and have a working knowledge of:

- Windows desktop and taskbar
- My Computer and Windows Explorer views
- Keyboard commands and two-button mouse operation
- Windows desktop controls and operations, including Cut, Copy, and Paste; drag and drop operations; and multiple folder or file selection
- Directory (folder) and file naming conventions and management
- Context menus and properties sheets
- Windows Registry.

In addition to the above, If you want to designate an FTP site as your backup repository, you must have the following:

- Direct or dial-up Internet access based on PPP (Point-to-Point Protocol) or TCP/IP (Transmission Control Protocol/Internet Protocol)
- At least one account with an FTP site.

Storage Management Overview

QuickBackup is McAfee's backup and data management utility for Windows 95 and Windows NT 4.0. It provides a simple and effective method for protecting data through a variety of easy to use features:

- Backup to a local hard drive, a network drive, or an FTP server on the Internet or an intranet
- Backup on demand or by automated schedule
- Seamless integration with the Windows interface
- Backup by Windows desktop controls and operations
- Backup status reporting by screen displays or designated log files
- Hard drive imaging for emergency system reboot or system restoration.

After you read this chapter, you will be familiar with storage management concepts and QuickBackup features, components, and operations.

See the following topics:

- [“Backing Up Information” on page 14](#)
- [“Features and Benefits” on page 15](#)
- [“About Personal Storage Management” on page 16](#)
- [“About Removable Media” on page 19](#)
- [“Data Encryption” on page 21](#)
- [“McAfee Personal Vault” on page 22](#)
- [“Where to Go from Here” on page 23.](#)

Backing Up Information

Whether you use the Configuration Wizard or the advanced features of the Protection Manager, all backup operations consist of the following basic parameters, which you define:

- Where you want to back up your information (the repository)
- Which files you want to back up
- When you want backups to occur.

These parameters do not have to be defined in any particular order. The Configuration Wizard presents them in a logical sequence and provides recommended default settings.

When you define your backup parameters, QuickBackup creates a configuration file that retains and uses these settings as the default. You can change your backup configurations at any time through the Configuration Wizard or the Protection Manager. These topics are covered in more detail in [Chapter 4, “Configuration Wizard,”](#) and [Chapter 5, “Protection Manager.”](#)

The Configuration Wizard guides you through defining your initial backup configuration for your entire hard drive. You can also use the Configuration Wizard at any time to change backup configurations for your entire hard drive. As you become more comfortable with QuickBackup, you can experiment with the advanced features of the Protection Manager, which offers backup configuration at the folder or file extension level.

You should restore your files occasionally to verify you are getting the results you desire. QuickBackup provides very powerful, easy-to-use tools to back up your information. However, this ease of use can result in accidentally altering your backup configurations.

QuickBackup provides the means to back up your information to an FTP (File Transfer Protocol) server on the Internet or an intranet. You must have an Internet connection (dial-up or direct) that supports PPP (Point-to-Point Protocol) and/or TCP/IP (Transmission Control Protocol/Internet Protocol). You must also establish an account with the FTP site. Once these conditions are satisfied, QuickBackup will automatically make the FTP connection when a back up or restore operation is initiated.

Features and Benefits

QuickBackup offers a fast, easy, and reliable method of backing up and restoring your data. The table below outlines the key features and benefits of QuickBackup.

Key Features	Benefits
Back up to repositories of your choice: local drives, network drives, or FTP servers on the Internet or an intranet.	Provides a variety of backup options for flexibility and accessibility. Additional backup hardware is optional.
Ease of use	Perform on demand backup and restore operations using standard Windows operations, including drag and drop, Explorer menu commands, context menu commands, or Properties sheets commands. Or, automate backups to run on a regular schedule you define.
Configuration Wizard	The Configuration Wizard provides Express Setup for quickly defining backup parameters, or Custom Setup for a more advanced backup configuration. You can also use the Configuration Wizard at any time to quickly change backup configurations for your entire hard drive.
Protection Manager advanced backup configurations	Protection Manager provides advanced backup configuration features at the folder or file extension level. Define multiple backup configurations, multiple backup repositories, define backups at the folder or file level, define automatically scheduled backups, include or exclude specific file types, and define backup reporting options.
Hard drive imaging and disaster recovery	ImageStor copies your entire hard drive and system configuration. You can recover from a hard drive crash or reformat a new hard drive.

About Personal Storage Management

QuickBackup includes features that provide efficient and easy to use information management and protection, including:

- QuickBackup to configure, back up, and restore your information
- ImageStor to create image copies of your entire hard drive for disaster recovery or hard disk formatting
- A “virtual folder” for your backup repository.

These features are described in the following sections.

QuickBackup

QuickBackup performs backups based on specific configurations you define. All backup configurations consist of the following parameters:

- WHERE your data is stored (the repository)
- WHICH drives, folders, or files are backed up
- WHEN the backup is to occur.

QuickBackup uses two methods to define your backup configuration:

- The Configuration Wizard
- The Protection Manager.

The first time you run QuickBackup, the Configuration Wizard automatically guides you through defining default backup parameters.

The Configuration Wizard is designed to operate from a “top down” approach to back up your entire hard drive by offering intelligent default settings. “Top down” means that Configuration Wizard will automatically include all contents of your hard drive, depending on repository space available. You can also access the Configuration Wizard at a later time through the Protection Manager to change backup parameters for your entire hard drive.

Configuration Wizard is designed to meet the backup needs of most users, while the Protection Manager provides the power user with advanced capabilities.

The Protection Manager is the main application (.EXE) of QuickBackup. Except for the first time you run QuickBackup, the Protection Manager appears whenever QuickBackup is opened.

Protection Manager provides advanced features for defining backup configurations at the folder or file extension level, defining backup parameters from the “bottom up.” In other words, Protection Manager defines backup parameters based on individual files or folders. Protection Manager also provides capabilities to define multiple backup configurations or multiple repositories.

You make configuration changes in Protection Manager by means of menu commands and toolbar buttons. The Protection Manager column heading buttons feature “toggle” action to change settings by mouse clicks. This feature allows file extension types to be included or excluded from backup configurations.

Protection Manager provides the ability to:

- Create and open multiple backup configurations.
- Perform instantaneous backups.
- Define and perform regularly scheduled backups.
- Define or change the backup repository.
- Define backup reporting options.
- Define the backup strategy.
- Configure FTP site repositories.
- Configure FTP firewall parameters.
- Access the context-sensitive and online Help files.

QuickBackup runs only one instance at a time; you cannot open the application more than once. Therefore, the current backup configuration, whether defined by the Configuration Wizard or the Protection Manager, determines the default configuration QuickBackup uses for all on-demand or regularly scheduled backups during the current active session.

If you make changes to your backup configuration through Configuration Wizard or Protection Manager, these changes become the default for all on demand or automated backups in the current active session. If you do not save these changes when closing the application, QuickBackup reverts to the previous saved backup configuration.

ImageStor

ImageStor is a DOS-based program designed for hard drive recovery or restoration. ImageStor creates an image or “clone” of your hard drive, including all system configurations, partitions and logical drives. This image can be directly substituted for the original hard drive, with no reinstallation of the operating system or applications. ImageStor creates an image of your entire hard drive, rather than performing a file-by-file backup.

You can also use ImageStor to create an emergency bootable disk that contains the DOS operating system, a mouse driver, an ASPI SCSI driver, and all necessary ImageStor application files. In the event of a hard drive failure, this disk can be used to boot your computer. You can then use ImageStor to access your hard drive image on the repository and restore your entire hard drive without reinstalling any system software.

Repository “virtual folder”

Your backup repository appears as a “virtual” folder in the Windows My Computer view, labeled `QUICKBACKUP_REPOSITORY`. Any drives that have had files backed up appear below the `QUICKBACKUP_REPOSITORY` folder, and show the local hard drive icon, the label (if assigned), and the drive letter.

When the repository virtual folder is selected in the My Computer left panel, the right panel heading will be “Drive.” Anything below that level in the folder will display in the standard Explorer view.

The repository virtual folder behaves like any other folder on your hard drive. You can open it to view the contents, select files and display context menus or Properties sheets, drag files to or from the folder for back up or restore operations, or use the Explorer menus for backup or restore. The virtual folder supports redirection; that is, when restoring, you can drag the file to a different location than where it was originally located.

This information is covered in greater detail in [Chapter 7, Backing Up Files On Demand](#) and [Chapter 8, “Restoring Files.”](#)

About Removable Media

In addition to using local hard drives, network share drives, or FTP Internet/intranet servers as backup repositories, QuickBackup also allows you to use removable media. Any device that your system will recognize with a logical drive letter can be used (such as high-capacity disk drives, tape drives, optical drives, etc.). However, there are a few differences you need to be aware of when using removable media as a backup repository.

If the amount of data you want to back up exceeds the storage capacity of your removable media, you will be prompted to insert another media component until the backup is complete. Therefore, it is possible that different "parts" of your backup can be placed on multiple removable backup media. As cannot track backups across multiple media components, you must devise some way of tracking the contents of your backup across multiple removable media components.

For example, when you want to restore files, cannot tell you which media component to insert to access the proper file. If you have inserted the proper media, the restore will take place. However, if you have inserted the wrong media component, QuickBackup will continue to prompt you to insert the proper media component.

Or, you can insert your backup media components and use the Explorer to view the repository contents until you find and select the information you want to restore. Using any of restore features, the file will be restored to its proper location.

Data Compression

QuickBackup provides the option to compress your data to optimize your backup configuration. Data compression can be used for any backup media, but is selected by default if you choose an FTP server as your backup repository.

Compression works at the binary level by eliminating gaps, empty fields, and redundant or unnecessary data so that most files can be reduced by up to 50 percent. This is a very useful feature, enabling you to maximize use of your backup repository allocated space. None of your information is altered or reformatted in the compression process. When decompressed, your files appear in their original format.

When you restore files, they are automatically decompressed.


Since data compression and encryption work at the binary level, they can work together to maximize storage and protection of your files. QuickBackup offers the ability to use these features together or independently through both the Configuration Wizard and the Protection Manager.

Data Encryption

QuickBackup provides the option to encrypt your data to offer a high level of security and protection. Encryption guarantees the privacy and security of your data; no one can view your data without the proper access key.

Data encryption enables you to secure your data, making it inaccessible and unreadable to other parties. Encryption, like compression, works at the binary level, rearranging the bits into an unreadable form. Encryption involves the use of algorithms to convert data into a code or cipher.

When you encrypt your data, you provide a “key” that is necessary to decipher your data. The encryption key functions similar to a password, but is more secure; no systems administrator can access your encryption key through login scripts. This feature is necessary to ensure that your data is totally protected. This also means that, if you lose the encryption key, or reinstall a new version of QuickBackup without using the same encryption key that you backed up with, you also lose access to your encrypted data—forever.

 **WARNING:** *If you lose your encryption key or reinstall QuickBackup without first restoring your data, you will lose access to your data PERMANENTLY. Data that is encrypted MUST be decrypted with the same key.*

When you restore files, they are automatically unencrypted.

Since data compression and encryption work at the binary level, they can work together to maximize storage and protection of your files. QuickBackup offers the ability to use these features together or independently through both the Configuration Wizard and the Protection Manager.

McAfee Personal Vault

McAfee now offers the Personal Vault, an Internet FTP storage service for QuickBackup users. To access the McAfee Personal Vault, you must have Internet access and a World Wide Web browser.

You can find more information about the Personal Vault at the McAfee World Wide Web home page. Make sure your Internet connection is active, then use one of the following methods:

- From the Windows taskbar, choose **Start/Programs/QuickBackup/McAfee Vault SignUp**.
- From the desktop, choose the My Computer or Windows Explorer view. Choose the path **C:\PROGRAM FILES\MCAFEE\QUICKBACKUP**, then double-click on **MPV.HTM**.

When you install QuickBackup, you have the option to sign up for the McAfee Personal vault service. You can also sign up for the McAfee Personal vault at any time. From the Windows taskbar, choose **Start/Programs/QuickBackup/McAfee Personal Vault SignUp**.

Where to Go from Here

The table below shows where you can find instructions for the task you want to perform.

If you want to. . .	See. . .
Install QuickBackup or ImageStor	Chapter 3, Installation
Define or change backup configurations for your entire hard drive	Chapter 4, Configuration Wizard
Define or change backup configurations at the folder or file level	Chapter 5, Protection Manager
Create or restore a hard drive image	Chapter 6, ImageStor
Perform on-demand backups	Chapter 7, Backing Up Files On Demand
Restore data	Chapter 8, Restoring Files
Review LAN repository options	Chapter 9, LAN Setup

Installation Overview

This chapter provides a review of QuickBackup and ImageStor system requirements and complete instructions for installing QuickBackup and ImageStor. This chapter contains the following topics:

- “System Requirements” on page 25
- “Installing QuickBackup” on page 26
- “Installing ImageStor” on page 34.

System Requirements

QuickBackup has the following system requirements:

- CPU running Windows 95 or Windows NT 4.0
- At least 4 megabytes available hard drive space
- A 3.5-inch high-density disk drive
- Backup storage devices to include a local hard drive, removable media, optical drive, or network share drive.

If you want to use an FTP server on the Internet or an intranet as your backup repository, you must have:

- Internet access (direct or dial-up) or intranet access
- An account with or access to at least one FTP site.

ImageStor has the following system requirements:

- DOS 6.x or later
- 1 megabyte available hard drive space
- Drive image storage devices to include: 3.5-inch high-density disk drive, SCSI tape drive, SCSI/IDE drive, or network share drive.

Installing QuickBackup

To install QuickBackup, follow the procedure below. You can stop the installation at any time by clicking **Cancel**. No QuickBackup components will be installed if you exit the installation.


- | Step | Action |
|------|---|
| 1. | With Windows operating, close all other applications. |
| 2. | Insert the QuickBackup installation Disk 1 into drive A , or the CD-ROM into drive D . If you are installing from a BBS download, open the QUICKBACKUP DISK 1 folder. |
| 3. | From the Windows taskbar, choose Start/Run . |
| 4. | Type the following command in the Run dialog box: |

x: \SETUP

where **x** is the drive containing the install disk.

Or, you can use the Windows Explorer to select the drive. Then, open the installation folder **DISK 1** and open the file **SETUP.EXE**.

Response: QuickBackup prepares the InstallShield Wizard to guide you step-by-step through the installation process.


 *This procedure follows a typical BBS install, which proceeds through the installation without interruption. If you are installing from 3.5-inch disks, you will be prompted by the InstallShield Wizard at certain steps to remove the current install disk and insert the next appropriate disk.*

The QuickBackup Install window is displayed.



Figure 3-1. InstallShield QuickBackup/ImageStor Install

5. Click **Next>** to begin installation. Click **Cancel** to exit the installation.

 *At each installation window, you continue installation by clicking **Next>** or stop the installation by clicking **Cancel**. Some windows have a **<Back** button to allow you to review or revise installation parameters before proceeding.*

Response: The Choose Install Option window is displayed.

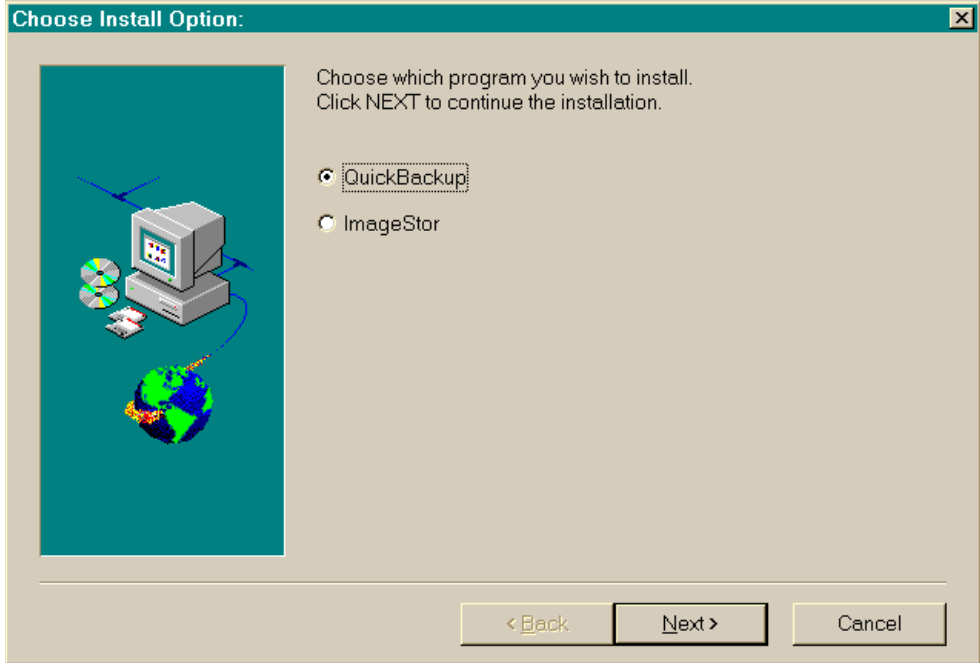


Figure 3-2. InstallShield Choose Install Option

6. Select <QuickBackup>. Click **Next>** to continue.

Response: The Welcome window is displayed.

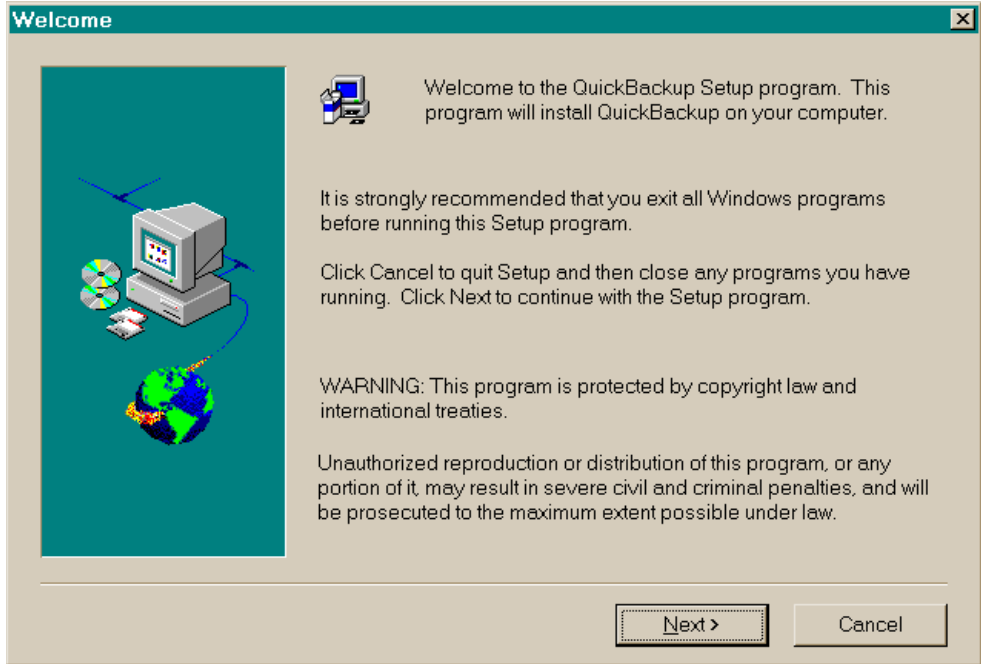


Figure 3-3. InstallShield Welcome to QuickBackup Setup

7. Click **Next>** to continue.

Response: The User Information window is displayed.

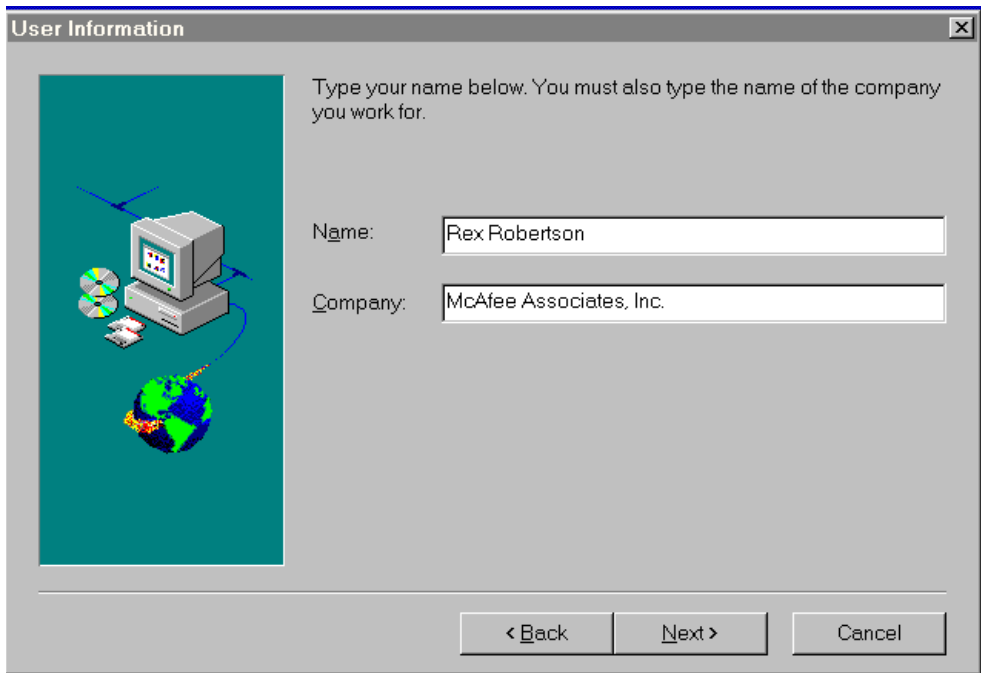


Figure 3-4. InstallShield User Information

8. Type your name and company (if applicable), then click **Next>** to continue. Click **<Back** to return to the previous window.

Response: The Choose Destination Location window is displayed.

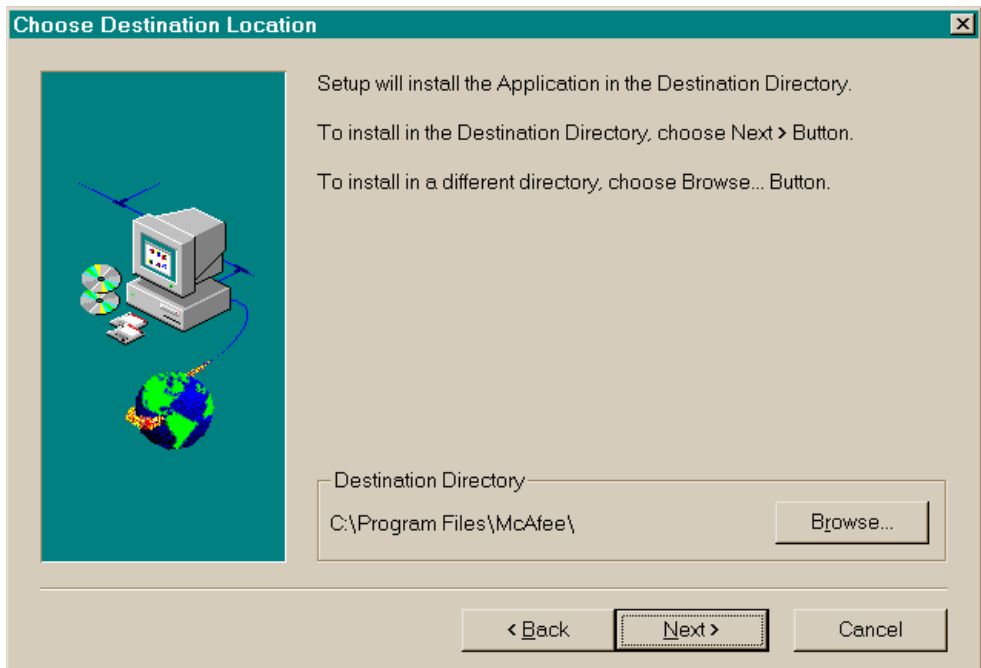


Figure 3-5. InstallShield Choose Destination Directory

9. Click **Next>** to install in the recommended destination directory

C:\PROGRAM FILES\MCAFEE\QUICKBACKUP

or click **Browse** to select a different drive and directory. After determining the destination directory, click **Next>** to continue.

Response: The Select Program Folder window is displayed.

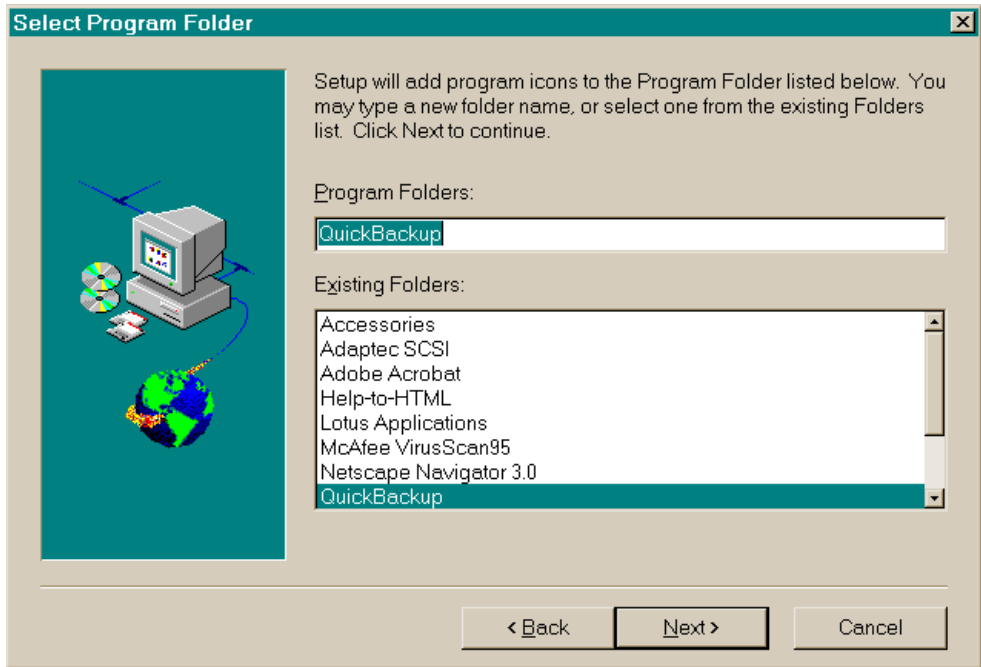


Figure 3-6. InstallShield Select Program Folder

10. Select the Program Folder where you want program icons to appear. You can accept the default of **QUICKBACKUP**, type in a new folder name, or select an existing folder from the list. Then, click **Next>**.

Response: The Choose Option window is displayed after you have designated the program folder.

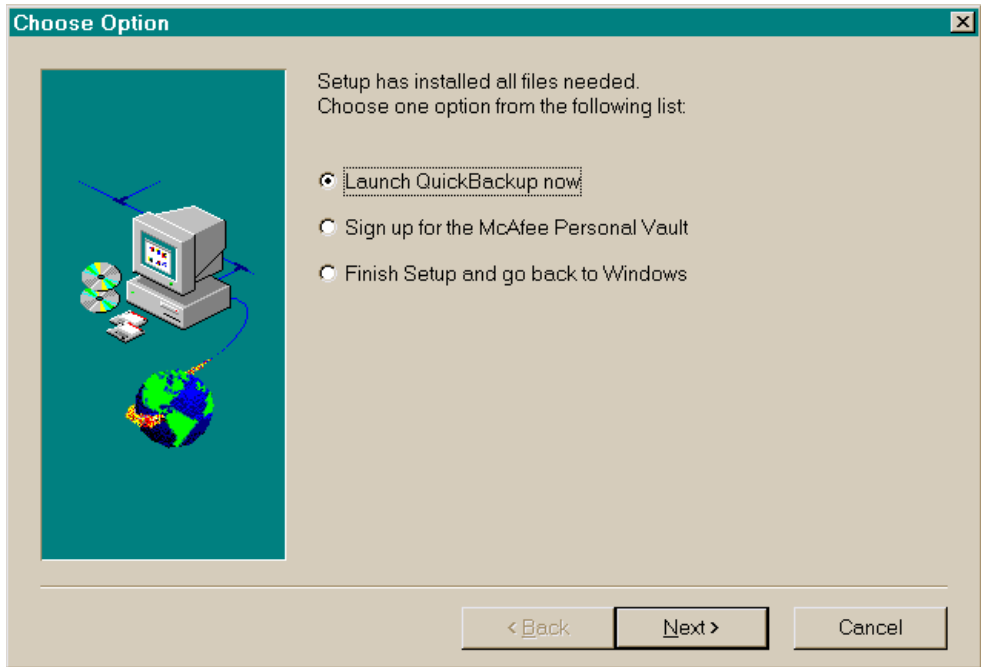


Figure 3-7. InstallShield Choose Option

11. Select one of the following options:
 - Select <Launch QuickBackup now> to define your backup configuration ; see [Chapter 4, "Configuration Wizard."](#)
 - Select <Sign up for the McAfee Personal Vault> to designate an FTP server as your backup repository.
 - Select <Finish Setup and go back to Windows> to return to Windows. You can launch QuickBackup at any time.
12. Click **Next>** to complete the installation. Click **Cancel** to exit the installation (no QuickBackup components will be installed).

Installing ImageStor

ImageStor is installed by QuickBackup InstallShield Wizard, so the first steps in the procedure are the same as installing QuickBackup. You can stop the installation procedure at any time by clicking **Cancel**. No ImageStor components will be installed if you exit the installation. To install ImageStor, follow the procedure below.

To copy an image of your hard drive, you will need a blank, formatted 3.5-inch high-density disk .

Step

Action


1. With Windows operating, close all other applications.
2. Insert the QuickBackup installation **Disk 1** into drive **A**, or the CD-ROM into drive **D**. Or, if you are installing from a BBS download, open the **QUICKBACKUP DISK 1** folder.
3. From the Windows taskbar, choose **Start/Run**.
4. Enter the following command in the Run dialog:

```
x: \SETUP
```

where **x** is the drive containing the install disk.

Or, you can use the Windows Explorer to select the drive. Then, open the installation folder **DISK 1** and the file **SETUP.EXE**.

Response: QuickBackup prepares the InstallShield Wizard to guide you step-by-step through the installation process.

 *This procedure follows a typical BBS install, which proceeds through the installation without interruption. If you are installing from 3.5-inch disks, you will be prompted by the InstallShield Wizard at certain steps to remove the current install disk and insert the next appropriate disk.*

The QuickBackup Install screen is displayed (see Figure 3-1 on [page 27](#)).

5. Click **Next>** to begin installation. Click **Cancel** to exit the installation.

*✎ At each installation window, you continue installation by clicking **Next>** or stop the installation by clicking **Cancel**. Some windows have a **<Back** button to allow you to review or revise installation parameters before proceeding.*

Response: The Choose Install Option window is displayed (see Figure 3-2 on page 28).

6. Select <ImageStor>. Click **Next>** to continue.

Response: The ImageStor Install Welcome screen is displayed.

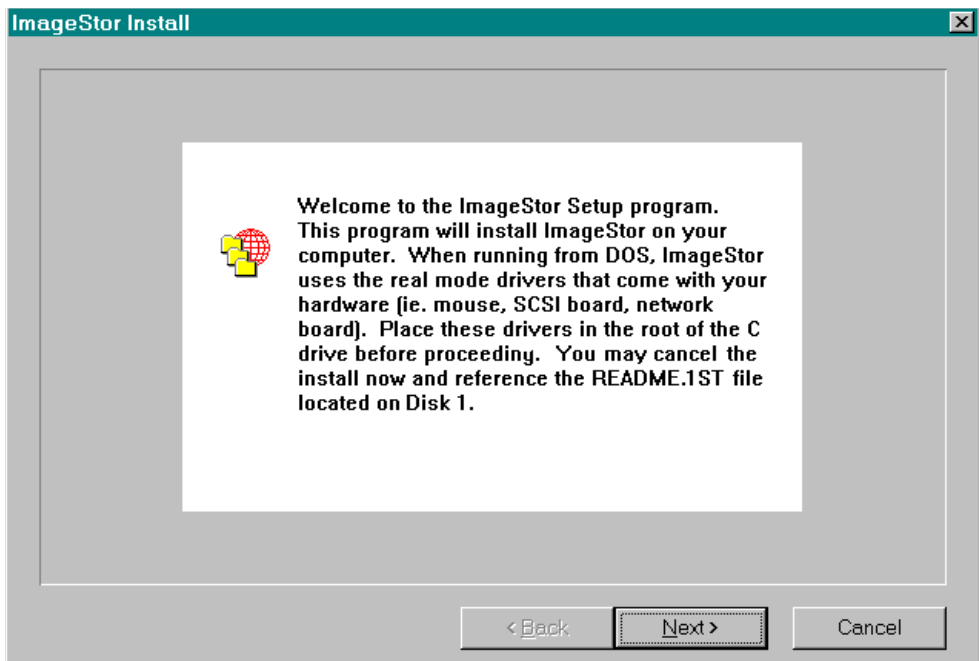


Figure 3-8. InstallShield ImageStor Install

7. Click **Next>** to continue.

Response: The Welcome to ImageStor Setup screen is displayed.

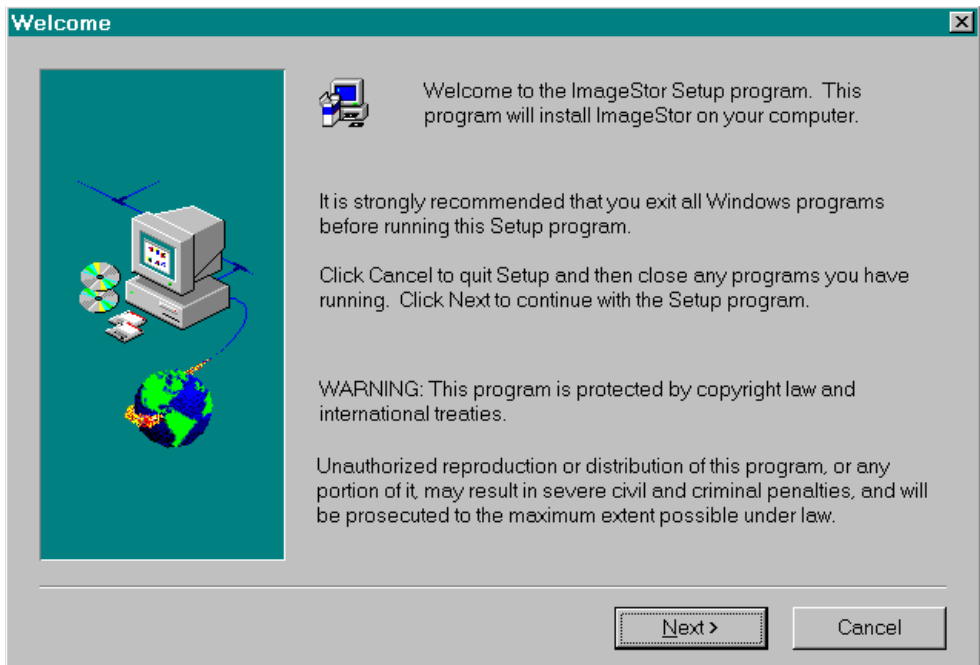


Figure 3-9. InstallShield Welcome to ImageStor Setup

Response: The User Information window is displayed (see Figure 3-4 on page [page 30](#)).

8. Type your name and company (if applicable), then click **Next>** to continue. Click **<Back** to return to the previous page.

Response: The Choose Destination Location window is displayed.

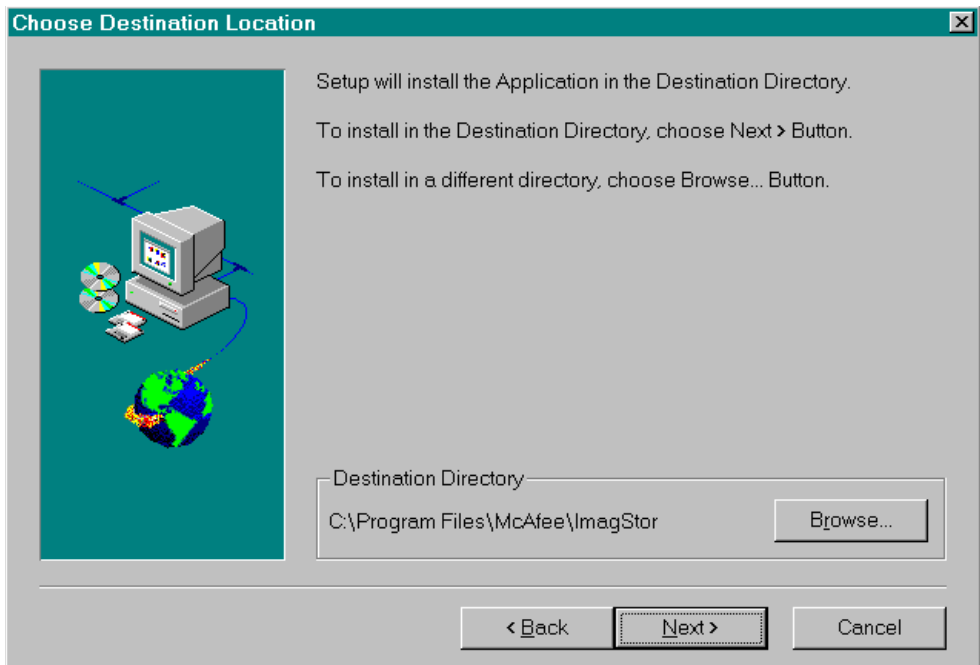


Figure 3-10. InstallShield Choose Destination Location

9. Click **Next>** to install in the recommended Destination Directory

C:\PROGRAM FILES\MCAFEE\IMAGSTOR

or, click **Browse** to select a different drive and directory. After determining the Destination Directory, click **Next>**.

Response: The Select Program Folder window is displayed (see Figure 3-6 on page [page 32](#)).

10. Select the Program Folder where you want program icons to appear. You can accept the default of **QuickBackup**, type in a new folder name (such as ImageStor), or select an existing folder from the list. Then, click **Next>**.

Although a stand-alone product, ImageStor is installed by the QuickBackup InstallShield Wizard. By default, the InstallShield Wizard will place the ImageStor application files in the QuickBackup folder.

Response: When installation is complete, the Question window is displayed.

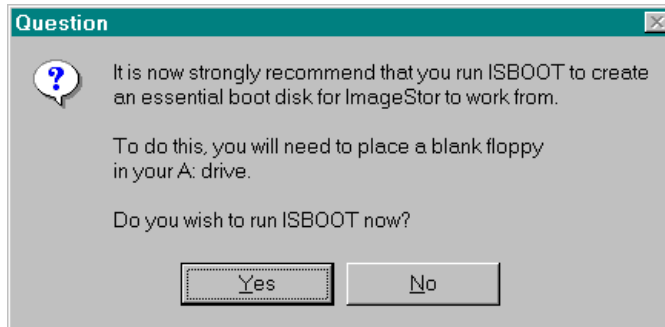


Figure 3-11. ISBOOT question

11. Remove the QuickBackup installation disk from drive **A** and insert the blank, formatted 3.5-inch high-density disk into drive **A**. Click **Yes** to create the essential boot disk.

Click **No** to run ISBOOT at a later time. You must open ImageStor to create the essential boot disk.

12. The Ready to run! window is displayed.

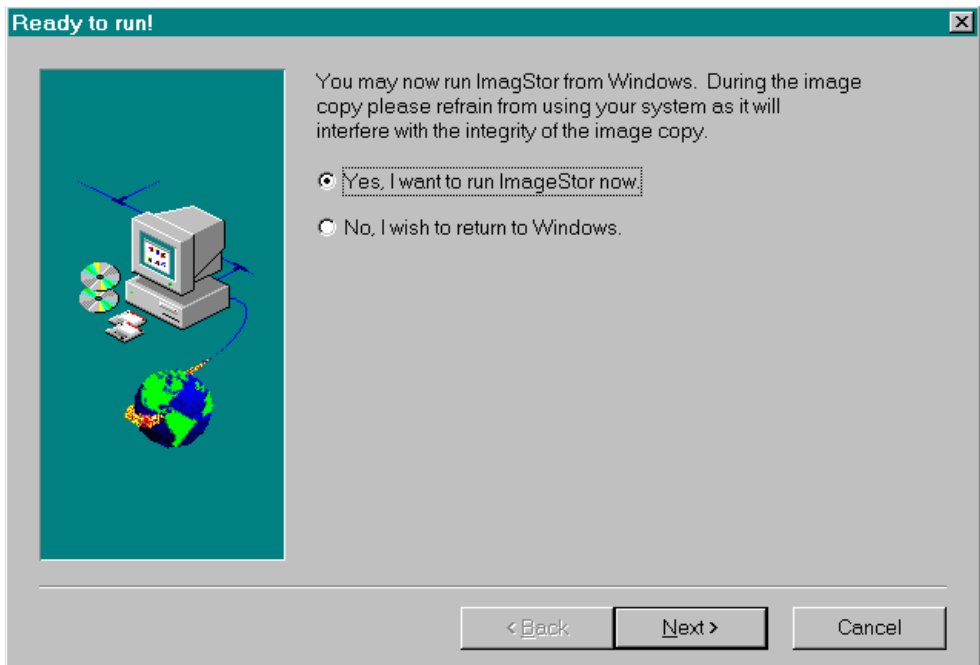


Figure 3-12. InstallShield Ready to run

13. Select <Yes, I want to run ImageStor now.> to start ImageStor. ImageStor copies an image of your hard drive that contains **AUTOEXEC**, **CONFIG.SYS**, and any driver files required to properly boot your system and places this image on the 3.5-inch disk. For more information, see [Chapter 6, "ImageStor."](#)

Select <No, I wish to return to Windows.> to return to Windows without starting ImageStor.

Click **Next>** to continue.

14. The Setup Complete window is displayed.

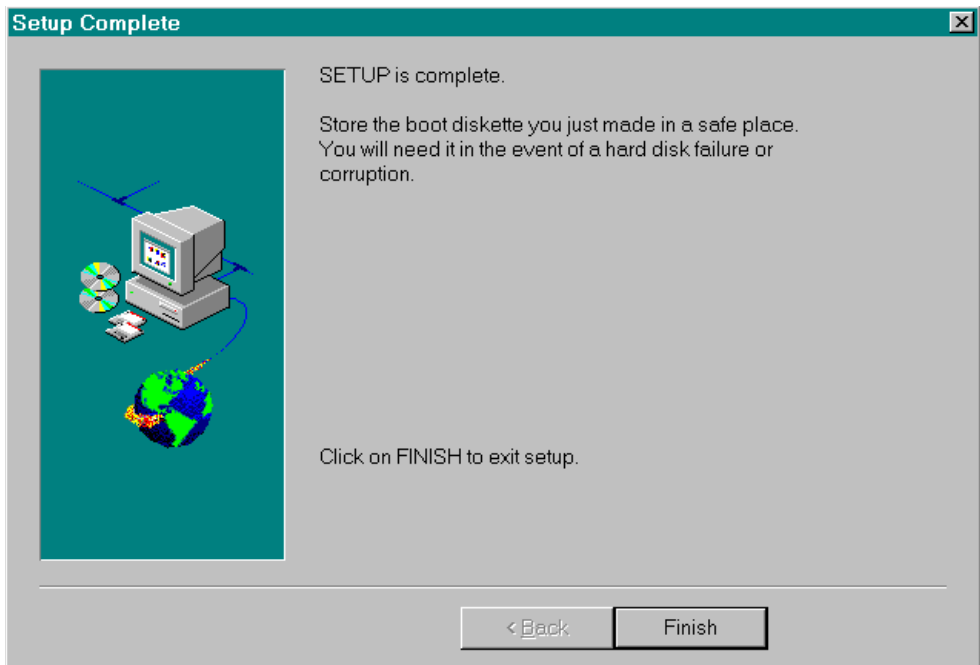


Figure 3-13. InstallShield Setup Complete

15. Click **Finish** to exit the ImageStor setup. Store your recovery boot disk in a safe place.

Where to Go From Here

Now that you've installed QuickBackup, you should define your backup configuration and back up your data. Review the table below to find where to go next.

If you want to . . .	See . . .
Set up initial backup parameters with Configuration Wizard, or redefine parameters for your entire hard drive	Chapter 4, Configuration Wizard
Redefine backup parameters at the folder or file level	Chapter 5, Protection Manager
Create or restore a hard drive image	Chapter 6, ImageStor
Perform on-demand backups	Chapter 7, Backing Up Files On Demand
Restore files	Chapter 8, Restoring Files
Configure LAN repositories	Chapter 9, LAN Setup

Configuration Wizard Overview

This chapter contains instructions for setting up your initial backup settings using the Configuration Wizard. You can also use the Configuration Wizard at any time to change your backup settings. After you read this chapter, you will know how to:

- Define initial backup parameters by Express Setup
- Define initial backup parameters by Custom Setup
- Change backup parameters using Configuration Wizard.

You have the option of running Configuration Wizard immediately after installing QuickBackup. If you do not start QuickBackup immediately following installation, you can open QuickBackup later from the Windows Explorer. Double-click on the QuickBackup application, or choose **Start/Programs/QuickBackup/QuickBackup** from the Windows taskbar.

The first time you run QuickBackup, the Configuration Wizard walks you step-by-step through Express or Custom Setup. Express Setup is designed to quickly designate a backup repository and back up your entire hard drive. Custom Setup allows you to configure your backup in more detail; in addition to defining your backup repository, you can designate certain types of files to be included or excluded from backup, as well as automate future backups to run on a pre-determined schedule.

For more information, see:

- [“Configuration Wizard Express Setup” on page 43](#)
- [“Configuration Wizard Custom Setup” on page 53](#)
- [“Using Configuration Wizard to Change Backup Settings” on page 68.](#)

Configuration Wizard Express Setup

The first time you open QuickBackup, the Configuration Wizard walks you through your initial backup definition. The Configuration Wizard is designed to back up your entire hard drive. Express Setup uses defaults to quickly define or change your backup configuration.

When you choose Express Setup, the Configuration Wizard automatically:

- Presents available repositories
- Scans and analyzes your current drive space usage
- Selects your entire hard drive for backup
- Selects which type of files to backup, based on how much space is available on your backup destination
- Automatically schedules backups to occur when your computer has been idle for fifteen minutes.

Step

Action

1. After QuickBackup installation, select <Launch QuickBackup now>.

If you did not run QuickBackup at installation, double-click the QuickBackup application from the Windows Explorer, or choose **Start/Programs/QuickBackup/QuickBackup** from the Windows taskbar.

Response: The Configuration Wizard - Welcome window is displayed.

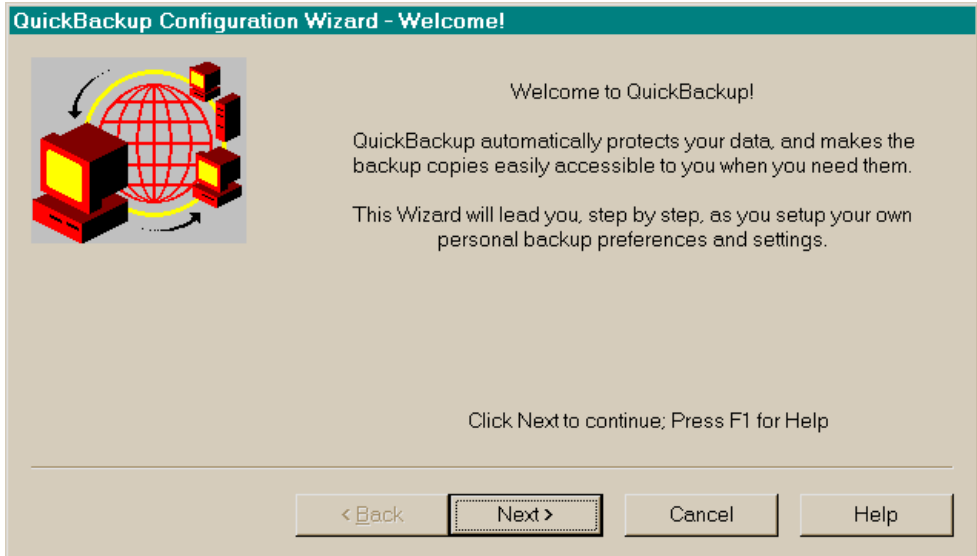


Figure 4-1. Configuration Wizard - Welcome

*At each window, click **Next>** to continue the configuration. Click **<Back** to return to the previous window to redefine your settings. Click **Cancel** to exit the configuration (no settings will be preserved). Click **Help** or **F1** for online Help.*

2. Click **Next>** to continue.

Response: The Choose Method window is displayed.

The Choose Method window presents the available backup repositories, depending on how your system or network is configured.

You also have the option for Custom Setup; see “[Configuration Wizard Custom Setup](#)” on page 53.

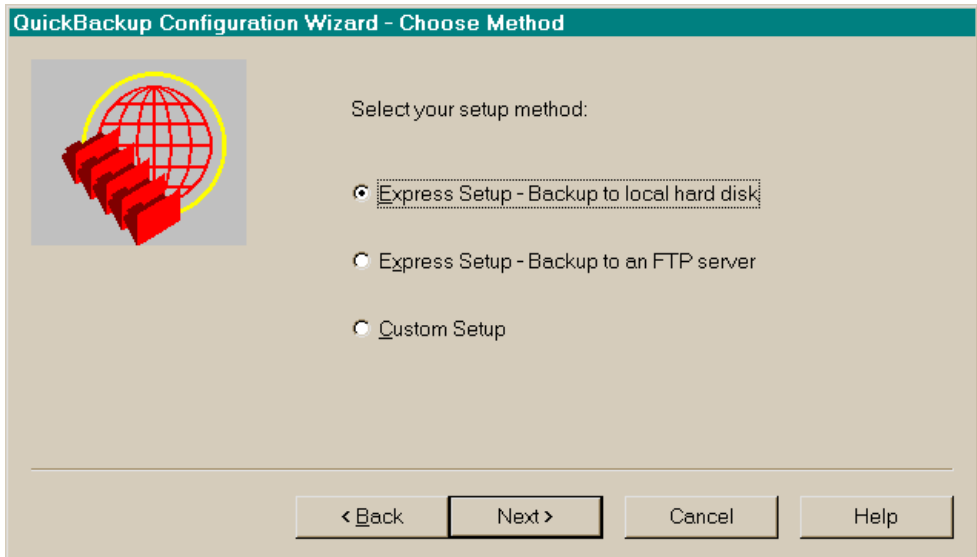


Figure 4-2. Configuration Wizard - Choose Method

3. Select your backup repository, then click **Next>**.

For any repository other than an FTP site, proceed to Step 8 on [page 49](#); the Disk Space Analysis window (Figure 4-5 on [page 49](#)) is displayed.

To designate an FTP site as your backup repository, you must have direct or dial-up Internet access based on PPP (Point-to-Point Protocol) or TCP/IP (Transmission Control Protocol/Internet Protocol).

Response: If you have designated an FTP server as your backup repository, the FTP Site Information window is displayed.

QuickBackup Configuration Wizard - FTP Site Information

Please provide the FTP site information requested below.
If you don't know what to enter, ask your FTP Site Administrator for assistance.

FTP Server name or IP address: Port:

User Name for FTP Login:

Password for FTP Login:

Directory for QuickBackup:

Compress Files to Back Up

Encrypt Files to Back Up Encryption Password:

Use Firewall Use PASV mode

< Back Next > Cancel Help

Figure 4-3. Configuration Wizard - FTP Site Information


4. Type the required <FTP Server Name> (or IP address), <Port> (default is 21), <User Name>, <Password for FTP Login>, and <Directory for QuickBackup> path in the appropriate text boxes. This information must be provided by the FTP site administrator.

If the FTP site supports long file names, the repository folder will be automatically named **QUICKBACKUP_REPOSITORY**. If the FTP site does not support long file names, the repository folder will be named **BACKUPS**.


As a client of an FTP site, you have limited options and access to the FTP server. You must use the full directory path provided by your FTP site administrator. If you define an incorrect path (or a path that does not exist), a warning message will be displayed informing you that there is an "Error creating/changing to directory...". If you get this warning message, you will need to contact the FTP site administrator for the proper directory path to your shell account.

5. Select from the following backup optimization options:

- To compress data, select <Compress Files to Back Up>.
- To encrypt data, select <Encrypt Files to Back Up>, then type your encryption key.

 *WARNING: If you lose your encryption key or reinstall Quick-Backup without using the same key, you will lose access to your data. Data that is encrypted must be decrypted with the same key.*

- The FTP site administrator will instruct you whether or not to activate <Use Firewall>. If the FTP site uses a firewall, follow Step 7 on [page 48](#).
- The FTP site administrator will instruct you whether or not to activate <Use PASV mode>.

 *PASV mode enables the FTP connection data channel as an outgoing call from the FTP client to the FTP server, rather than as an active open connection from the FTP server to the FTP client.*

Click **Next>** to continue.

6. If you did not select <Use Firewall>, the Disk Space Analysis window (Figure 4-5 on [page 49](#)) is displayed; proceed to Step 8 on [page 49](#) .

If you select <Use Firewall>, the FTP Firewall Information window is displayed.

The screenshot shows a dialog box titled "QuickBackup Configuration Wizard - FTP Firewall Information". The dialog has a light beige background and a dark green title bar. Inside, there is a text prompt: "Please provide the FTP firewall information requested below. If you don't know what to enter, ask your FTP Site Administrator for assistance." Below this is a section labeled "Firewall Type" containing four radio button options: "SITE hostname" (which is selected), "USER_after login", "USER_with no login", and "PROXY Open". Underneath the radio buttons are three input fields: "Hostname:" with the value "ftp.vault.mcafeestore.com", "Port:" with the value "21", "Username:" with the value "rrobert", and "Password:" which is currently empty. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Figure 4-4. Configuration Wizard - FTP Firewall Information

7. The FTP Firewall Information window must be completed with information supplied by the FTP site administrator. Click **Next>** to continue.

Response: The Disk Space Analysis window is displayed.

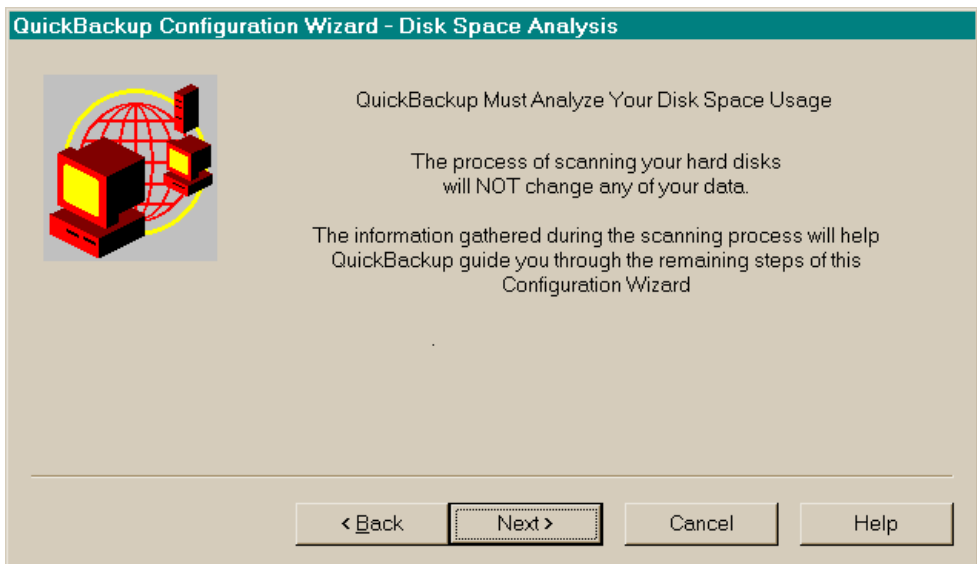


Figure 4-5. Configuration Wizard - Disk Space Analysis

8. Click **Next>** to continue.

Response: The Disk Space Analysis in Progress window is displayed.

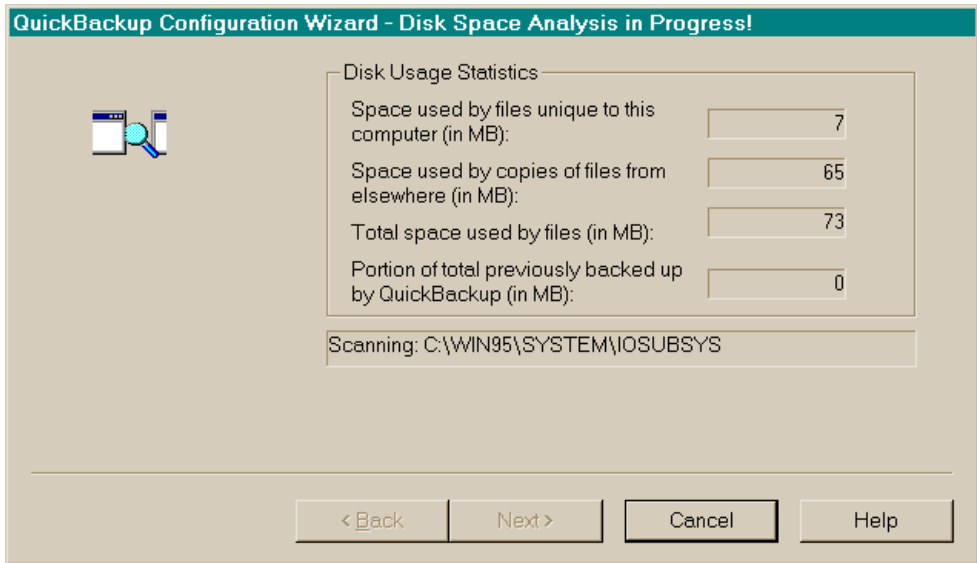


Figure 4-6. Configuration Wizard - Disk Space Analysis in Progress

QuickBackup analyzes your current drive space usage (no data is changed or affected by the scan) and selects your entire hard drive for backup. Based on how much space is available on your backup repository, QuickBackup selects which types of files to back up.

If your designated repository supports long file names, the repository folder will be automatically named `QUICKBACKUP_REPOSITORY`. If the designated repository does not support long file names, the repository folder will be named `BACKUPS`.

When Configuration Wizard completes the scan of your hard drive, the results are presented in the Disk Space Analysis Results window.

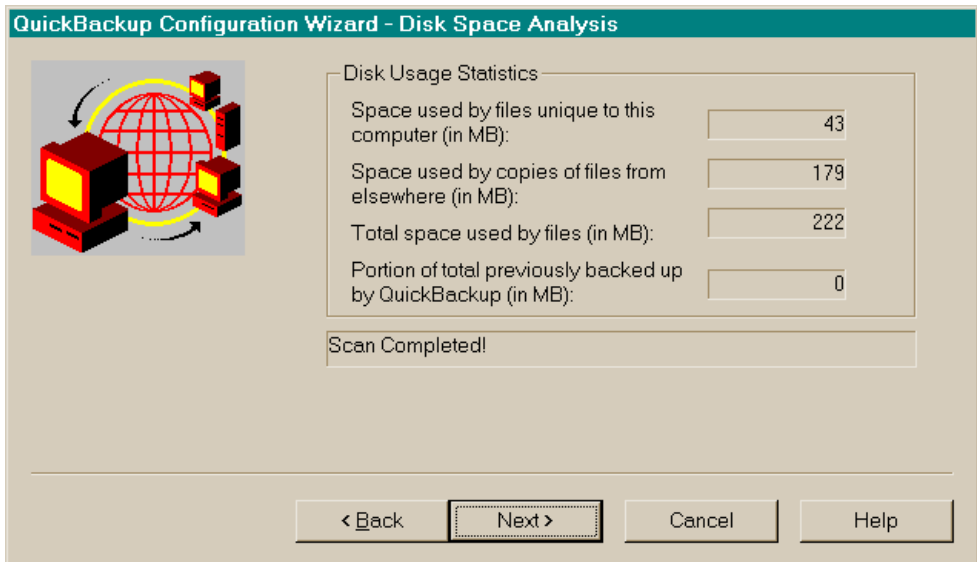


Figure 4-7. Configuration Wizard - Disk Space Analysis Results

9. Click **Next>** to continue.

Response: The You Are Finished window is displayed.

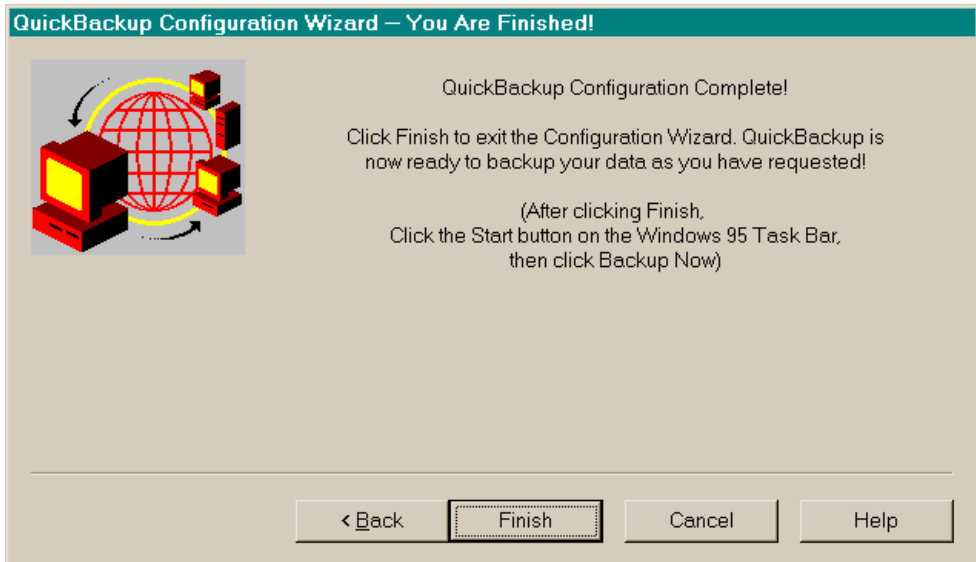


Figure 4-8. Configuration Wizard - You Are Finished

10. Click **Finish** to complete the backup configuration. Click **<Back** to return to the previous window at any step to redefine your configuration. Click **Cancel** to exit the Setup without installing any components. Click **Help** or **F1** for online Help.

11. When you click **Finish**, you are presented with a dialog box asking if you want to save your backup configuration file to a 3.5-inch disk.

To save your backup configuration, insert a 3.5-inch disk into the **A** drive, then click **Yes**. Click **No** if you do not want to save your backup configuration. (For more information on backup configuration files, see [“About Configuration Files” on page 73.](#))

12. To perform a backup immediately, choose **Start/Backup Now** from the Windows taskbar. For more information on backing up your data, refer to [Chapter 7, “Backing Up Files On Demand.”](#)

Configuration Wizard Custom Setup

When you install QuickBackup, you have the option of configuring QuickBackup immediately through the Configuration Wizard Express Setup (covered in the previous section on [page 43](#)) or Custom Setup. Express Setup is designed to define your backup repository and immediately back up your entire hard drive. Custom Setup allows you to define every aspect of your backup configuration.

With Custom Setup, the Configuration Wizard:

- Allows you to designate a local hard drive, network share drive, or an FTP server on the Internet or an intranet as the backup repository
- Scans and analyzes your current disk space usage
- Allows you to designate the drive and file types for backup
- Allows you to define on-demand backups or schedule automated backups.

To use Custom Setup, follow the procedure below:

Step

Action

1. After you have completed QuickBackup installation, select <Launch QuickBackup now>, then click **Next>**.

If you did not run QuickBackup at installation, double-click the QuickBackup application from the Windows Explorer, or choose **Start/Programs/QuickBackup/QuickBackup** from the Windows taskbar.

Response: The Configuration Wizard - Welcome window is displayed.

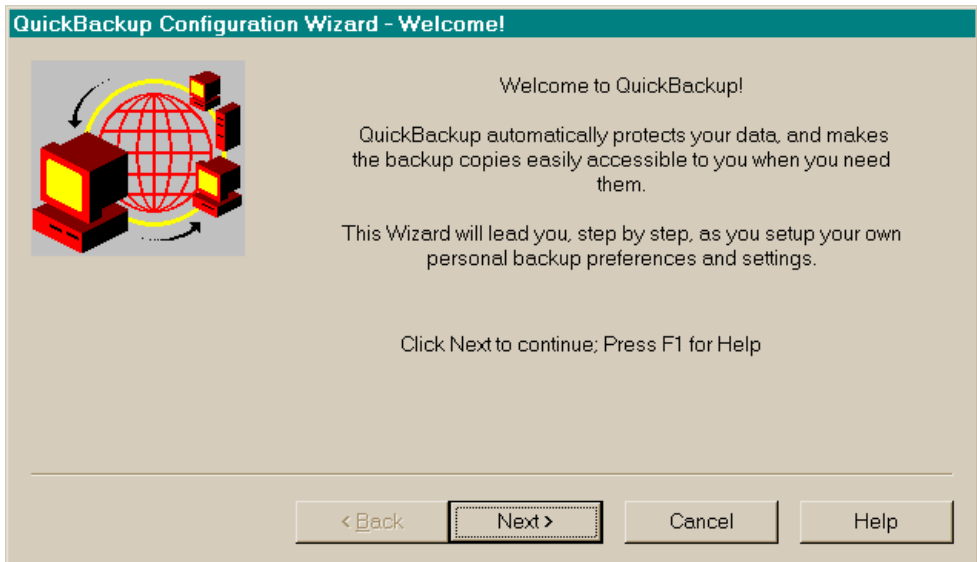


Figure 4-9. Configuration Wizard - Welcome

2. Click **Next>** to continue.

*☞ At each window, click **Next>** to continue the configuration. Click **<Back** to return to the previous window to redefine your settings. Click **Cancel** to exit the configuration (no settings will be preserved). Click **Help** or **F1** for online Help.*

Response: The Choose Method window is displayed.

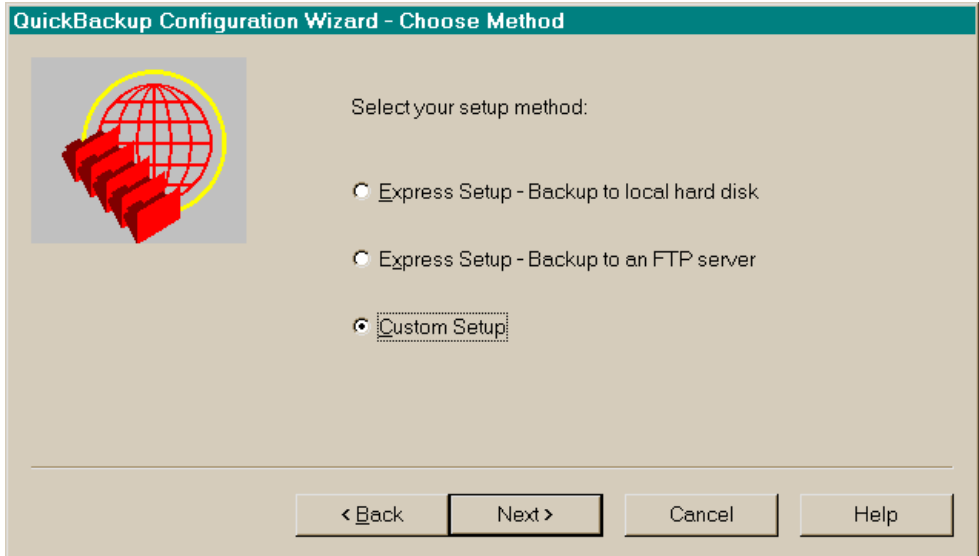


Figure 4-10. Configuration Wizard - Choose Method

3. Select <Custom Setup>, then click **Next>**.

Response: The Select a Backup Location window is displayed.

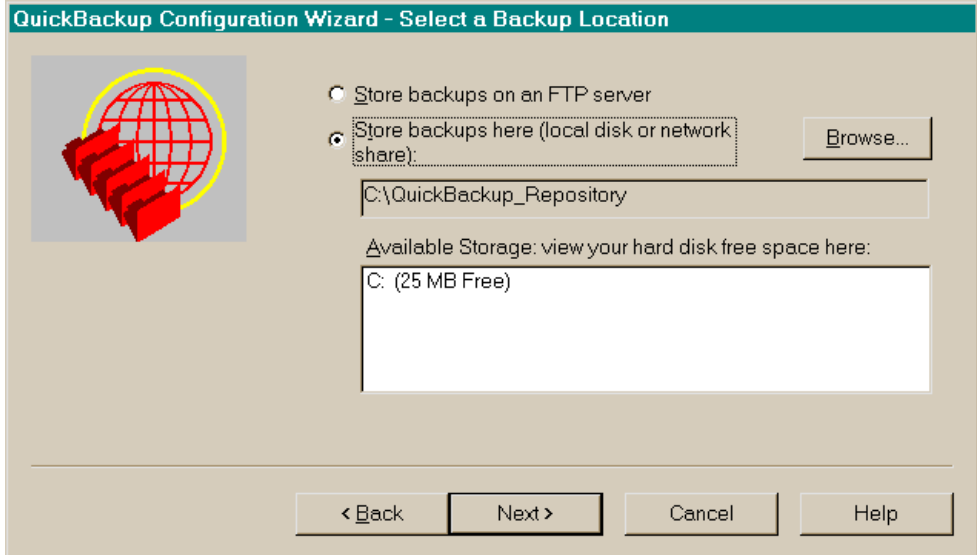


Figure 4-11. Configuration Wizard - Select a Backup Location

4. Select your backup repository location:
 - Select <Store backups on an FTP server> to designate an Internet FTP server as your repository; you must have direct or dial-up Internet access based on PPP (Point-to-Point Protocol) or TCP/IP (Transmission Control Protocol/Internet Protocol). Click **Next>** to continue, then proceed to Step 5 on [page 57](#).
 - Select <Store backups here (local disk or network share)> to designate a local drive, or network share drive as your repository. If necessary, click **Browse** for an Explorer view to designate your desired location. Click **Next>** to continue, then proceed to Step 10 on [page 59](#).

- If you have selected an FTP site as your repository, the FTP Site Information window is displayed.

QuickBackup Configuration Wizard - FTP Site Information

Please provide the FTP site information requested below.
If you don't know what to enter, ask your FTP Site Administrator for assistance.

FTP Server name or IP address: Port:

User Name for FTP Login:

Password for FTP Login:

Directory for QuickBackup:

Compress Files to Back Up

Encrypt Files to Back Up

Encryption Password:

Use Firewall

Use PASV mode

< Back Next > Cancel Help

Figure 4-12. Configuration Wizard - FTP Site Information


- Type the required <FTP Server Name>, <Port> (default is 21), <User Name>, <Password for FTP Login>, and <Directory path for QuickBackup> in the appropriate text boxes. This information must be provided by the FTP site administrator.

If the FTP site supports long file names, the repository folder will be automatically named **QUICKBACKUP_REPOSITORY**. If the FTP site does not support long file names, the repository folder will be named **BACKUPS**.


As a client of an FTP site, you have limited options and access to the FTP server. You must use the full directory path provided by your FTP site administrator. If you define an incorrect path (or a path that does not exist), a warning message will be displayed informing you that there is an "Error creating/changing to directory...". If you get this warning message, you will need to contact the FTP site administrator for the proper directory path to your shell account.

7. Select from the following backup optimization options:

- To compress data, select <Compress Files to Back Up>.
- To encrypt data, select <Encrypt Files to Back Up>, then type the encryption key.

 *WARNING: If you lose your encryption key or reinstall Quick-Backup without using the same key, you will lose access to your data PERMANENTLY. Data that is encrypted MUST be decrypted with the same key.*

- The FTP site administrator will instruct you whether or not to activate <Use Firewall>.
- The FTP site administrator will instruct you whether or not to activate <Use PASV mode>.

 *PASV mode enables the FTP connection data channel as an outgoing call from the FTP client to the FTP server, rather than as an active open connection from the FTP server to the FTP client.*

Click **Next**> to continue.

8. If you did not select <Use Firewall>, the install will proceed to the Disk Space Analysis window in Step 10 on [page 59](#); if you activate the <Use Firewall> check box, the FTP Firewall Information window is displayed.

The screenshot shows a dialog box titled "QuickBackup Configuration Wizard - FTP Firewall Information". The dialog has a light beige background and a dark teal title bar. At the top, it says "Please provide the FTP firewall information requested below. If you don't know what to enter, ask your FTP Site Administrator for assistance." Below this is a section labeled "Firewall Type" with four radio button options: "SITE hostname" (selected), "USER_after login", "USER_with no login", and "PROXY Open". Underneath are three input fields: "Hostname:" with the value "ftp.vault.mcafeestore.com", "Port:" with the value "21", "Username:" with the value "rrobert", and "Password:" which is empty. At the bottom of the dialog are four buttons: "< Back", "Next >", "Cancel", and "Help".

Figure 4-13. Configuration Wizard - FTP Firewall Information

9. The FTP Firewall Information window must be completed with information supplied by the FTP site administrator. Click **Next>** to continue.
10. After you have completed the FTP Site and Firewall information, or selected a local or network share drive, the Disk Space Analysis window is displayed.

If your designated repository supports long file names, the repository folder will be automatically named **QUICKBACKUP_REPOSITORY**. If the designated repository does not support long file names, the repository folder will be named **BACKUPS**.

**Special Note: If you are reconfiguring your backup definition and selected <Change WHICH FILES to back up>, the Disk Space Analysis window is displayed. Complete Steps 11-15 on [page 60](#) through [page 64](#), then complete Steps 20 and 21 on [page 66](#) and [page 67](#) to finish.*

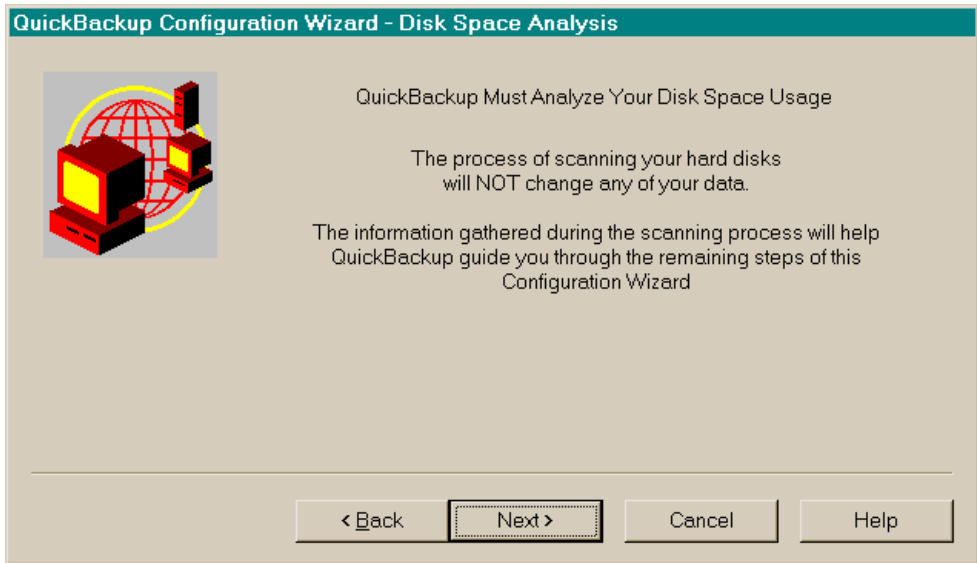


Figure 4-14. Configuration Wizard - Disk Space Analysis

11. Click **Next>** to continue.

Response: The Disk Space Analysis in Progress window is displayed.

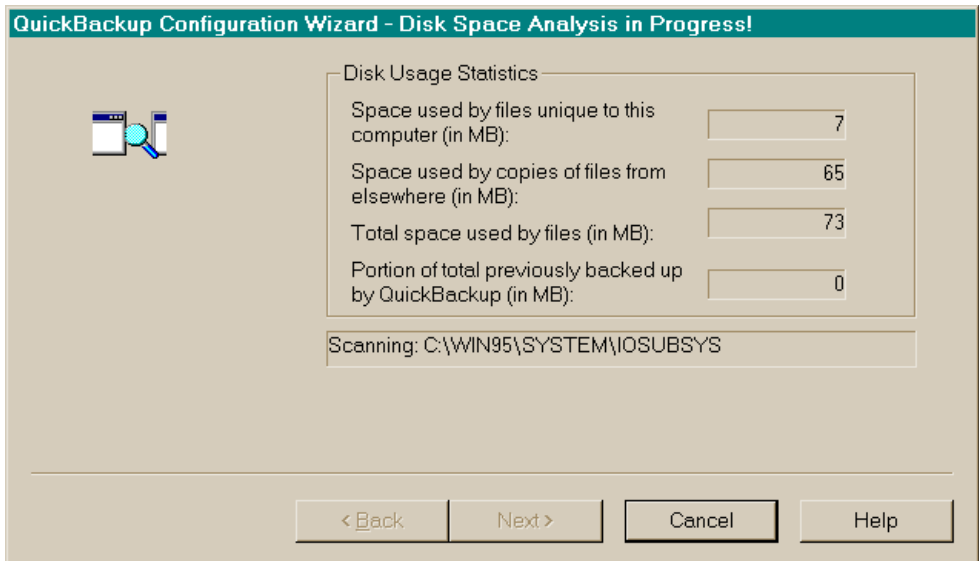


Figure 4-15. Configuration Wizard - Disk Space Analysis in Progress

QuickBackup analyzes your current disk space usage (no data is changed or affected by the scan).

When Configuration Wizard completes the scan of your hard drive, the results are presented in the Disk Space Analysis Results window.

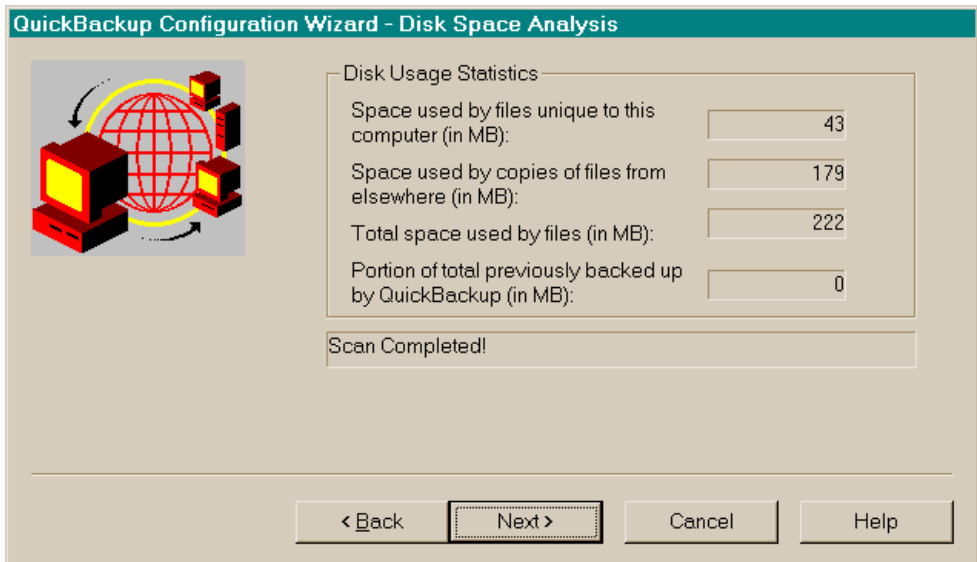


Figure 4-16. Configuration Wizard - Disk Space Analysis Results

12. Click **Next>** to continue.

Response: The Disk Drive and Filetype Selection window is displayed.

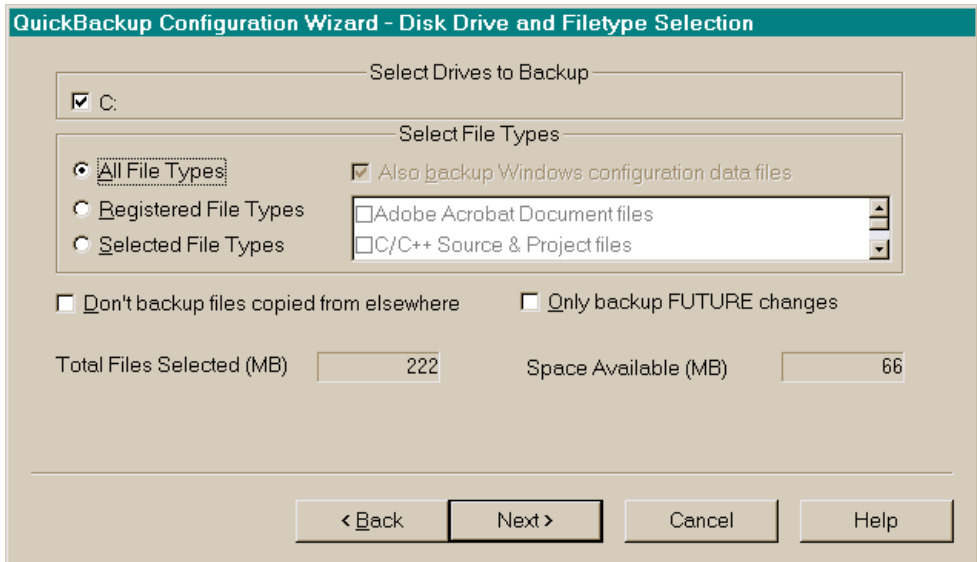


Figure 4-17. Configuration Wizard - Disk Drive and Filetype Selection

13. Enter the drive you want to back up in the <Select Drives to Backup> group box (C is the default selection).
14. Select the file types you want to back up in the <Select File Types> group box.
 - <All File Types> backs up all files.
 - <Registered File Types> backs up all Windows registered files. If you choose this option, the <Also backup Windows configuration data files> check box is enabled.
 - <Selected File Types> enables selection of specific file types. The <Also backup Windows configuration data files> option is enabled. Select the file types you desire in the list box.

15. Select backup features:
 - Select <Don't backup files copied from elsewhere> to prevent external file copies (program disks or CD-ROMS) from being backed up. If you upgraded your computer to Windows from a prior version of Windows, then all files in existence prior to the upgrade will not have a creation date and will be categorized as copies by QuickBackup. This option also excludes applications from backup.
 - Select <Only backup FUTURE changes> to backup only selected files modified since the last backup.
16. Click **Next>** to continue.

Response: If your backup will not fit the available repository, the Review Your Required Disk Space window is displayed.

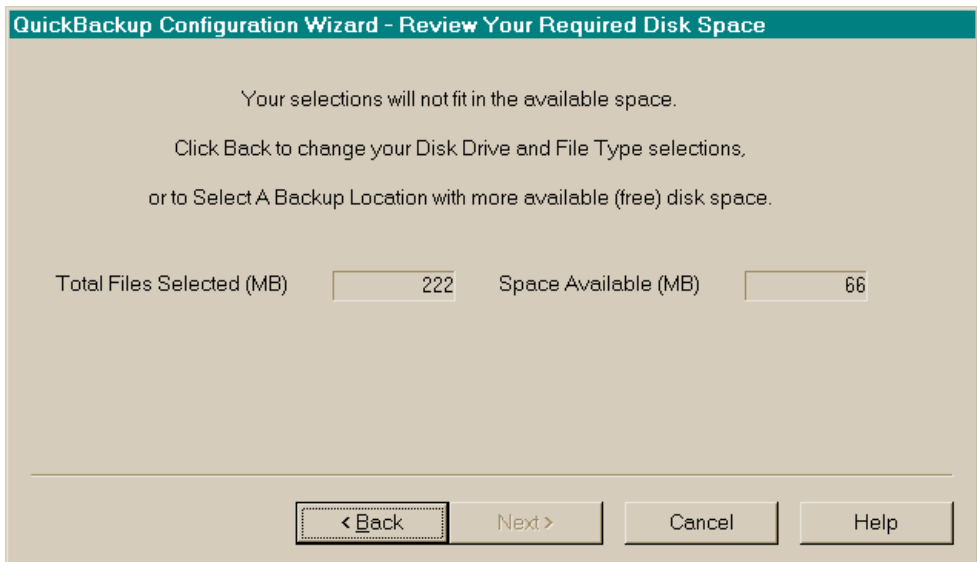


Figure 4-18. Configuration Wizard - Review Your Required Disk Space

17. QuickBackup displays <Total Files Selected (MB)> and <Space Available (MB)>. Review your backup configuration requirements. If you need to modify your file type selections, click **<Back**.

Because QuickBackup can only scan local drives, if you have designated an FTP or LAN server as your backup repository, the Space Available (MB) text box will display "unknown."

18. Once your file type selection is satisfactory, click **Next>** to continue.

Response: The Scheduling Your Backups window is displayed.

**Special Note: If you are reconfiguring your backup definition and selected <Change the backup SCHEDULE>, the Scheduling Your Backups window is displayed. Complete Steps 19-21 on [page 66](#) through [page 67](#).*

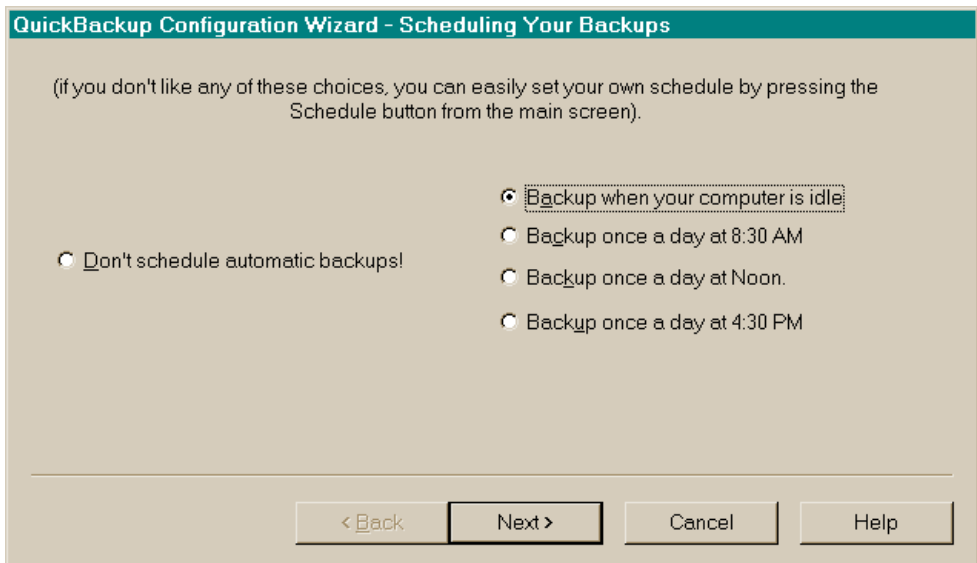



Figure 4-19. Configuration Wizard - Scheduling Your Backups

19. Select your desired backup schedule:

- Select <Don't schedule automatic backups!> if you only want to back up manually.
- Select <Backup when your computer is idle> to automatically back up when your computer is not being used. The default idle time is 15 minutes.
- Select <Backup once a day at 8:30 AM> to automatically back up every day at this time.
- Select <Backup once a day at noon> to automatically back up every day at this time.
- Select <Backup once a day at 4:30 PM> to automatically back up every day at this time.

 *If you don't like any of these options, you can designate backups at different times of the day, week, or month through the Protection Manager. See [Chapter 5, Protection Manager](#) for more information.*

20. Click **Next>** to continue.

Response: The You Are Finished window is displayed.

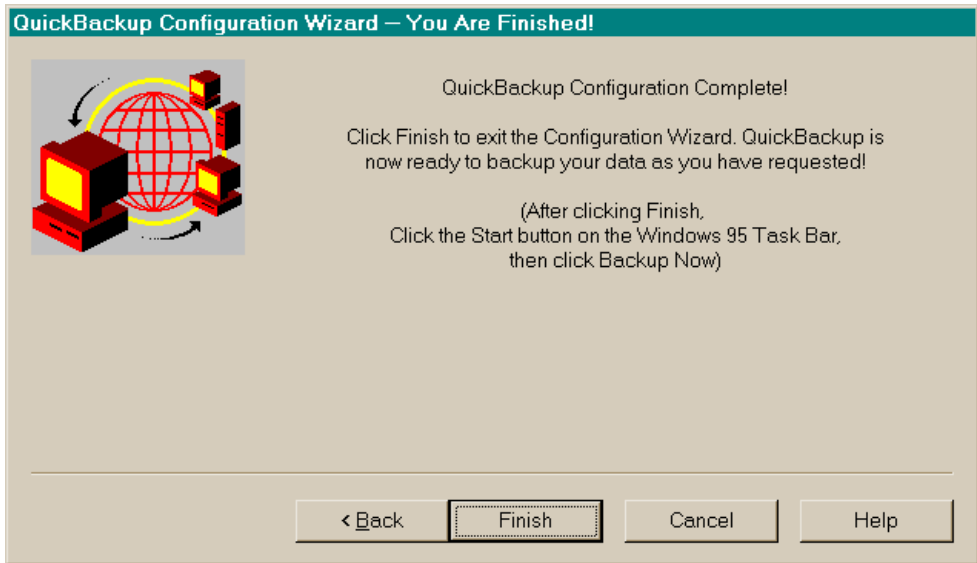


Figure 4-20. Configuration Wizard - You Are Finished

21. Click **<Back** to review or modify your settings. Click **Finish** to preserve your settings, or click **Cancel** to exit the configuration (no settings will be preserved).
22. When you click **Finish**, you are presented with a dialog box asking if you want to save your backup configuration to a 3.5-inch disk.

To save your backup configuration, insert a 3.5-inch disk into the **A** drive, then click **Yes**. Click **No** if you do not want to save your backup configuration. (For more information on backup configuration files, see [“About Configuration Files” on page 73.](#))

23. To perform a backup immediately, choose **Start/Backup Now** from the Windows taskbar. For more information on backing up your data, refer to [Chapter 7, “Backing Up Files On Demand.”](#)

Using Configuration Wizard to Change Backup Settings

The Configuration Wizard is invoked the first time you run QuickBackup. However, you can return to the Configuration Wizard at any time through the Protection Manager to redefine your backup parameters. Configuration Wizard provides options to change specific settings or all settings in your backup configuration. You can:

- Change where data is backed up (the repository)
- Change which files are backed up
- Change the backup schedule
- Change all backup settings.

Whichever option you choose, the Configuration Wizard walks you step-by-step through the configuration process.

Remember, use the Configuration Wizard to protect your entire hard drive. To define backups at the file or folder level, use the Protection Manager (see [Chapter 5, Protection Manager](#)).

It is important to remember that QuickBackup will only run one instance. This means that changes you make with the Configuration Wizard will override any backup settings you have previously defined with the Configuration Wizard or with Protection Manager.

To change your backup configurations using the Configuration Wizard, use the following procedure:

Step	Action
1.	From the Windows taskbar, choose Start/Programs/QuickBackup/QuickBackup .

Response: The Protection Manager primary window is displayed.

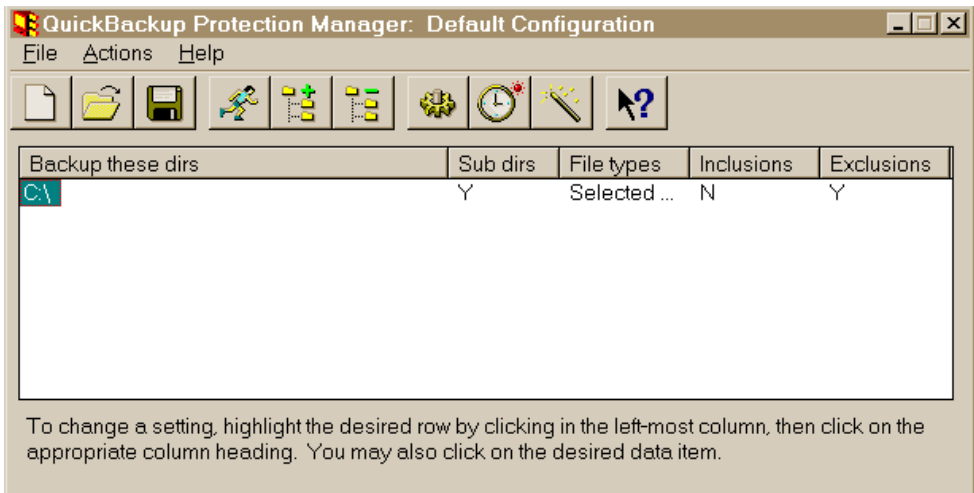


Figure 4-21. Protection Manager

2. To access the Configuration Wizard, choose the menu command **Actions/Configuration Wizard** or click the **Configuration Wizard** toolbar button.



Response: The Configuration Wizard - Change Current Options window is displayed.

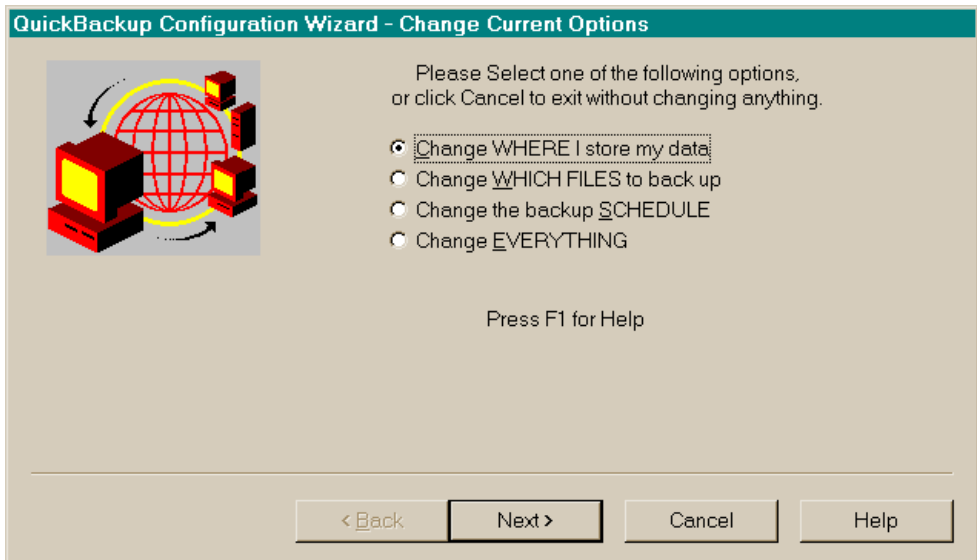


Figure 4-22. Configuration Wizard - Change Current Options

3. Choose one of the following options. To:
 - <Change WHERE I store my data>, see [“Configuration Wizard Express Setup” on page 43](#).
 - <Change WHICH files to back up>, see “Configuration Wizard Custom Setup” Special Note* at Step 10 on [page 59](#).
 - <Change the backup SCHEDULE>, see “Configuration Wizard Custom Setup” Special Note* at Step 18 on [page 65](#).
 - <Change EVERYTHING>, see [“Configuration Wizard Custom Setup” on page 53](#).

With the exception of the introductory windows, reconfiguring backup parameters with Configuration Wizard follows the same steps as setting up the initial backup parameters.

Protection Manager Overview

The Protection Manager is the main QuickBackup application (.EXE) and offers advanced backup settings at the folder or file extension level. After you read this chapter, you will know how to:

- Change and save the default backup configuration file.
- Create and save multiple configuration files.
- Open configuration files.
- Add folders or files to the backup configuration.
- Delete folders or files from the backup configuration.
- Define filters to include specific file types in the backup configuration.
- Define filters to exclude specific file types from the backup configuration.
- Define backup reporting options.
- Read or clear the backup reporting log.
- Change backup repositories.
- Schedule automated backups.

Protection Manager defines backups as configuration files, which you can define or change in a variety of ways. For more information on the advanced features of the Protection Manager, see:

- [“About Configuration Files” on page 73](#)
- [“Protection Manager Window” on page 74](#)
- [“Changing Backup Configurations” on page 83](#)
- [“Saving Backup Configuration Changes” on page 84](#)
- [“Creating Multiple Configuration Files” on page 85](#)
- [“Opening or Restoring a Configuration File” on page 88](#)
- [“Adding Folders to the Backup Configuration” on page 90](#)
- [“Removing Folders From the Backup Configuration” on page 92](#)
- [“Using File Type Filters” on page 93](#)
- [“Changing Backup Destinations” on page 97](#)
- [“Changing Report Options” on page 99](#)
- [“Changing Backup Options” on page 101](#)
- [“Changing FTP Site Information” on page 105](#)
- [“Changing FTP Firewall Information” on page 108](#)
- [“Scheduling Backups” on page 110](#)

About Configuration Files

Protection Manager uses configuration files to store information controlling backup operations. A configuration file includes:

- The backup destination (repository).
- The drives, folders or files to be backed up.
- The types of files to be included or excluded from backup.
- Backup reporting options.
- The schedule for backup operations.

The initial backup configuration you define through the Configuration Wizard Express or Custom Setup when you run QuickBackup for the first time becomes the default backup configuration. The default backup configuration defines all backup operations, until you make changes through either the Configuration Wizard or the Protection Manager. When you save these changes, they become the default backup configuration.

You can make changes to the backup configuration and use them to back up information. These changes remain in effect for all active backup sessions, until you change them again, restore the default backup configuration, or close QuickBackup. If you have made configuration changes, QuickBackup will prompt you to save changes when you exit.

You can also define more than one backup configuration through the Protection Manager. This is helpful if you have sets of files that you want to back up in distinct ways, or back them up to different repositories. This topic is covered in greater detail in [“Creating Multiple Configuration Files” on page 85](#).

It is important to save a copy of your backup configuration file. If you have saved a copy of the backup configuration file, you can restore your backup configuration files, including compression and encryption information, in the event of a system crash. For more information, see [“Opening or Restoring a Configuration File” on page 88](#).

Protection Manager Window

The QuickBackup Protection Manager offers a variety of tools to ensure that your important data is backed up, including menu commands, toolbar buttons, and column heading buttons.

To open Protection Manager, select **Start/Programs/QuickBackup/Quick-Backup** from the taskbar, or double-click on the QuickBackup program icon from the Windows Explorer. The Protection Manager window is displayed.

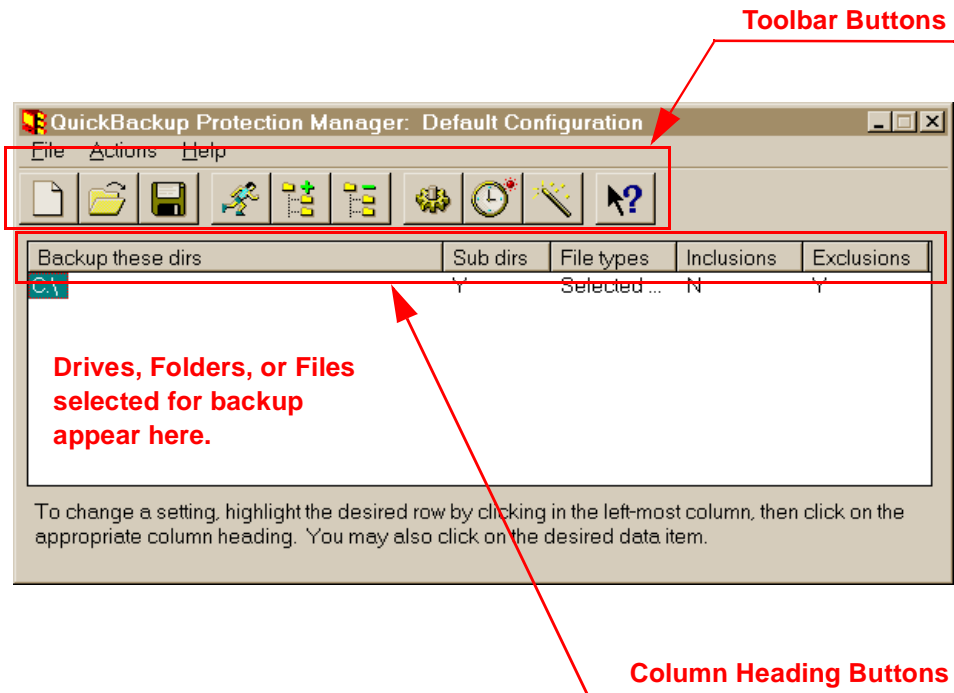


Figure 5-1. Protection Manager

The Protection Manager allows you to:

- Change the default backup configuration.
- Define multiple backup configuration files.
- Select specific files or folders to back up.
- Use filters to include specific file types in back ups.
- Use filters to exclude specific files types from back ups.
- Redefine or change all of your backup parameters.
- Define an automated backup schedule.
- Perform on demand backups.

Protection Manager Menus

The **File** menu includes the following commands:

- **New** restores the default backup configuration.
- **Open** presents the Open Configuration window to open a configuration file, if you have defined more than one backup configuration file.
- **Save** preserves the current backup configuration as the default.
- **Save As** allows you to create a new backup configuration, based on the current backup configuration, with a different *.PSM name.
- **Save As Default** allows you to define a configuration file as the default (this command is available only if you have defined more than one configuration file).
- **Exit** closes the QuickBackup application.

The **Actions** menu includes the following commands:

- **Configure** presents backup configuration options in a series of tabbed pages to change the backup **Destination, Reports, Options, FTP Site Information,** and **FTP Firewall Information.**
- **Backup Now** performs an immediate backup of designated files based on the current active backup configuration.
- **Schedule** presents options to define automated backups.
- **Configuration Wizard** invokes the Configuration Wizard to change backup parameters for your entire hard drive.
- **Complete Backup** backs up your current backup configuration as compared to the contents of your designated repository. Note that if you are using removable media as your repository, QuickBackup will be able to scan only the currently mounted media. **Complete Backup** ignores any settings in the <Method to locate changed files to back up> group box in the **Configure Backup Options Options** tab.
- **View Reports Log** opens the backup report log, if you have configured log reporting.

The **Help** menu contains online and context-sensitive Help:

- **Help Topics** opens the online Help file.
- **What's This?** activates context-sensitive Help.
- **About** contains QuickBackup release and version information.








Protection Manager Buttons





Protection Manager provides toolbar buttons for quick access to configuration tasks and backup configuration definitions.

Protection Manager column heading buttons provide browse or toggle options to customize backups for folders you have selected and that appear in the Protection Manager window. The column heading buttons allow you to:

- Add folders or files to the backup configuration
- Include sub-directories in the backup configuration
- Include All, Registered, or Selected file types in the backup configuration
- Include specific file types in the backup configuration by the use of filters
- Exclude specific file types from the backup configuration by the use of filters.

Protection Manager toolbar buttons

Button	Button Name and Function
	<p>New (read in defaults)</p> <p>Restores the default backup configuration. Use this command to work in the Protection Manager primary window without preserving configuration changes.</p>
	<p>Open new configuration</p> <p>Presents a browse window to open a configuration file. This command is only available if you have defined more than one backup configuration file.</p>
	<p>Save current configuration</p> <p>Saves the current configuration as the default configuration. When you save a backup configuration, this becomes the default for all current and future backup operations.</p>
	<p>Backup Now</p> <p>Performs a backup operation immediately, based on the current backup configuration.</p>
	<p>Add entry to dir(ectory) list</p> <p>Presents an Explorer browse window to add folders to the backup configuration.</p>
	<p>Delete entry from dir(ectory) list</p> <p>Deletes folders selected in the Protection Manager primary window from the backup configuration.</p>
	<p>Configure</p> <p>Presents a set of tabbed pages so you can change the backup Destination (repository), Reports, Options, FTP Site Information, or FTP Firewall Information.</p>

Button	Button Name and Function
 	<p>Schedule</p> <p>Allows you to define a schedule for automated backups. If you have defined any automated schedule, the Schedule toolbar button displays a red active status light.</p> <p>If you have defined backups to be manual only, the Schedule toolbar button status light is turned off.</p>
	<p>Configuration Wizard</p> <p>Opens the Configuration Wizard to customize or change your backup configurations. Use the Configuration Wizard to re-define backup configurations for your entire hard drive.</p>
	<p>What's This?</p> <p>Presents context-sensitive Help about items in the Protection Manager. When you click this button, the pointer displays a question mark. By clicking on any menu command, button or column heading, a Help topic will be displayed. The pointer is restored to normal operation after the Help topic window is closed.</p>

Complete procedures for defining or changing configurations through Protection Manager are covered later in this chapter.

Protection Manager column heading buttons

Column Heading	Selection Option	Description
Backup these dirs	—	Click this column heading to browse for folders to include in backup.
Sub dirs <i>When a folder in the Backup these dirs column is highlighted, clicking on the column heading toggles between Y and N.</i>	Y (yes)	Includes all sub-folders in the highlighted directory to be backed up. Y is the default setting.
	N (no)	Excludes all sub-folders in the highlighted directory from backup.
File types <i>When a folder in the Backup these dirs column is highlighted, clicking on the column heading toggles between All Files, Registered and Selected.</i>	All Files	Includes all file types.
	Registered	Includes only Windows registered file types.
	Selected	Includes only the file types you designate.
Inclusions	—	If All Files is designated in the File Types column, all file types are automatically included and Inclusions is not presented as an option.

Column Heading	Selection Option	Description
	Y (yes)	If Registered or Selected is designated in the File Types column, click Y to include specific file types. Click on the Inclusions column heading to open a dialog box to select file type filters.
	N (no)	If Registered or Selected is designated in the File Types column, click N to exclude additional file types.
Exclusions	Y (yes)	Click on the Exclusions column heading to open a dialog box to select file type filters.
	N (no)	Click N to exclude use of additional file types.

Desktop Controls

QuickBackup controls are embedded in the Windows Explorer interface. Backup and restore operations can be performed on a pre-determined basis or on demand through a variety of methods.

If you are running QuickBackup, you can use:

- Protection Manager menus
- Protection Manager toolbar buttons.

If you are not running QuickBackup, you can back up manually using:

- Windows taskbar **Start/Backup Now** command.
- Windows **File/Backup Now** command.
- Drag and drop operation.
- Individual file context menus.
- Individual file Properties sheets.

On demand backups are covered in more detail in [Chapter 7, “Backing Up Files On Demand.”](#) Restore operations are covered in [Chapter 8, “Restoring Files.”](#)

Changing Backup Configurations

It is important to remember that QuickBackup runs only one instance at a time. The initial backup configuration you defined through the Configuration Wizard Express or Custom Setup is the default configuration.

You can change the backup configuration at any time through the Configuration Wizard or any of the advanced features of the Protection Manager. If you make changes with the Configuration Wizard or the Protection Manager, these changes automatically become the default configuration for the current active session.

To make changes to your backup configuration:

Step	Action
1.	<p>Make any desired changes to your backup configuration, using procedures outlined later in this chapter. These changes include any or all of the following:</p> <ul style="list-style-type: none">▪ The backup destination (repository)▪ The backup reporting options▪ The backup strategy (backup options)▪ The backup schedule▪ Adding files or folders to the backup configuration▪ Removing files or folders from the backup configuration▪ Redefining file types and/or file filters for the backup configuration.

Response: The changes you make remain in effect for all backup operations in this session, until you make additional changes, restore the default backup configuration, or exit QuickBackup.

If you exit without saving these changes, QuickBackup will prompt you to save your backup configuration changes. If you save these changes, they will become the default backup configuration. If you do not save these changes, the configuration in effect prior to your changes will remain as the default configuration.

Saving Backup Configuration Changes

When you make changes to the backup configuration, these changes become the QuickBackup default backup configuration for the current active session. They will remain in effect until you exit QuickBackup. However, if you save the changes, these will become the default backup configuration the next time you open QuickBackup.

To save changes to your backup configuration:

- | Step | Action |
|------|---|
| 1. | <p>Make any desired changes to your backup configuration, using procedures outlined later in this chapter. These changes include any or all of the following:</p> <ul style="list-style-type: none">■ The backup destination (repository)■ The backup reporting options■ The backup strategy (backup options)■ The backup schedule■ Adding files or folders to the backup configuration■ Removing files or folders from the backup configuration■ Redefining file types and/or file filters for the backup configuration. |
| 2. | <p>Choose File/Save or click the Save current configuration toolbar button.</p> |



Response: The changes you have made become the default configuration for all current and future backups.

If you make configuration changes and do not save them, you will be prompted by a dialog box to save these changes when you exit QuickBackup. Click **Yes** to save your changes.

In the dialog box, you also have the option to save a copy of the configuration file to a location of your choice. Use the suggested default location, or click **Browse** to select a different location.

Creating Multiple Configuration Files

With Protection Manager, you can create multiple backup configurations to customize individual file backup. By creating custom multiple configuration files, you eliminate the steps required to define settings each time you perform a specific backup.

Configuration files include any or all of the following:

- The backup destination (repository)
- The backup reporting options
- The backup strategy (backup options)
- The backup schedule
- Folders or files included in the backup configuration
- File filters and/or file types for the backup configuration.

For example, if you travel, you might have several folders that you want to back up to an FTP site on the Internet that you can access “on the road.” The rest of your information might be backed up to a LAN repository in your office.

In this case, you would define your backup parameters for the LAN repository and save the LAN backup configuration. Then, you would define your backup parameters for the FTP repository and save the FTP backup configuration. You can open either configuration file to perform the appropriate backups, and these files will be available for you to restore, either from the LAN repository in your office or the FTP repository when you travel.

Or, your office might have a server set up for workgroups to share or review individual files. You can define a specific backup configuration to back up desired folders to this location, so you would not have to manually move your files to this location.

If you define multiple backup configurations, be sure you have the correct configuration file open for the specific backup you want to perform. For information on opening configuration files, see [“Opening or Restoring a Configuration File” on page 88](#).

To define multiple configuration files, use the following procedure:

- | Step | Action |
|------|---|
| 1. | Make any desired changes to your backup configuration, using procedures outlined later in this chapter. |
| 2. | Choose File /Save As . |

Response: The Save Current Configuration As window is displayed.

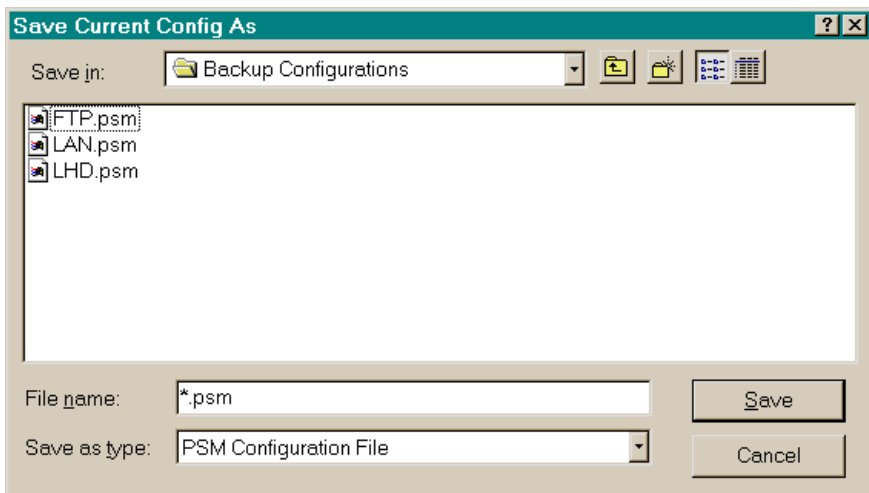


Figure 5-2. Protection Manager Save Current Configuration As

3. Browse for the folder where you want to place your configuration files, or create a new folder for your configuration files.
4. Type the name of your configuration file. Be sure to use the extension ***.PSM**.
5. Click **Save** to preserve your configuration file. Repeat the above steps as necessary to define multiple configuration files.

Backing up your configuration files

It is recommended that you back up a copy of your default backup configuration file to your designated repository. If you use compression and encryption features, the information QuickBackup requires to decompress and unencrypt your files is saved in the backup configuration copy.


If you back up your configuration files, in the event your hard drive crashes or you have to reinstall QuickBackup, you can restore your configuration files from your repository with compression and encryption key information intact. Otherwise, you will have to remember your encryption key to unencrypt any information that you restore from your repository.

When you completed your initial backup configuration through the Configuration Wizard Express or Custom Setup, you had the option to back up a copy of your configuration file to a 3.5-inch disk. If you did not choose this option, you can still back up a copy of your configuration settings.

To back up a copy of your configuration files, simply add the configuration file or the folder containing your configuration files (`*.PSM`) to your backup configuration. If you have defined multiple backup configurations, it is recommended that you place these in a special directory, for example `C:\Program Files\McAfee\QuickBackup\Configurations`.

For more information, see [“Adding Folders to the Backup Configuration” on page 90](#) and [“Using File Type Filters” on page 93](#).

In the event your system crashes and you lose your backup configuration information, if you have copied your backup configuration files to a 3.5-inch disk or your backup repository, you can recover this information easily. When you reinstall QuickBackup, you can open the configuration files and restore them as the default configuration. For more information, see [“Opening or Restoring a Configuration File” on page 88](#).

 *If you have designated an FTP site as your backup repository, QuickBackup maintains a file (`FTPCACHE.DAT`, contained in the installation directory) that contains information about the files that get copied to an FTP repository. When you direct QuickBackup to make a backup copy of your configuration file, it will also make a copy of the `FTPCACHE.DAT` file to the same location. This file is also copied to your designated FTP repository, and is uploaded to the root of your repository.*

Opening or Restoring a Configuration File

This procedure applies only if you have created multiple configuration files, or if you have copied your configuration files to a 3.5-inch disk or your repository. Configuration files must be opened through the Protection Manager.

In the event you lose your configuration information, you can restore this if you have copied the backup configuration files to a 3.5-inch disk or your backup repository. To restore a configuration file, you must open the configuration file through the Protection Manager; then you can restore the configuration as the default.

Use the following procedure to open and a backup configuration file. If you are restoring a configuration file that you have copied to a 3.5-inch disk, be sure that you have inserted the disk into the **A** drive:

Step	Action
1.	In the Protection Manager (Figure 5-1 on page 74), choose File/Open or click the Open new configuration toolbar button.



Response: The Open Configuration window is displayed.

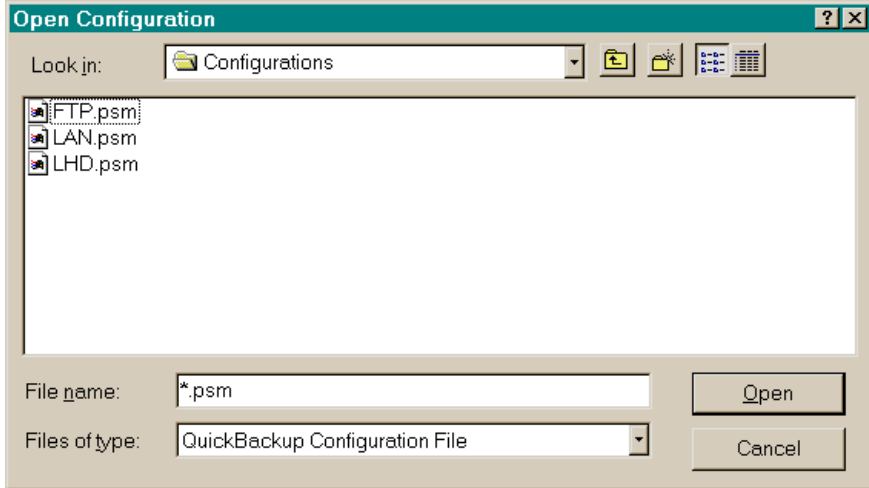


Figure 5-3. Protection Manager Open Configuration

2. Browse for the configuration file you want to open or restore. Select the configuration file and click **Open**, or double-click the selected file.

Response: QuickBackup uses the configuration file you open as the default for all on demand or scheduled backups.

3. If you want to restore a backup configuration file as the default backup configuration, choose **File/Save As Default**.

QuickBackup only runs one instance at a time, so be sure you have the correct configuration file open when you are performing backups.

Adding Folders to the Backup Configuration

To take full advantage of QuickBackup capabilities, you should have some knowledge of file types and the Windows Registry.

To add directories to your backup configuration:

Step

Action

1. In the Protection Manager (Figure 5-1 on [page 74](#)), click the **Backup these dirs** column heading button, or click the **Add entry to directory list** toolbar button.



Response: The Browse for Folder window is displayed.

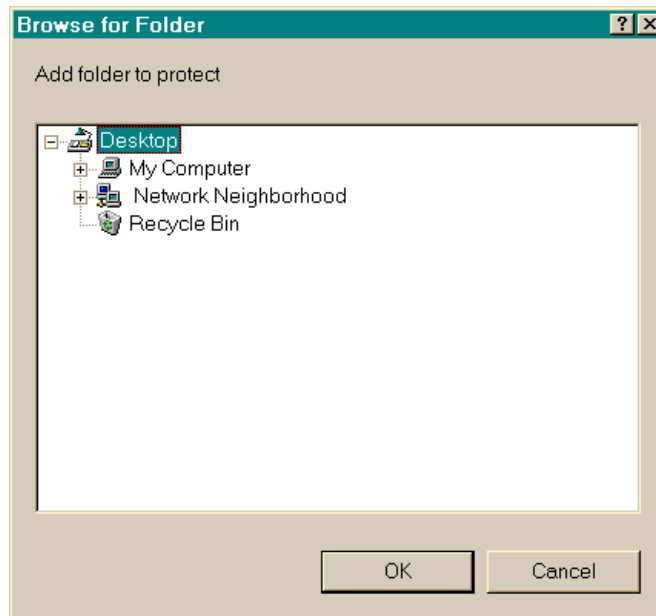


Figure 5-4. Protection Manager Browse for Folder

2. Navigate through the directories to select specific folders or files you desire to backup.
3. Click **OK** to accept the selected folder or file. Repeat if necessary to add folders to backup operations. Folders or files you select will then be displayed in the Protection Manager in the **Backup these dirs** column.

Click **Cancel** to terminate the folder or file selection; no settings will be preserved.

Removing Folders From the Backup Configuration

To remove folders or directories from your backup configuration, follow the procedure below:

- | Step | Action |
|------|---|
| 1. | In the Protection Manager primary window (Figure 5-1 on page 74), select (highlight) the folder you want to delete from your backup configuration. |
| 2. | Click the Delete highlighted entry from directory list toolbar button. |



Response: The selected folder is removed from the Protection Manager primary window. Repeat as necessary to remove folders from backup configurations.

Using File Type Filters

After you have defined the folders or directories you want to include in your backup configuration, you can further refine your settings by including specific file types in the backup, or excluding specific file types from the backup. It is important to remember that each folder included in the backup by the Protection Manager can have its own unique Inclusion and Exclusion filters. For more information, refer to [“Protection Manager column heading buttons” on page 80](#).

- | Step | Action |
|------|---|
| 1. | In the Protection Manager (Figure 5-1 on page 74), select a folder in the Backup these dirs column. |
| 2. | With a specific folder selected, click the Sub dirs column heading button to include or exclude sub-directories in backup operations. Clicking the column heading button toggles between: <ul style="list-style-type: none">▪ Y (yes) to include sub-directories.▪ N (no) to exclude sub-directories. <p>Y is the QuickBackup default setting.</p> |
| 3. | With a specific folder selected, click the File types column heading button to include or exclude file types in backup operations. Clicking the column heading button toggles between: <ul style="list-style-type: none">▪ All Files - to include all file types in backup.▪ Registered - to include only those file types registered with Windows.▪ Selected - to back up only the file types you choose from the Inclusions and Exclusions column headings. |
| 4. | If you choose Registered or Selected file types, you can specify additional files to backup. Click the Inclusions column heading for a dialog box to include file types in the backup configuration. |

Response: The File Inclusions dialog is displayed.

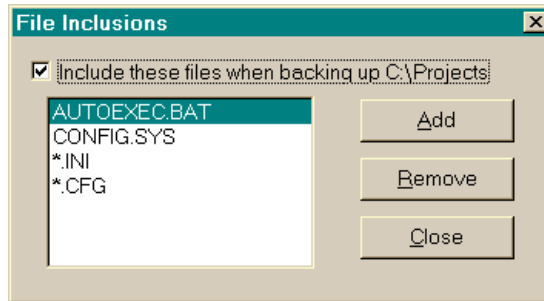


Figure 5-5. Protection Manager File Inclusions

5. Activate the <Include these files when backing up...> check box.

You can use DOS wildcard characters in the Inclusions list to indicate file names or file types you want to include. For example, you can enter ***.DOC** to include all files with the extension **.DOC**, or **REPORT*.DOC** to include all document files that include **REPORT** (**REPORT1.DOC**, **REPORTXYZ.DOC**, etc.).

Select the file extension types, then click **Add**. Click **Close** to accept your settings. You can select single files by typing the file name.

You can remove file types from backup inclusion; select the file type, click **Remove**, then click **Close** to preserve your settings.

If you do not activate the <Include these files...> check box, no specific file types will be included in your backup configuration.

6. If you choose Registered or Selected file types, you can specify files to be excluded from backup. Click the **Exclusions** column heading for a dialog to exclude file types from the backup configuration.

Response: The File Exclusions dialog is displayed.

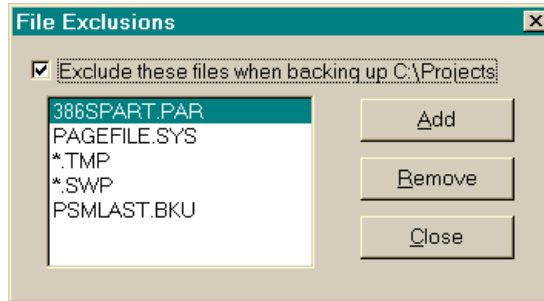


Figure 5-6. Protection Manager File Exclusions


7. Activate the <Exclude these files when backing up...> check box.

You can use DOS wildcard characters in the Exclusions list to indicate file names or file types you want to include. For example, you can enter ***.DOC** to exclude all files with the extension **.DOC**, or **REPORT*.DOC** to include all document files that include **REPORT** (**REPORT1.DOC**, **REPORTXYZ.DOC**, etc.).

Click **Add**, then **Close** to accept your settings. You can select single files by entering the file name.

You can remove file types from backup exclusion; select the file type, click **Remove**, then **Close** to preserve your settings.

If you do not activate the <Exclude these files...> check box, no specific file types will be excluded from your backup configuration.

 *Each folder which you have chosen to back up has its own individual Inclusion and Exclusion list. The Inclusions and Exclusions settings for each folder override all other Configuration Wizard or Protection Manager settings. You can modify these settings for each folder without disturbing the settings for other folders.*

For each folder included in a backup configuration, files which match the exclusions you specify will NEVER be backed up, regardless of other settings. Files which match the inclusions you specify will ALWAYS be backed up regardless of other settings.

Inclusions and Exclusions are powerful tools to ensure that certain files or file types are ALWAYS backed up or to ensure that certain files or file types are NEVER backed up. Use these options carefully, and when you change them, make certain you are getting the results you intend!

Changing Backup Destinations

Use the following procedure to change your backup repository.

Step

Action

1. In the Protection Manager (Figure 5-1 on [page 74](#)), choose the menu command **Actions/Configure**, or click the **Configure** toolbar button.



Response: The Backup Options window opens to the **Destination** tab.

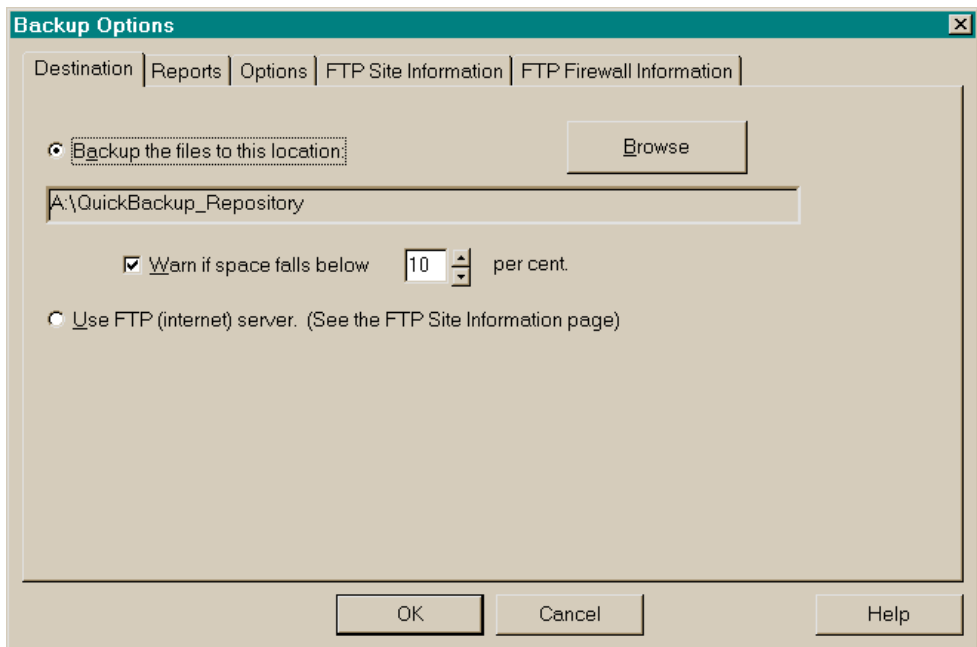


Figure 5-7. Protection Manager Backup Options - Destination

2. Select one of the following backup destination options:

- Select <Backup files to this location> to designate a local or network backup repository. Enter the drive, path and folder where you want the backup files to reside, or click **Browse** to select the drive and path.

If your designated repository supports long file names, the repository will be automatically named **QUICKBACKUP_REPOSITORY**. If the repository does not support long file names, the repository will be named **BACKUPS**.

- Select <Use FTP (Internet) server> to designate an FTP server as backup repository. If you use an FTP server, you must provide the FTP connection parameters and the FTP Firewall parameters (if required).

If the FTP site supports long file names, the repository will be automatically named **QUICKBACKUP_REPOSITORY**. If the FTP site does not support long file names, the repository will be named **BACKUPS**.

3. If you designate a local or network drive as the backup repository, QuickBackup can warn you when the repository space falls below a certain percentage. Select <Warn if space falls below>, then enter the desired percentage (0-75) in the scrolling list box.
4. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

Changing Report Options

To define backup operation screen or log reporting, follow the steps below:

Step

Action

1. In the Protection Manager primary window (Figure 5-1 on [page 74](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



Response: The Backup Options window opens to the **Destination** tab (Figure 5-7 on [page 97](#)).

2. Select the **Reports** tab.

Response: The **Reports** tab is displayed.

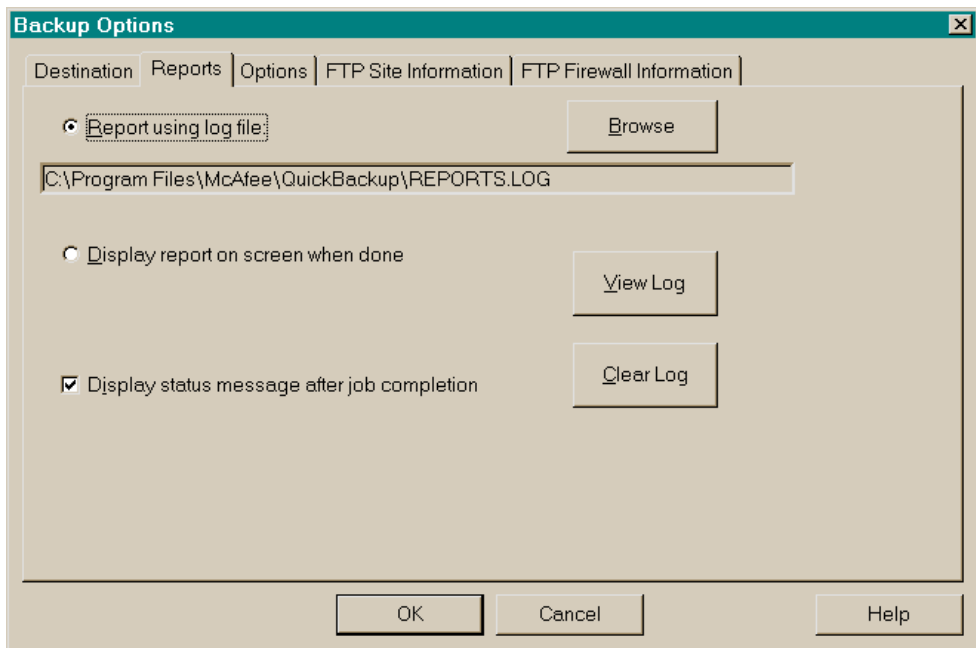



Figure 5-8. Protection Manager Backup Options - Reports

3. Select one of the following reporting options:
 - Select <Report using log file> if you want the backup operation results to be stored in a log file. Enter the drive, path, and name of the log file you wish to use, or click **Browse** to select the drive, path, and file name. The log file has the file name ***.LOG**.

If you select <Report using log file>, click **View Log** to see the backup log file. To clear the backup log, click **Clear Log**.

 If you choose log reporting, QuickBackup will add information to your log file each time it performs a backup. You may wish to periodically review the contents of this file and then clear it to conserve disk space. Although the log file grows slowly, it will continue to increase until cleared or deleted.
 - Select <Display report on screen when done> if you want to view the backup operation results on your screen when the backup is complete. Selecting this option does not create a log file.
4. If you want QuickBackup to display a status message at the completion of backup operations, enable <Display status message after job completion>. QuickBackup displays the number of files copied and the file size in kilobytes (KB).
5. Click **OK** to accept your backup report configuration. Click **Cancel** to terminate your backup report configuration; no settings will be preserved. Click **Help** to access the online Help file.

Changing Backup Options

This page provides options for defining a customized backup “strategy” for streamlining the backup process by providing parameters for QuickBackup to base backups on. Without these parameters, QuickBackup will back up any files you have selected, even if no changes have been made. By establishing modification parameters, your backup process can be speeded up significantly.

Parameters defined in this manner will apply to all files you have designated for backup, whether you use automated or on demand backups. Your choice of backup strategies will be influenced, in part, by the nature of your backup repository.

This page provides a number of options that can streamline the backup procedure. You can direct QuickBackup to back up files by checking against the creation date, the modification date, the DOS archive bit, or the contents of the repository.

To change backup options, follow the procedure below:

Step

Action

1. In the Protection Manager primary window (Figure 5-1 on [page 74](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



Response: The Backup Options window opens to the **Destination** tab (Figure 5-7 on [page 97](#)).

2. Select the **Options** tab.

Response: The **Options** tab is displayed.

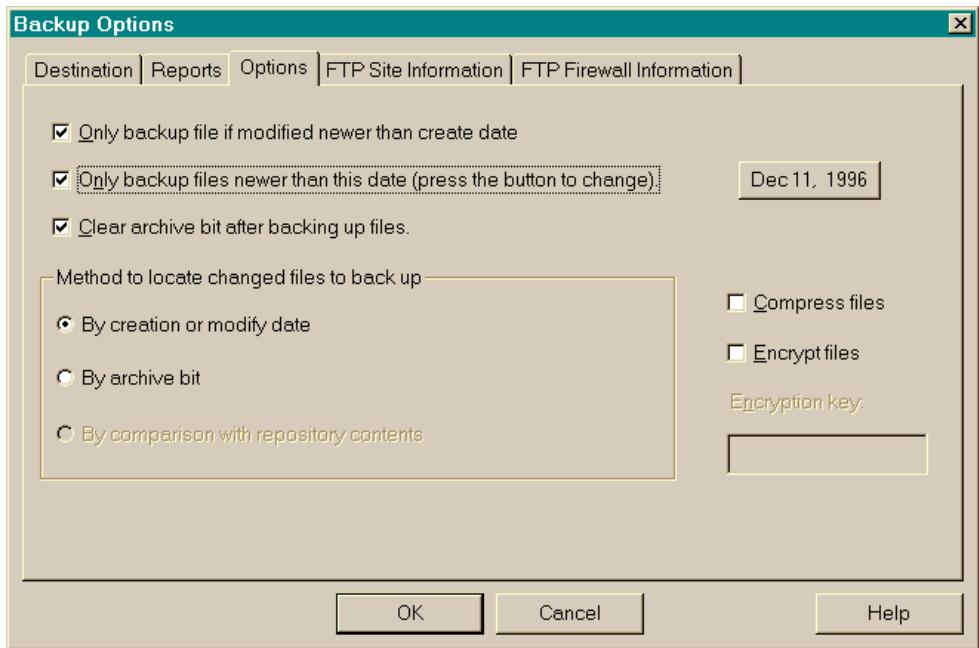



Figure 5-9. Protection Manager Backup Options - Options


3. Select the appropriate backup criteria:
 - Activate <Only backup file if newer than create date> to back up only those files modified since the last backup operation. When this option is activated, QuickBackup will not back up a file unless the scan reveals modifications newer than the create date. Selecting this feature can speed up the backup process.
 - Activate <Only backup files modified newer than this date> to specify a file modification date to determine backup. When this check box is activated, QuickBackup ignores any changes to files prior to the date you define. If you select this feature in addition to the <Only backup file if newer than create date> feature, QuickBackup will back up only those files that have been modified after the date you specify, regardless of the creation date.
 - Activate <Clear archive bit after backing up file> to clear the file's archive bit after each backup. The archive bit is used by the operating system to determine if the file has ever been backed up or has been modified since any previous backup, regardless of creation or modification dates.

4. In the <Method to locate changed files to back up> group box, select one of the following options:
 - Select <By creation or modify date> if you want to base backups on the files that are new to the system, have been modified, or do not exist in the repository.
 - Select <By archive bit> if you want to base backups on the file's archive bit instead of the file's creation or modification date. If you select this option, QuickBackup will back up only those files whose archive bit indicates the file has not been backed up since it was last modified, regardless of creation or modification dates.
 - Select <By comparison with repository contents> to base backups on the repository contents. QuickBackup will scan and compare the contents of the repository to the file you have designated for backup, based on the criteria you have activated in Step 3.

 *If you are using removable media as your backup repository, QuickBackup will be able to scan only the currently mounted repository media.*

5. To compress backup data, activate <Compress Files>.

6. To encrypt backup data, activate <Encrypt Files>, then enter your encryption key.

 *WARNING: If you lose your encryption key or reinstall Quick-Backup without using the same key, you will lose access to your data PERMANENTLY. Data that is encrypted MUST be deciphered with the same key.*

7. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

Changing FTP Site Information

If you have PPP (Point-to-Point Protocol) or TCP/IP (Transmission Control Protocol/Internet Protocol) Internet access (direct or dial-up), you can use an FTP server on the Internet or an intranet as your backup repository. McAfee offers the McAfee Personal Vault for your backup requirements; for more information, see “[McAfee Personal Vault](#)” on [page 22](#). You must also establish a user account with the FTP systems administrator.

*✍ The FTP systems administrator **MUST** provide you with the necessary information to properly configure the FTP connection parameters.*

Step

Action

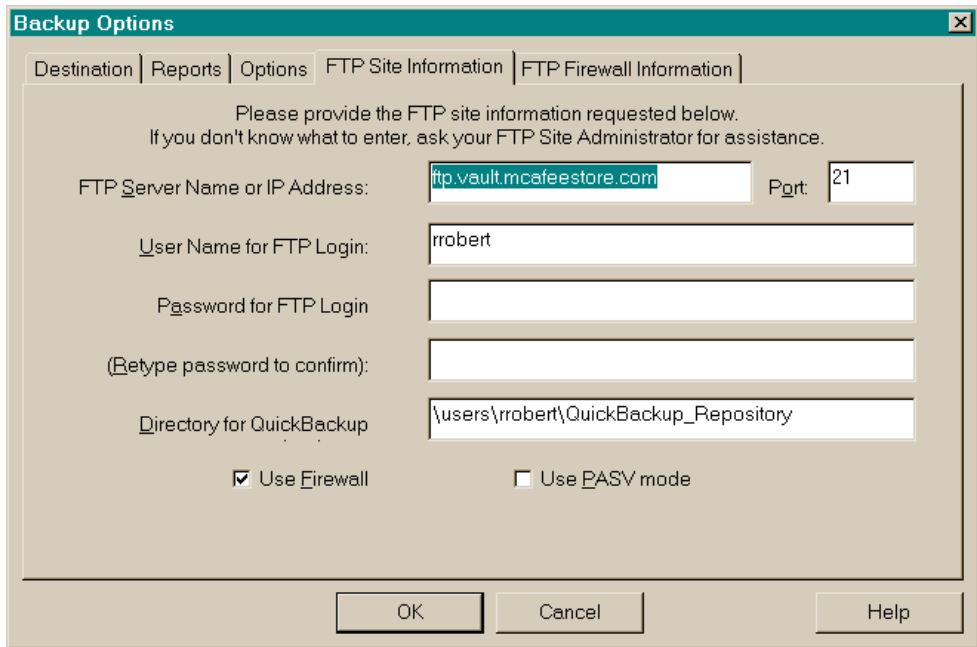
1. In the Protection Manager primary window (Figure 5-1 on [page 74](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



Response: The Backup Options window opens to the **Destination** tab (Figure 5-7 on [page 97](#)).

2. Select the **FTP Site Information** tab.

Response: The **FTP Site Information** tab is displayed.



The screenshot shows a dialog box titled "Backup Options" with a tabbed interface. The "FTP Site Information" tab is selected. The dialog contains the following fields and options:

- Destination | Reports | Options | **FTP Site Information** | FTP Firewall Information
- Text: Please provide the FTP site information requested below.
If you don't know what to enter, ask your FTP Site Administrator for assistance.
- FTP Server Name or IP Address: ftp.vault.mcafeestore.com
- Port: 21
- User Name for FTP Login: rrobert
- Password for FTP Login: [Empty text box]
- (Retype password to confirm): [Empty text box]
- Directory for QuickBackup: \users\rrobert\QuickBackup_Repository
- Use Firewall
- Use PASV mode
- Buttons: OK, Cancel, Help


Figure 5-10. Protection Manager Backup Options - FTP Site Information

3. Enter the required <FTP Server Name> (or IP address), <Port> (default is 21), <User Name>, <Password for FTP Login>, and <Directory> path in the appropriate text boxes. This information must be provided by the FTP site administrator.

If the FTP site supports long file names, the repository will be automatically named **QUICKBACKUP_REPOSITORY**. If the FTP site does not support long file names, the repository will be named **BACKUPS**.

As a client of an FTP site, you have limited options and access to the FTP server. You must use the full directory path provided by your FTP site administrator. If you define an incorrect path (or a path that does not exist), a warning message will be displayed informing you that there is an "Error creating/changing to directory...". If you get this warning message, you will need to contact the FTP site administrator for the proper directory path to your shell account.

4. If the FTP server is using a firewall, activate <Use Firewall>. You must enter the FTP firewall parameters; this information will be provided by the FTP systems administrator. See [“Changing FTP Firewall Information” on page 108](#).
5. If you want to enable PASV mode, activate <Use PASV mode>. The FTP systems administrator will instruct you whether or not to activate this feature.

 PASV mode enables the FTP connection data channel as an outgoing call from the FTP client to the FTP server, rather than as an active open connection from the FTP server to the FTP client.
6. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

Changing FTP Firewall Information

If you have designated an FTP server as your backup repository (see “[Changing FTP Site Information](#)” on [page 105](#)), and the FTP server uses a firewall, the FTP firewall parameters must be defined.

✍ The FTP systems administrator must provide you with the necessary information to properly configure the FTP firewall parameters.

Step

Action

1. In the Protection Manager primary window (Figure 5-1 on [page 74](#)), choose **Actions/Configure** or click the **Configure** toolbar button.



Response: The Backup Options window opens to the **Destination** tab (Figure 5-7 on [page 97](#)).

2. Select the **FTP Firewall Information** tab.

Response: The **FTP Firewall Information** tab is displayed.

The screenshot shows a dialog box titled "Backup Options" with a tabbed interface. The "FTP Firewall Information" tab is selected. The dialog contains the following elements:

- Destination | Reports | Options | FTP Site Information | **FTP Firewall Information**
- Text: "Please provide the FTP firewall information requested below. If you don't know what to enter, ask your FTP Site Administrator for assistance."
- Section: "Firewall Type" with four radio button options:
 - SITE hostname
 - USER with no login
 - USER after login
 - PROXY Open
- Fields: "Hostname:" (text box), "Port:" (text box with "21" entered), "Username:" (text box), "Password:" (text box), and "(Retype password):" (text box).
- Buttons: "OK", "Cancel", and "Help".

Figure 5-11. Protection Manager Backup Options - FTP Firewall Information

3. The FTP Firewall Information window must be completed with information supplied by the FTP site administrator.

In the <Firewall Type> group box, select the firewall type.

Enter the <Hostname>, <Port> (default is 21), your designated <Username> and your assigned <Password> in the appropriate text boxes. Retype your password for confirmation.

4. Click **OK** to accept your backup destination configuration. Click **Cancel** to terminate your backup destination configuration; no settings will be preserved. Click **Help** to access the online Help file.

Scheduling Backups

Protection Manager provides the ability to back up either manually (on demand) or to define regularly scheduled automated backups. Automated backups can be defined to run every hour, day, week, or month. You can also define automated backups to run when your computer has been idle for a specified number of minutes. To define manual only backups, use the following procedure. To define a backup schedule, see [“Defining regularly scheduled backups” on page 112](#).

Defining manual only (on demand) backups

Step	Action
1.	In the Protection Manager (Figure 5-1 on page 74), choose Actions/Schedule or click the Schedule toolbar button.



*✎ The **Schedule** toolbar button displays a red active status light if you have defined any type of automated backup schedule.*

Response: The Backup schedule for Default configuration window is displayed.

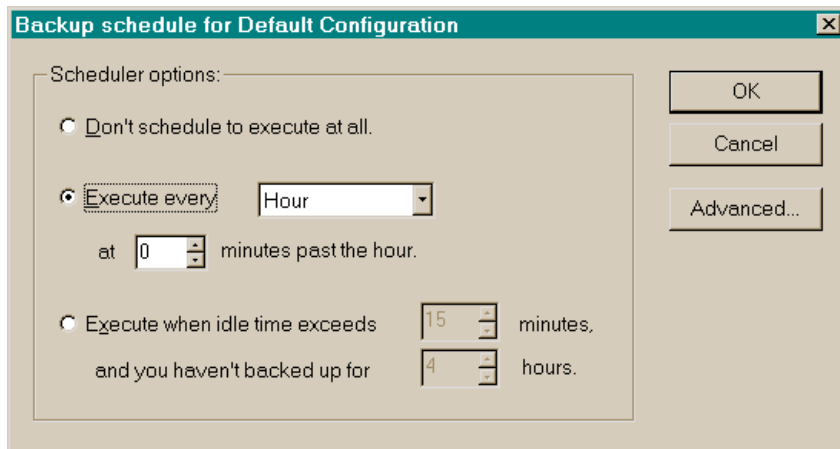


Figure 5-12. Protection Manager Backup Schedule for Default Configuration

2. To run backups only manually (on demand), select <Don't schedule to execute at all>.

✎ If you select <Don't schedule to execute at all>, the Schedule toolbar button status light is turned off.



Click **OK** to accept your settings. Click **Cancel** to terminate your backup scheduling activities; no settings will be preserved.

Defining regularly scheduled backups

Step

Action

1. In the Protection Manager (Figure 5-1 on [page 74](#)), choose **Actions/Schedule** or click the Schedule toolbar button.



The Schedule toolbar button displays a red active status light if you have defined any type of automated backup schedule.

Response: The Backup schedule for Default configuration window (Figure 5-5 on [page 111](#)) is displayed.

To schedule backups at regular times, select <Execute every>, then define the time frame:

- Select <Hour> to run the backup every hour. Enter the minutes (0-59) when you want the backup to run.
- Select <Day> to run the backup at the same time every day. Click **Change** to set the hours (1-12), minutes (0-59), and time period (AM or PM) when you want the backup to run.
- Select <Week> to run the backup every week. Select the day (Monday-Sunday), hour (1-12), minutes (0-59), and time period (AM or PM) when you want the backup to run.
- Select <Month> to run the backup every month. Select the date (1-31), hour (1-12), minutes (0-59), and time period (AM or PM) when you want the backup to run.

If you select <Execute every>, the **Advanced** button becomes active. Click **Advanced** to define missed schedule options.

Response: The Advanced Scheduler Settings page is displayed.

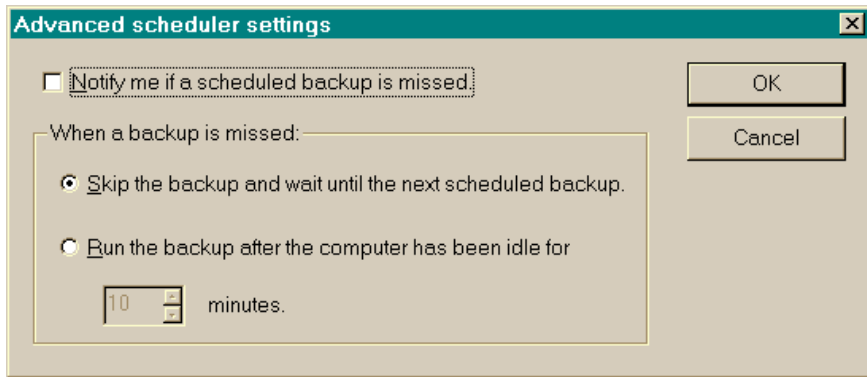


Figure 5-13. Advanced Scheduler Settings

A missed backup schedule can occur if:

- The backup is interrupted when running.
- Your computer is turned off when the backup is scheduled to run.
- The FTP/LAN repository is not available.

The Advanced scheduler settings window allows you to direct Quick-Backup to skip the missed backup or to reschedule the missed backup. Select one of the following options:

- Activate <Notify me if a scheduled backup is missed.>. If you activate this feature, the remaining options are not available. If you do not activate this feature, select one of the remaining options.
- Select <Skip the backup and wait until the next scheduled backup.> to skip any missed backups.
- Select <Reschedule the backup> to reschedule the missed backup. Define the number of hours or idle minutes before the missed backup is rescheduled.

Click **OK** to accept your Advanced scheduler settings and return to the Backup schedule for Default configuration window, or click **Cancel** to terminate your settings.

2. In the Backup schedule for Default configuration window, click **OK** to accept your Backup setting for Default configuration settings, or click **Cancel** to terminate your backup scheduling activities; no settings will be preserved.

Note: If you activate <Notify me if a scheduled backup is missed.>, the following message (Figure 5-7) will appear when a scheduled backup is missed for any reason:

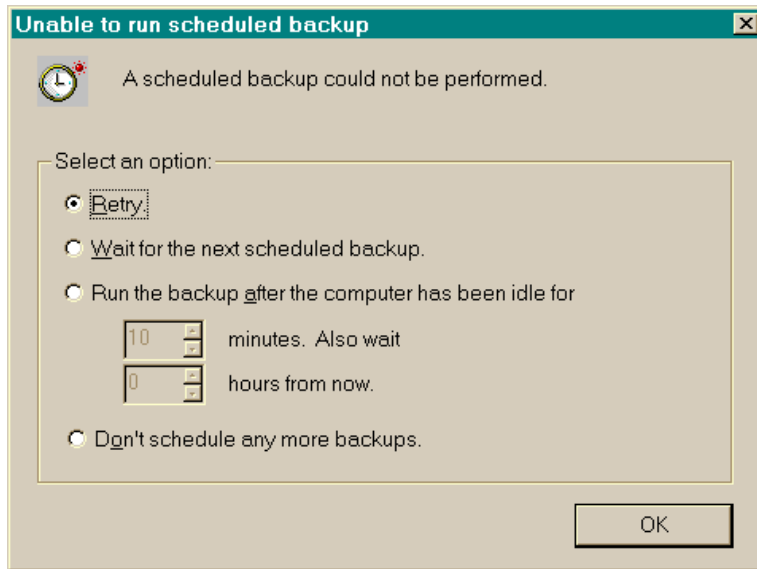


Figure 5-14. Unable to Run Scheduled Backup

You have the option to continue the backup, wait for the next scheduled backup, reschedule the backup based on computer idle time that you define, or cancel any future scheduled backups.

Unless you deactivate <Notify me when a scheduled backup is missed.> in the Advanced scheduler settings page, you will see this message every time a scheduled backup is missed.

If you select <Don't schedule any more backups.>, any schedule you have defined for automated backups will be cancelled. The Protection Manager **Schedule** toolbar button will display with the active status light off.



Defining regularly scheduled backups based on idle computer time

Your computer is considered to be “idle” when a certain amount of time has elapsed with no keystroke input or mouse movement. You can define backups to occur at these times and define what constitutes idle time.

Step

Action

1. In the Protection Manager (Figure 5-1 on [page 74](#)), choose **Actions/Schedule** or click the **Schedule** toolbar button.



Response: The Backup schedule for Default configuration window is displayed (Figure 5-5 on [page 111](#)).

The **Advanced** button is not available with this option. To run the backup whenever your computer is idle, select <Execute when idle time exceeds>. Then,

- Select the idle time minutes (10-99)
 - Select the hours between backups (0-24).
2. Click **OK** to accept the backup schedule configurations. Click **Cancel** to terminate your backup scheduling activities; no settings will be preserved.

ImageStor Overview

ImageStor is a DOS-based program designed for hard drive recovery or restoration. ImageStor creates an image or “clone” of your hard drive, including all system configurations, partitions and logical drives. This image can be directly substituted for the original hard drive, with no reinstallation of the operating system or applications. ImageStor creates an image of your entire hard drive, rather than performing a file-by-file backup. ImageStor operates in MS-DOS mode when the imaging process is underway to ensure that the data is in a stable state throughout the copy process.

You can also use ImageStor to create an emergency bootable disk that contains the DOS operating system, a mouse driver, an ASPI SCSI driver, and all necessary ImageStor application files. In the event of a hard drive failure, this disk can be used to boot your computer and use ImageStor to access your hard drive image on your repository. You can then restore your entire hard drive without reinstalling any system software.

This chapter provides information on configuring and using ImageStor. After reading this chapter, you will know how to:

- Configure ImageStor preferences
- Create and restore a drive image
- Create a bootable disk
- Perform disaster recovery.

ImageStor provides an easy to use graphical interface based on tabbed property pages. Each tabbed page contains a specific Help topic, accessed by the **F1** function key. ImageStor also contains an online Help file.

The following procedures assume that you have already opened the ImageStor application. For more information, see:

- “ImageStor Preferences” on page 118
- “ImageStor Help” on page 120
- “Creating a Drive Image” on page 122
- “Creating a Bootable Disk” on page 124
- “Restoring a Drive Image” on page 126
- “Disaster Recovery” on page 128.

ImageStor Preferences

When you install ImageStor, default preferences are used to create the hard drive image. The default preferences are shown in the ImageStor Preferences window (Figure 6-1 on [page 119](#)):

- In the <Copy> group box, the default is <List all drives as possible destination>.
- in the <Restore> group box, the default is <List only disk drives as possible destination>.
- In the <Image File> group box, the default path is
`C:\PROGRAM FILES\MCAFFEE\IMAGSTOR`
- <Compress image file> is activated by default.

To change the ImageStor preferences default settings:

Step	Action
1.	In the ImageStor Copy window (the default ImageStor window; see Figure 6-3 on page 123), choose the Preferences tab.

Response: The ImageStor **Preferences** tab is displayed.

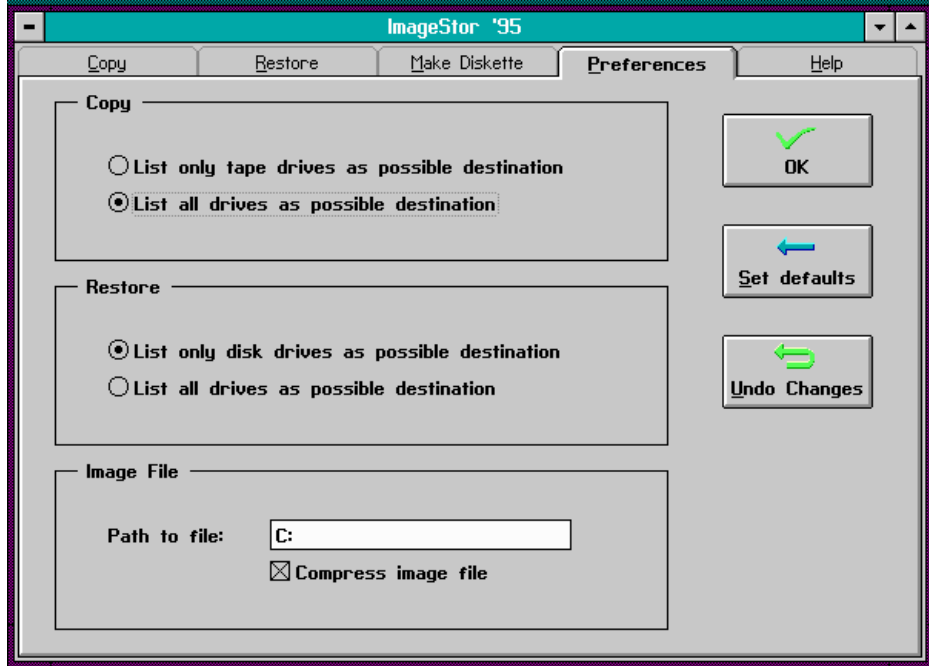


Figure 6-1. ImageStor Preferences

2. In the <Copy> group box, select the drive image destination.
3. In the <Restore> group box, select the image restore destination.
4. In the <Image File> group box, enter the hard drive restore image path. To compress the image file, activate <Compress image file>.
5. Click **Set Defaults** to restore the ImageStor default settings. Click **Undo Changes** to cancel the settings you have defined. Click **OK** to accept your settings.
6. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left corner of the ImageStor window, then choose **Close**.

ImageStor Help

ImageStor contains Help topics for each tabbed window, accessed by the **F1** function key. ImageStor also contains a Help file.

- | Step | Action |
|------|--|
| 1. | In the ImageStor Copy window (the default ImageStor window; see Figure 6-3 on page 123), choose the Preferences tab. |
| 2. | Select the Help tab. |

Response: The ImageStor Help file is displayed.

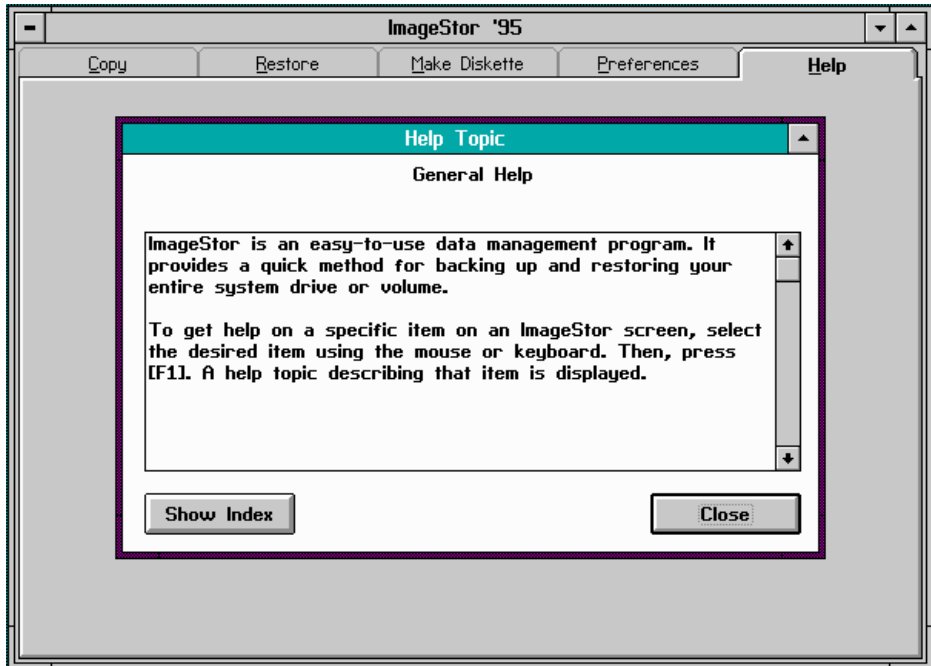


Figure 6-2. ImageStor General Help

3. To look up specific topics, click **Show Index**.
4. Click **Close** to exit the General Help file.
5. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left corner of the ImageStor window, then choose **Close**.

Creating a Drive Image

ImageStor creates an image or “clone” of your hard drive, including all system configurations and logical drives. Disk drives that have been partitioned have several restrictions that can affect the image process and subsequent restoration. ImageStor uses the following rules to govern image creation and restoration:


- The destination drive (repository) for the hard drive image must be at least the same size or larger (in megabytes).
- If the source is a disk drive and the destination drive is a tape drive, the entire contents of all partitions on the disk are copied to tape, regardless of partition types.
- If the source drive (either disk or tape) has multiple partitions, all partitions will be copied to the destination disk drive only if that drive has the same geometry as the source image.
- If the source drive (either disk or tape) contains an initial FAT partition, that partition can be copied or restored with a different geometry than the image. Subsequent partitions of any type will not be copied.

This image can be directly substituted for the original hard drive, with no reinstallation of the operating system or applications.

ImageStor operates in MS-DOS mode when the imaging process is underway to ensure that the data is in a stable state throughout the copy process. It is very important that no automated backups be in progress during the imaging process.

To create an image of your hard drive, follow the procedure below:

- | Step | Action |
|------|---|
| 1. | Close all open applications, disable your screen saver, and make certain that any scheduled automatic file backup is disabled.

<i> Warning: Disable your screen saver and make certain that no automated file backups occur during the image process. If your screen saver activates or an automated file backup occurs during the image process, the copy of your hard drive may be corrupted.</i> |
| 2. | Open the ImageStor (IMAGESTOR.EXE) application. |

Response: ImageStor opens to the **Copy** tab.

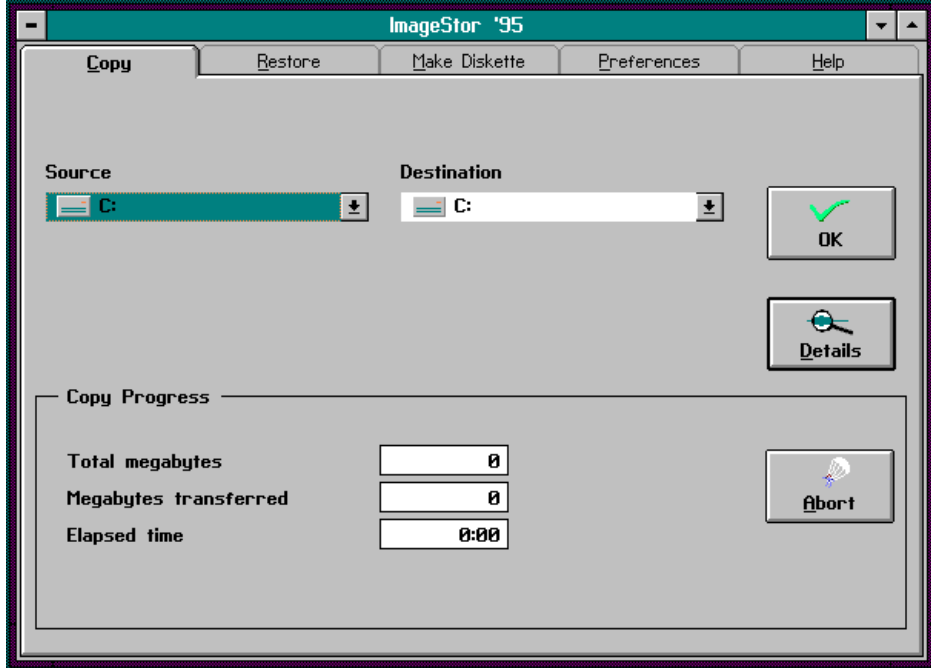


Figure 6-3. ImageStor Copy

3. In the <Source> list box, select the appropriate drive . Unless you have multiple hard drives, the source drive will be c.
4. In the <Destination> list box, select the appropriate destination drive. ImageStor presents all available drives as destination options.
5. Click the **OK** button. For information on source and destination drives, click **Details**; click **Abort** to cancel the hard drive imaging process.

Response: ImageStor copies an image of your hard drive to the designated destination and provides a progress report of the image process. When the process is complete, ImageStor displays an alert.

6. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.

Creating a Bootable Disk

You can use ImageStor to create an emergency bootable disk that contains the DOS operating system, a mouse driver, an ASPI SCSI driver, and all necessary ImageStor application files. In the event of a hard drive failure, this disk can be used to boot your computer and use ImageStor to access the hard drive image on your repository. You can then restore your entire hard drive without reinstalling any system software.

When you install ImageStor, you are presented with the option to create a disk that contains an image of your hard drive. Complete instructions for creating a drive image disk upon installation are contained in [“Installing ImageStor” on page 34](#). For information on restoring your hard drive, see [“Restoring a Drive Image” on page 126](#).

The boot disk does not contain data from your hard drive; it exists only as a means of accessing this data that you have stored on a designated repository.

If you did not create a bootable disk at ImageStor installation, follow the procedure below:

Step	Action
1.	Close all open applications.
2.	Insert a blank, formatted 3.5-inch high-density disk into the A drive, or a blank, formatted 5.25-inch disk into the B drive.
3.	Open the ImageStor (IMAGESTOR.EXE) application. Response: ImageStor opens to the Copy tab (Figure 6-3 on page 123).
4.	Select the Make Diskette tab.

Response: The **Make Diskette** tab is displayed.

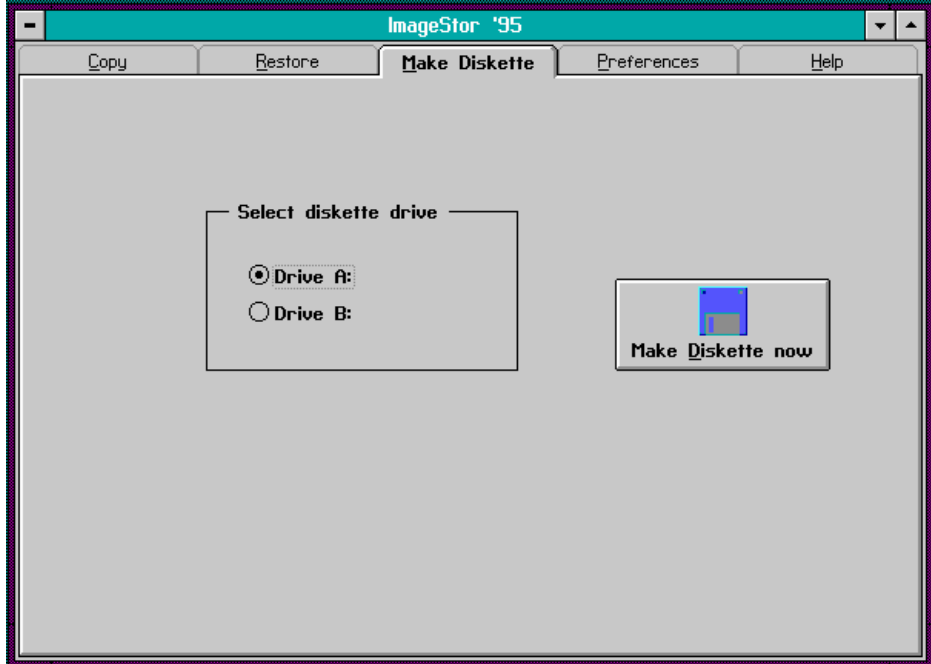


Figure 6-4. ImageStor Make Diskette

5. Select the appropriate drive.
6. Click **Make Diskette** now .

Response: ImageStor copies the DOS operating system, mouse driver, ASPI SCSI driver, and all necessary ImageStor application files to the designated disk.

7. Remove your bootable recovery disk and store in a safe place.
8. To exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.

Restoring a Drive Image

To restore the image to your hard drive, use the following procedure.

- | Step | Action |
|------|---|
| 1. | In the ImageStor Copy window (the default ImageStor window; see Figure 6-3 on page 123), choose the Preferences tab. |
| 2. | Select the Restore tab. |

Response: The **Restore** tab is displayed.

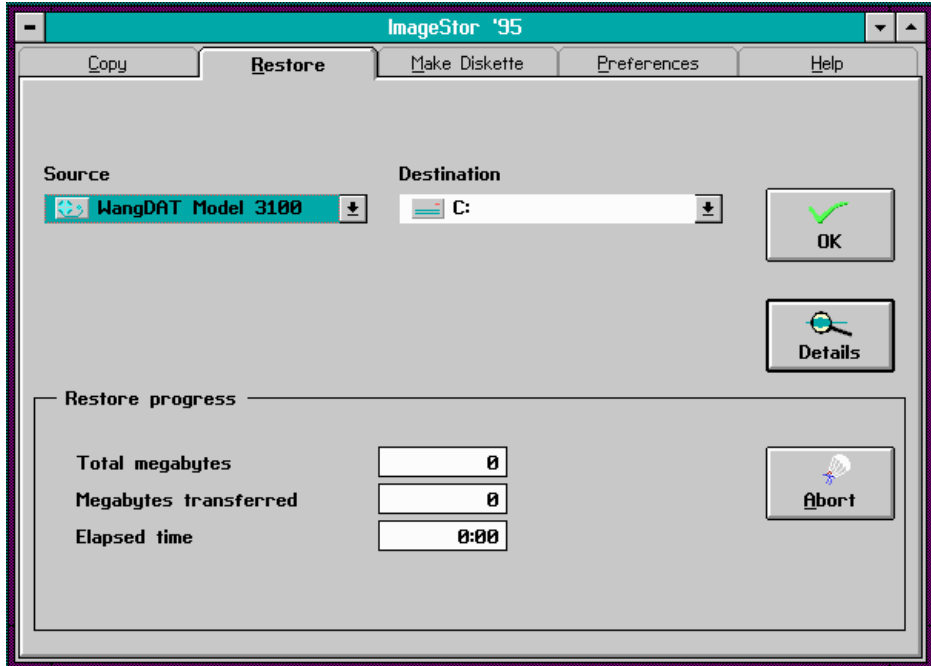



Figure 6-5. ImageStor Restore

3. Select the image source in the <Source> list box.
4. Select the image restore destination in the <Destination> list box.

5. Click **OK** to restore the drive image. Click **Details** for information on source and destination drives. Click **Abort** to terminate the restore process.

During the restore process, ImageStor displays the total megabytes of the image, the megabytes transferred, and the elapsed time. Click **Abort** to terminate the restore process.

6. When the restore operation is complete, to exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.

 *If you plan to restore your C drive (i.e. the boot drive), see “Disaster Recovery” on page 128.*

Disaster Recovery

In the event of a hard drive failure, the bootable disk you created through ImageStor can aid in the recovery of your hard drive.

- | Step | Action |
|------|---|
| 1. | Insert the bootable disk into the A or B drive. |
| 2. | Press the reset button on your computer. |

Response: Your computer boots and the ImageStor Copy window (Figure 6-3 on [page 123](#)) is displayed.

3. Select the **Restore** tab.

Response: The **Restore** tab is displayed.

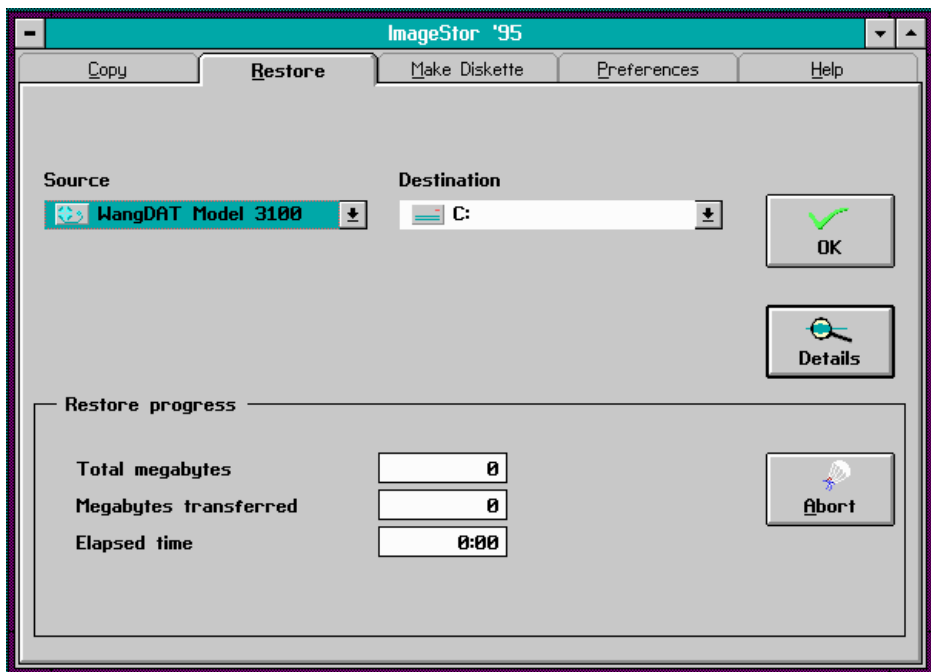


Figure 6-6. ImageStor Restore

4. Select the image source (your designated repository) in the <Source> list box.
5. Select **c** in the <Destination> list box.
6. Click **OK** to restore the drive image. Click **Details** for information on source and destination drives. Click **Abort** to terminate the restore process.

During the restore process, ImageStor displays the total megabytes of the image, the megabytes transferred, and the elapsed time. Click **Abort** to terminate the restore process.

7. When the restore operation is complete, to exit ImageStor, press **ALT + F4**. Or, click the **Close** button in the upper left hand corner of the ImageStor window, then choose **Close** from the drop-down menu.
8. Remove the bootable recovery disk and store in a safe place.
9. Restart your computer. Your computer will now boot from the restored hard drive.

7

Backing Up Files On Demand

On Demand Backup Overview

Even if you automate your backups, you can perform an instantaneous backup at any time. You can back up all files previously configured for backup, or back up individual folders or files you select. QuickBackup provides a number of methods to make on demand backup effortless. This chapter tells you how to:

- Perform on demand backups with the Explorer interface
- Perform on demand backups with Protection Manager.

When you back up files by any of the on demand features, the backup is controlled by the default settings in QuickBackup. If you want to use specific configurations for on demand backups, you must first define a backup configuration, then open the configuration file in QuickBackup before performing the backup; for more information, see [“Creating Multiple Configuration Files” on page 85](#) and [“Opening or Restoring a Configuration File” on page 88](#).

QuickBackup also allows you to select individual files or folders for on demand backup. If you have designated an FTP server as your backup repository, QuickBackup automatically makes the FTP connection.

The following topics review each of the on demand backup methods:

- [“Using the Taskbar for On Demand Backup” on page 131](#)
- [“Using Drag and Drop for On Demand Backup” on page 132](#)
- [“Using Context Menus for On Demand Backup” on page 133](#)
- [“Using the Properties Sheet for On Demand Backup” on page 134](#)
- [“Using Explorer Menus for On Demand Backup” on page 137](#)
- [“Using Protection Manager for On Demand Backup” on page 138](#).


Using the Taskbar for On Demand Backup

When you perform an on demand backup using the Windows taskbar, QuickBackup searches the drives and folders you have specified for backup. If this scan detects files that have changed since any previous backup, the modified files are copied to your designated repository.

To use the Windows taskbar to perform an on demand backup:

Step	Action
1.	Choose Start/Backup Now from the Windows taskbar (if QuickBackup is already open, you will receive a message directing you to the current instance of QuickBackup; see “Using Protection Manager for On Demand Backup” on page 138).

Response: QuickBackup opens and automatically scans your hard drive for files to back up, based on your default backup configuration. Click **Stop** if you want to cancel the scan and close QuickBackup.

 *Using **Backup Now** from the taskbar backs up only those files you have designated as your default backup configuration through either the Configuration Wizard or the Protection Manager.*

If the QuickBackup scan reveals no current files to back up based on your current default backup configuration, QuickBackup will inform you, then automatically close. If modified files are found, these are backed up instantly to your designated repository.

If your designated repository is an FTP server, QuickBackup automatically makes the FTP connection. A status bar displays the backup progress.

- | | |
|----|--|
| 2. | When the backup is complete, QuickBackup automatically closes. |
|----|--|


Using Drag and Drop for On Demand Backup

QuickBackup offers you the ability to perform instantaneous backup of selected files using Windows Explorer drag and drop capabilities.

Step	Action
1.	Open QuickBackup.
2.	From the Explorer view, select the file or folder you want to back up.
3.	Drag the selected file or folder to the Protection Manager window, then drop.

Response: The selected file or folder is copied to your designated repository. If your designated repository is an FTP server, QuickBackup automatically makes the FTP connection. A status bar displays the backup progress.

4. When backup is complete, QuickBackup automatically closes.

 *Backing up files with drag and drop operations uses the QuickBackup default configuration, with the following exception: the files backed up are those you have selected from the Explorer view, NOT the files indicated in the QuickBackup configuration settings.*

Using Context Menus for On Demand Backup


QuickBackup offers you the ability to perform instantaneous backup of selected files using Windows Explorer file context menus. You can back up only one file at a time using individual file context menus.


- | Step | Action |
|------|--|
| 1. | In the Windows Explorer or My Computer view, select the file you want to back up. |
| 2. | With the file highlighted, right-click the mouse.

Response: The context menu is displayed. |
| 3. | Choose Backup Now .

Response: The selected file is copied to your designated repository. If your designated repository is an FTP server, QuickBackup automatically makes the FTP connection. A status bar displays the backup progress.

If the file has not been backed up, QuickBackup will display this information.

 <i>If the file has not been modified since the last backup, you will not be able to perform a backup..</i> |
| 4. | When the backup is complete, QuickBackup automatically closes.

 <i>Backing up files by the context menu uses the QuickBackup default configuration file, with the following exception: the file backed up is that associated with the context menu, NOT the files indicated in the QuickBackup configuration settings.</i> |

Using the Properties Sheet for On Demand Backup

QuickBackup provides the ability to perform on demand backup of selected files using Windows Explorer file Properties sheets. You can back up only one file at a time using the Properties sheet.

Step	Action
1.	In the Windows Explorer or My Computer view, select the file you want to back up.
2.	With the file highlighted, right-click the mouse. Response: The context menu is displayed.
3.	Choose Properties . Response: The Properties sheet is displayed.
4.	Select the QuickBackup File Info tab.

Response: The QuickBackup File Info Properties sheet is displayed.

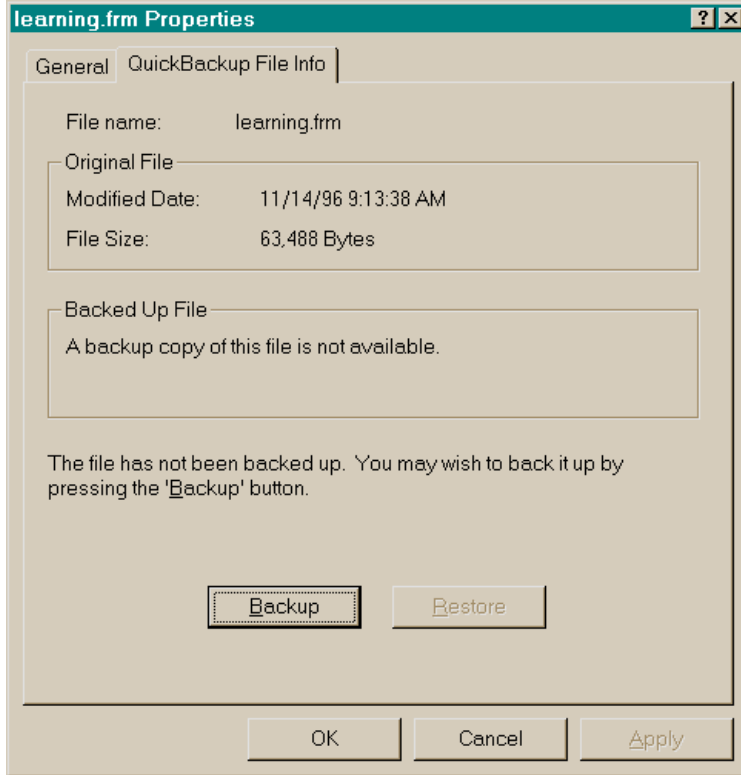


Figure 7-1. QuickBackup File Info

The QuickBackup File Info page displays the File Name, the Original File Modified Date, and the Original File Size.

QuickBackup also provides Backed Up File status messages.


If the file has not been backed up or has been modified since the last backup, QuickBackup will suggest that you back up the file.

✎ If the file has not been modified since the last backup, you will not be able to perform a backup.

5. Click **Backup** to copy the file to your designated repository.

Response: The selected file is copied to your designated repository. If your designated repository is an FTP server, QuickBackup automatically makes the FTP connection. A status bar displays the backup progress.

6. When backup is complete, QuickBackup automatically closes.

 *Backing up a file by the Properties sheet uses the QuickBackup default configuration file, with the following exception: the file backed up is associated with the Properties sheet, NOT the files indicated in the QuickBackup configuration settings.*

Using Explorer Menus for On Demand Backup


QuickBackup provides the ability to perform instantaneous backup of individual or multiple selected files using Windows Explorer menus.

Step	Action
1.	In the Windows Explorer or My Computer view, select the file or files you want to back up.


2. With the file or files highlighted, choose **File/Backup Now**.

Response: QuickBackup copies the file or files to your designated repository. If your designated repository is an FTP server, QuickBackup automatically makes the FTP connection. A status bar displays the backup progress.

If the file has not been backed up, QuickBackup will display this information.

 *If the file has not been modified since the last backup, you will not be able to perform a backup.*

3. When backup is complete, QuickBackup automatically closes.

 *Backing up files by Windows Explorer menus uses the QuickBackup default configuration file, with the following exception: the files backed up are those selected from the Explorer view, NOT the files indicated in the QuickBackup configuration settings.*

Using Protection Manager for On Demand Backup

Protection Manager provides on demand backup; however, this backs up only the drives, folders or files included in the current active configuration.

Step

Action

1. In the Protection Manager primary window (Figure 5-1 on [page 74](#)), select **Actions/Backup Now**, or click the **Backup Now** toolbar button.



Response: QuickBackup automatically scans all files or folders that you have configured for backup (displayed in the Protection Manager primary window), based on your default backup configuration. Click **Stop** if you want to cancel the scan and close QuickBackup.

If the QuickBackup scan reveals no current files to back up, QuickBackup will inform you and then automatically close.

If modified files are found, these are backed up to your designated repository. If your designated repository is an FTP server, QuickBackup automatically makes the FTP connection. A status bar displays the backup progress.

2. When backup is complete, QuickBackup automatically closes.

File Restore Overview

Restoring files means returning the information you have placed on the repository to your hard drive. A file cannot be restored unless it is first backed up. QuickBackup provides several convenient methods for restoring your files. After reading this chapter, you will know how to:

- Restore files with the Explorer interface
- Restore files with the QuickBackup Explorer.

If you have designated an FTP server as your backup repository, QuickBackup automatically makes the FTP connection when you restore files using the properties sheet, context menu or Explorer views. You may restore files using drag and drop in the QuickBackup Explorer, but the restored files will reside on your desktop, not the original location.

If you compress or encrypt your files, the files you restore by the following procedures will be automatically decompressed and unencrypted.


Unlike backup operations, file restoration cannot be automated and must be performed manually. The following procedures assume that files to be restored have been previously backed up:

- [“Using the Taskbar to Restore Files” on page 140](#)
- [“Using Drag and Drop to Restore Files” on page 141](#)
- [“Using the Context Menu to Restore Files” on page 142](#)
- [“Using the Properties Sheet to Restore Files” on page 143](#)
- [“Using the Explorer Menu to Restore Files” on page 145](#)

Using the Taskbar to Restore Files

When you perform restore operations using the Windows taskbar, QuickBackup presents an Explorer view of the repository. You can then select the files you want to restore.

To use the Windows taskbar to restore files:

Step	Action
1.	<p>Choose Start/Restore Now or Start/Programs/QuickBackup/Restore Now from the Windows taskbar.</p> <p>Response: The Explorer provides a folder view of your repository. If your designated repository is an FTP server, the FTP connection is automatically made. The view, menus and operations are the same as the Windows Explorer.</p>
2.	<p>Select the folder or file you want to restore.</p> <ul style="list-style-type: none">■ If your repository is a local or network drive, choose File/Restore Files.■ If your repository is an FTP server, choose File/Download Now. <p>Response: The selected folders or files are restored to your hard drive.</p> <p> <i>If you have compressed and encrypted your files, using the taskbar restore feature will automatically decompress and unencrypt the files.</i></p>

Using Drag and Drop to Restore Files

QuickBackup offers you the ability to perform instantaneous restoration of selected files using Windows Explorer drag and drop capabilities.


Step

Action


1. From the Windows taskbar, choose **Start/QuickBackup**.

Response: If your designated repository is an FTP server, QuickBackup automatically makes the FTP connection. The Explorer view provides a folder view of your FTP repository. For all other drives, the view, menus and operations are the same as the Windows Explorer.

2. Select the folder or file you want to restore.
3. Drag the selected folder or file from the QuickBackup Repository, then drop on your hard drive in the desired location.

 *If you have compressed and encrypted your files, using the drag and drop restore feature will automatically decompress and unencrypt the files.*

Response: The selected folder or file is restored to your hard drive.

 *If you are retrieving files from an FTP server, the speed at which this is accomplished depends on the size and number of files you have selected to restore, and the speed and type of your Internet connection. If you are retrieving a large file or a number of files through a 14,400 bps modem, for example, the restore process may take some time.*

Using the Context Menu to Restore Files

QuickBackup offers you the ability to perform instantaneous restoration of selected files using Windows Explorer context menus. You can only restore one file at a time using context menus.

Step


Action

1. From the Explorer view, select the file you want to restore.
2. With the file selected, right-click the mouse.

Response: The context menu is displayed.

3. Choose **Restore Files**.

Response: The selected file is restored to your hard drive.

 *If you have compressed and encrypted your files, using the context menu restore feature will automatically decompress and unencrypt the files.*

Using the Properties Sheet to Restore Files

QuickBackup provides the ability to instantly restore selected files using the Properties sheet. You can only restore one file at a time using the Properties sheet.

Step	Action
1.	From the Explorer view, select the file you want to restore.
2.	With the file selected, right-click the mouse. Response: The context menu is displayed.
3.	Choose Properties . Response: The Properties sheet is displayed.
4.	Select the QuickBackup File Info tab.

Response: The QuickBackup File Info Properties sheet is displayed.

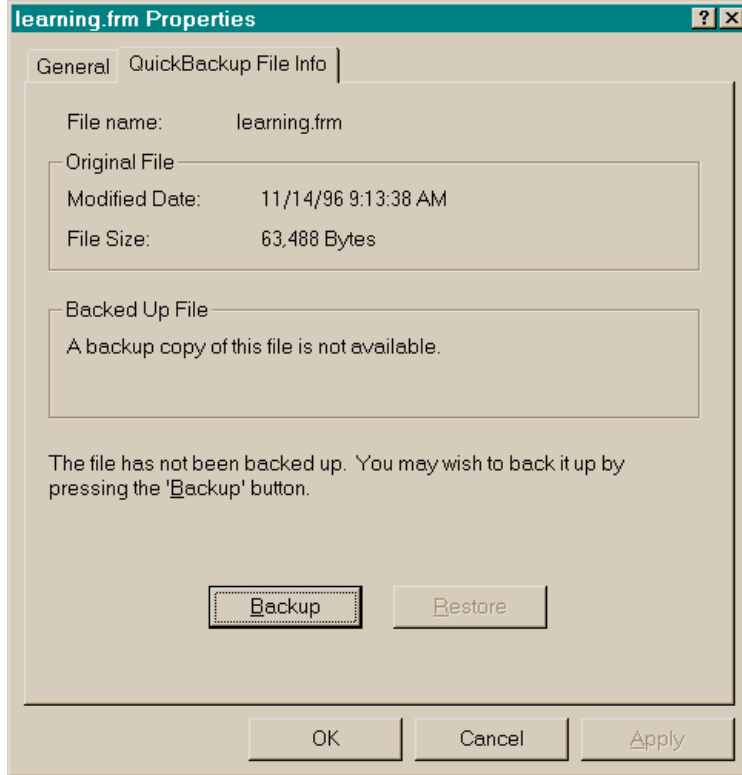


Figure 8-1. QuickBackup File Info


The QuickBackup File Info page displays the File Name, the Original File Modified Date, and the Original File Size.

QuickBackup also provides Backed Up File status messages.

 *If the file has not been backed up, **Restore** is not available.*

5. Click **Restore**.

Response: The selected file is restored to your hard drive.


 *If you have compressed or encrypted your files, using the Properties sheet will automatically decompress and unencrypt the files.*

Using the Explorer Menu to Restore Files

QuickBackup provides the ability to perform instantaneous restoration of selected folders or files using Windows Explorer menus.

Step	Action
1.	In the Windows Explorer or My Computer view, select the folder or file you want to restore.
2.	With the folder or file highlighted, choose File/Restore Files .

Response: The selected folder or file is restored to your hard drive.

 *If you have compressed and encrypted your files, using the Explorer menu restore feature will automatically decompress and unencrypt the files.*

LAN Administration Reference

If you are a LAN administrator and would like to support QuickBackup for on-site network users, you can do two things to simplify this:

- Define a default repository and path for user backup
- Define a storage limit value for users.

This is accomplished by setting variables in the user's DOS environment strings by adding commands to the system login scripts or profiles. Consult your network operating system administration documentation for details on how to set environment variables within a system or user login script or profile.


If you set up a backup repository on the LAN, the option to designate an FTP server as a backup repository will not be presented to users in the Configuration Wizard Express Setup. However, users will still be able to use an FTP server for backup (if they have Internet access and a shell account on an FTP server) by defining this backup destination through the Protection Manager.

Defining a Default Path for LAN Backup

To direct the Configuration Wizard's Express Setup to automatically select a particular storage path and folder for network user backup, add the following variable to each user's environment settings:

```
SET QUICKBACKUP_LANPATH=\\SERVERNAME\VOLUMENAME\DIRECTO-  
RYNAME
```

The path must be defined using Universal Naming Conventions (UNC) rather than proprietary notation. Consult your network operating system documentation for UNC naming conventions; these differ depending on whether you use Bindery Emulation or NDS logins on your network.

 *Ensure that each user has a unique path specified for their **QUICKBACKUP_LANPATH** setting. One way to do this is to use the user home directory name or incorporate the user login name into the path setting. Refer to your network operating system documentation for more information.*

When users run Configuration Wizard, the presence of this set variable in the DOS environment string causes two things to happen:


- <Express Setup - Backup to your LAN...> becomes the default setting. The option <Express Setup - Backup to an FTP server> no longer appears. However, the user can still choose the Configuration Wizard <Custom Setup> option or use the Protection Manager to configure backup to an FTP site (if the user has an Internet connection and an FTP server shell account).
- When the user chooses <Express Setup - Backup to your LAN...> or <Custom Setup> the default destination for the repository is now set to the **QUICKBACKUP_LANPATH** value. The user can change this default by using the Configuration Wizard <Custom Setup> option or the Protection Manager **Configure** command.

Defining Space Limitations for LAN Backup

You can set an environment variable to cause the Configuration Wizard to limit the amount of LAN storage used during setup. This limit is enforced in both Express and Custom Setup modes. Use the environment string

```
SET QUICKBACKUP_MAXLANMB=XX
```

where **xx** is the maximum LAN storage space allowed in megabytes (MB) for backup during Wizard setup operations.

 *This space limitation method is only in effect during the Configuration Wizard setup processing. If you need to implement an absolute upper limit on user disk storage space for all configuration methods, you should set these limits using network administration capabilities.*

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QuickBackup

January 1997

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