Turns the Full System Backup schedule On (to run at the same time every day) or Off. If you choose Off, the specified time is saved until you wish to turn the scheduled Full System Backup On again.

Note: You can modify this schedule:

- click on the What's Scheduled tab

- click on Full System Backup

- click the Modify button and make your changes

Lists the currently selected time for your Full System Backup to run.

Saves all the changes you have made without closing this dialog box.

Lists the items that are currently scheduled.

Note: Full System Backup cannot be removed from this list.

Lists what happened the last time each scheduled item was run. For example: successful, not successful, never been run.

Use the Browse button to select or type in the file that you wish to run at the scheduled time (it must be a registered file type).

To view or modify your current Windows 95 registered file type list:

- double-click on the My Computer icon on your desktop
- click the **View** menu
- click **Options**
- click the File Types tab

Click on this button to display the Explorer so that you can select the item that you wish to schedule.

Type a description of the scheduled item for reference.

Click on these buttons to indicate which day(s) of the week the scheduled item should run.

Click on these buttons to set the time of day and indicate AM/PM (if not in 24-hour time) for the scheduled items to run.

To view or modify your current Windows 95 registered file type list:

- double-click on the My Computer icon on your desktop
- click the **View** menu
- click **Options**
- click the File Types tab

Using the Colorado Backup program, you can create a file set.

A file set is a file that specifies a group of folders and/or files that you want to back up plus all backup options that you selected.

File sets are stored in the Windows\Backup\ directory and have the following icon:

In Explorer, you can start this backup by simply double-clicking on the file-set's name.
In Colorado Scheduler, you can schedule it to start at a specific time.

Click Help Topics to return to the list of topics.

Adding your own scheduled item

1 Click the What's Scheduled tab.

2 Click the Add Schedule button.

3 Use the Browse button:

   - to schedule a backup, select a file set file (see Related Topics).

   - to schedule any other event, select a registered file type .

4 Specify the day(s) and time in the Schedule Item window.

   Note: Schedule only one item for any minute.

5 Click OK to return to the What's Scheduled list.

6 Click OK to save your changes and minimize Colorado Scheduler.

{button ,AL("A_CREATING_YOUR_OWN_FST_FILE;A_CHANGING_A_SCHEDULE;")} Related Topics

Removing a scheduled item

1 Click the What's Scheduled tab.

2 Highlight the item you wish to remove.

3 Click the Remove Schedule button.

   Note: The file that you scheduled is not erased; only Colorado Scheduler's reference to that file is removed.

4 Click OK to save your changes and minimize Colorado Scheduler.

{button ,AL("A_CREATING_YOUR_OWN_FST_FILE;A_CHANGING_A_SCHEDULE;")} <u>Related Topics</u>

Turning on Automated Daily Backups

1 Click the Automated Daily Backup tab.

2 Click the On button.

3 Click Apply.

4 Click OK.

Automated Daily Backup will backup your entire system (including the registry file) each day at the designated time.

Note: At the scheduled time, make sure that:

• your computer is turned on

• Windows 95 is running

• Colorado Scheduler's icon is showing in your taskbar

• your tape drive contains a formatted tape (if the tape fills up, you will be prompted to insert another one)

Running a scheduled item

1 Add any item to the What's Scheduled list (see Related Topics).

2 At the scheduled time, make sure that:

- your computer is turned on

- Windows 95 is running

- Colorado Scheduler's icon is showing in your taskbar

-        your tape drive contains a formatted tape tape (if the tape fills up, you will be prompted to insert another one)

{button ,AL("A_ADDING_SCHEDULED_ITEM;")} Related Topics

Changing a schedule

1 Click the What's Scheduled tab.

2 Highlight the scheduled item you wish to change.

3 Click the Modify Schedule button.

4 Make any desired changes on the Schedule Item window.

5 Click OK to return to the What's Scheduled list.

6 Click OK to save your changes and minimize Colorado Scheduler.

Verifying that the scheduled item worked

1 Click the Schedule Results tab.

2 Find the scheduled item that you wish to verify.

3 Read the information about the last time that this item ran.

Creating your own custom-backup

1 You must first create a file set:

- Open the Colorado Backup program.

- Select the files to be included.

- Set the options for your backup.

- Click on the **File** menu, click **Save** and give your file set a name.

  Your file set will be saved as a file in the Windows\Backup\ directory and have the following icon:

2 Return to Colorado Scheduler and add your new file set to the What's Scheduled list (see Related Topics).

{button ,AL("A_ADDING_SCHEDULED_ITEM;")} <u>Related Topics</u>

Turning off Colorado Scheduler

To prevent Colorado Scheduler from automatically running:

1 Right-click in a blank area on the Windows 95 taskbar.

2 Select Properties.

3 Click the Start Menu Programs tab.

4 Click the Remove button.

5 Click the ⊞ next to the StartUp folder.

6   Highlight Scheduler and click the Remove button.
NOTE: To restart Colorado Scheduler, add it back into your Start Menu Programs.