

# EeZe Backup

## Gooch Computer Services

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### ***Recovery Disk :***

Insert a blank, formatted disk in drive a: On the System Files tab, click the Make Recovery Disk icon. The format dialog will appear, click start. When the disk is formatted click close and all relevant files will be copied to the disk. Should you need to use the disk, place it in drive a: and restart the system. At the prompt, restart to return to Windows.

### ***Backup system files :***

On the System Files tab, clicking the Backup Files icon will copy the registry files, autoexec.bat, config.sys, win.ini and system.ini files. These files can be accessed by the recovery disk or the Restore System Files icon on the System Files tab.

### ***Restore system files :***

On the System Files tab, select which files you wish to restore and click the Restore System Files icon.

### ***Backup files :***

The first time you use the software you will need to go to the Backup Location tab and choose a location for your backup files. Choose a drive from the drive box then a directory from the directory box. If you want to create a new directory, enter the name in the Create New Directory box and click Create. The location you have chosen will appear in the New Backup Location box. If you are satisfied with your selection, click Set. Return to the Select Files tab.

Enter the name of your backup group in the New Group box and click Add. You may have multiple groups, say "work", "games", etc. Browse through your drives and open any directory that contains files you wish to back up. If you want to backup the entire directory, double click it so the folder is open and click the Add Directory button. The directory will appear in the Files in this group window, prefixed with a "\*" to indicate the entire directory will be backed up. This will include sub directories. To select single files, just single click any file in the file window (top left).

Click the Backup Group icon to backup the selected group or Backup All to backup all groups. The files will be placed in the specified location as a .zip file.

### ***Multidisk Mode :***

From the options menu, select Multidisk mode. This will allow the backup to span multiple disks. Number the disks as they are used.

### ***Removing groups :***

On the Select Files tab, select the group and click Delete Group. Note this will remove the group from the list and delete any previous backup.

### ***Removing directories or files :***

On the Remove Files tab, select the file or directory to delete and click Remove File. This will delete the file from the list, it will remain in the previous backup archive until you do a new backup. Note that directories are prefixed with a \*.

### ***Test backup :***

On the file menu, clicking “test backup”, will test all of the files in the selected group to confirm the archive is not corrupted.

### ***Restore files :***

On the Restore Files tab, choose the group that contains the files you wish to restore. A list of all the files in the backup group is displayed. Various items of information is displayed about each file and a summary of the complete backup is displayed in the bottom status bar. You can select a single file by clicking its name or by using shift/click or control/click you can select multiple files. You can of course click Select All to restore all files in the group. After making your selection, clicking extract opens a dialog to choose where to restore the files to. This defaults to drive C: so if this is where your files originated from and you want to restore to the original locations simply click Select. If the file or files already exist, you will be prompted to overwrite the current file or not. You can of course restore any of the files to an alternate location.

### ***Sorting the file list :***

To sort the list of files to be backed up, click the sort button.

### ***Status bar :***

The status bar at the lower edge of the backup window show the file currently being added to the archive and the progress gauge shows the progress of this as a percentage of the file added.

### ***Uninstall :***

Go to Control Panel, select add/remove programs. Choose EeZe Backup and remove.

Note that if you are planning to re-install or are uninstalling to upgrade to a newer version, you may want to copy the grouplist.dat and settings.ini files from the C:\Program Files\EeZe Backup folder. These can then be copied back after the fresh installation, saving you from having to set-up your backup location and groups again.

### **Ordering :**

The trial version of EeZe Backup gives you 20 backups. After this the software will need to be registered.

UK orders : Send cheque, cash or postal order for £12 Sterling.

International orders : Send cheque or cash for \$20 US, or local equivalent.

For site licences, e-mail [sales@gooch.co.uk](mailto:sales@gooch.co.uk) with your requirements.

All orders must be accompanied by the last five digits of your Windows 95 serial number. This can be found on the Windows 95 certificate of authenticity or by going to Control Panel> System. This is needed to generate your unique EeZe Backup Key code.

Send all orders to the address at the top of this file. Email any sales enquiries to [sales@gooch.co.uk](mailto:sales@gooch.co.uk)

### **Warranty :**

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