

## **Overview of Utilities**

For a comprehensive list of items similar to the index in a book, please click on the Search pushbutton.

For information on other products from SitBack Technologies, select 'Other Products' under the 'Help' menu item.

### Backup

The Backup Utility allows you to make full or incremental backups. You can backup files which are older, newer or between certain dates, exclude files and store commonly used backup configurations.

### Restore

The Restore Utility allows you to restore individual files, all the files in a directory, files with common file name extensions or an entire hard disk. You can be as selective as you want.

### Move

The Move Utility copies files from a source drive to a destination drive and then deletes each file as they are successfully copied from the source. This frees up valuable primary storage space by moving infrequently used files to a secondary storage media. You can move files which are older, newer or between certain dates.

### Purge

The Purge Utility can be used for backup and storage management purposes. For backup purposes it is ideal for quickly deleting the files and directories from your backup media prior to reusing them. For storage management purposes, it is ideal for freeing up valuable disk space by selectively deleting files which you no longer want.

### **Exit**

Exits you from SitBack Lite.

### **Help**

The entire user manual is available through the HELP utility. SitBack's On-Line Help Facility is designed to assist you each step of the way. HELP can also be accessed from the HELP pushbutton in each dialog box.. If you need assistance in using the HELP utility, please select Help on Help from the main window menu bar.

### **Registration Card**

We strongly urge you to register your software. If you register your software you qualify for unlimited technical support and product enhancement notifications.

This icon executes the Notepad word processing program and displays a file called REGCARD.TXT. This file contains the information needed to register your software and where to send it. Fill in the information, print the file and send it to us.

The Registration Pushbutton, activates the Windows Notepad program and displays a file called REGCARD.TXT. This file contains all of the information necessary to register your software. Either print the file and fill it in by hand or type the information onto the screen and print the file. Thank you for registering your software. By doing so, you qualify for free technical support and product upgrade announcements when available.

### **Preview**

The Preview option is available in the Backup, Move, and Purge Utilities. Pressing the Preview pushbutton displays relevant statistics. For example, in the case of the Backup and Move Utilities, Preview will display the total number of files, bytes to backup or move, and number of diskettes needed. For the Purge Utility the Preview option displays the number of files and total bytes which will be purged.

## **General Information**

### **Contacting SitBack Technologies, Inc.**

To contact SitBack Technologies, Inc. for technical support or sales, please refer to the following; Telephone Number: (913)-894-0808. FAX Number: (913)-894-0250

### **Readme File**

The SitBack diskette may contain a file named Readme which contains the latest information that was too recent to put in this manual. It is in ASCII format, therefore it can be accessed or printed from a Word Processing program.

### **System Requirements**

To use SitBack, you require: MS-DOS 3.0 or later, or equivalent, Microsoft Windows version 3.0 or later and an 8088, 8086, 80286, 80386, 80486 computer.

### **Supported Backup Devices**

You can use SitBack to backup to and from any DOS device on your PC or network. This includes floppy diskettes, removable hard disks, hard card, another hard disk or partition, network drive, file server, optical drives (WORM or ERASABLE), or flopticals.

# Backup

The Backup Utility allows you to make full or incremental backups and backup files which are older, newer or between certain dates.

## General Information

- Can use a technique called file splitting to backup large files onto more than one disk.
- Backs up files in DOS file format, however files which have been split cannot be restored without using the SitBack restore utility.
- Option to recreate the directory tree structure on the backup media so your files are backed in the same directories as on the source disk.
- Electronically numbers each diskette as they are inserted. Write this number on the label of the diskette.
- Keeps track of your current disk number to ensure the correct ones are inserted when making full and incremental backups and so that files which are split onto more than one disk can be properly restored.
- Creates a file on each backup diskette called ~BACKUP~.001, ~BACKUP~.002, ~BACKUP.003~ etc . These files contain important information about the files which are split onto more than one diskette so that should you have to restore these files they will be restore properly. Do not delete or attempt to access these files.

## Backup Strategy

Develop and adhere to a backup strategy. The following is a commonly used backup strategy which you may want to incorporate

1. Make a full backup of your entire hard disk or at least your important data files. Store the full backup disk in a safe place, preferably off-site.
2. Perform incremental backups daily.
3. Periodically make another full backup. We recommend you do so to another set of disks than those used for the previous full backup so that those disks are not recycled prior to successful completion of the full backup.

This full backup will contain all of the files on the previous full back up disks and your incremental disks so the previously used disks can now be recycled or used again.

4. Repeat these procedures as frequently as possible.

## How To Backup

Be sure to have formatted disks or cartridges available for use if you are using this utility for the first time.

1. Click on the Backup Pushbutton.

The Backup Utility dialog box is presented

The dialog box provides you with the following options:

## **Backup Options**

### **Source**

A multiple selection list box of the pre-defined drives, files or directories you want to backup.

SitBack allows you to pre-define as many source paths as you want so that if you always want to backup the same directories you can do so without having to enter them each time. These are referred to as backup configurations. Then, each time you want to make a total or incremental backup you can select the ones you want included in the backup.

Four backup configurations can be displayed at one time. If you have more than four, click on the scroll button to scroll through the remaining backup configurations.

You can backup individual files, directories or an entire drive.

Global (\*) and wildcards (?) may be used to specify files with common file names or extensions. Full path statements may also be used to specify files or types of files within a directory.

### **Destination**

The drive and optional directory where you want to backup your files. Click on the Destination pushbutton to use the [Navigation Utility](#) to assist in making your selection.

### **File Exclusion**

This pushbutton allows you to setup file exclusions. File exclusions allow you to exclude certain types of files or entire directories which are a part of your backup configurations so that only your important files are backed up. The procedures to setup file exclusions are discussed in the next section.

### **Full Backup**

A backup of all of the files within the source directory.

### **Incremental Backup**

A backup of all of the files which have been created or changed since the last time an incremental or full backup was made.

### **Verify**

Utilize the DOS verify command which re-reads each sector it writes to the backup media to verify that the sector written is identical to the contents of what was read

from the source file.

### **Include Subdirectories**

This option, when enabled, also backs up the files within any subdirectories in the source path.

### **Do Exclusions**

Enable to exclude the files specified in the Define Exclusion option. Disable to include the files specified in the Define Exclusion option.

### **Recreate Directory Tree Structure on Destination**

This option when enabled, recreates the directory tree structure of the Source path on the Destination path. If you are backing up to a directory, the directory will be created automatically if it does not already exist and the source directory structure will be recreated within it. Your files will be backed up within the same directory tree structure as the source files.

Disable this option if you want all of the files in the source path backed up starting within the exact drive or directory you specify.

### **Examples**

**Source** C:\WINWORD\\*.DOC  
**Destination** A:\ **Include Subdirectories** Enabled

**Result if Enabled:** SitBack creates the Winword directory in the root directory on the A drive as well as any subdirectories within the Winword directory and backs up the files within the appropriate directories.

**Result if Disabled:** SitBack backs up all of the files within the Winword directory and any subdirectories to the root directory of the A drive and recreates any subdirectories within the Winword directory starting from the root drive of A.

### **Split Files**

This option when enabled is required if you have files which are larger than the size of a single backup disk. For example if you are backing up to a 360K floppy disk and have files which are larger than 360K, enable this option.

SitBack creates a file on each backup diskette called ~BACKUP~.001, ~BACKUP~.002, ~BACKUP~.003 etc . These files contain information necessary to be able to restore files correctly. Do not delete or attempt to access these files. These files are not created if this option is disabled.

If this option is disabled, SitBack backs up all files in DOS file format so that they are exactly the same as the original. You can copy them, access them directly from your software program, delete them and use the disk on other machines. When SitBack encounters a file which is larger than the disk itself, the file will be skipped.

### **Purge Disks Before Use**

This option, when enabled, automatically deletes all files and directories from the

backup disk prior to backing up files. Enable this option when making a full backup and you are recycling your backup disks. Disable this option when making incremental backups.

**Note:** SitBack will not purge data from a fixed disk. You will receive an error message if you enable this option and your destination drive is a fixed media.

**Current disk being used: 1**

**Note:**This option is only applicable if the Split file option is enabled.

SitBack sequentially numbers each diskette as they are used so that files which are split onto more than one disk can be correctly restored. When restoring, SitBack will then be able to tell you the proper order of the disks to insert so that large files are restored properly.

Write this number on the label of each diskette.

**Reset Disk Number**

Click on this option to reset the disk number to 1. SitBack will then begin numbering each diskette used starting with <<Backup.001>>. Click on this option each time you intend to recycle your backup media by making a full backup. Please refer to the Backup Strategies section.

**Newer than and/or Older than**

Date and time fields allow you to backup files newer than, older than or between certain dates. If you select a full backup, SitBack will backup all files within the dates specified. If you select incremental backup, SitBack will backup all files created or changed since the last backup within the dates specified.

**Examples:**

**Older than 01\12\91 12:00 AM**

RESULT: Makes full or incremental backup of files within the Source path with the date\time stamps of 01\11\91 11:59 PM or older.

**Newer than 01\12\91 12:00 AM**

RESULT: Makes full or incremental backup of files within the Source path with the date\time stamp of 01\12\91 12:01 AM or newer.

**Older than 06\12\91 12:00 AM  
and  
Newer than 01\12\91 12:00 AM**

RESULT: Makes full or incremental backup of files in the Source path that fall within the date\time stamp range of 01\12\91 12:01 AM and 06\11\91 11:59 PM.

**Preview**

Prior to making a total or incremental backup you can preview relevant statistics of the backup you are about to perform. The Preview dialog box informs you of the number of

files and total bytes to backup and number of disks needed for the backup.

2. Select existing backup configurations from the multiple selection list box or define your own by following the procedures below.

Follow the procedures below to set up and select backup configurations.

## **Backup Configurations**

Backup Configurations allow you to retain commonly used source paths so that you do not have to enter them each time you want to make a total or incremental backup. For example, if you only want your data files from a few directories included you will add a backup configuration for each one. Remember that SitBack has the Include Subdirectory option.

**To add a backup configuration**, click on the Add pushbutton, enter the source path and click on OK to save the configuration. Click on the Source pushbutton to use the Navigation Utility to assist in making your selection.

**To delete a backup configuration**, select the configuration by clicking on it and click on the Delete pushbutton.

**To change a backup configuration**, select the configuration by clicking on it, click on the Edit pushbutton..

**To display the remaining backup configurations**, click on the pull down pushbutton to scroll through the backup configurations.

## **Selecting Backup Configurations**

Prior to starting the backup, you will want to select the backup configurations you want included in the backup. To do so, follow the procedures as described below;

**To select a backup configuration**, highlight it by clicking on the backup configuration.

**To unselect a backup configuration**, click on it to unhighlight the backup configuration.

**To select all backup configurations**, click on the Select All pushbutton.

**To unselect all backup configurations**, click on the Unselect All pushbutton.

3 Enter the destination drive and optional directory. Click on the destination pushbutton to use the Navigation Utility to assist in making your selection.

4. Enable or disable the other options. Please refer to the Backup Options section for an explanation of each option.

Press **Preview** prior to starting the backup if you want to find out how many disks you will need.

5. Press the **Start** pushbutton to begin the backup. SitBack will prompt you to insert a disk. Click on OK to proceed.

If you have chosen to make a full backup, a prompt will display and ask you if you want to recycle the disk numbers.

If you are using the split file option, make sure to number the disks as you use them by referring to the Current Disk Being Used field.

A dialog box appears which provides valuable information as the backup is in progress. When the backup is complete, you are displayed information regarding the completed backup. Press OK to return to the SitBack Lite Main Window.

On the disk label, write the number of each disk as they are used.

**If the Purge Disk Before Use option is enabled**, SitBack purges all files and directories which exist on the disk and proceeds with the backup.

**If the Purge Disks Before Use option is disabled and Split Files is enabled**, SitBack compares the Current Disk Number with the disk number on the diskette. If the two numbers are the same, SitBack proceeds with the backup. If the disk does not have a disk number, the Current Disk Number is incremented and the disk is labeled with that number. SitBack then proceeds with the backup.

**If the numbers are not the same**, you are asked to:

**Click on Purge** to recycle the disk by deleting of the files and directories on the disk. After the disk is purged, SitBack will begin the backup.

**Click on Retry** after inserting the correct disk.

**Click on Cancel** to cancel the backup.

When the disk becomes full, SitBack will prompt you to insert another disk.

6. Insert the next diskette. Click on **OK** to proceed. Repeat steps #2-5 until the backup is complete.

If you run out of formatted diskettes during the backup, when you receive the prompt to insert another diskette, access File Manager or another utility program which has a format feature, format additional diskettes, then switch back to SitBack Lite and proceed with the backup.

To Cancel a backup, click on **Cancel**.



## File Exclusions

This section discusses how to exclude selected files or directories from your backups. These are referred to as file exclusions. To assist you in remembering the purpose of a file exclusion, you can enter a brief description of each file exclusion in the Comment field.

File exclusions are only applicable to files within your backup configurations. **Files and directories which are not a part of your backup configurations are by default excluded and therefore not backed up.**

There are three pre-assigned file exclusions. All the files with filename extensions of .EXE, .SYS and .COM will be excluded from all backup configurations. They may be backed up if desired by disabling the Do Exclusions checkbox in the Backup dialog box.

You can exclude:

- Individual files
- Files with common file name extensions
- Entire directories

Global (\*) and wildcards (?) may be used to exclude files with common file names or extensions. **Full path statements must be used to exclude specific files or types of files within a directory or subdirectory.**

When you exclude a directory, only the file(s) or types of files within the specified directory are excluded. Any sub-directories will not be excluded unless you specify them individually.

### How To Set Up File Exclusions

1. Click on the File Exclusion pushbutton in the Backup dialog box.
2. **To add a file exclusion**, click on the **Add** pushbutton and enter the exclusion. Proceed to step #2.  
  
**To edit a file exclusion**, select the exclusion you want to edit and click on the **Edit** pushbutton. Proceed to step #2.  
  
**To delete a file exclusion**, select the exclusion you want to delete from the list box and press the **Delete** pushbutton.
3. Enter your exclusion. Press the Exclude pushbutton to access the Navigate Utility to assist in your selection.
4. To enter a comment, tab to or click in the Comment field and enter a description of the file exclusion.
5. Choose **OK** to record the file exclusion, press **Cancel** to return the exclusion to its original setting and close the dialog box.
6. Proceed to Step #1, to add, edit or delete another file exclusion.

7. Press OK to exit the dialog box and return to the Backup dialog box.

## **Purge**

The Purge Utility can be used for backup and storage management purposes.

For backup purposes it is ideal for quickly deleting the files and directories from your backup media prior to reusing them. For storage management purposes, it is ideal for freeing up valuable disk space by selectively deleting files which you no longer want.

You can purge files which are older than or between dates.

### **Purge Settings**

#### **PATH**

You can purge entire drives, directories, subdirectories, specific files or files with common file name extensions. Use the [Navigate Utility](#) if you need assistance in selecting the path by clicking on the PATH pushbutton.

#### **INCLUDE SUBDIRECTORIES**

The effect that enabling this checkbox will have is dependant on the path you selected. Please refer to the examples below.

#### **Examples With Include Subdirectories Enabled:**

*A:\\*.\** Purges all files and directories from disk.

*A:\WINWORD\\*.\** Purges all files and subdirectories from the WINWORD directory. The WINWORD directory is also removed.

*C:\\*.TMP* Purges all TMP files from the C drive.

*C:\FILENAME.EXT* Purges all files on the C drive with the same name.

#### **Examples With Include Subdirectories Disabled:**

*A:\\*.\** Purges all files in the root directory.

*A:\WINWORD\\*.\** Purges all files from the WINWORD directory. If there are no other subdirectories within the WINWORD directory the WINWORD directory is removed.

*C:\\*.TMP* Purges all TMP files from root of the C drive.

*C:\EXCEL\FILENAME.EXT* Purges the file from the EXCEL directory.

#### **VERIFY BEFORE DELETION**

Enable the verify option to decide on a file by file basis whether or not to purge each file. You are displayed a verification message for each file. Disable the verify option to purge all files within the path without file by file verification.

**OLDER THAN** Purges all files within the path which are older than the date entered.

**NEWER THAN** The Newer Than feature can only be used if an Older Than field is also entered. The Newer Than field used with the Older Than field allows you to purge files between two dates.

Enter the OLDER THAN and NEWER THAN fields to purge files between two dates.

### **Preview**

Prior to purging you can preview relevant statistics. The Preview messagebox informs you of the number of files and total bytes which will be purged and therefore freed up.

### **How To Purge**

1. Click on the Purge Pushbutton.
2. Enter the settings.

Press **Preview** prior to starting the purge to find out how many files and total bytes will be deleted.

3. Click **Start**. A message will display to confirm your selections.
4. Respond to the prompts as they are presented. The purge status dialog box will keep you informed of the progress.

## Move Utility

The Move Utility copies files from a source drive to a destination drive and then deletes each file as they are successfully copied from the source.

The Move Utility moves files from primary storage to secondary storage which you no longer need on a day to day basis but want to retain, thus freeing up valuable primary disk space.

You can move files which are older, newer or between certain dates.  
The verify option gives you the ability to confirm each file before it is moved.

You are provided with the following options:

### Include Subdirectories

When enabled, this option will also move the files within the subdirectories of the Source path. When disabled, this option will only move the files within the root directory of the source path.

### Delete Empty Subdirectories

When enabled, this option will remove from the source path any directories or subdirectories that become empty during the move process.

### Recreate Directory Tree Structure On Destination

This option when enabled, recreates the directory tree structure of the Source path within the Destination path. If you are moving to a directory, the directory will be created automatically if it does not already exist and the source directory structure will be recreated within it. Your files will be moved within the same directory tree structure as the source files.

Disable this option if you want all of the files in the source path moved starting within the exact drive or directory you specify.

### Examples

**Source** C:\WINWORD\\*.DOC  
**Destination** A:\ **Include Subdirectories** -Enabled

**Result if Enabled:** SitBack creates the Winword directory in the root directory on the A drive as well as any subdirectories within the Winword directory and moves the files within the appropriate directories.

**Result if Disabled:** SitBack moves all of the files within the Winword directory into the root drive of A and recreates any subdirectories within the Winword directory starting from the root drive of A.

### Verify Before Deletion

Allows you to view and confirm each file before it is moved.

### Newer than and Older than

Date and time fields allow you to move files newer than, older than or between certain dates.

**Examples:**

**Older than 01\12\91 12:00 AM**

RESULT: Moves all files from within the Source path with the date\time stamps of 01\11\91 11:59 PM or older.

**Newer than 01\12\91 12:00 AM**

RESULT: Moves all files from within the Source path with the date\time stamp of 01\12\91 12:01 AM or newer.

**Older than 06\12\91 12:00 AM  
and  
Newer than 01\12\91 12:00 AM**

RESULT: Moves all files from the Source path that fall within the date\time stamp range of 01\12\91 12:01 AM and 06\11\91 11:59 PM.

**Preview**

Prior to performing the move you can preview relevant statistics. The Preview dialog box informs you of the number of files and total bytes which will be moved and the number of diskettes needed.

**How To Perform a Move**

1. Click on the Move Pushbutton.
2. Enter the Source and Destinations paths. Press the Source or Destination pushbutton to utilize the Navigate Utility to paste your path selections.
3. Select the applicable options.

Press **Preview** to find out how many files and total bytes will be moved. The Preview dialog box will also inform you of the number of diskettes you will need.

4. Press the **Start** pushbutton to execute the Move.

Respond to the prompts as they are presented. You will be prompted to insert another disk if the current one becomes full.

A Move Status dialog box will appear showing you the status of the Move while it is in progress,

If the move stops because your backup media is full, you will be notified with a message dialog box which states;

**Not all files Moved that match the criteria, insert new disk, press OK to restart.**



# Restore

The restore utility allows you to restore individual files, all the files in a directory, files with common file name extensions or an entire hard disk. You can be as selective as you want.

## General Information

If you enabled the file splitting option, at least one of the files on each disk has been split onto the next disk. The remaining files are backed up in DOS readable format. To ensure correct restoration of your files, use this restore program when restoring your files and insert the diskettes in ascending numeric order.

If the File Splitting option is disabled all files are backed up in DOS readable format. Therefore you can use the media on another PC for quick access to the information. The files can also be copied using the DOS "COPY" or "XCOPY" command, or any other copy utility. You can also access individual files using the software program from which the file was created.

### The restore utility:

- Restores only the latest version of a file.
- Re-creates the directory structure within the path you specify.

**NOTE:** If you had to reformat the hard disk where the SitBack program was installed, please reinstall SitBack.

## Restoring From Floppy Diskettes

When restoring an entire directory, the files may reside on numerous diskettes, including both the total and incremental diskettes. To ensure a complete restore, insert every diskette.

When restoring an individual file, insert the diskettes in last out, first in order. When you are informed that the file was restored, you will be assured that the most recent version of the file has been restored.

When restoring an entire drive, always insert the disks in ascending order starting from the first disk, if you used the split files option. If you did not use this option and backed up all of your files in DOS file format, the restore will proceed faster if you insert the disks starting with your last disk. However, you can insert the disks in any order.

## How To Restore

1. Click on the Restore Pushbutton.

This dialog box contains a list box of all of your backup configurations. When you click on a backup configuration the backup Where field appears in the Source field.

You can select multiple configurations for restoration or enter your own restore configuration by pressing the User Defined pushbutton.



The Restore dialog box contains the following fields:

**Number of selected configs:**

A count of the number of backup configurations you have selected.

**Source:**

Displays the destination path of the last selected configuration, which is now your source path for the restore.

**Select All**

Selects all the configurations that appear in the listbox.

**Unsel. All**

Unselects all selected configurations in the listbox. To unselect an individual configuration, click on Unsel All a second time.

**User Defined...**

Allows you to define your own restore configuration.

2. To select one or more backup configurations from the listbox, click on each one.

To define your own restore configuration, click on the **User Defined** pushbutton. Enter the source and destination fields.

3. To start the restore, press the **Start** pushbutton. A message will display to confirm your selection. The Restore status dialog box will display as the restore is in progress.

Each configuration selected in the multiple selection listbox will be restored in the order they appear from each disk.

Respond to the prompts as they appear.

If the same file exists on both the source and destination drives, SitBack compares the time and date stamp of both files and will only overwrite the file on the source if the file on the destination is more current.

If files are split onto multiple diskettes and you are not inserting the disks in ascending order, when SitBack encounters a file which has been split from previous disks, you will be prompted to insert the disk which contains the beginning of the file.

4. Once each selected configuration is restored, you are presented with a message box which allows you to Cancel the restore or continue with the next disk.

If all files are current or no files are found on the source disk which are part of your restore configuration(s), you are displayed a message and prompted to insert another disk to restore.

5. Continue to insert disks until the restore is complete.

6. To cancel a restore, press **Cancel**. SitBack will stop after restoring the current file in

progress.

### **Examples of Selected Configurations:**

When restoring selected configurations, SitBack restores files to the exact directory tree structure as they were backed up and originally on your hard disk.

Destination C:\Winword\\*.\*  
Source A:\

Result: Restores all the Winword files on the A drive to the Winword directory on the C drive.

Destination C:\\*.doc  
Source A:\

Result: Restores the \*.doc files from the A drive into their directories on the C drive.

The Include Subdirectories checkbox, when enabled, will restore the subdirectories and their files to the destination of your choice.

### **Examples of User Defined Configurations:**

Source A:\Winword\\*.doc  
Destination C:\  
Include Subdirectories enabled:

Result: Restores the \*.doc files within the Winword directory into the root directory on C and recreates any subdirectories and restores the files within them starting in the root directory.

Source A:\Winword\\*.doc  
Destination C:\Winword  
Include Subdirectories disabled:

Result: Restores all \*.doc files within the Winword directory into the Winword directory on C. If the Winword directory does not already exist on the C drive, it is created automatically.

## Navigation Utility

The Navigation Utility eliminates the need for you to remember or know how to enter DOS path statements. It is available in each dialog box. Use the Navigation Utility to select drives, directories or files to be entered into text fields.

1. Click on the pushbutton next to the text field.

**The Directories:** list box lists all available drive letters and directories. The Files: list box lists all of the files, if any are present in the current directory. **The Filename:** and **Directory:** fields display the current selection.

- **To move to another drive**, double-click on the drive letter.
- **To move to another directory**, double-click on the directory name.
- **To move to a previous directory level**, double-click on the [...] symbol.
- **To select a file**, click on the file name.

2. Click **OK** to insert the selected path into the text field of the previous dialog box. Click **Cancel** to return to the previous dialog box without making a selection.

