



**FBBackup**

Take full control of your backup

# **FBBackup User Manual**

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# FBackup User Manual

for FBackup version 5

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*by Softland*

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# Introduction

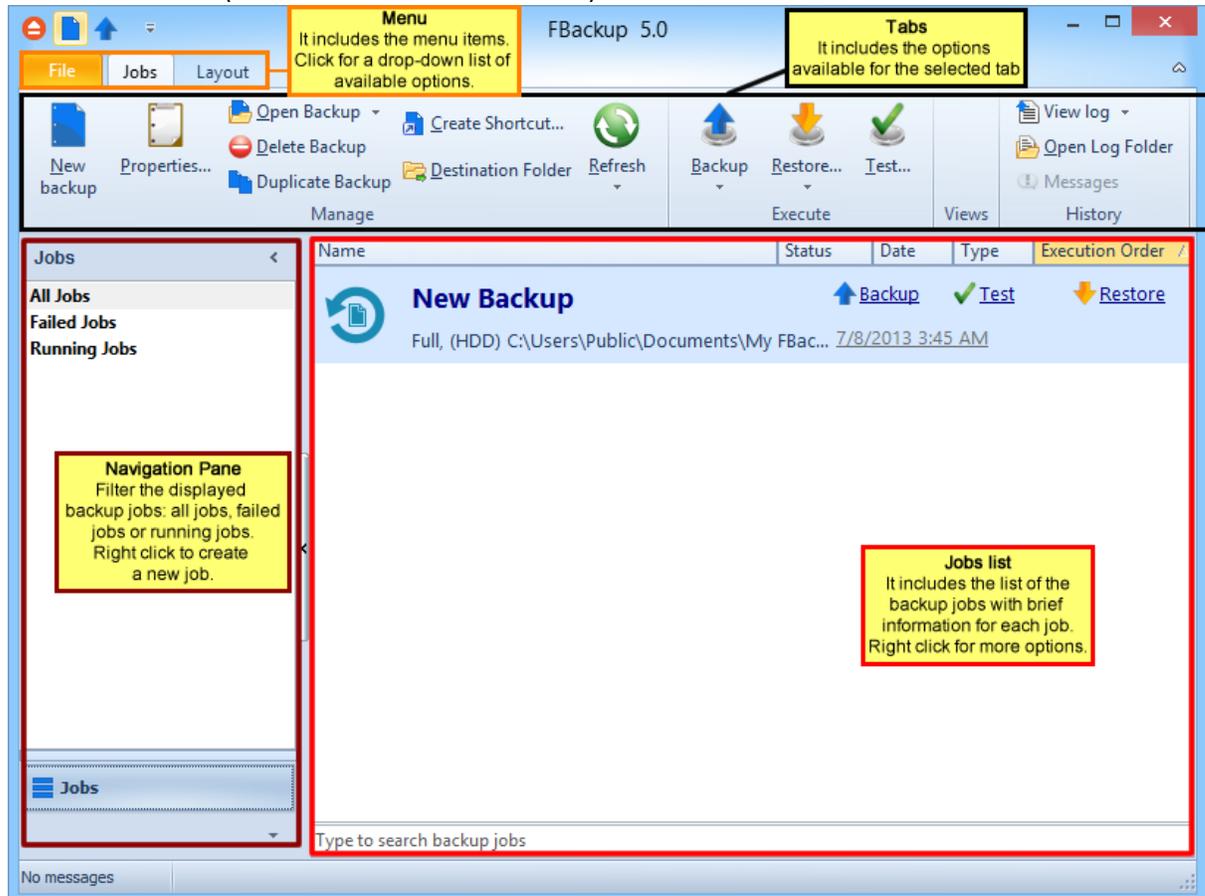
**Part**



# 1 Introduction

## 1.1 Product Description

FBackup is an award-winning backup software for Windows. FBackup protects your valuable data from partial or total loss by automating backup tasks, password protecting and compressing it to save storage space. Using FBackup you can easily backup to any local, network drive, or other removable media (such as USB or Firewire drives).



FBackup can backup open/locked files (if the files are located on local partitions on Windows XP/2003/Vista/Windows 7/Windows 8) and it can perform full and mirror backups. When defining a backup you can also set file filters and schedule the backup for automatic execution.

There is also the option to run predefined backups, using the backup plugins such as My Documents, My Pictures, Internet Explorer Favorites, Mozilla FireFox Profiles, Mozilla Thunderbird or Outlook emails and settings.

FBackup has ZIP64 support (can create backups over 2 GB) and creates standard zip files, meaning that you can access it with any zip compatible utility.

FBackup keeps track of file versions. You can easily restore any version of files or a whole folder. You can filter files to be restored.

FBackup tests the backup files automatically to ensure the backup is safe and correctly executed (uses CRC32).

FBackup works with any drive letter, including mapped network drives and UNC paths.

FBackup runs on XP/2003/Vista/Windows 7/Windows 2008/Windows 8/8.1/Windows 2012 both 32-bit/64-bit and offers multi language support.

## 1.2 System Requirements

To install FBackup you need Windows XP/Server 2003/Vista/Windows 7/Windows 2008 or Windows 8 and at least 100 MB of free disk space. Because the application uses zip compression, additional disk space is needed for the temporary directory. The amount of free space depends on the size of files to backup.

Note: FBackup can backup open files only if installed on Windows XP, Windows 2003 Server, Windows Vista, Windows 7/Windows 2008 or Windows 8 and if the files are stored on NTFS partitions.

# Getting Started

**Part**



## 2 Getting Started

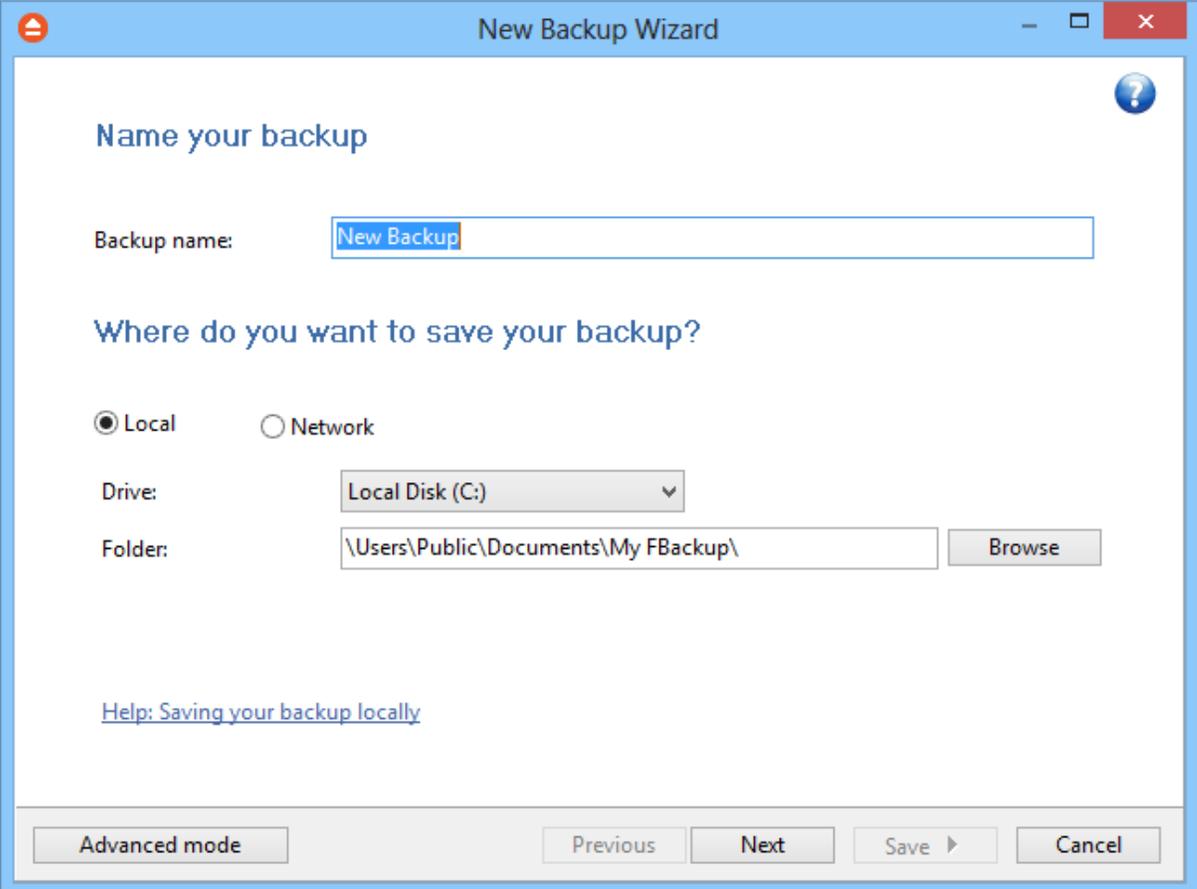
### 2.1 How to Configure a New Backup?

To create a new backup job, click on the **New Backup Wizard** toolbar button (  ). For each backup job you must specify at least its name, a valid storage destination and the source files (first two steps of this wizard), the rest of the options not being mandatory. In **New Backup Wizard**, you can switch anytime to **Advanced mode** for more configuration options.

These are the steps you must perform in the **New Backup Wizard**:

- 1) Enter the name of the backup in the **Backup name** field and select a location where you want to save the backup. You can choose as destination:
  - your local hard drive (**Local**)
  - a network computer (**LAN**)

Click **Next** to go to the following step.



**Name your backup**

Backup name:

**Where do you want to save your backup?**

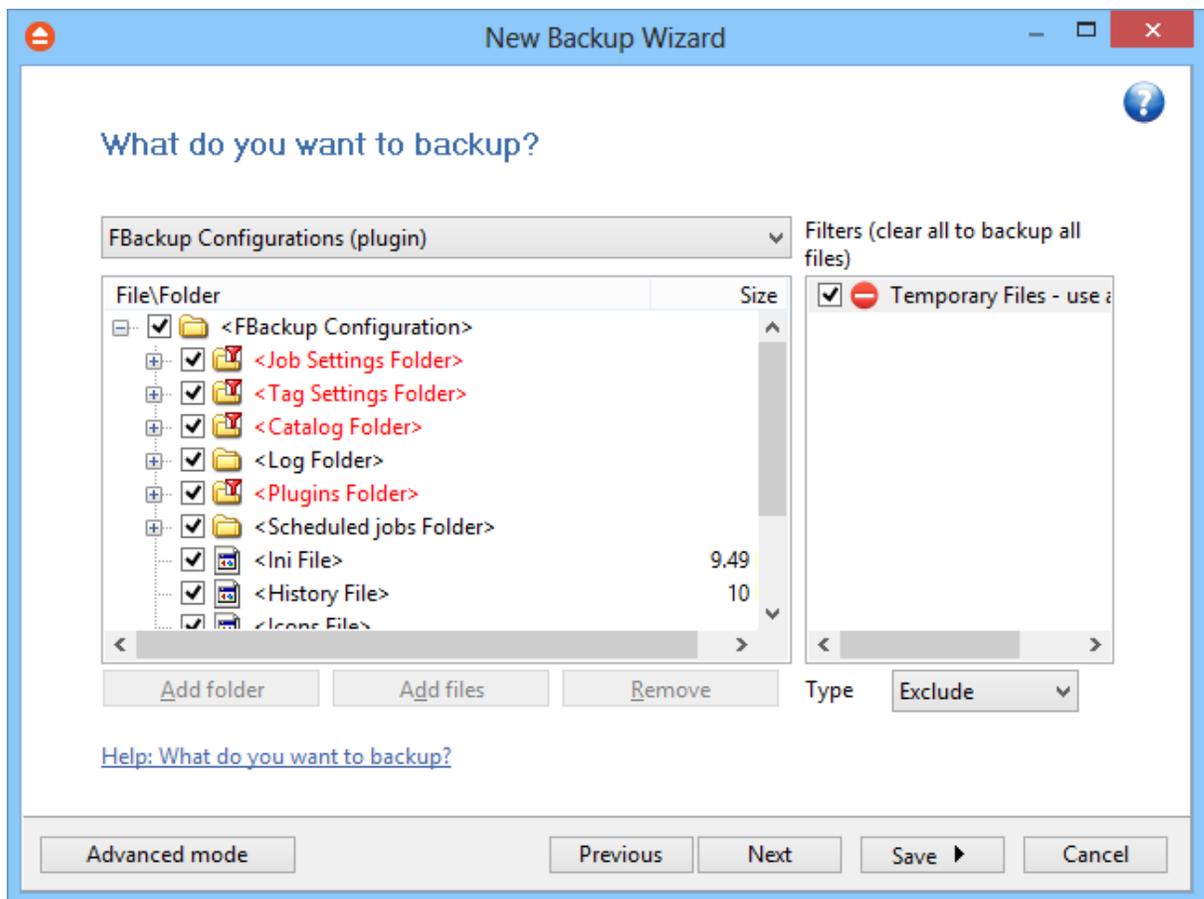
Local  Network

Drive:

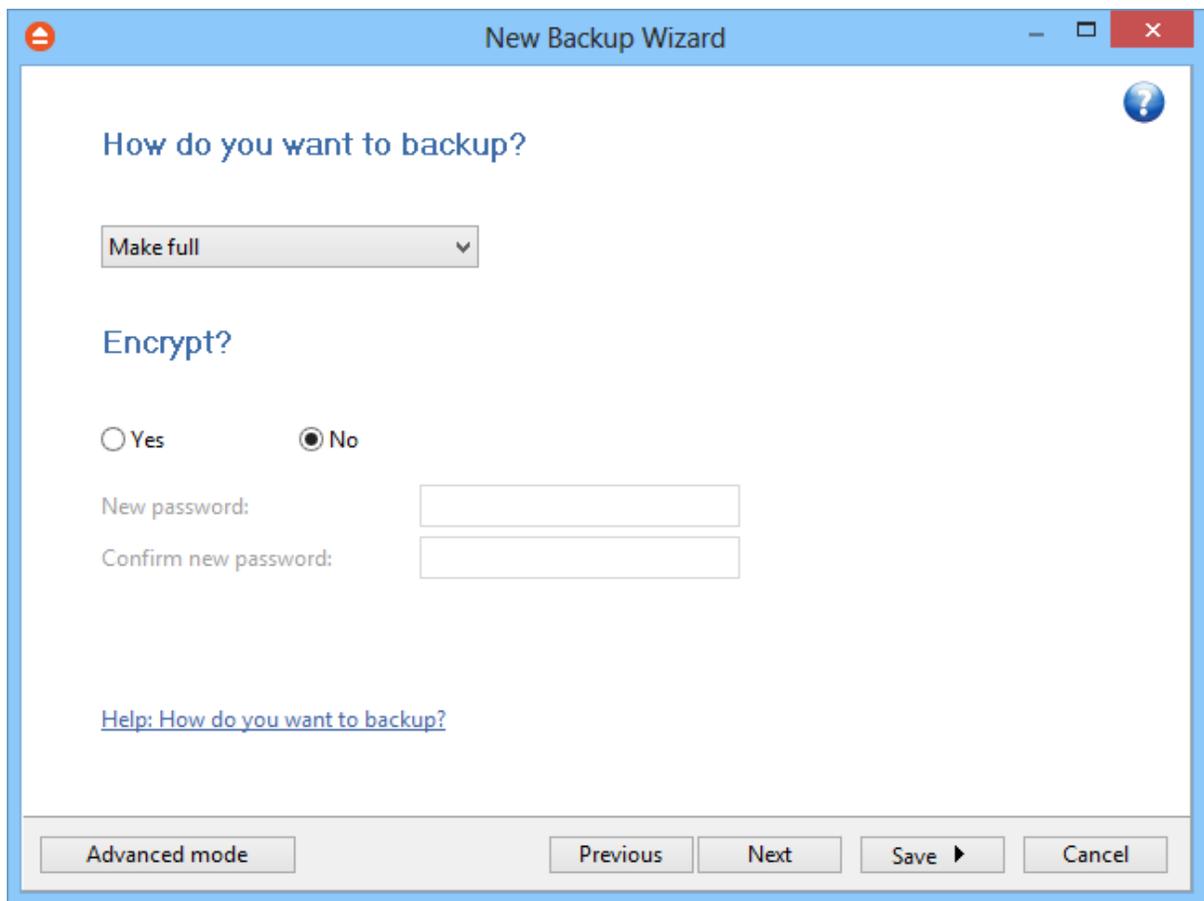
Folder:

[Help: Saving your backup locally](#)

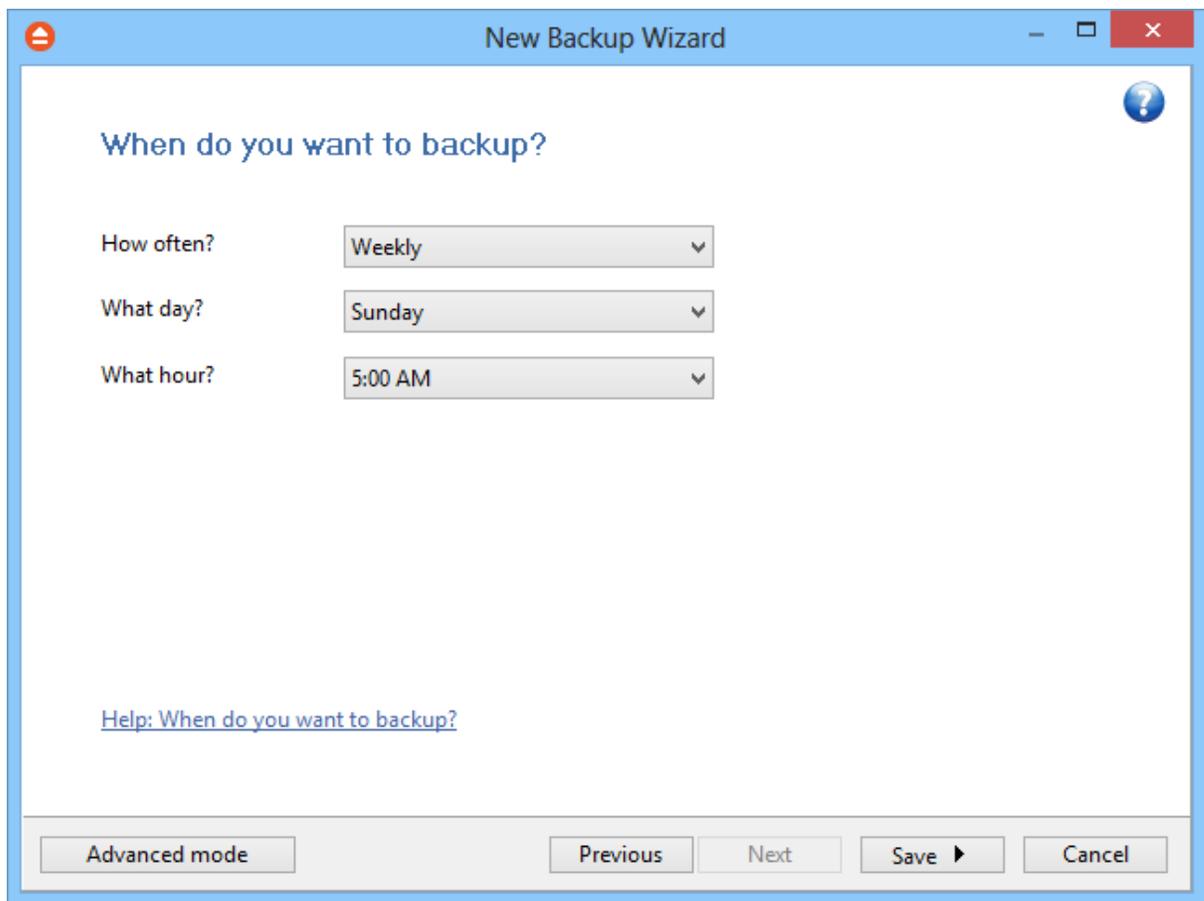
- 2) Select the files and folders you want to backup (sources of the backup) or choose a predefined backup from the drop down list and click **Next**.



**3)** Select how do you want to backup. You can also use encryption for the backup types that creates zip files.



**4)** Choose when do you want to backup: how often, what day and what hour. Schedule the backup job for unattended backup executions.



The wizard creates an ".ini" file in the **IniFiles** folder (usually in C:\user>\AppData\Roaming\Softland\FBackup 5\ ) with the same name as the backup job. In addition, a backup catalog file (".fkc") is created both in the destination and locally in the FkcFiles folder (same directory where the **IniFiles** folder is created).

Manually modifying ".fkc" or ".ini" files may result in corrupted backup jobs and the impossibility of restoring the data you backed up. A backup job is automatically created when double clicking on a ".fkc" file. You can also recreate the backup job by opening a ".fkc" or ".ini" file from the **File->Open Backup** menu.

## 2.2 How to Run a Backup Job?



To start a backup click the **Backup** button (  ) from the application's toolbar or press F6. You can also right click the backup job and select the Backup action to start.

If an error occurred during backup and the backup was aborted, the **Error** icon appears in front of the backup job. Read the log files (from **Jobs** tab, **History** section, **View Log**) for details about the errors. The icon will disappear when the backup is executed again and the execution is successful.



If one or more files could not be backed up (not enough user rights etc.), then the **Warning** icon appears in front of the default backup job icon, after the backup finished. Read the log files (from **Jobs** tab, **History** section, **View Log**) for details about the files that were not backed up. The **Warning** icon will disappear when the backup is executed again and all files were backed up.



## 2.3 How to Manage Backup Jobs?

### Copy an Existing Backup Configuration

You can use the **Duplicate Backup** (Ctrl+L) option from the **Jobs** tab to create a duplicate of the selected backup job and after that you can easily modify its configuration. This option can also be selected from the right-click menu of the backup job.

### Modify a Backup Job Configuration

First you must select the backup job you wish to modify. Then press the **Properties** button (  ) from the application's toolbar. This will open the **Backup Properties** window. You can also change its configuration by choosing **Properties** from the right-click menu of the backup job. After the **Properties** window is opened, go to the page with the settings you want to modify.

### Delete a Backup Job

Select the backup job you want to delete and select **Delete Backup** option from the **Jobs** tab. Another possibility is to choose **Delete** (CTRL+Del) from the right-click menu of the backup job. Files and folders from the source and destination will not be deleted, by any of these operations.

## 2.4 How to Restore from a Backup?

With FBackup you can do the following restore operations:

- restore the latest version of all files
- filtered restore

- restore the latest version of a particular file
- restore the latest version of multiple selected files

To make a full or a filtered restore start the **Restore Wizard** by pressing the **Restore** button (



) from the application's toolbar. You can restore to the original location or to a different location of your choice.



Beside files, folder information is also added to backup, so a restore process can recreate the original folder structure.

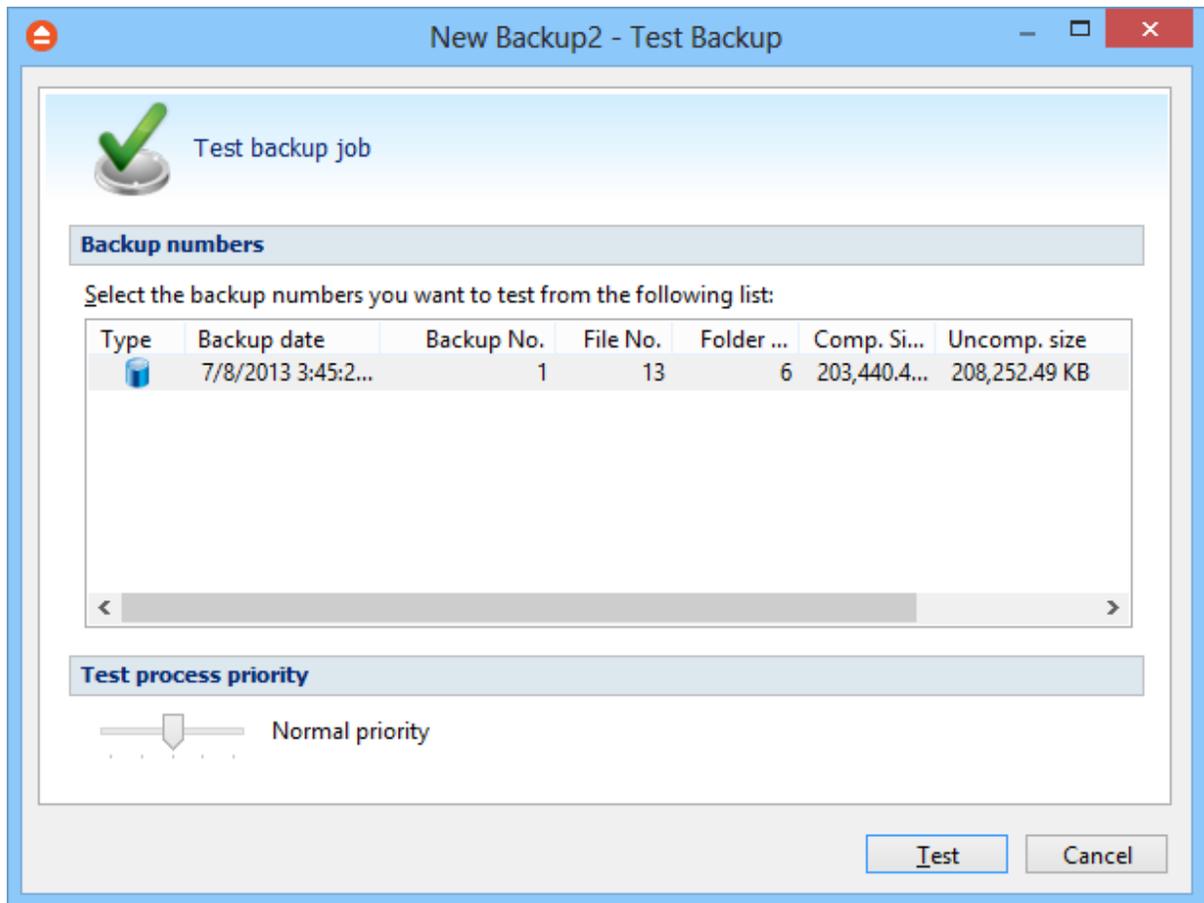
## 2.5 How to Test a Backup?

With FBackup you can:

- test one or more versions of a backup (you can select any version for testing)
- automatically test latest version of a backup at each backup job execution

To test a selection or all the versions for the selected backup job, open the **Test Backup** window by

pressing the **Test** button (  ) from the application's toolbar (or using the keyboard shortcut **F9**).



In the test window, select the backup versions you wish to test and press the **Test** button. You can also modify the priority of the test process by moving the slider to a lower or higher priority (default is Normal). A **High priority** process finishes faster but consumes more resources than a **Normal priority** process.

You can also test a backup execution if you switch to **Backup View**, right-click on a version and select **Test**.

To be sure the test automatically runs after each backup, you should open the **Backup Properties**

window by pressing the **Properties** button (  ) from the application's toolbar and in the **Advanced** tab make sure the **Test after backup** option is checked.

If the test was executed automatically after backup and it failed, the **Error** icon appears in front of the backup job icon. Read the log file for details about the errors (from **Jobs** tab, **History** section, **View Log**). The icon will disappear when the backup job will be successful.



## 2.6 How to Password Protect a Backup?

Passwords are used to protect your backup files from unauthorized access.

### Setting the Password

The **Encryption Settings** section is shown on the **Compression** page of the **Backup Properties** window or in the **New Backup Wizard** on backup type page.

By default the **No encryption** option is selected.

The **Zip(2) compatible encryption** is compatible with all third party zip applications.

When choosing a password, it is recommended that you use a combination of letters and numbers and at least a 6 character long password.

You should manually enter the password in the **New password** field and re-enter it in the **Confirm new password** field to avoid typing errors.

The **Old password** field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field.

This way only the owner of the backup will be allowed to change the password.

The system makes it possible to set different passwords for the same backup job, so the backup may contain zip files with different passwords. Make sure that you remember all passwords that have been used for a backup job, or you will not be able to restore your files.

By default, FBackup stores the passwords on the local Windows account in order not to ask you the password every time you want to run a new backup or to test it from the local computer. You can also protect the stored passwords using a master password or you can chose not to store any passwords. You can change these settings if you go to **File->Options->Passwords**.

### How to Remove the Password?

In the **Backup Properties->Compression** page, go to **Encrypt the zip file** section, select the **No Encryption** option and enter the password that you used in the **Old password** field. You cannot remove the password if you don't provide the old one.

### Using Passwords when Restoring

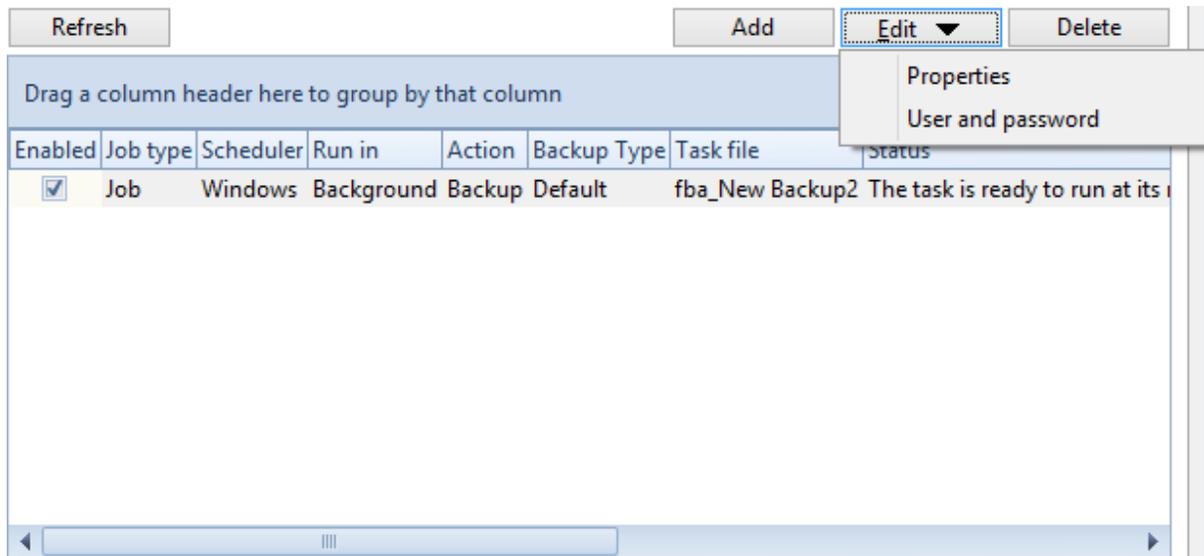
During the restore process of backups with password protection, if you do not use the option to store the passwords in the local Windows account, the **Enter Password** dialog will appear. Enter the password and press **OK**. If you do not know the password for this backup number you can:

- press **Skip backup** to go to the next archive - the restore may be incomplete in this case.
- press **Stop restore** to stop the whole process - the restore will be incomplete, because only a part of the files were restored.

## 2.7 How to Schedule a Backup?

You can schedule a backup from the **Backup Properties** window.

Open the **Backup Properties** window by pressing the **Properties** button (  ) from the application's toolbar and go to **Scheduler** page



In order to add a new scheduled backup press the **Add** button and select the needed configuration in the newly opened window.

On the **General** page of the scheduler, you can select if the main application interface will be shown or not.

After defining the scheduled backup you must set its run time from the **When** page of the scheduler. If you skip this step the default Windows value will be used (current time).

The last step is to select the action to be executed. By default the backup action is selected, but you can also schedule a test action.

## 2.8 How to Backup to USB or Firewire drives?

You can backup your data to an USB or Firewire drive and from an USB or Firewire drive using FBackup. This is a practical backup destination as it allows you to store important files to external devices, offering increased portability. It can be considered as an additional protection against data loss as the result of hardware failure or other disasters.

There are external USB hard drives with performance comparable to conventional hard drives. These portable drives (called enclosures) are composed of devices that connect through USB on one side and to conventional hard drives on the other side. A hard drive is installed into the enclosure and then the enclosure is plugged into the computer, thus creating a normal USB backup device. Given the size of nowadays hard drives, this can be considered a mass storage device for backup

purposes.

There are external hard drives that beside the USB technology use also Firewire as a connection port. On one side Firewire hard drives tend to have increased speed over USB, but on the other side USB ports are more common on computers.

### **Steps in backing up to USB drive with FBackup:**

1) **Start your USB device.** Before starting the backup process make sure that the USB drive is started and working. Usually the enclosure should have a start button and display the status of the drive using led displays. When it is started a green led should be lighted.

2) **Make sure your drive is formatted.** If you have just purchased the drive and didn't use it yet, you might have to format it (only if you didn't use it before, since formatting will erase everything from it). Formatting the USB drive in Windows Vista:

- Go to Start->Settings->Control panel->System and Maintenance->Administrative Tools->Computer Management

If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

- Under **Storage** click **Disk Management**
- To format the volume with the default settings, in the **Format** dialog box, click **OK**, and then click **OK** again.
- **Test** to see if the drive is now recognized by going to **Windows Explorer** (a new drive letter should appear)

3) **Configure FBackup.** If the drive is formatted and recognized by Windows, it will be recognized by FBackup too. Now, to backup to the USB drive you should define a backup job in FBackup that has the destination set to the USB drive. To ensure this, please select the backup job you want to run, press **CTRL+P** in order to open the **Backup Properties** window and select the **USB and Firewire** page under **Destination**. Select a drive from the **External hard drive** drop down list. You can also define a new backup job and in the "Where do you want to save your backup" section, select the USB drive.

# Backup Types

**Part**



## 3 Backup Types

### 3.1 Backup Types

FBackup stores a summary snapshot of the file information into a backup catalog file (".fkc") each time a backup is executed. For every file backed up, the snapshot contains the file name, size and attributes as well as the date and time of creation, latest modification and latest access.

Legacy backup applications inspect each file's archive flag to identify which files have been changed. FBackup will not interfere with any other backup software, because it does not read or change the archive flag, it uses the catalog file to decide which files have to be backed up and which not.

#### **Full Backup**

Full backup is the starting point for all other backups and contains all the data in the folders and files that are selected to be backed up. Because full backup stores all files and folders, frequent full backups result in faster and simpler restore operations. Remember that when you choose other backup types, restore jobs may take longer.

#### **Mirror Backup**

A mirror backup is identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like Windows Explorer.

**Main Window**

**Part**



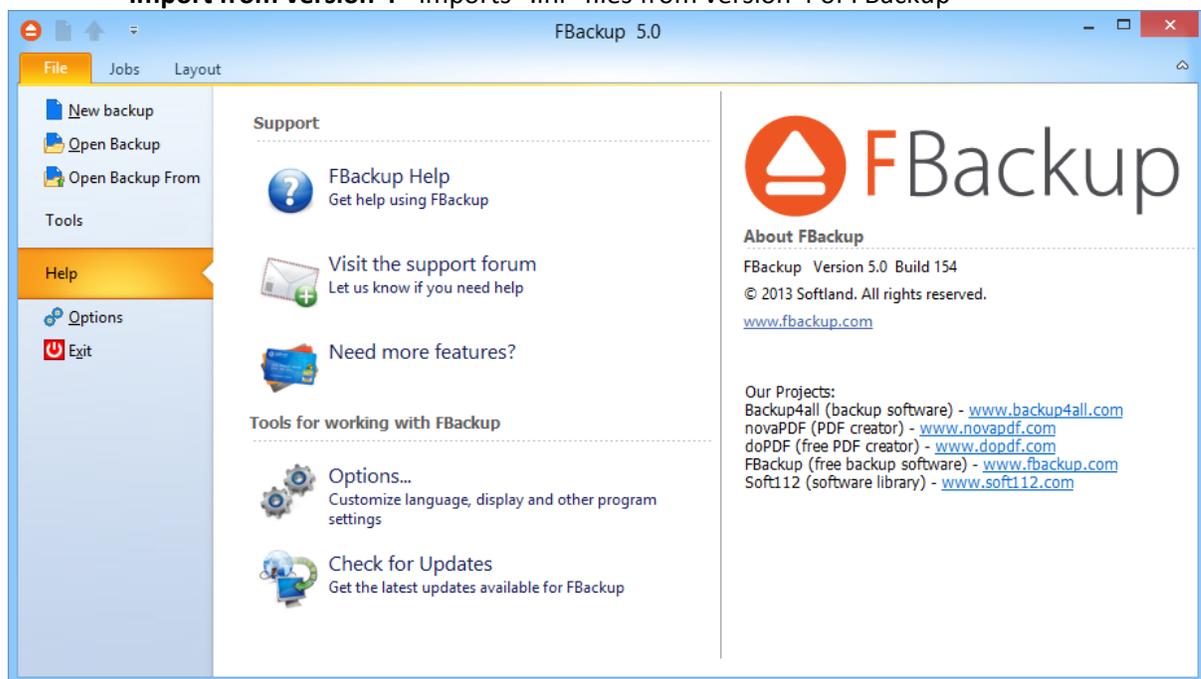
## 4 Main Window

### 4.1 Commands

#### File

**New Backup** - creates a new backup job

- **Open Backup** - creates a new backup job from the opened ".fkc" or ".ini" file
- **Open Backup From** - creates a new backup job from the opened ".fkc" or ".ini" file, and user can select to open the catalog from multiple locations as: local hard drive, network.
- **Tools**
  - **Plugins** - opens the **Manage Plugins** window
  - **Getting Started** - opens the **Getting Started** window
  - **Import from version 4** - imports ".ini" files from version 4 of FBackup



- **Help**
  - **FBackup Help** - opens the Help file
  - **Visit the support forum** opens the forum page
  - **Need more features?** opens a website page
  - **Options** - opens the Options window
  - **Check for Updates** - displays a window with the available updates
- **Options** - opens the Options window
- **Exit** - exits the application, same as the keyboard shortcut **Alt+F4**

#### Jobs

The Jobs toolbar contains the most important FBackup buttons which can be applied on backup jobs.

**Manage** - this group includes the buttons necessarily to manage the backup jobs.



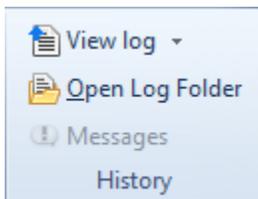
- **New backup** - starts the New Backup Wizard
- **Properties** - opens a dialog to edit the backup job configuration
- **Open backup** - creates a new backup job from the opened ".fkc" or ".ini" file
  - **Open backup from** - creates a new backup job from the opened ".fkc" or ".ini" file, and user can select to open the catalog from multiple locations as: local hard drive, network.
- **Delete backup** - removes the current selected backup, same as the toolbar button **Delete** or the keyboard shortcut **Ctrl+Del**
- **Duplicate backup** - duplicates the selected backup job, same as pressing the keyboard shortcut **Ctrl+L**
- **Create Shortcut...** creates a shortcut to a backup job (for easy backup execution from outside the program) on your desktop, quick launch or other location
- **Destination Folder** - opens the backup destination folder
- **Refresh** - reloads the selected backup job
  - **Refresh all jobs** - reloads all backup jobs

**Execute** - this group includes the buttons for all actions that can be executed on a backup job



- **Backup**
  - **Backup** - performs the backup type defined in Backup Properties
  - **Full** - performs a full backup
- **Restore**
  - **Restore** - starts the Restore wizard
  - **Latest version** - restores the latest version to its original location without showing the Restore wizard
  - **Latest version to...** - restores the latest version to a specified location without showing the Restore wizard
- **Test** - opens the Test backup window

## History

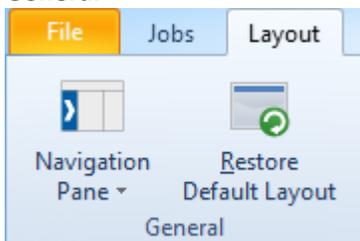


- **View Log**
  - **Last Backup Log** - shows the latest backup log for the selected backup job. If there is no log file, the menu is disabled.
  - **Last Restore Log** - shows the latest restore log for the selected backup job. If there is no log file, the menu is disabled.
  - **Last Test Log** - shows the latest test log for the selected backup job. If there is no log file, the menu is disabled.
- **Open Log Folder** - opens the folder where all log files are stored
- **Messages** - opens the application messages popup. If there are no messages, the button is disabled.

### Layout

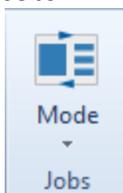
This page contains the buttons for the FBackup interface.

#### General



- **Navigation Pane** - indicate how the left side navigation pane is displayed
  - **Expanded** - shows the navigator pane expanded
  - **Collapsed** - shows the navigator pane collapsed
  - **Off** - hides the navigator pane
- **Restore Default Layout** - restores the default layout of FBackup

#### Jobs

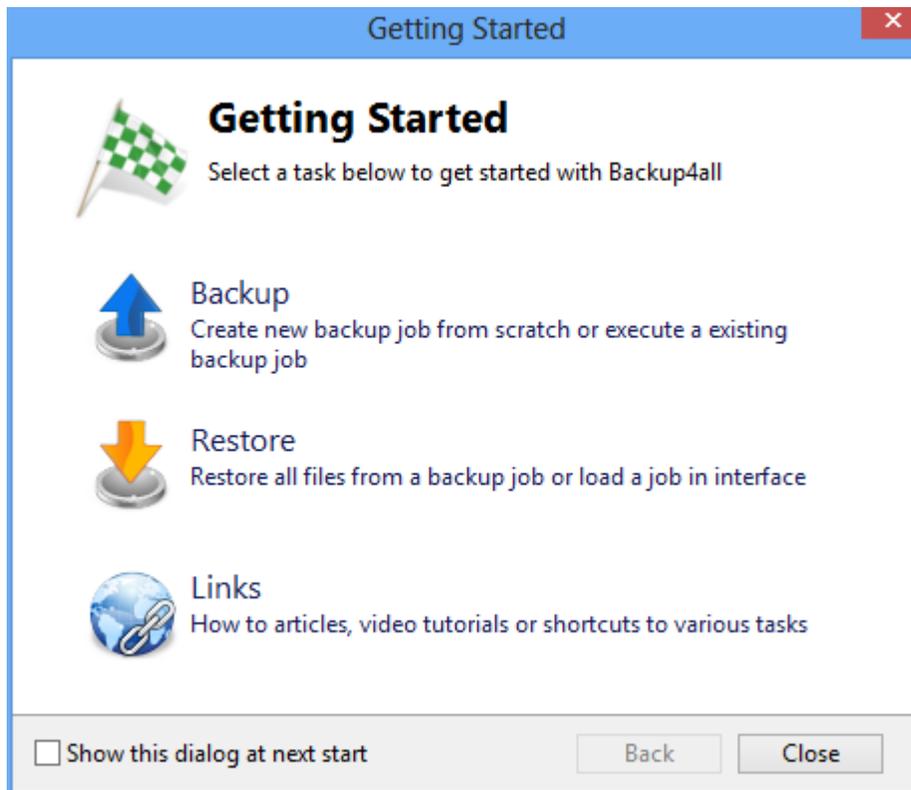


- **Mode** - indicate how backup jobs are displayed
  - **Card** - shows the backup jobs as cards
  - **List** - shows the backup jobs in a list

## 4.2 Getting Started

This window is displayed when you first run FBackup. You can also access this window if you select **Getting Started** from the **File->Tools** menu.

There are two large buttons for backup and restore and a list of articles about FBackup.



### Backup

Press this button to create or run backup jobs.

**Backup** - Run selected backup job

Select an existing backup job from the list and press **Backup** to run the selected job.

**Create** - Create new Backup job

Press the **New** button to start creating a new backup job using the New Backup Wizard.

### Restore

**Restore** - Restore from selected backup

Select an existing backup job from the list and press **Restore** to open the Restore Wizard.

**Open** - Load backup jobs

Use the **Open** button to recreate a backup job from the backup catalog (.fbc) or from the initialization file (.ini).

The recreated backup job will be added to the backup list.

If you don't want to show the **FBackup Startup** window next time you open FBackup, uncheck the **Show this dialog at next start** option.

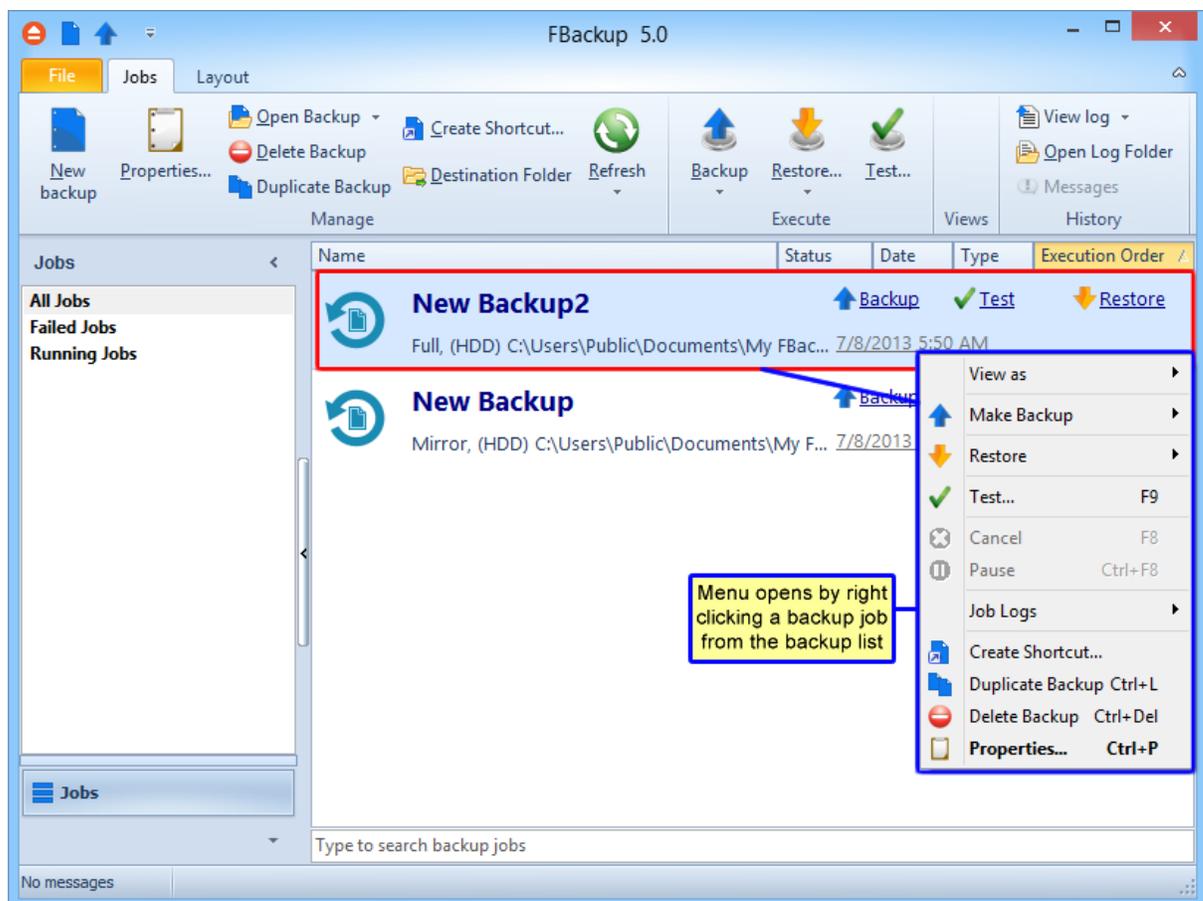
By default this option is checked.

### Links

Shows a list of the most popular articles from our knowledge base.

## 4.3 Backup List

**Backup list**, visible in the middle column of the main window, contains all the backup jobs defined.



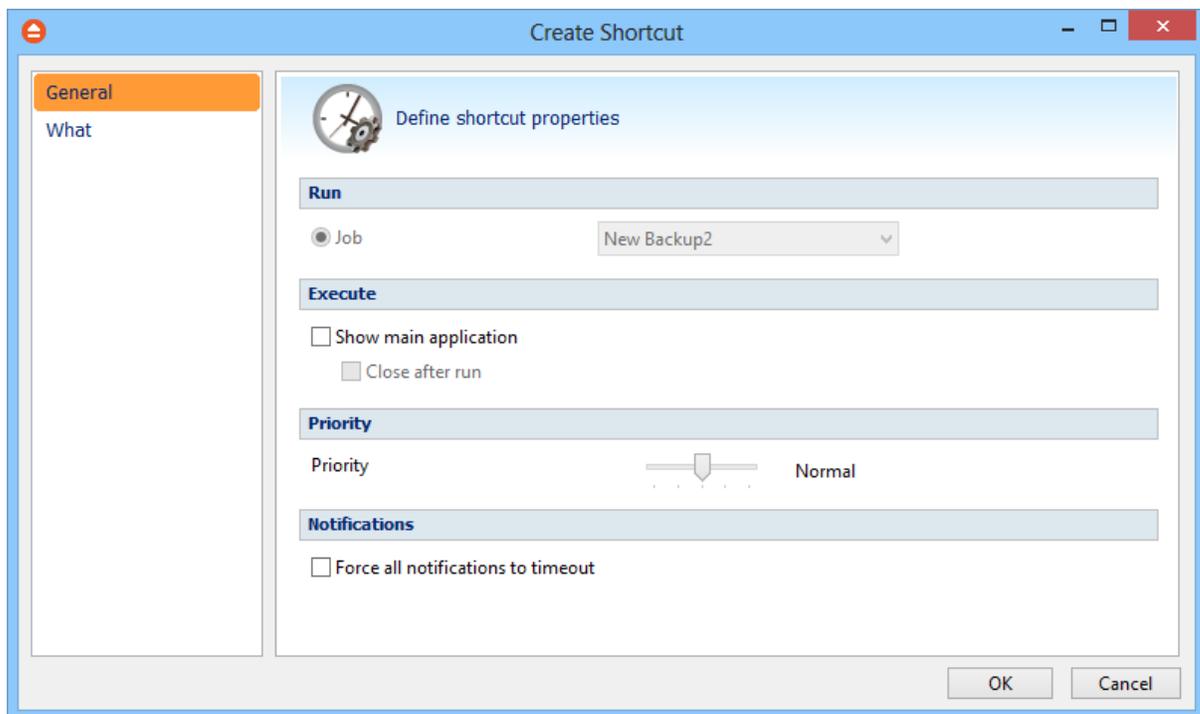
To configure a backup job's appearance (icon and label) in the backup list, you have to open the **Backup Properties** window, switch to the **General** tab, change the name of the backup job.

When right clicking a backup job, a menu is displayed giving the following options:

- **View as:**
  - **Card** - will display all jobs as cards
  - **List** - will display all jobs as list
- **Make Backup** - starts the backup process for the selected backup job
- **Make Full Backup** - performs a full backup regardless of the backup type
- **Restore** - opens the **Restore Wizard** window for the currently selected backup job
- **Restore Latest Version** - starts the latest version restore process for the selected backup job
- **Restore Latest Version To** - opens a window to select the folder where you want the backup to be restored
- **Test...** starts the test process for the currently selected backup job
- **Cancel** - aborts current backup process
- **Pause** - pause the current backup/test/cleanup/restore process
- **Job Logs** - lets you open and view the **Last Backup Log, Last Restore Log**
- **Create Shortcut...** creates a shortcut to the backup job
- **Duplicate Backup** - duplicates a backup job
- **Delete Backup** - deletes a backup job
- **Properties...** opens the **Backup Properties** window

## 4.4 Create Shortcut

The **Create Shortcut** window can be opened from the **Create Shortcut...** button located on the **Jobs** tab or by right-clicking the backup job from the backup list and selecting **Create Shortcut...** It creates a shortcut for the backup job on a designated location and you can simply run the backup job by double-clicking it.



### **General**

On this page you can define which backup job you want to run, if the application will be visible or not, the task priority and the icon.

### **Run**

- **Job** - Select a backup job from the list to be executed

### **Execute**

#### **Show main application**

If checked, when you will double-click the backup shortcut, the main application will start and the backup will be executed. Furthermore, if the **Close after run** option is checked, FBackup will be closed after the action is executed.

By default this option is not checked so the action will run in background.

### **Priority**

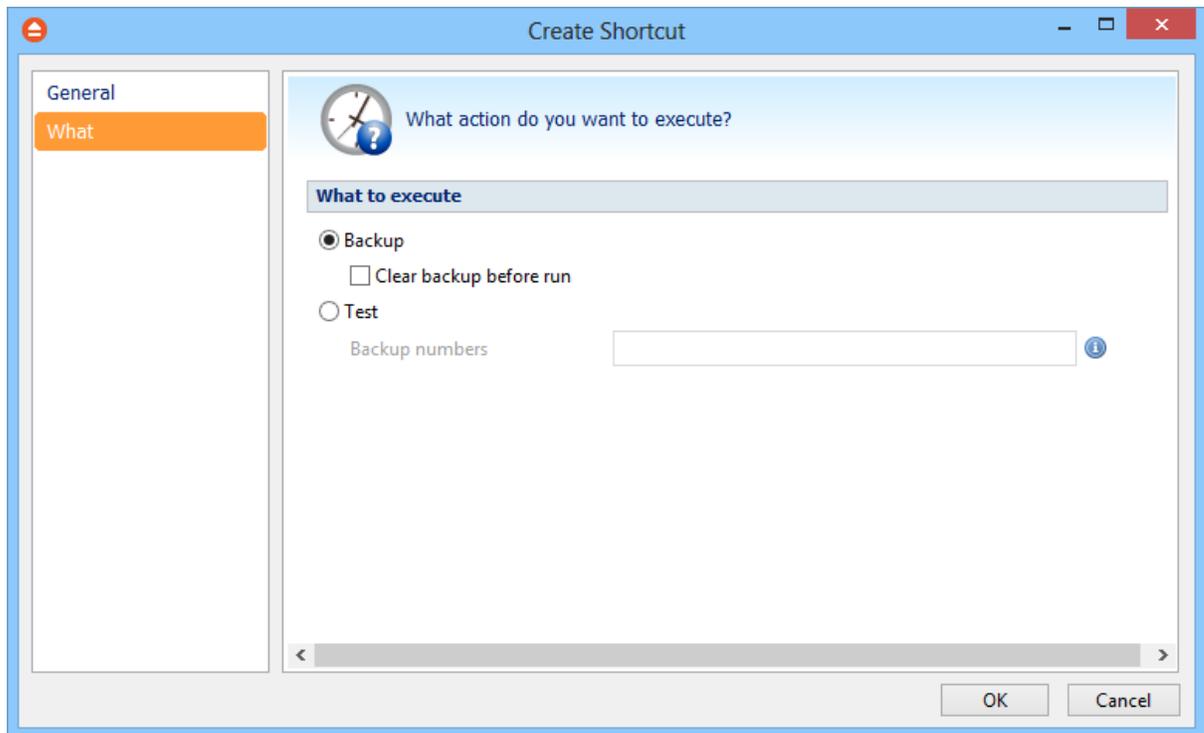
User can change the priority of the action started by the shortcut: backup, test. Just move the cursor to a lower or higher priority level.

### **Notifications**

#### **Force all notifications to timeout**

Use this option if you want to timeout all notification messages during the backup.

### **What**



On this page you can select and configure what action you want to execute when double-click the shortcut: backup, test.

#### What to execute

- **Backup**

- Clear backup before run**

If this is checked, FBackup will first delete the ".fkc" file and all zip files associated with the current backup job and after that execute the action.

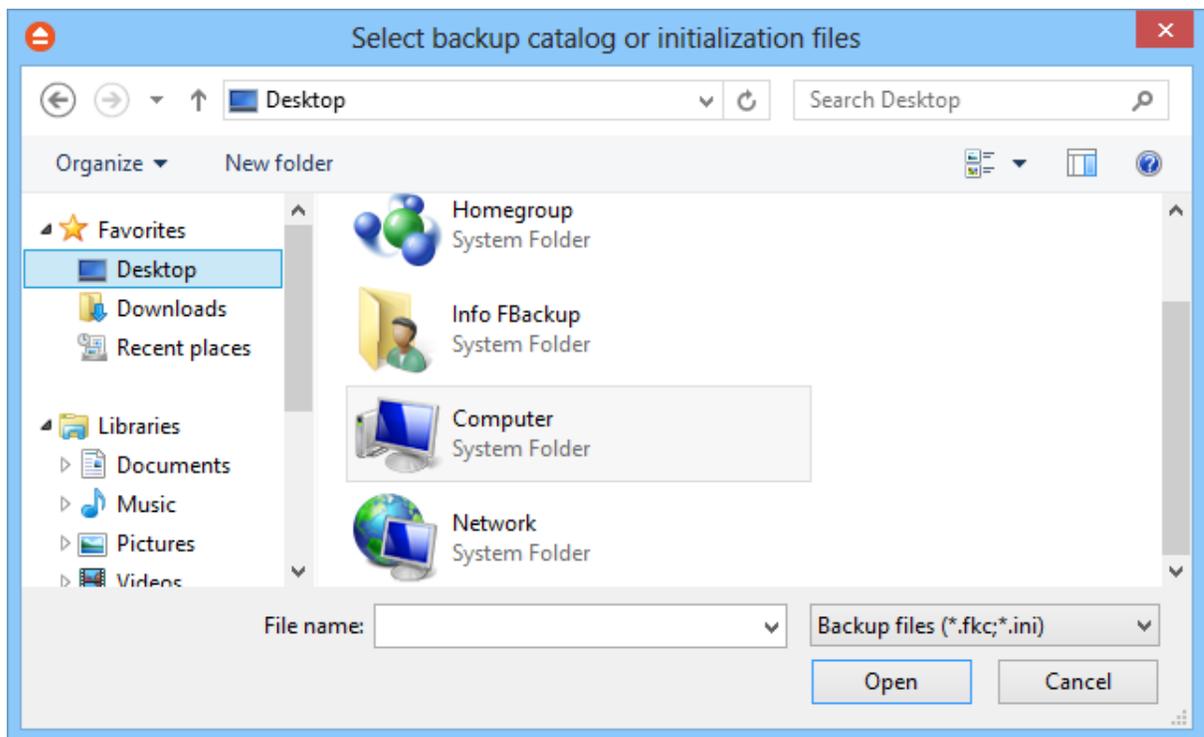
- **Test** - you can create a shortcut to a test operation instead of a backup.

Once you have selected the Action to be performed and the backup job to run, press OK to create the shortcut. A window will prompt you to select a name for your shortcut and its destination. Once that's completed, the shortcut will be placed in the selected destination.

## 4.5 Open backup

There are two ways to open a backup job in FBackup.

- You can open the backup catalog (.fkc) or ini file using the **Open Backup** command from **Files** menu. You just need to browse your computer and indicate the catalog or ini file location.

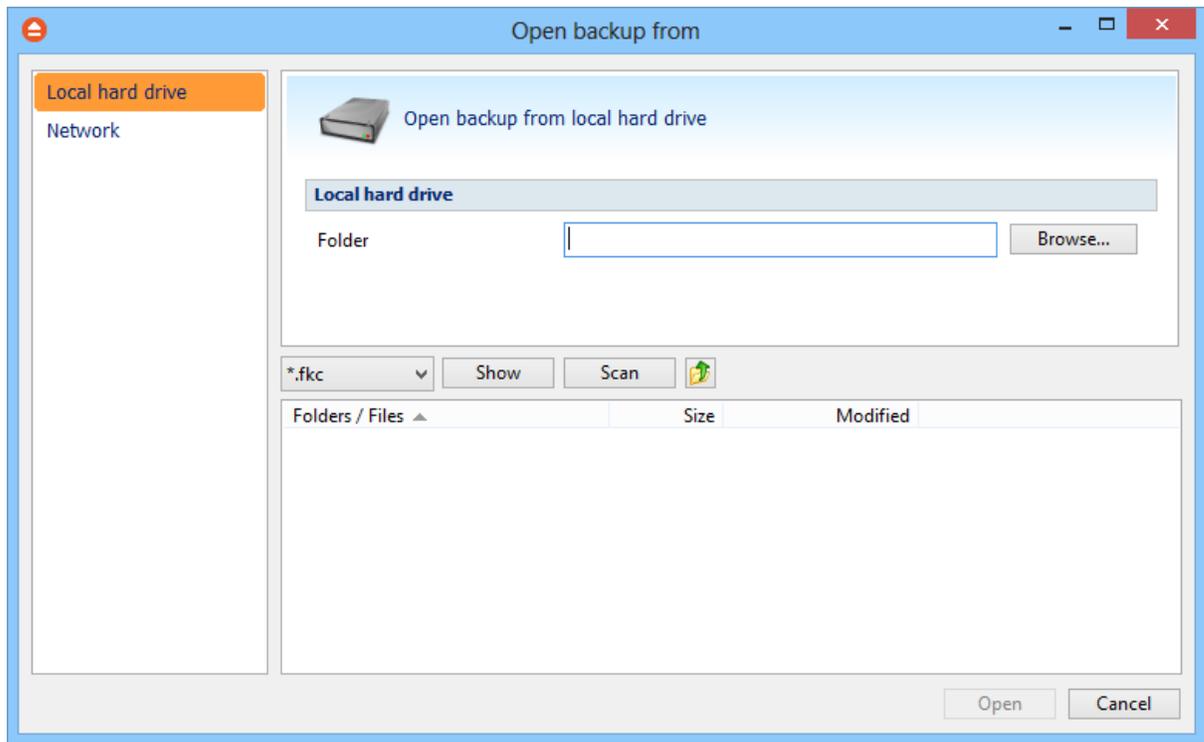


- You can open the backup catalog (.fkc) or ini file using the **Open Backup From** command from **Files** menu. This option is recommended to be used if the catalog is located on a network location, but can also be used for local hard drives.

### Open backup from a local hard drive

Use this page if the catalog is on a local hard drive. Browse your computer and indicate the folder containing the catalog(s) or ini file(s).

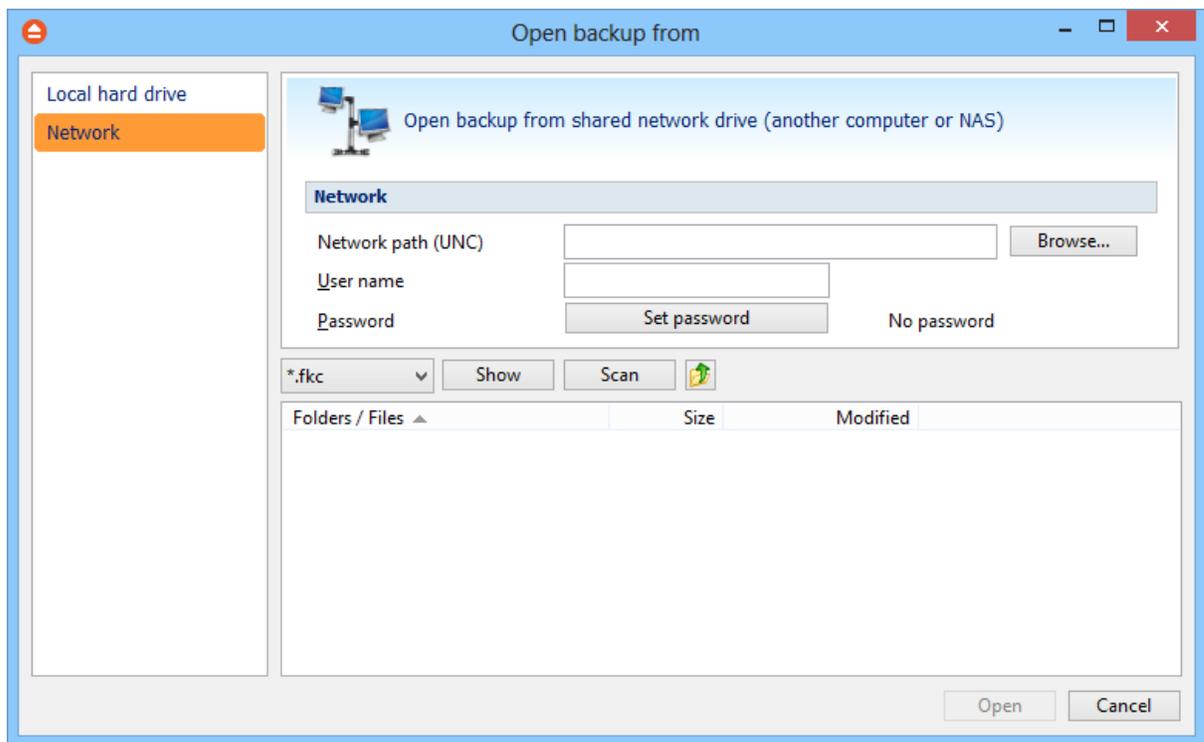
Press **Show** to display the folders and selected file types (.fkc or ini). Press **Scan** to display a list of only .fkc/ini files from all folders and subfolders in that location.



### Open backup from a network drive

Use this page if the catalog is on a network drive. Select the network location and enter the username/password if necessarily.

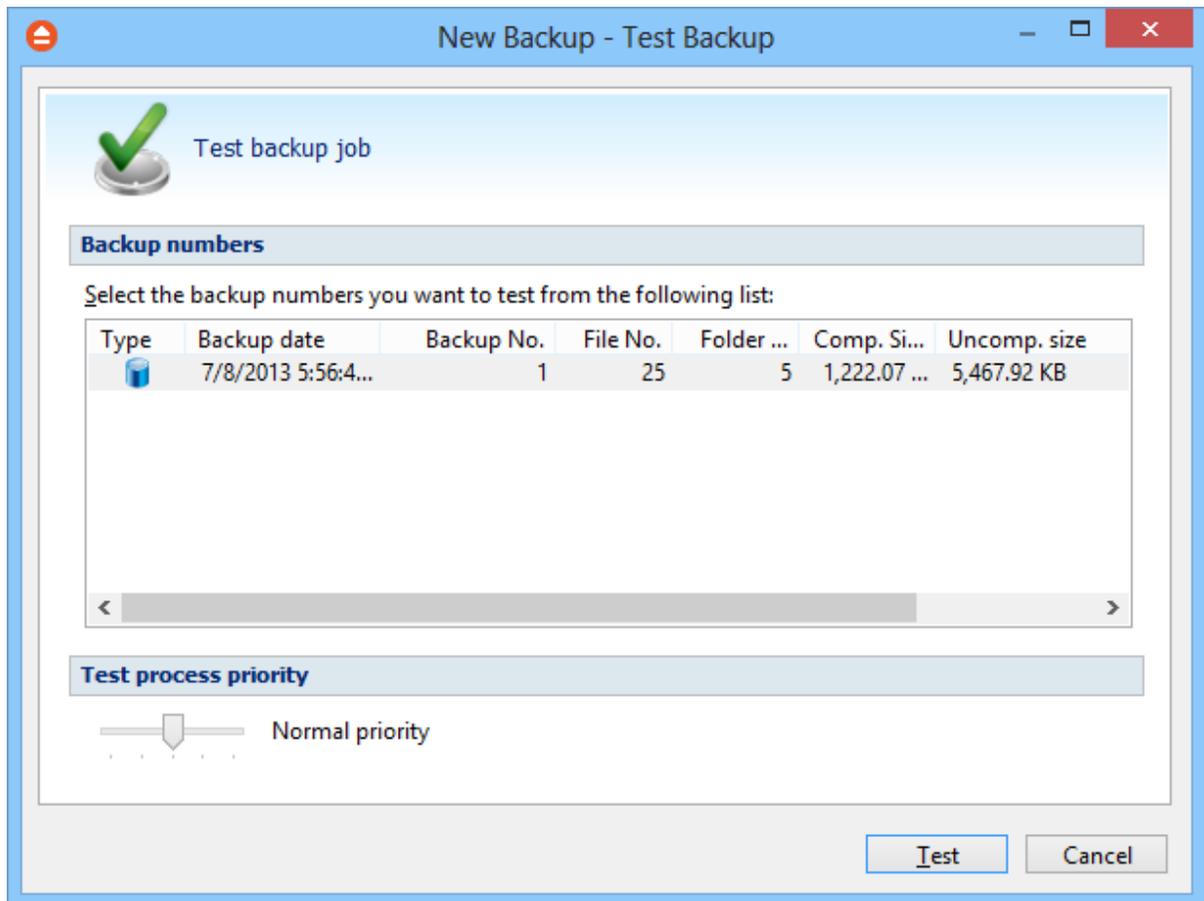
Press **Show** to display the folders and selected file types (.fkc or ini). Press **Scan** to display a list of only .fkc/ini files from all folders and subfolders in that location.



## 4.6 Test

The backup test is meant to ensure the validity and the integrity of the backup files and the backup catalog. During test, all files and folders from destination will be tested to make sure they were safely copied. The files in destination are not compared with the backup sources but with the information stored in backup catalog.

The **Test** window can be opened from the **Jobs** tab, by pressing the **Test...** button or by pressing the F9 keyboard shortcut. It lists all the available information about the backup versions of the current backup job.



There are several columns in the **Test** window that provide information for each backup version:

- **Type** - Type of the backup. Each of the backup types is represented by a descriptive icon: Full, Mirror
- **Backup date** - Date and time when the version was added to the backup
- **Backup No.** - Number of the backup
- **File No.** - Number of files included in that backup
- **Folder No.** - Number of folders included in that backup
- **Comp. Size** - The compressed size of the backup
- **Uncomp. Size** - The uncompressed size of the backup
- **Label** - Label of the backup increment.

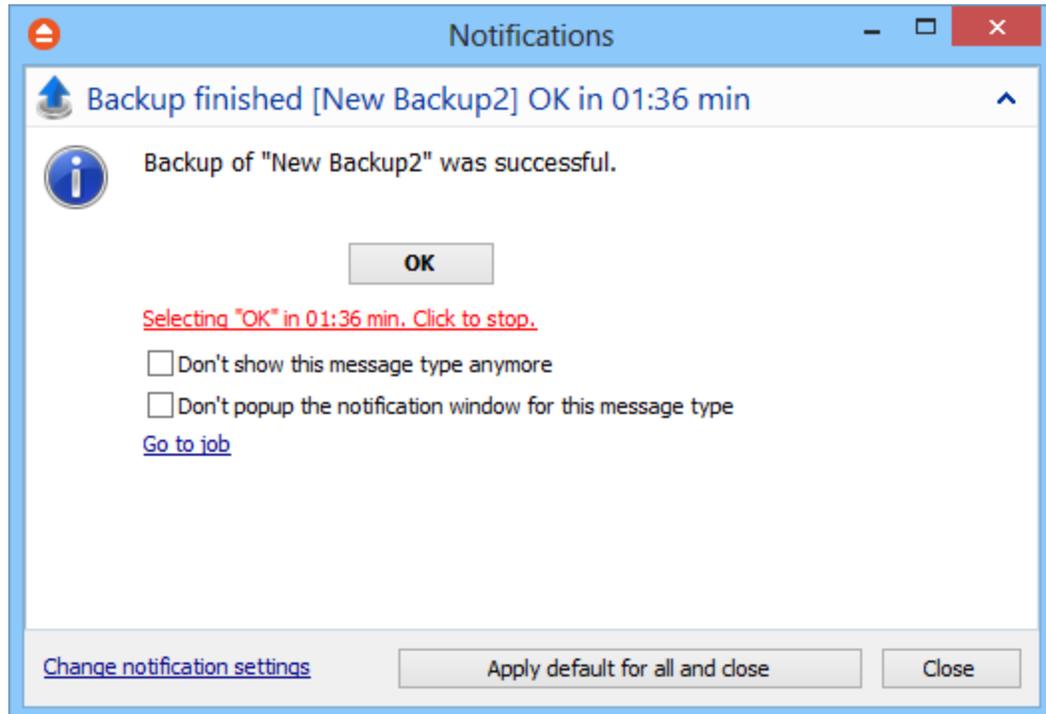
The backup versions in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide unnecessary columns (except the **Type** column which is grayed out).

Using the **Priority** slider you can set the test execution speed compared to the rest of the running processes on your computer. Default is **Normal priority**, but there are other 4 priority levels: **Lowest priority**, **Low priority**, **High priority** and **Highest priority**. On **Lowest priority** the test process will consume the minimum amount of computer resources but will take the longer to complete, while **Highest priority** will consume the highest amount of computer resources but will take the least to complete.

To test the selected backup versions press the **Test** button, or press **Cancel** (or the **Escape** key) to close the window.

After finishing the test, a pop-up message is displayed with the test results:

- **Testing <backup name> found no errors** - means that there are no corrupted/missing files in the backup

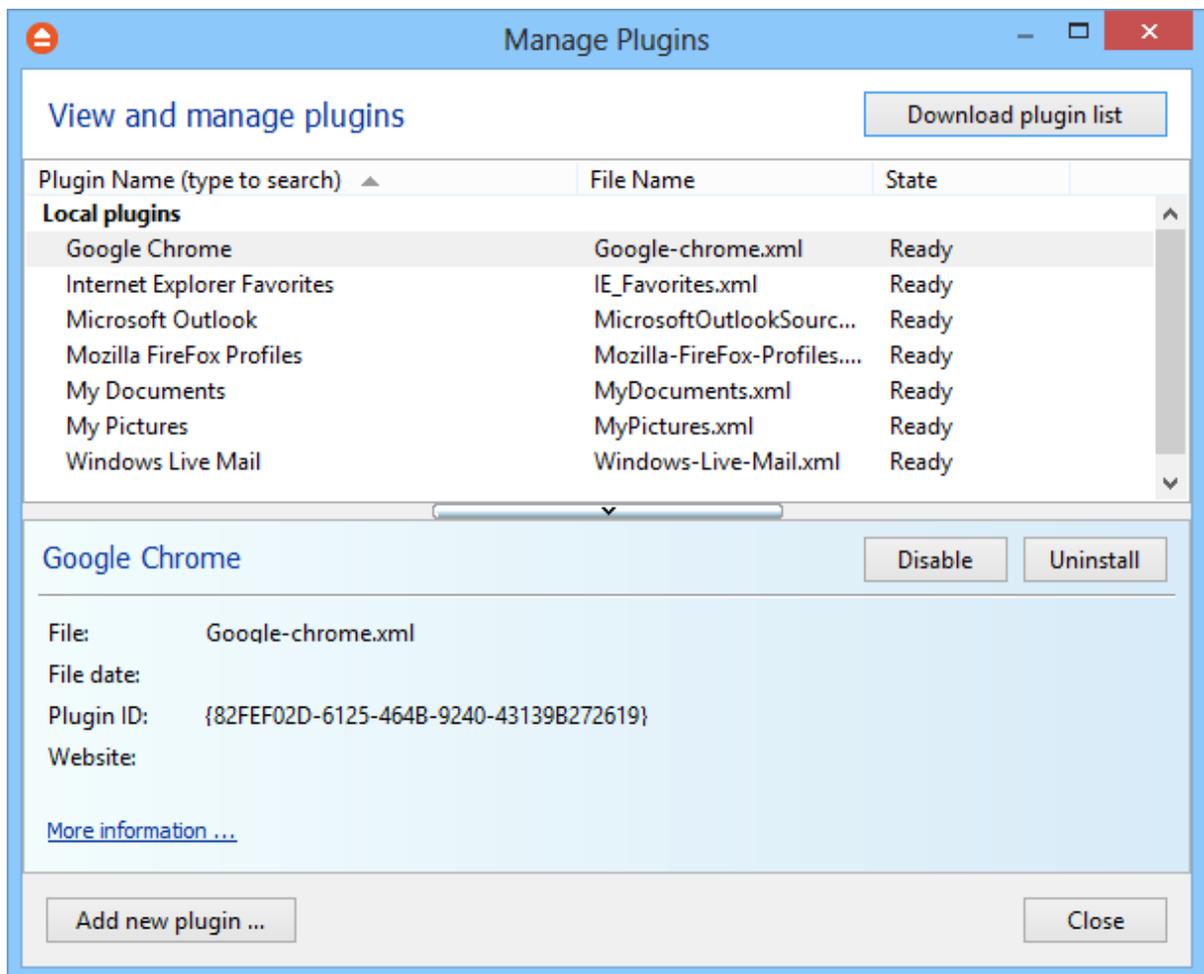


- **Testing <backup name> found error(s). Do you want to see the log file?** - means that some files are corrupted or missing from the backup; you should press **Yes** to see the test log file (also available from the **Jobs** tab, **History** section, **View Log->Last Test Log**)

FBackup has also the option to test the files automatically after backup. This option is checked by default and it is recommended to leave it this way. However, if you want to modify it, you can find the Test after backup option in the Backup Properties- >Advanced window for the selected backup job.

## 4.7 Plugins

FBackup includes a plugin manager that can be found in **File->Tools->Plugins**. The Manage Plugins window allows you to download, add, remove, enable or disable the FBackup plugins. After installing a plugin, you can use it on the **What do you want to backup page** when creating a new backup job using the **New Backup Wizard** or on the **Sources** page using **Advanced mode** (Backup Properties).



### Download plugin list

Pressing this button will download and show the list of all available plugins available on our website.

### Install

This button appears when you select a plugin which is not installed on your computer. Pressing the **Install** button will download and enable the selected plugin.

### Uninstall

This button appears when you select a plugin which is installed on your computer. Pressing the **Uninstall** button will delete the selected plugin from your computer.

If you try to uninstall a backup plugin which is in use by any of the backup jobs from FBackup, you will get a warning message that the plugin cannot be deleted as it is used in backup jobs.

### Disable

This button appears when you select a plugin which is installed and enabled on your computer. Pressing the **Disable** button will disable the plugin, it will not appear in the backup wizard anymore, but the plugin remains on your computer.

### Enable

This button appears when you select a plugin which is installed but not enabled on your computer. Pressing the **Enable** button will activate the selected plugin on your computer so it will be visible in the backup wizard.

#### Add new plugin ...

Press this button to install a new backup plugin.

You will be asked to select the plugin file location from your computer. Multiple plugin files can be selected and open.

#### Close

Press this button to close the Manage Plugins window.

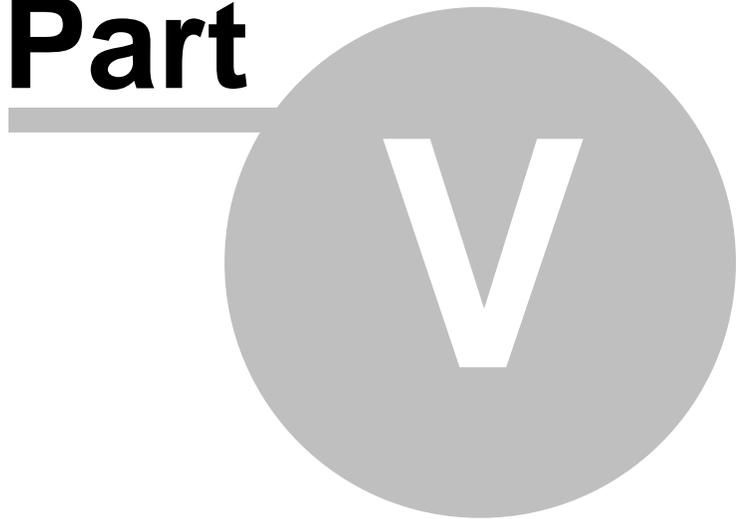
## 4.8 Keyboard Shortcuts

### Keyboard shortcuts configured in FBackup:

-  New backup wizard - **CTRL + N**
-  Open backup - **CTRL + O**
-  Backup job properties - **CTRL + P**
-  Refresh - **F5**
-  Execute backup - **F6**
-  Restore - **F7**
-  Pause - **CTRL + F8**
-  Cancel - **F8**
-  Focus menu - **F10**

# New Backup Wizard

**Part**



## 5 New Backup Wizard

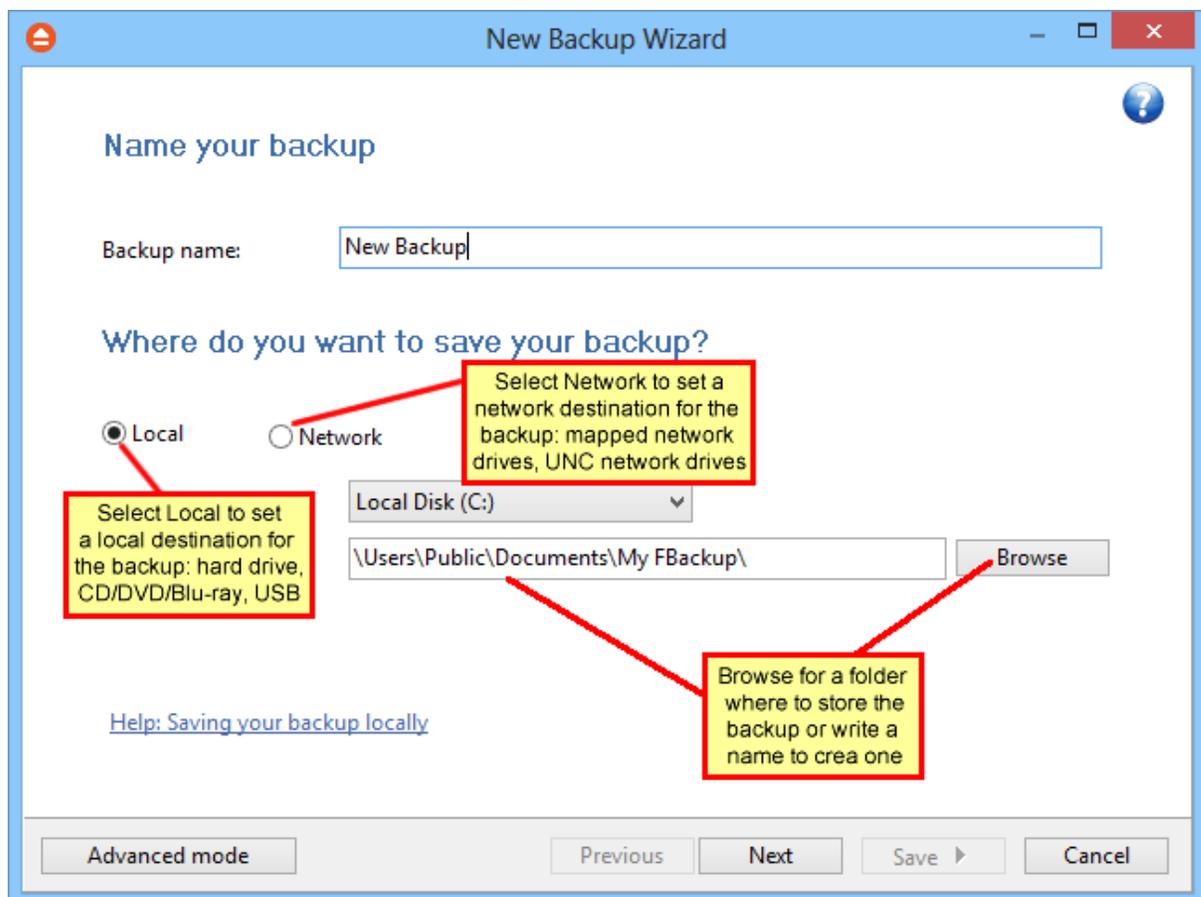
### 5.1 Overview

Using the **New Backup Wizard** you can easily create a new backup job. The steps in wizard must be followed in the given order.

If you want to create a new backup job using advanced options, you can do that by pressing the **Advanced mode** button that will open the **Backup Properties** window. All settings from the **New Backup Wizard** are included in the **Backup Properties**.

### 5.2 Name and destination

In the first step of the **New Backup Wizard** you can configure the backup name and the backup destination.



#### Name your backup

**Backup Name**

Enter the name of the backup job. This name will appear in the backup list, right under the chosen picture. This field is mandatory.

The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.

If the destination is on HDD (local), LAN (network) the name of the subdirectory and the name of the catalog can be changed, except for the case when you do not have enough permissions to rename it, or some files are locked.

**Where do you want to save your backup**

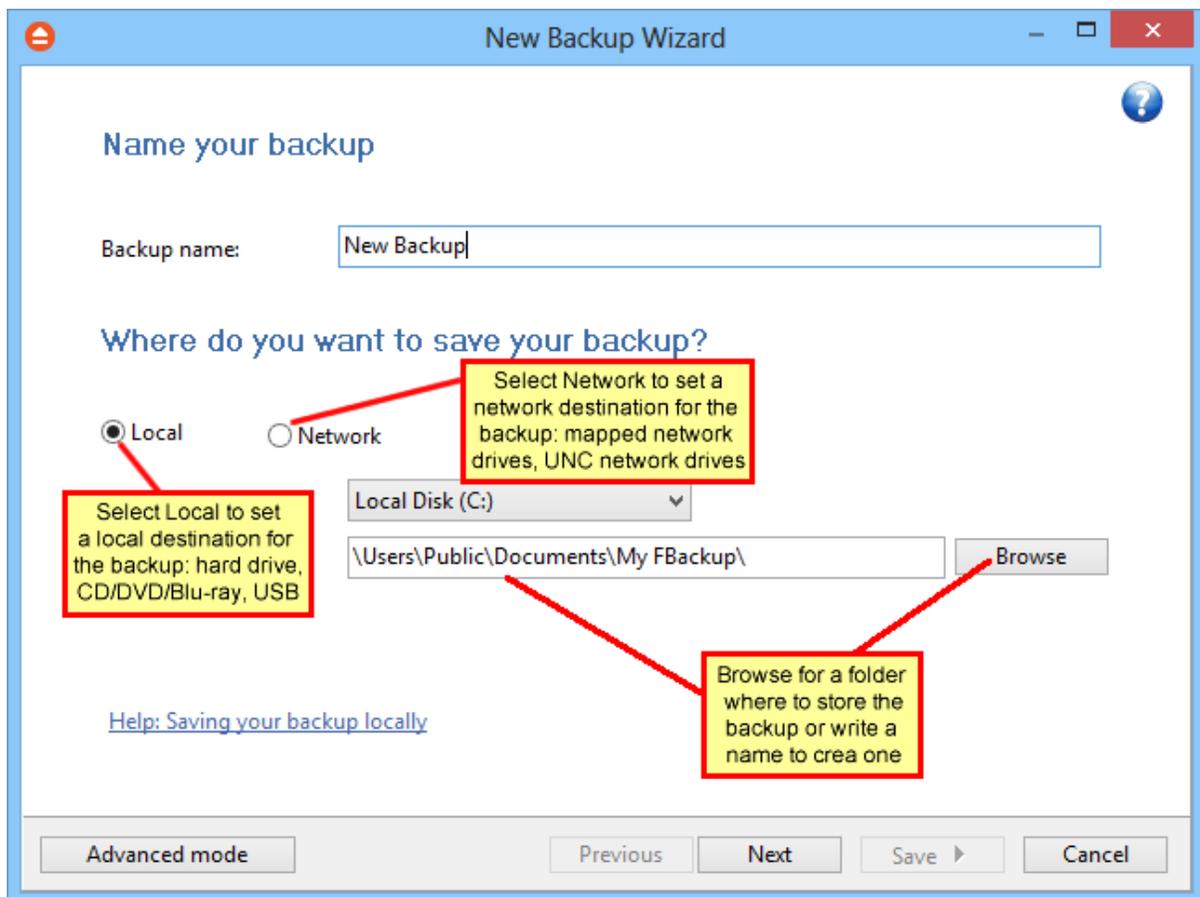
User can select one of the available destinations:

- **Local:** hard disk drive, floppy drive, zip drive, USB drive, mapped network drive
- **Network:** UNC network drive

**5.2.1 Local**

You can use a valid local destination for your backup: hard disk drives, floppy disk drives, zip drives, USB drives .

The **Local** option is selected by default when you define a new backup. From the **Drive** list, you can select either one of your hard disk partitions, mapped network drives, the floppy disk. By default, the first partition is selected (usually **C:**).



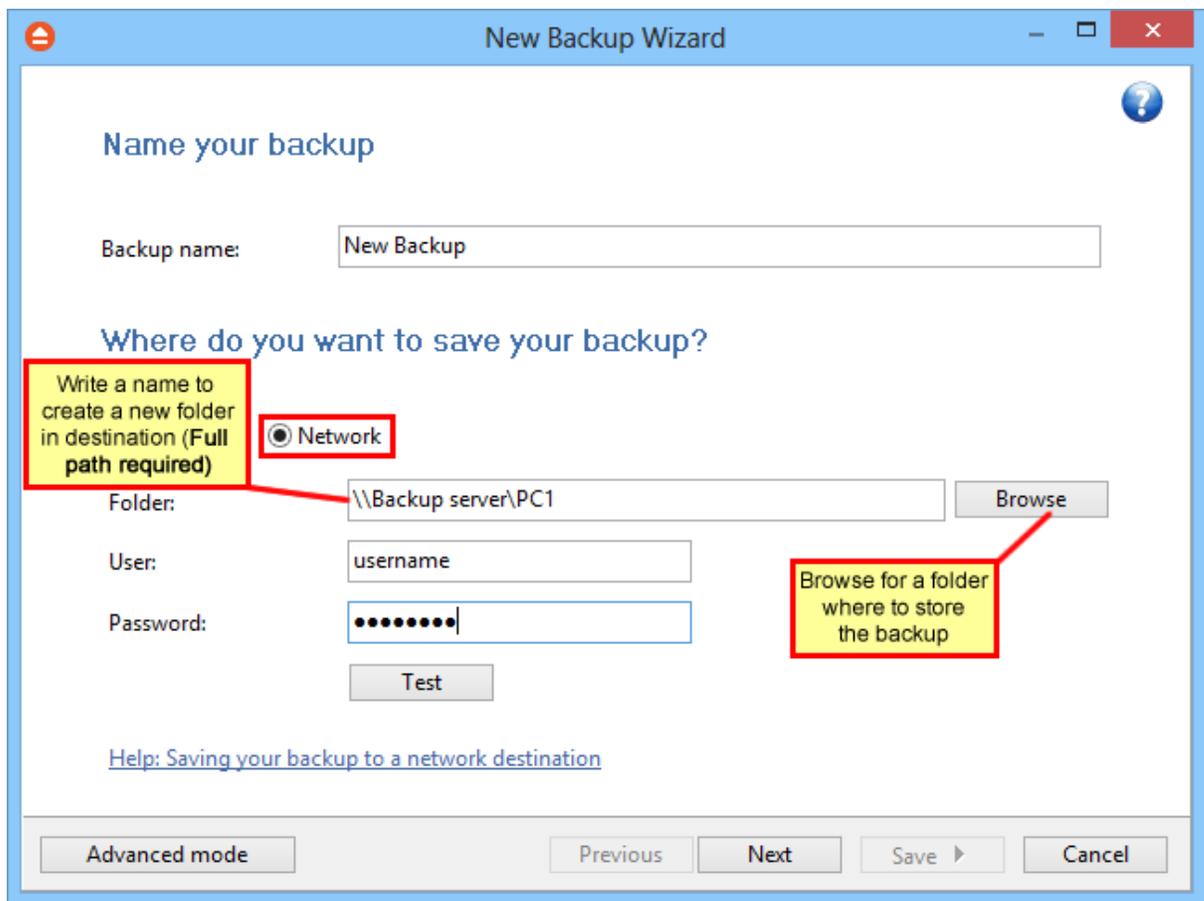
In the **Folder where to perform the backup** field by default it is the path to the **My FBackup 5** folder (\Users\\Documents\MyFBackup 5). You can click the **Browse** button and select a destination folder of your choice where the backup will be stored.

If the destination drive is missing, an error message is shown containing the list of missing drives. The user can choose **Cancel** to stop the backup process or **Retry** to check the drive again. If the scheduler starts the backup then the system will retry as many times as set in the **File->Options->Backup** window and if still not possible to access the drive it will abort the backup process.

If an external or removable hard drive is selected as backup destination, in New Backup Wizard near the drive name will appear a new checkbox: **Rotate disks**. That option is used if you want to rotate the destination drives, backing up alternatively on them. Selecting that option will automatically disable the **Use local catalogs** option from Backup Properties->Advanced.

## 5.2.2 Network

You can use a network destination for your backup by selecting the **Network** option in the **Where do you want to save your backup?** section.



Click the **Browse** button and go through the **My Network Places** to select a destination where the backup will be stored.

You can also enter network paths in the **Folder** field. Only a full path is allowed. For example, suppose `\\Backup_Server\PC1` is mapped on your workstation as drive **X**, then the following paths are both valid and indicate the same folder: `\\Backup_Server\PC1\Backup` or `X:\Backup`.

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an **User name** and **Password** to access the network destination if it requires authentication. If you are logged in as an user that has rights to write to the specified network destination, you can check the **First use Windows auth.** option. What this option does is that it checks on the network destination if the logged in user has rights to access it.

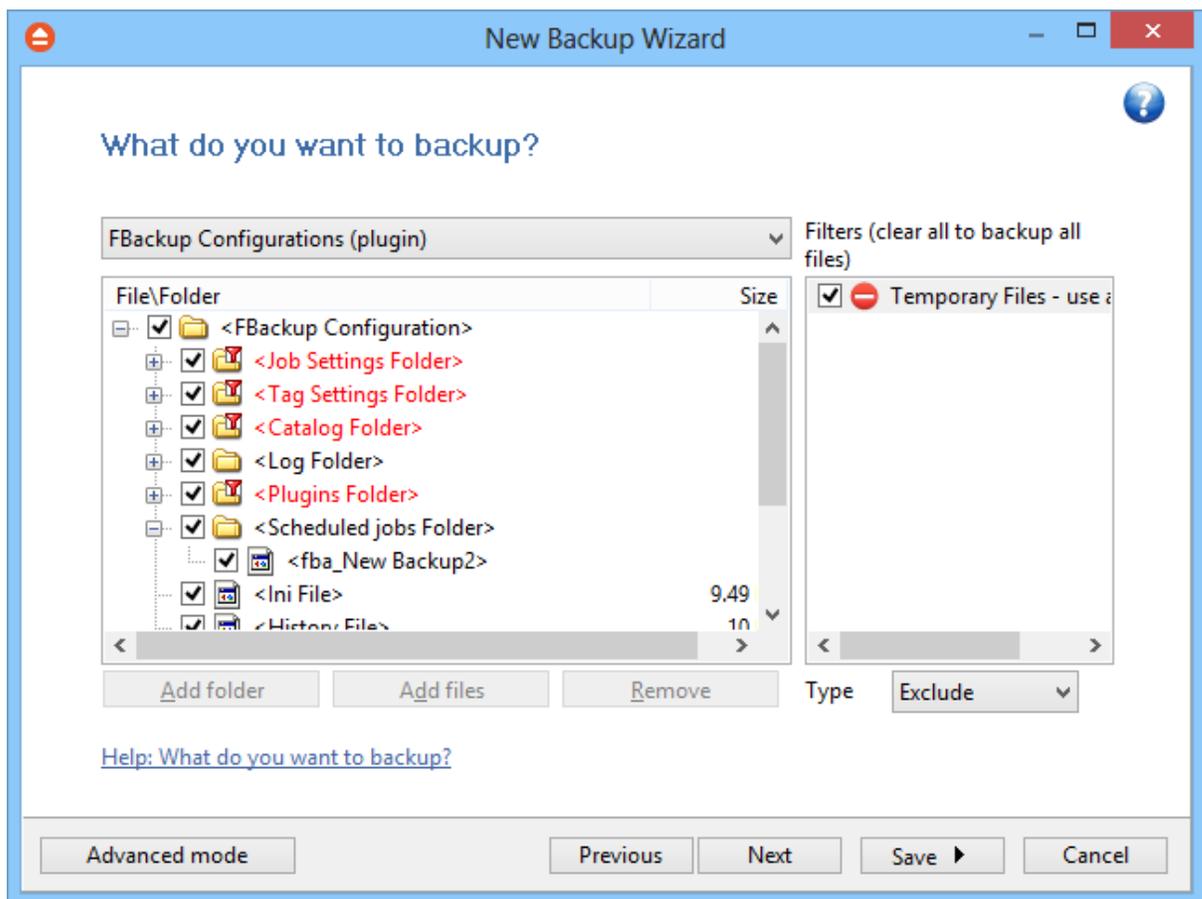
After entering the path and eventually the username and password, use the Test button to see if the destination is reachable and that you have sufficient rights to access it. The **network connection was tested successfully** pop-up message means that the network destination was accessible. In case of insufficient rights the following error message will appear: **Network connection error. Access is denied**. In this case you have to either make sure that the entered username and password values are correct, or contact the network administrator to obtain the necessary rights.

If the destination is missing (when the network is disconnected), an error message is shown.

The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again.

### 5.3 What do you want to backup?

In the second step of the **New Backup Wizard**, you must select the files and folders to be used by FBackup for the backup.



You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the checkbox

**You must add at least one file or directory in order to continue with the next step of the wizard.**

During backup, if the source drive is missing (when the network is disconnected for instance or is missing), a warning message is shown containing the list of missing drives. The user can choose

**Abort** to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources.

### Filters list

In the right side of the New Backup Wizard window there is the Filters list. You can use these filters to customize the file selection.

By default, the list contains filters to exclude temporary and system files such as: hiberfil.sys, pagefile.sys etc. If you don't want to use a filter from that list, simply clear (un-check) it. Clear all filters if you want to backup all files.

### Tips:

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/folders to the **Sources** window by dragging and dropping them from **Windows Explorer**.

## 5.4 How do you want to backup?

In the third step of the **New Backup Wizard** you can choose the backup type.

How do you want to backup?

Make full

Encrypt?

Yes  No

New password:

Confirm new password:

[Help: How do you want to backup?](#)

Advanced mode Previous Next Save Cancel

### **How do you want to backup?**

From the drop-down list, you can choose one of the available options:

- Make full
- Make mirror

#### **Make full**

Full backup is the starting point for all other backups and contains all the data in the folders and files that are selected to be backed up.

#### **Make mirror**

A mirror backup is identical to a full backup, with the exception that the files are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup data. It has the benefit that the backup files can also be readily accessed using tools like Windows Explorer.

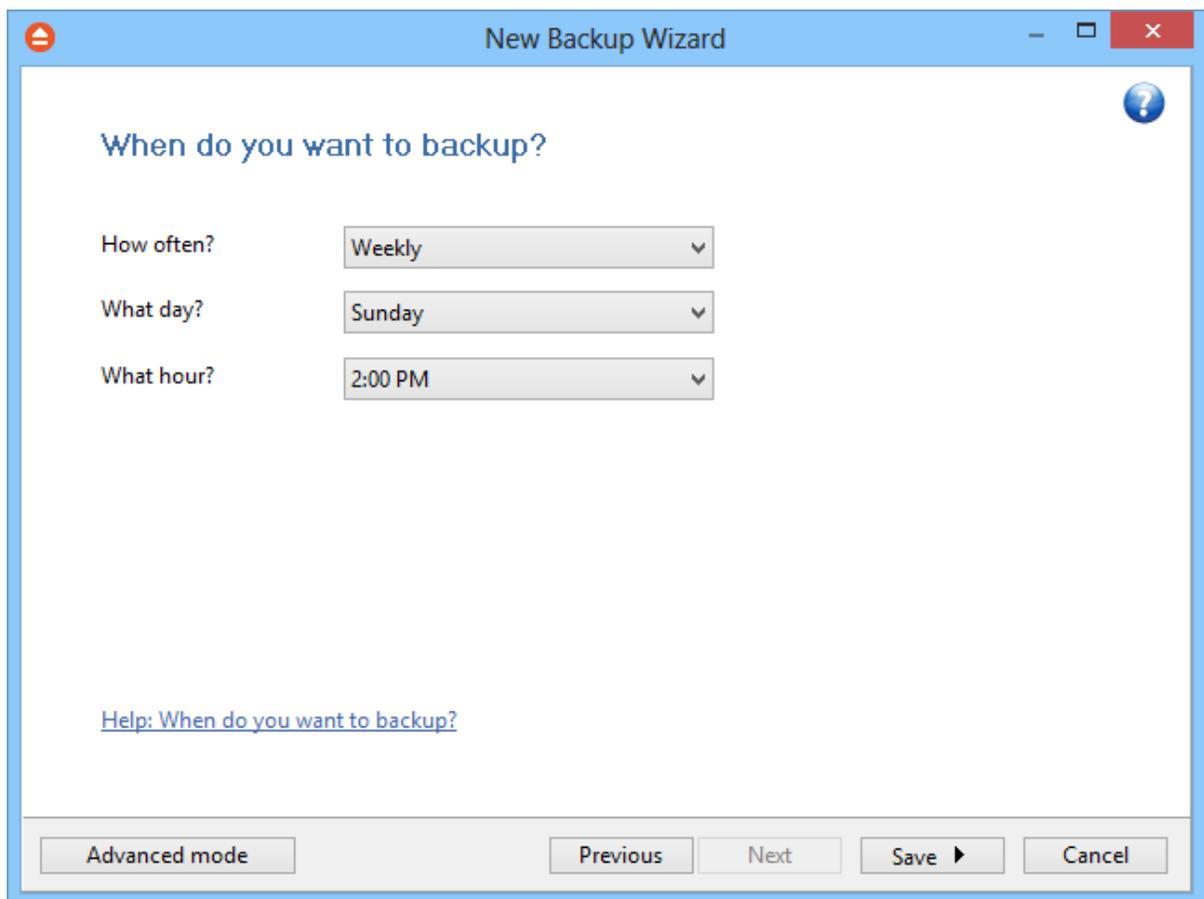
### **Encrypt?**

Use this option if you want to add zip protection to your backups. Type the password you want to use for this backup.

The default encryption used is Standard encryption (Zip2 compatible)

## 5.5 When do you want to backup?

On the last page of the **New Backup Wizard**, you can choose **When to run the backup**.



The screenshot shows a window titled "New Backup Wizard" with a blue header bar. The main content area has the title "When do you want to backup?" and a help icon (question mark in a blue circle) in the top right corner. Below the title are three dropdown menus:

- How often? Weekly
- What day? Sunday
- What hour? 2:00 PM

At the bottom left of the main area is a link: [Help: When do you want to backup?](#)

The bottom of the window contains a grey bar with four buttons: "Advanced mode", "Previous", "Next", "Save ▶", and "Cancel".

### How often?

From the drop-down list, you can select one of the available option:

- **Manually** - the backup job will be started manually by the user
- **Daily** - the backup job will be started daily at its scheduled time
- **Weekly** - the backup job will be started weekly at its scheduled time
- **Monthly** - the backup job will be started monthly at its scheduled time

By default, the selected option is Manually.

### What day?

This field is activated only when the **Weekly** or **Monthly** option is selected in the **How often** list.

If the **Weekly** option is selected, you can choose the day of the week when to run the backup.  
If the **Monthly** option is selected, you can choose the day number of the month when to run the backup.

**What hour?**

From this field, you can select the hour for the backup job to start.

# Backup Properties

**Part**



## 6 Backup Properties

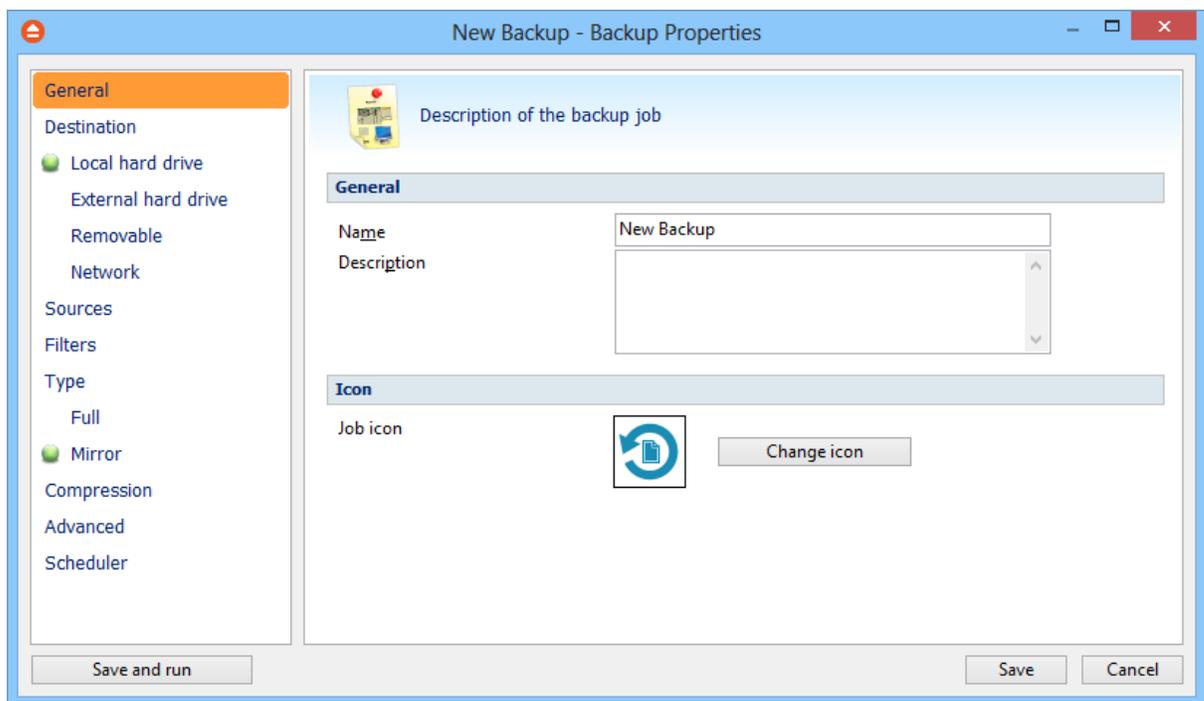
### 6.1 Overview

The **Backup Properties** window can be used to create new backup jobs in the advanced mode, or to edit an existing backup job.

By default, the **New Backup Wizard** will be used to create new backup jobs.

### 6.2 General

The **General** page defines the appearance of the backup job in the backup list.



#### General

##### **Name**

Enter the name of the backup job. This name will appear in the backup list, near the chosen picture. This field is mandatory.

The name of the backup job is closely related to the name of the subdirectory in destination that contains zipped and mirrored files and to the name of the catalog. That is why when you rename the backup job, the name of the catalog and the name of the subdirectory from destination are also changed if possible.

If the destination is on HDD (local), LAN (network) the name of the subdirectory and the name of the catalog can be always changed, except for the case when you do not have enough permission to

rename or some files are locked.

### Description

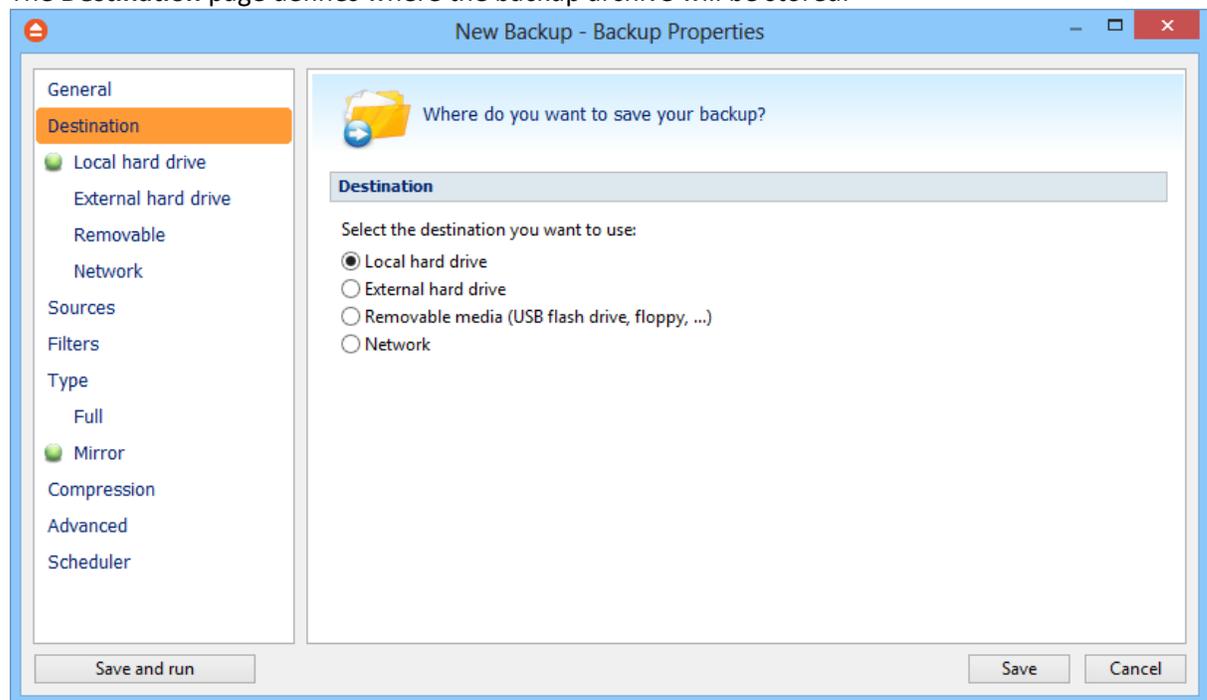
You can write in here a text describing the backup job defined.

### Icon

Press the **Change Icon** button to manage the backup job icons. This icon will be shown in the **Backup List**. You can add a new icon by clicking on the **Add** button. Only Windows icons (files with ".ico" extension) or bitmaps (files with ".bmp" extension) can be added to the list. To remove an icon from the list, you have to select it and then click on the **Delete** button. By default, each new backup job icon will be the first icon from the **Change Icon** list.

## 6.3 Destination

The **Destination** page defines where the backup archive will be stored.



### Destination

Valid destination types:

- **Local hard drive**
- **External hard drive**
- **Removable media (USB flash drive, floppy)**

- **Network**

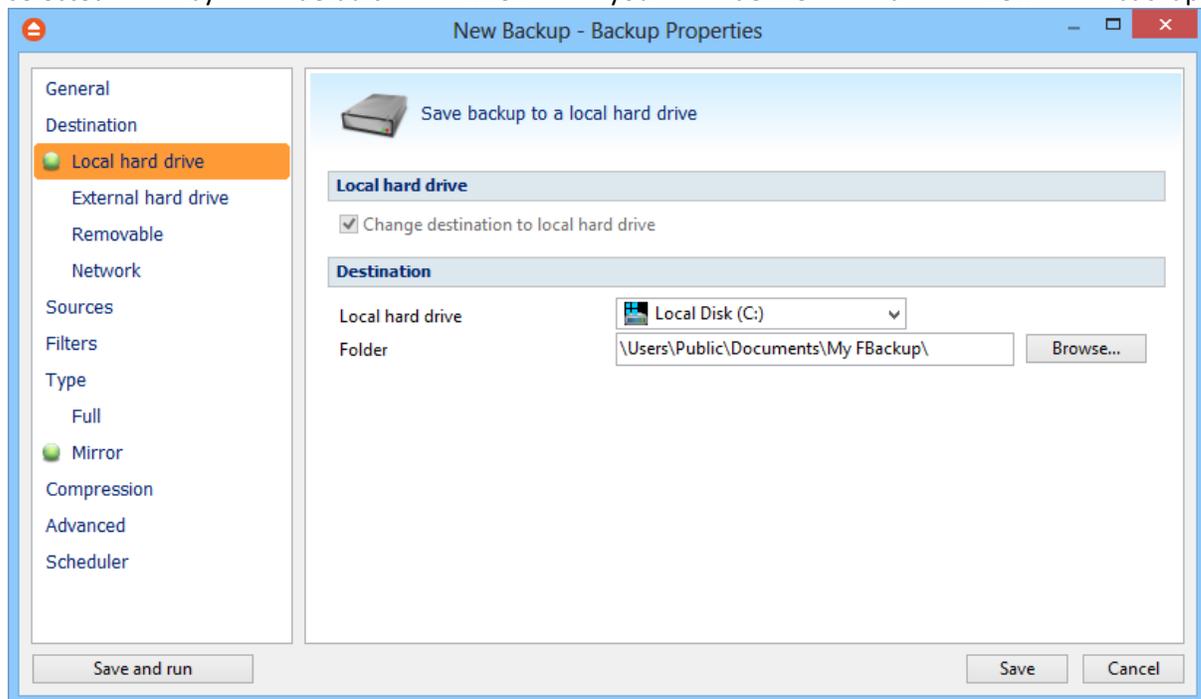
Selecting a backup destination type on the **Destination** page, will enable the options on the corresponding type page.

You can also change the backup destination from any destination type page by checking the **Change destination to...** option.

If you lost your backup job from the backup list and you want to recreate it, you can do so by using the **File->Open backup** option and selecting an existing ".fkc" or ".ini" file. The same action takes place if you double click on the ".fkc" file. If the backup destination is on a remote location, you can use **File->Open from** window to easily locate and retrieve the backup catalog/ini file. A new backup job configuration will be added to the backup list and the configuration of the new backup job is copied from the ".fkc" file.

### 6.3.1 Local hard drive

You can use a valid local hard disk destination for your backup. The **Local hard drive** option is selected by default when you define a new backup.



#### Local hard drive

If the current backup destination is not a local hard drive, you can change it by checking the **Change destination to local hard drive** option.

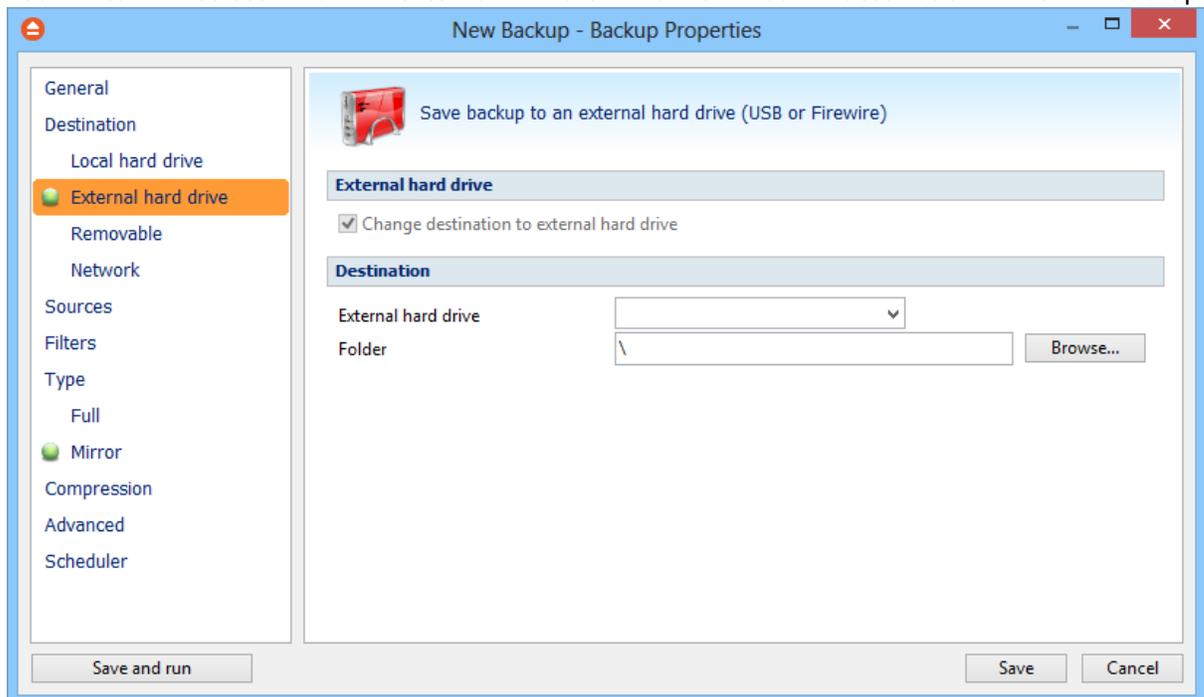
### Destination

In the **Folder** field by default it is the path to the **My FBackup 5** folder (\Users\\My Documents\My FBackup 5). You can click on the **Browse...** button and select a location of your choice where the backup will be stored.

In destination folder field, you can use Environment Variables as %Computename%, %SystemDrive %, %UserName% etc.

## 6.3.2 External hard drive

You can select an external hard drive as destination for backup.



### External hard drive

If the current backup destination is not an external hard drive, you can change it by checking the **Change destination to local hard drive** option.

### Destination

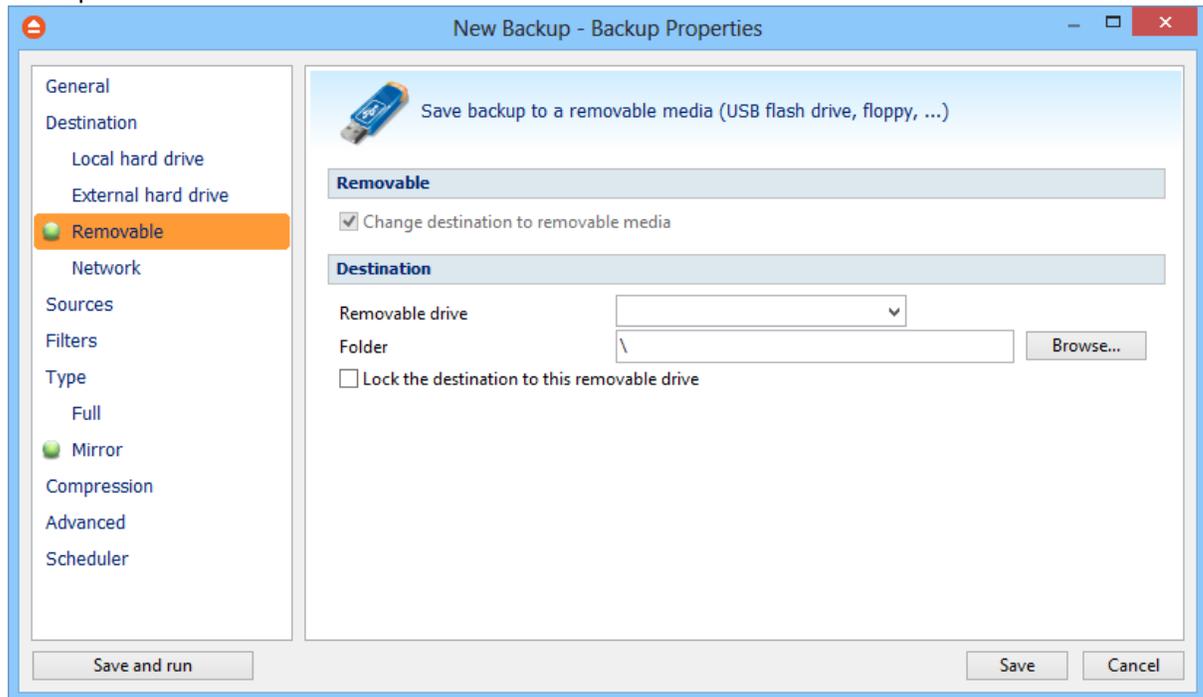
From the **External hard drive** list, you can select either an USB or a Firewire external hard drive.

You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.

In destination folder field, you can use Environment Variables as %Computename%, %SystemDrive %, %UserName% etc.

### 6.3.3 Removable

You can save your backup to a removable drive (USB flash drive, floppy etc) as destination for backup.



#### Removable

If the current backup destination is not a removable drive, you can change it by checking the **Change destination to removable media** option.

#### Destination

Select from the drop down list the removable drive you want to use as backup destination.

You can type a folder name in the **Folder** field or you can click the **Browse** button to choose another folder where the backup will be stored.

In destination folder field, you can use Environment Variables as %Computername%, %SystemDrive %, %UserName% etc.

#### **Lock the destination to this removable drive**

When disconnecting and reconnecting a removable drive, your computer may not assign it the same drive letter. If the drive letter was changed, the backup might fail because FBackup is trying to backup to the same old drive letter which probably does not exist.

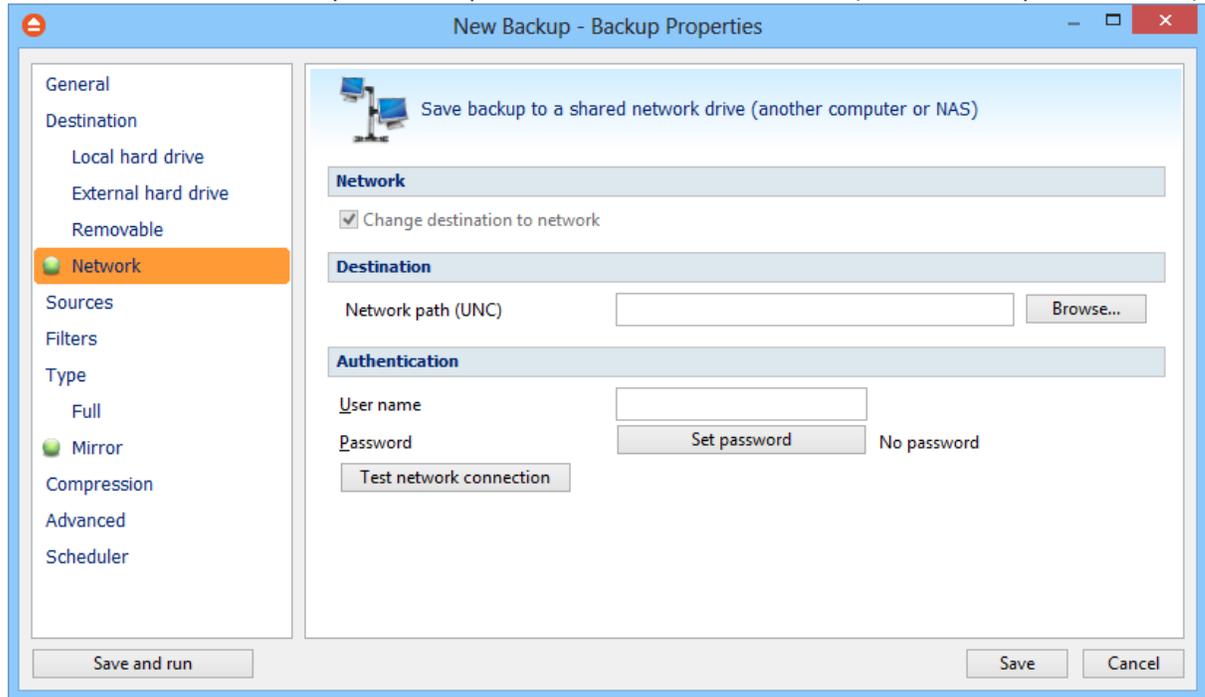
Use this option if you want FBackup to detect the removable drive after its own serial number and automatically change the backup destination according with the new drive letter.

You should not check this option if you use a rotation backup scheme with two or more removable hard drives.

By default, this option is not checked.

### 6.3.4 Network

You can choose to save your backup to a shared network drive (another computer or NAS).



#### Network

You can use a network destination for your backup by selecting the **Network** option from the **Destination** window or by checking the **Change destination to network** option from the network page.

#### Destination

Click the **Browse** button to open **My Network Places** and select a destination where the backup will be stored.

You can also enter network paths in the **Network path (UNC)** field. Only a full path is allowed. For example, suppose `\\Backup_Server\PC1` is mapped on your workstation as drive **X**, then the following paths are both valid and indicate the same folder: `\\Backup_Server\PC1\Backup` or `X:\Backup`.

#### Authentication

Make sure you can write in the destination and in the selected folder (you have the proper rights and the media is not write-protected) before finishing the backup configuration. You can enter an

**User name** and **Password** to access the network destination if it requires authentication.

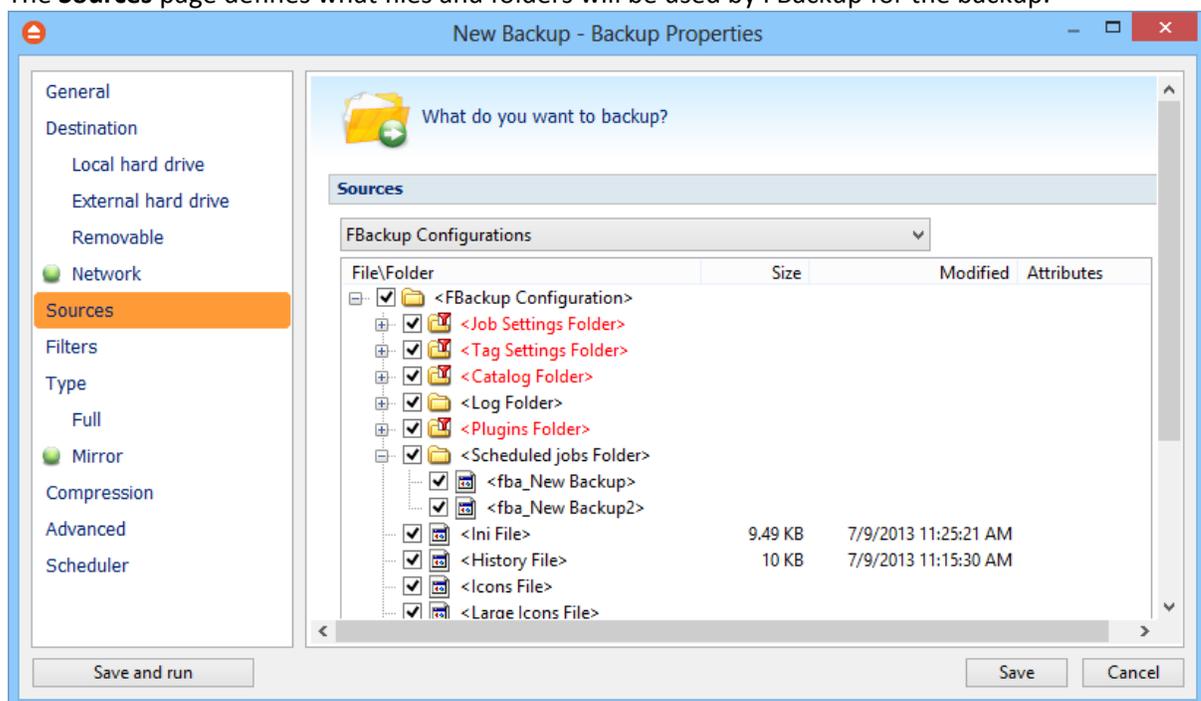
After entering the path and eventually the username/password, use the **Test network connection** button to see if the destination is reachable and that you have sufficient rights to access it. The **network connection was tested successfully** pop-up message means that the network destination was accessible. In case of insufficient rights the following error message will appear: **Network connection error. Access is denied**. In this case you have to either make sure that the entered username/password values are correct, or contact the network administrator to obtain the necessary rights.

If the destination is missing (when the network is disconnected), an error message is shown.

The user can choose **Cancel** to stop the backup process or **Retry** to check the network connection again.

## 6.4 Sources

The **Sources** page defines what files and folders will be used by FBackup for the backup.



You can:

- add a whole folder by pressing the **Add folder** button
- add one or several files by pressing the **Add files** button
- remove any file or folder by selecting it and pressing the **Remove** button
- exclude subdirectories and files from backup by un-checking the thickbox
- select all files and folders by pressing the **Check all** button

- unselect all files and folders by pressing the **Uncheck all** button

**At least one source must be added to the backup job.**

If the source drive is missing, a warning message is shown containing the list of missing drives. The user can choose **Abort** to stop the backup process, **Retry** to check the drive again, **Ignore** to mark the source folder as deleted and continue with the next sources.

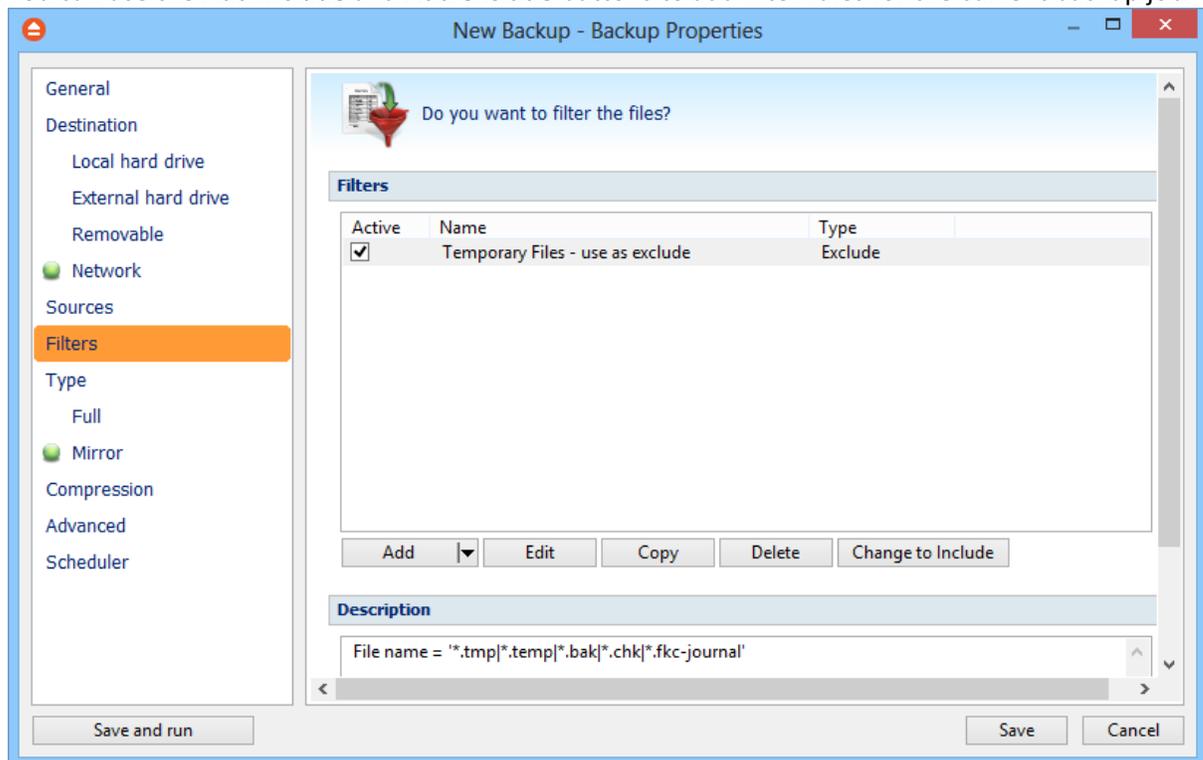
**Tips:**

- try to keep the number of checked files and folders greater than the number of unchecked files and folders - backup process will run faster this way.
- you can add files/folders to the **Sources** window by dragging and dropping them from **Windows Explorer**

## 6.5 Filters

The **Filters** page defines files and folders filters to be applied to backup sources. Only files and folders that match the filters will be added to backup.

You can use the **Add include** and **Add exclude** buttons to add filter rules for the current backup job.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will be excluded.

Include and exclude filters are composed from filter restrictions. Two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be included in the backup. Two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

All filters with the **Active** box checked will be used by the current backup job. To disable a filter, just uncheck the **Active** box.

**Note:**

Filters on files and filters on folders must be created individually. If you use a file and a folder filter condition in the same filter, files will be filtered only if both filter conditions were met.

**Example:**

If you use a single filter for .jpg files and Temp folder, only the .jpg files from Temp folder will be filtered. If you use separate filters for files and folders, all .jpg files and whole Temp folder will be filtered.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new Filter Properties window from where you can add a new include restriction to the filters list.
- **Add exclude** - this will open a new Filter Properties window from where you can add a new exclude restriction to the filters list.
- **Edit** - will open the selected filter's properties window. You will be able to modify the selected restriction.
- **Copy** - this will create a copy of the selected filter.
- **Delete** - will remove the selected filter from the list of include or exclude filters.

## 6.5.1 Filter Properties

### General

In the **Filter name** field you can type the name of the created filter. By default, the "New filter configuration" name is assigned. If you use an existing filter, the name of that filter is used.

### File name

Enabling this will allow defining filters based on file name pattern.

Press **Add** and select an existing file extension from the **Filter** combo (\*.doc, \*.pdf, \*.zip etc.). If the extension does not exist in the combo, just type it in and press OK. You can use the **Edit** or **Delete** buttons to modify/remove the file name filters defined.

**File name patterns** can include:

- **\*** - it matches one or more letters. For example **a\*.doc** matches all files that start with **a** and

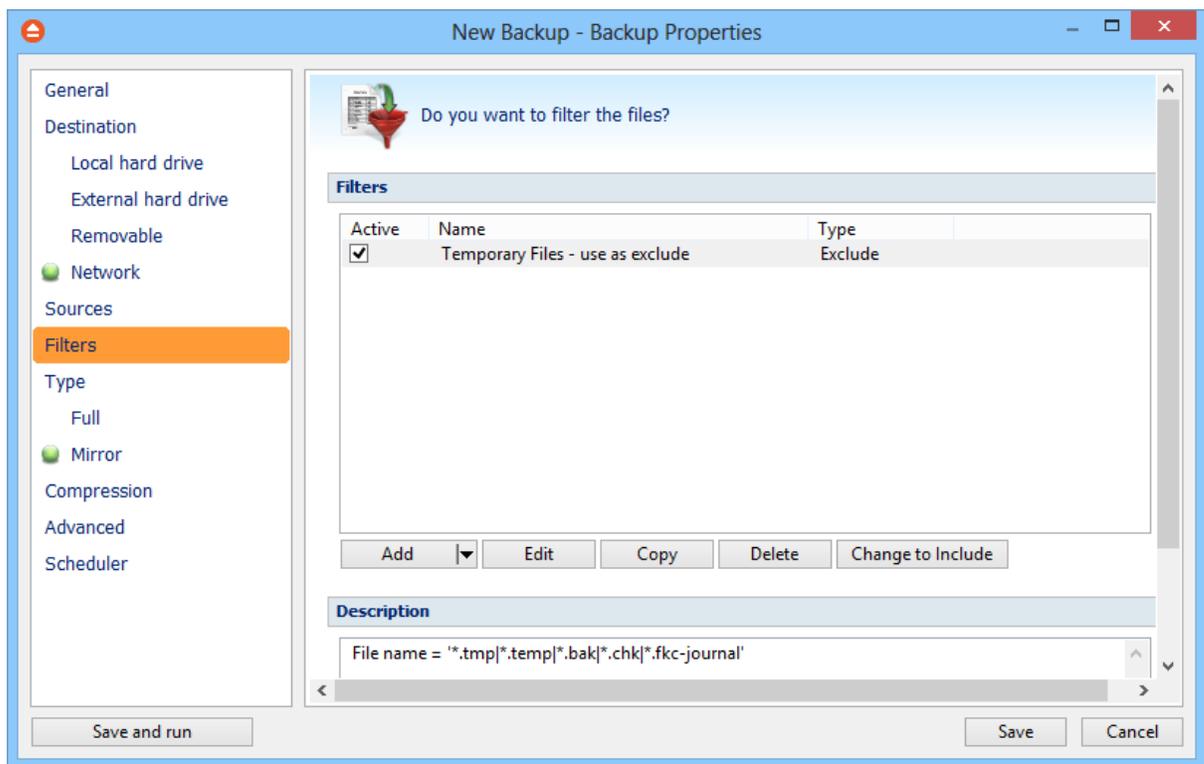
have **.doc** extension

- **?** - it matches only one letter. For example **a\*.do?** matches all files that start with **a** and have any extension composed of three letters, the first two being **do**

## 6.6 Filters

The **Filters** page defines file filters to be applied to backup sources. Only files matching the filters will be added to backup.

You can use the **Add include** and **Add exclude** buttons to add filter rules for the current backup job.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will be excluded.

Include and exclude filters are composed from filter restrictions. Two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be included in the backup. Two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

### Note:

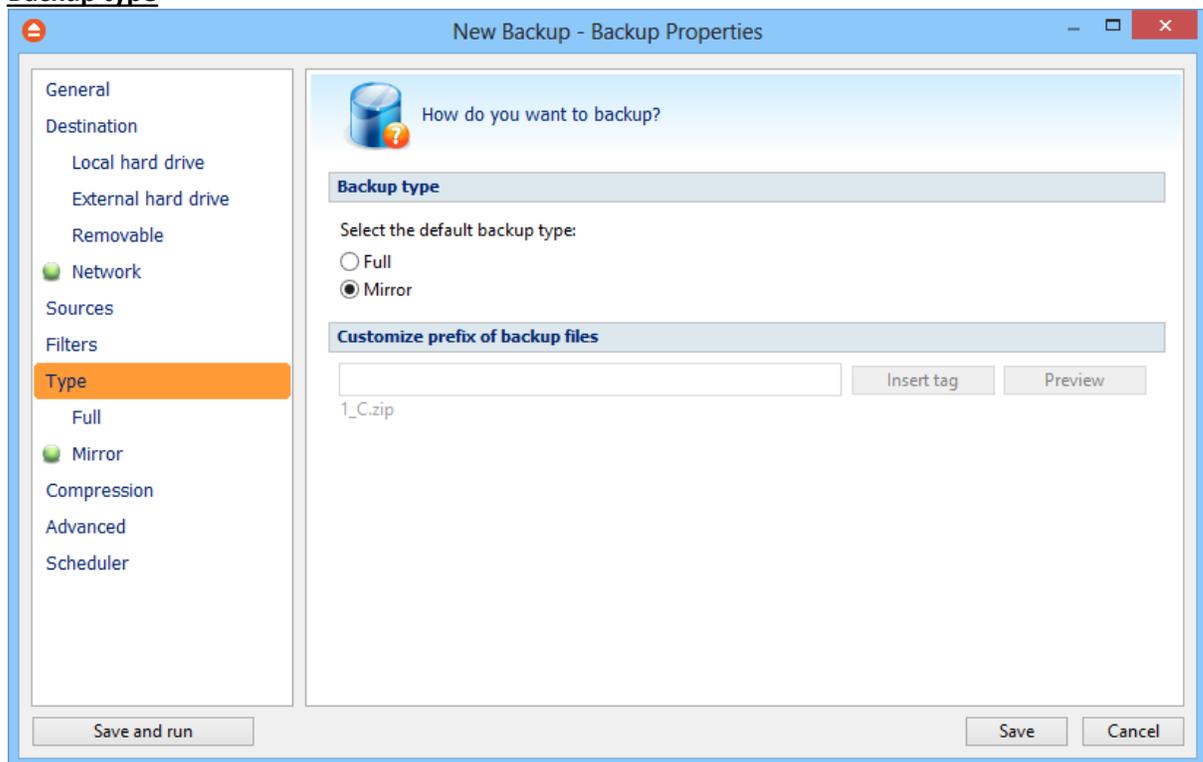
Filters on files and filters on folders must be created individually.

You can manage filter restrictions using the buttons:

- **Add include** - this will open a new Filter Properties window from where you can add a new include restriction to the filters list.
- **Add exclude** - this will open a new Filter Properties window from where you can add a new exclude restriction to the filters list.
- **Edit** - will open the selected filter's properties window. You will be able to modify the selected restriction.
- **Copy** - this will create a copy of the selected filter.
- **Delete** - will remove the selected filter from the list of include or exclude filters.

## 6.7 Type

### Backup type



User can select one of these backup types:

- Full
- Mirror

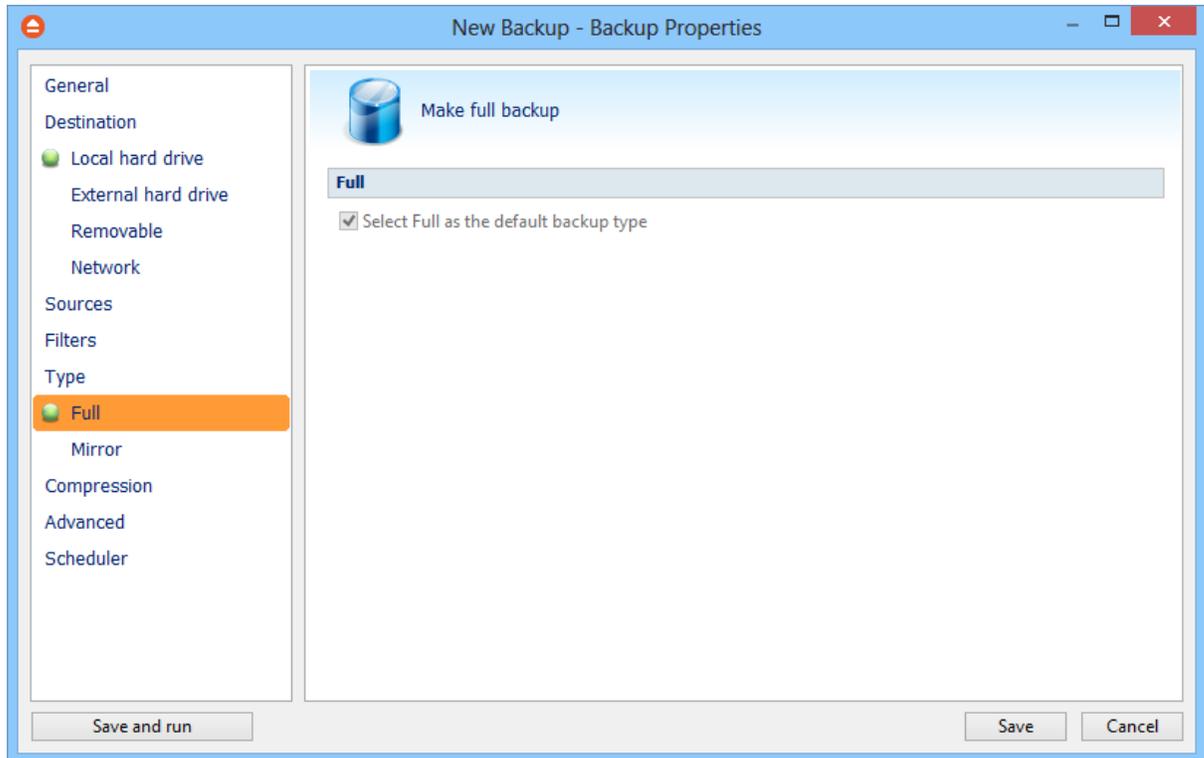
The backup type can be changed from the **Type** page in **Backup Properties**.

The full backup backup use zip compression to reduce the size of the stored backup versions.

The mirror backup type creates in destination an exact copy of the source file without zipping them.

### 6.7.1 Full

**Full backup** is the starting point for all other backups, and contains all the data in the folders and files that are selected to be backed up.

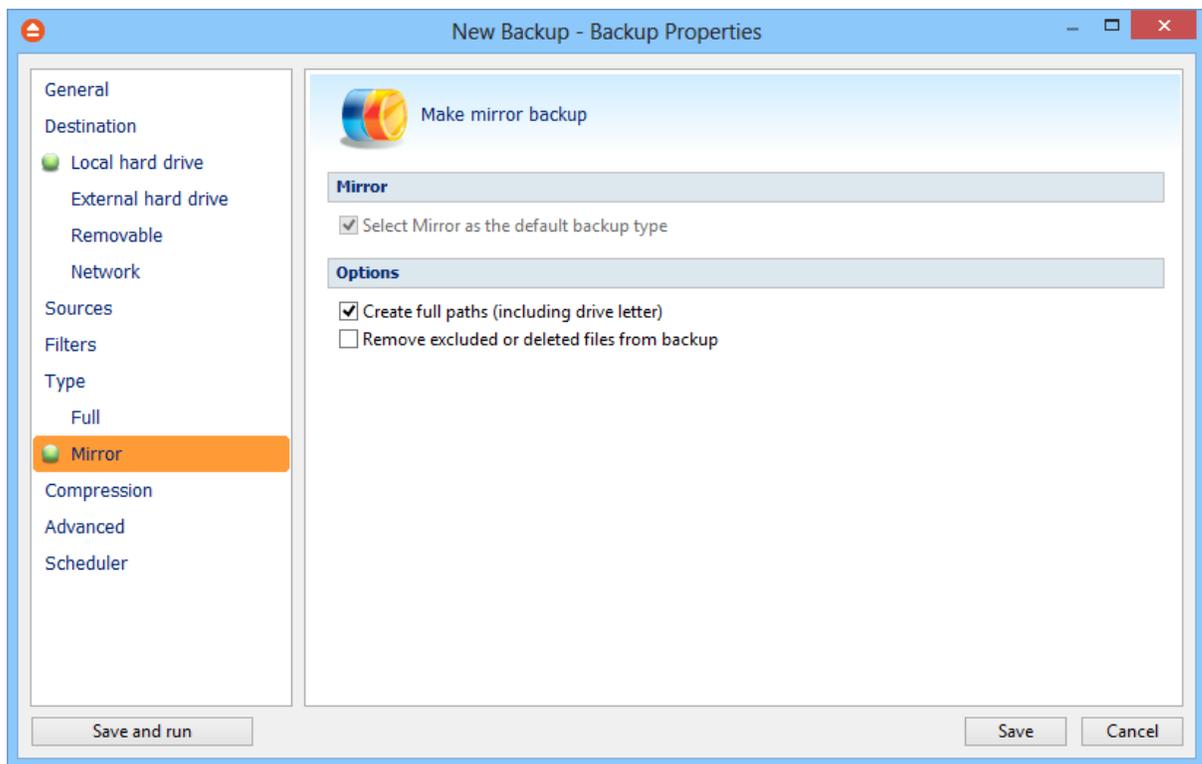


#### Full

If the **Full** type is not your default backup type, you can check the **Select Full as the default backup type** option.

### 6.7.2 Mirror

A **mirror backup** is identical to a full backup, with the exception that the files and folders are not compressed in zip files and they cannot be protected with a password. A mirror backup is most frequently used to create an exact copy of the backup source data. The sources folder tree will be recreated in the destination.



### Mirror

If the **Mirror** type is not your default backup type, you can check the **Select Mirror as the default backup type** option.

### Options

#### **Create full paths (including drive letter)**

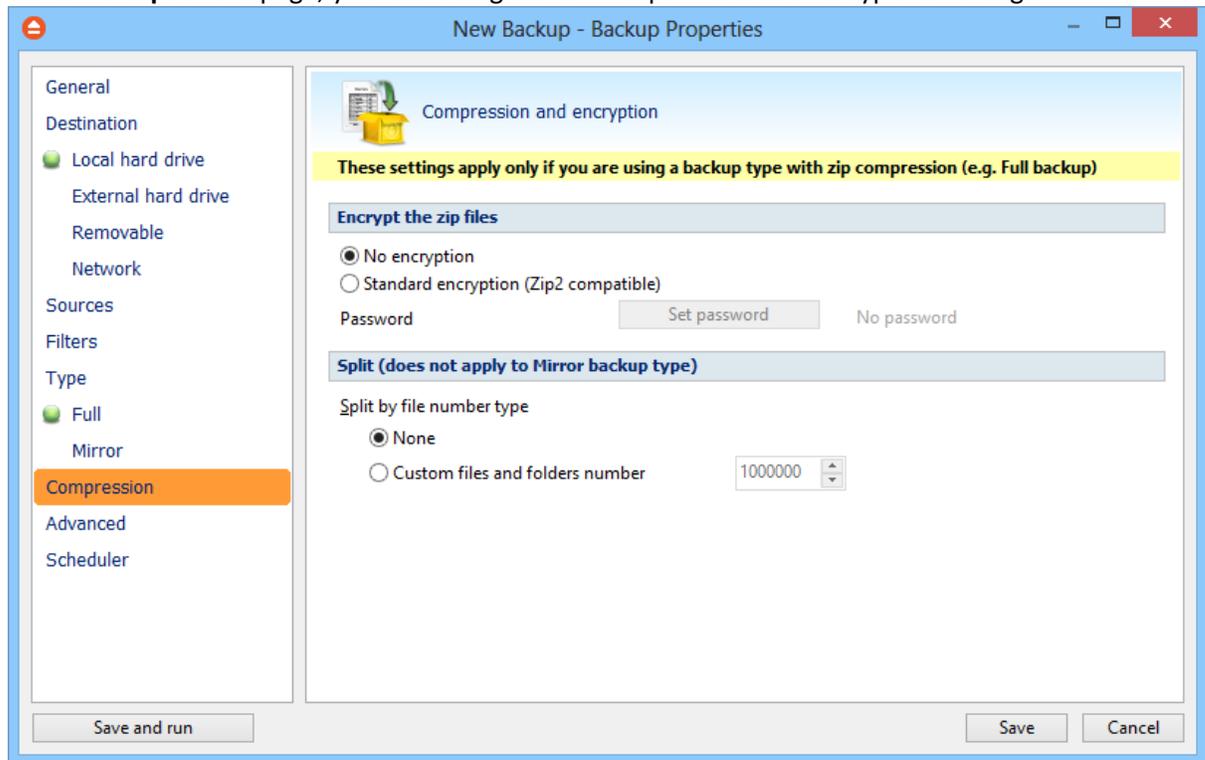
Sometimes there can be sources with the same names. The system will detect this conflict situation and will show a warning message.

#### **Remove excluded or deleted files from backup**

Use this option to remove from the backup the files that were deleted (or excluded) from the backup sources. This option is not selected by default.

## 6.8 Compression

On the **Compression** page, you can configure the compression and encryption settings.



### Encrypt the zip files

#### **No encryption**

The zip files created are not protected by password for unauthorized access.

#### **Standard encryption (Zip2 compatible)**

This is the standard Zip 2.0 encryption: an older encryption technique that provides relatively weak security compared to AES encryption. Zip 2.0 encryption format cannot provide protection from individuals with access to specialized password recovery tools. Its advantage over AES encryption is the compatibility with all third party zip applications.

#### **Set password**

After you press this button, a windows with the following fields will appear:

- **New password**  
Manually enter the password you want to use for your zip files in this field
- **Confirm new password**  
Re-enter the password in this field to avoid typing errors.
- **Old password**

This field is enabled only when the backup job already has a password. You can change the password only if you enter the old one in this field. This way only the owner of the backup will be allowed to change the password.

#### **Tips:**

- when choosing a password, it is recommended that you use a combination of letters and numbers and at least 8 characters.
- make sure that you remember all passwords that have been used for a backup job, or you will not be able to restore your files.

### Split (does not apply to Mirror backup type)

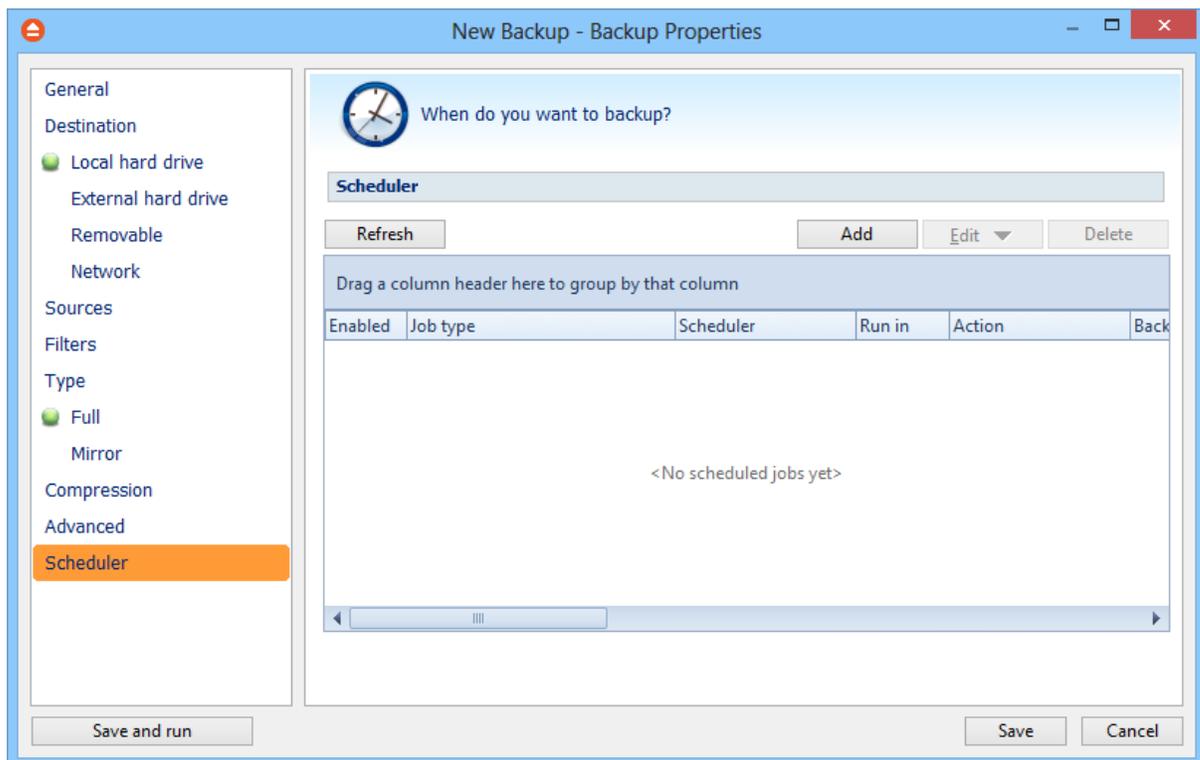
#### Split by file number type

- **None** - The split by file number option is disabled
- **Custom files and folders number** - Specify the maximum number of files and folders to be included in a zip file. This option is useful if the application is using a lot of computer memory

## 6.9 Scheduler

### Scheduler

**Scheduler** lists all the available information about the scheduled tasks and allows you to Add, Edit, Delete and Schedule new tasks. This only applies to the current backup job.



Right-clicking an existing scheduled task (or using the top buttons) will display the following options:

- **Add** - opens the Scheduler Properties window and allows you to add a new scheduled task
- **Edit**

- **Properties** - opens the Scheduler Properties window where you can edit selected the scheduled task
- **User and password** - opens a window where you can set the username and the password.
- **Delete** - removes the selected scheduled task
- **Refresh** - refreshes the scheduled tasks list

There are several columns in the **Schedulers** window that provide information for each scheduled task:

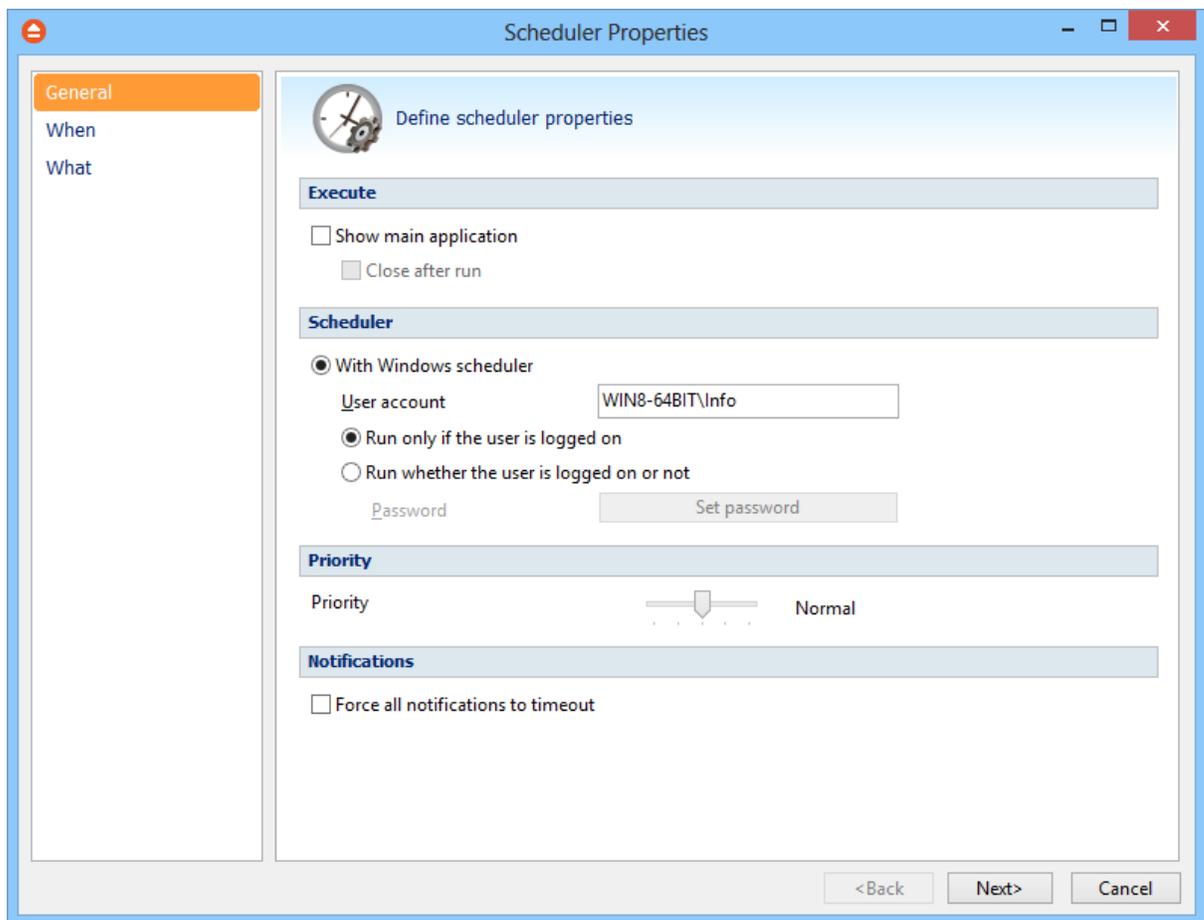
- **Enabled** - if the checkbox is marked then the scheduled task will run, if is unchecked it will not be executed
- **Job Type** - shows the job type
- **Scheduler** - shows the scheduler type: Windows.
- **Run in** - shows if the scheduled task will run using the main interface or in background
- **Action** - shows the type of action associated with the scheduled task (default, full)
- **Backup Type** - shows the backup type set in scheduler
- **Task file** - shows the name of the task file
- **Status** - displays the status of the scheduled task
- **Next Run Time** - calculates the next date and time when the scheduled task will run.
- **Last Run Time** - shows the last date and time when the scheduled task ran.
- **Schedule** - shows the type of schedule selected for the task
- **User** - shows the user name for which the job is scheduled to run

The scheduled tasks in the list can be sorted by clicking on the column headers. The right-click menu on the column header provides a handy way to show/hide columns (except the Enabled which are grayed out).

You can also drag a column header on the above grey zone, if you want to group the scheduled tasks by that column.

### 6.9.1 General

This is the first page of the Scheduler Properties window which appears when you click on the Add or Edit button in the Scheduler window of Backup Properties. This allows you to add or edit a scheduled task for the current backup job.



### **Execute**

#### **Show main application**

Use this option if you want the main application window to be shown when the scheduled task is executed. By default, this option is unchecked and the scheduled tasks will run in background.

#### **Close after run**

If this option is checked, FBackup will be closed after the task is executed. This option applies only if the application was started by the current scheduled task.

### **Scheduler**

We use only the Windows scheduler (no more built-in scheduler), which can be set up with or without a password, depending if you want the task to run when no user is logged on or only when there is an user logged on.

#### **With Windows scheduler**

- **Run only if the user is logged on** - the task will run under the specified user account only if there is an user logged on
  - **Run whether the user is logged on or not** - the task will run even if there is no user logged on
- Password** - press this button to set the Windows login password for the above specified user

account

### **Priority**

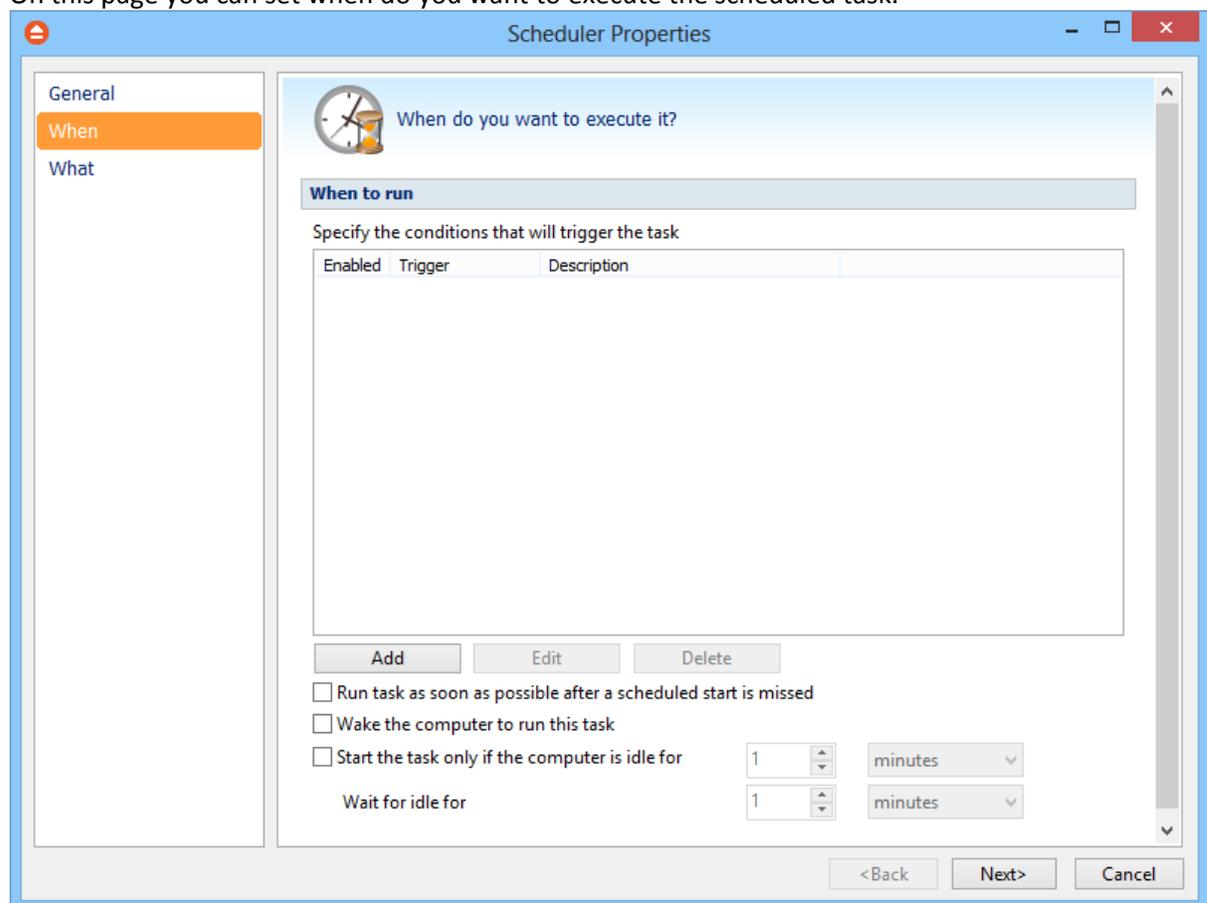
Indicates the task priority. Move the cursor to right or left in order to increase or decrease the priority.

### **Notifications**

**Force all notifications to timeout** - use this option to force all notifications to timeout. This option is useful to continue the overnight backups when there is a message waiting for user input. That message will be closed and the backup will continue.

## 6.9.2 When

On this page you can set when do you want to execute the scheduled task.



### **When to run**

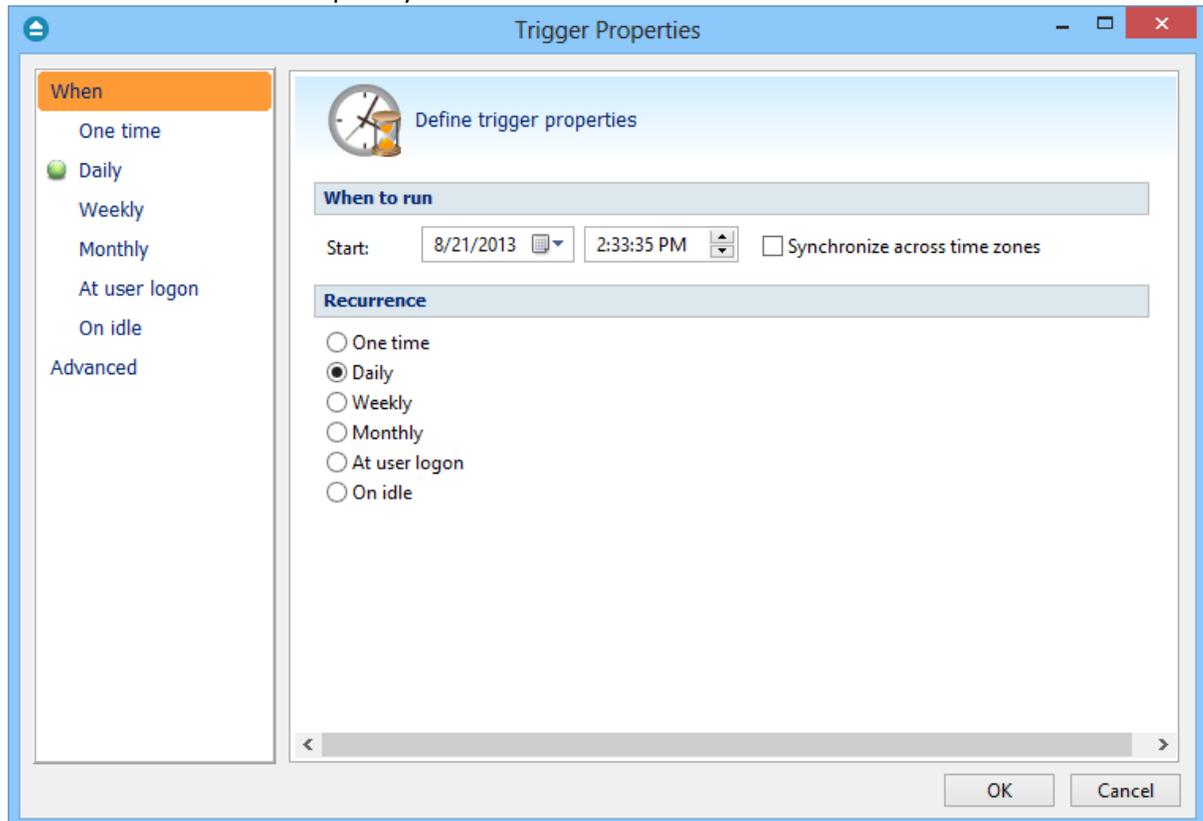
In this section you can specify the conditions that will trigger the task. Use the Add, Edit and Delete buttons to manage the triggers for this task.

Pressing Add or Edit button will open the **Trigger Properties** window.

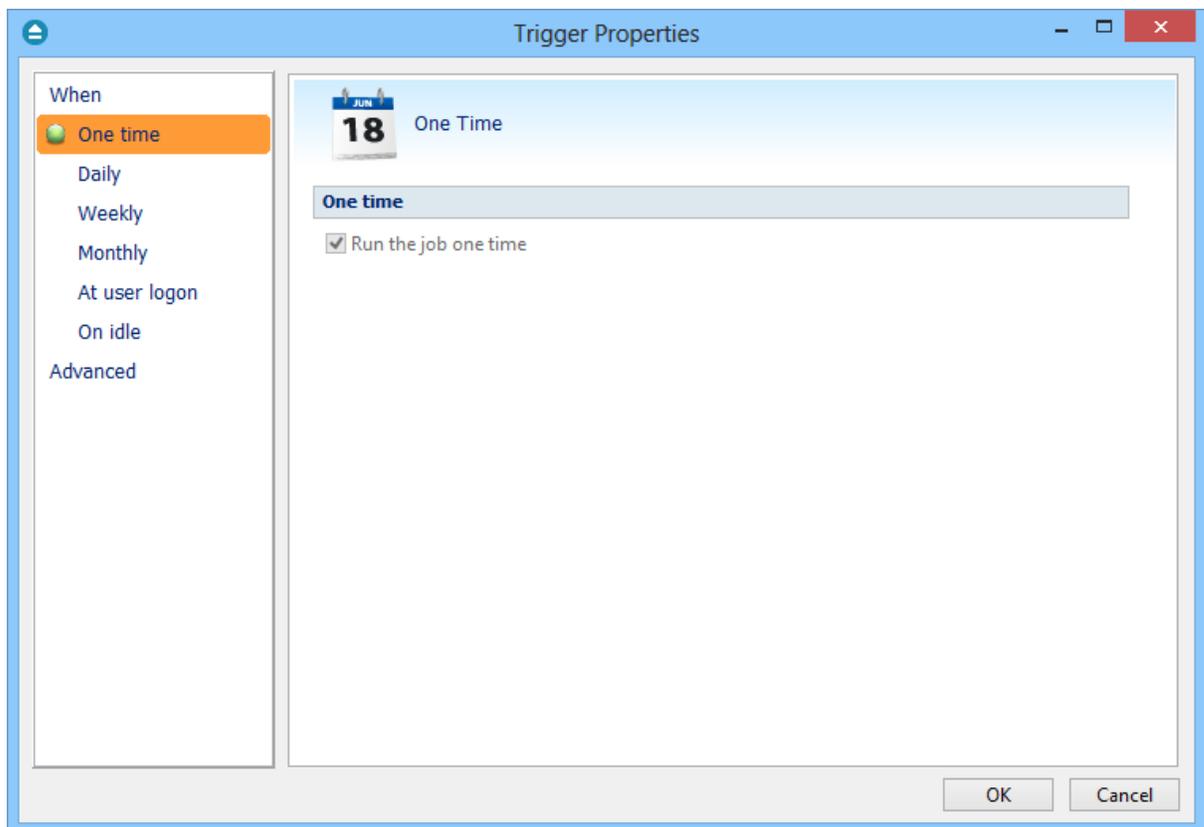
**When** -here you can select when to run the task: one time, daily, weekly, monthly, at user logon or on idle.

The Synchronize across time zones option allows you to run the scheduled backups at the same hour if you change the time zone.

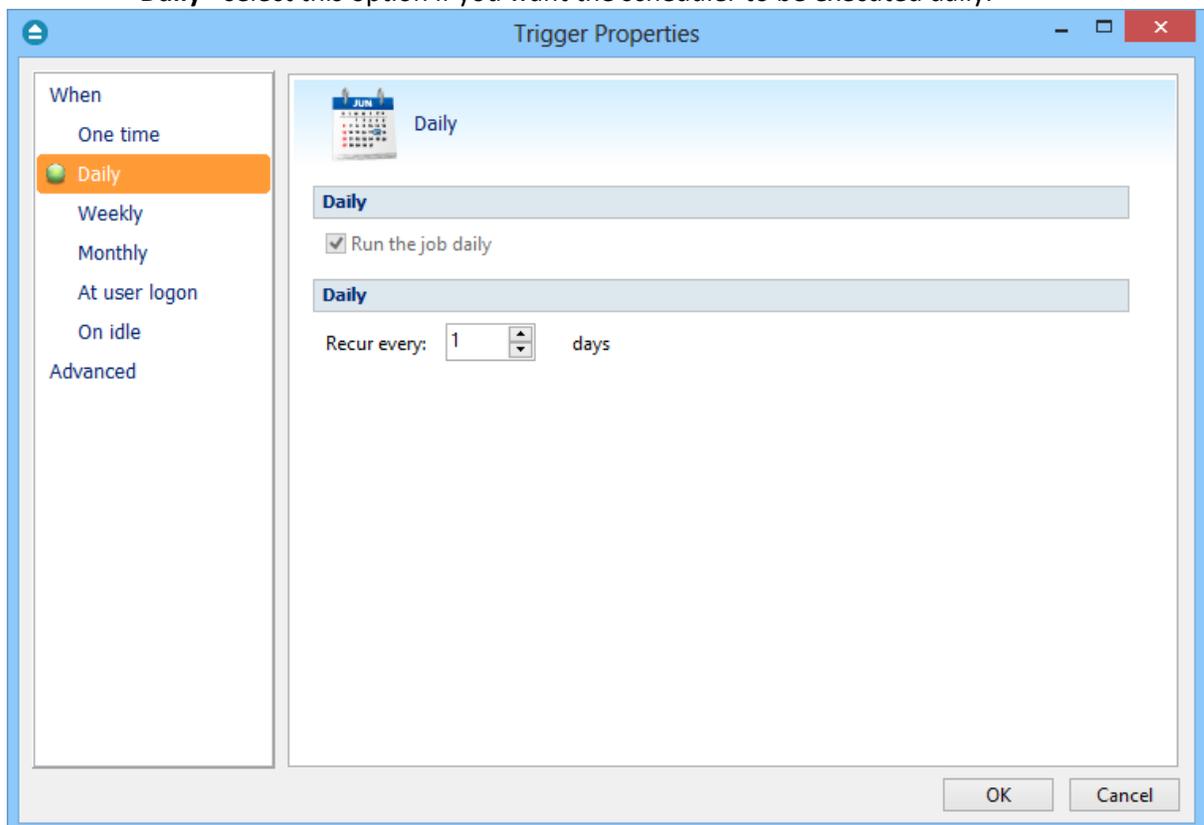
Select the recurrence option you want to use.



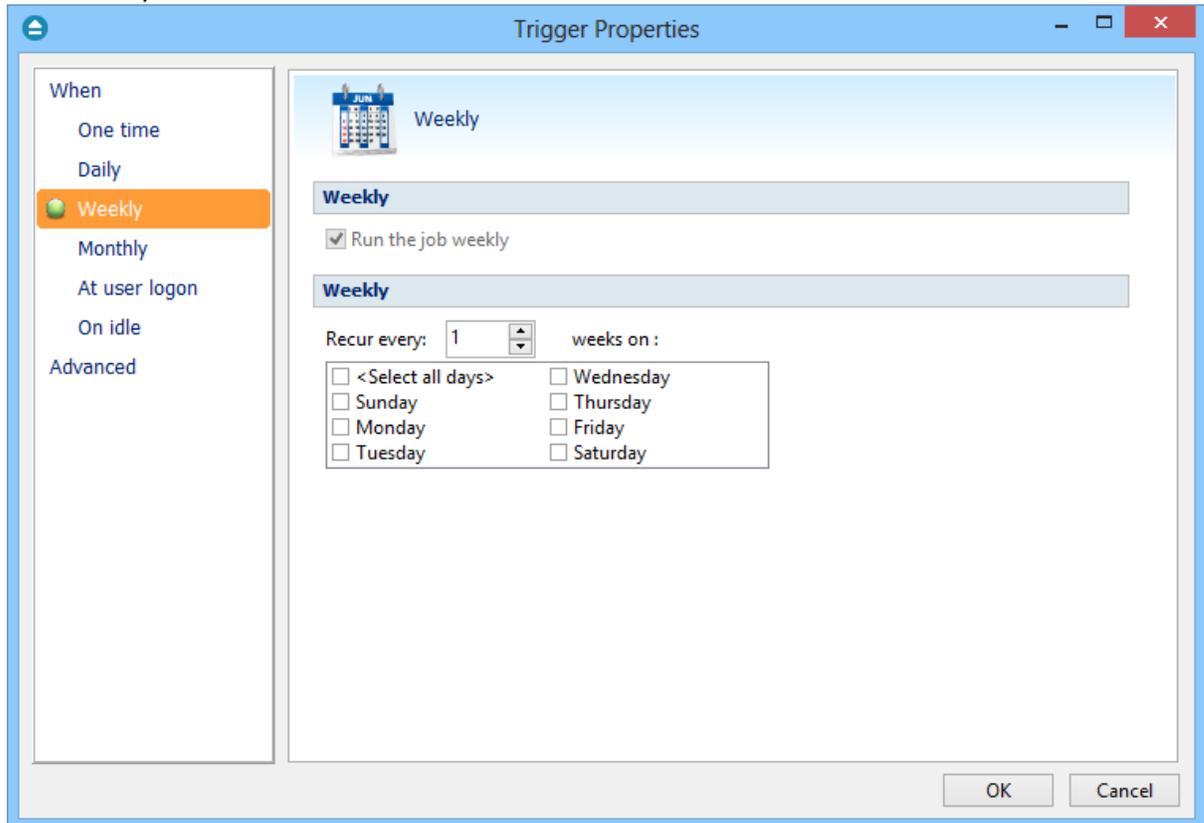
- **One time** - select this option if you want the scheduler to be executed only one time



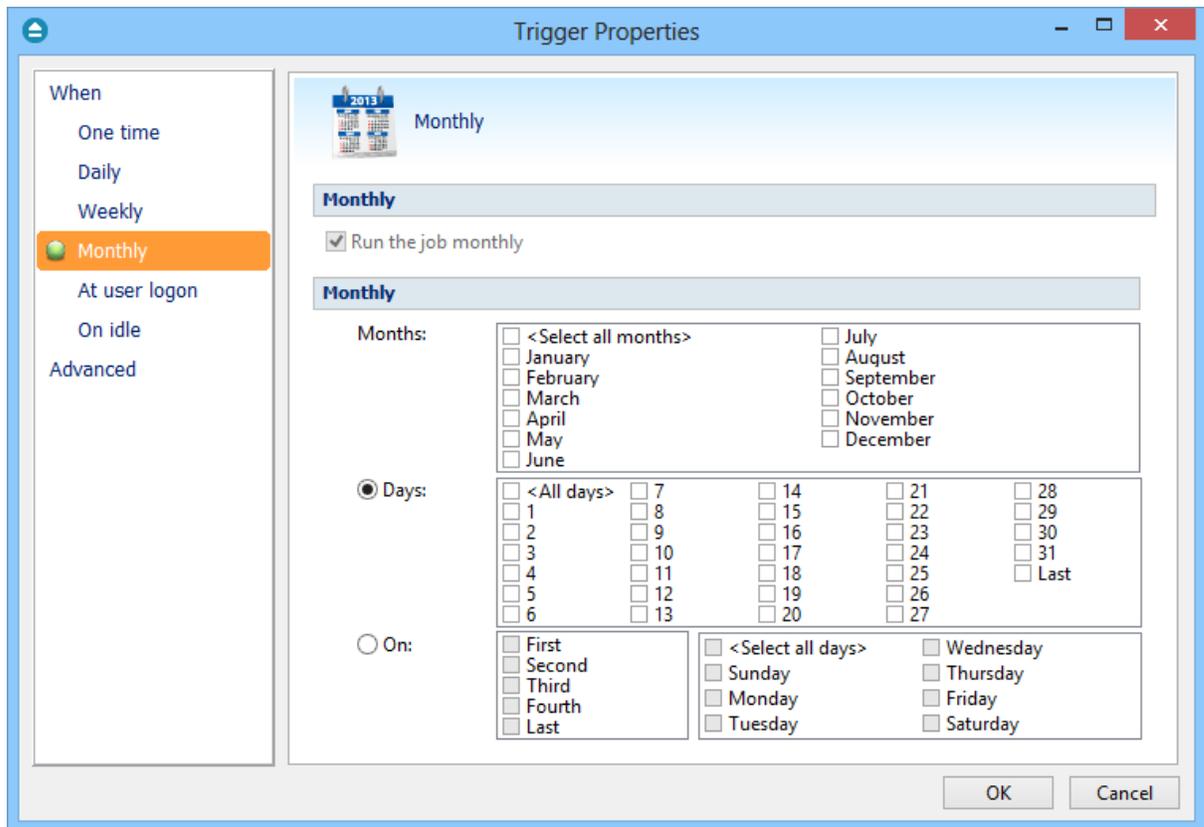
- **Daily** - select this option if you want the scheduler to be executed daily.



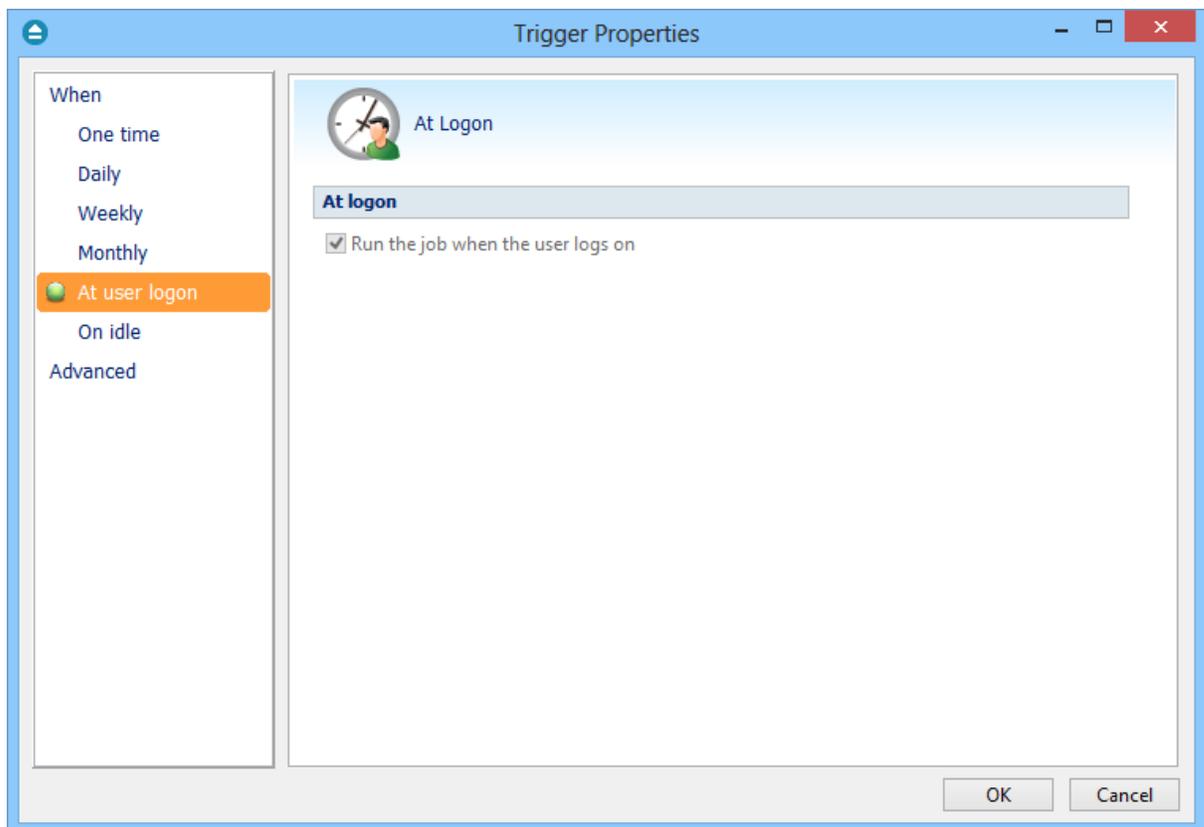
- **Weekly** - select this option if you want the scheduler to be executed weekly on the days you select.



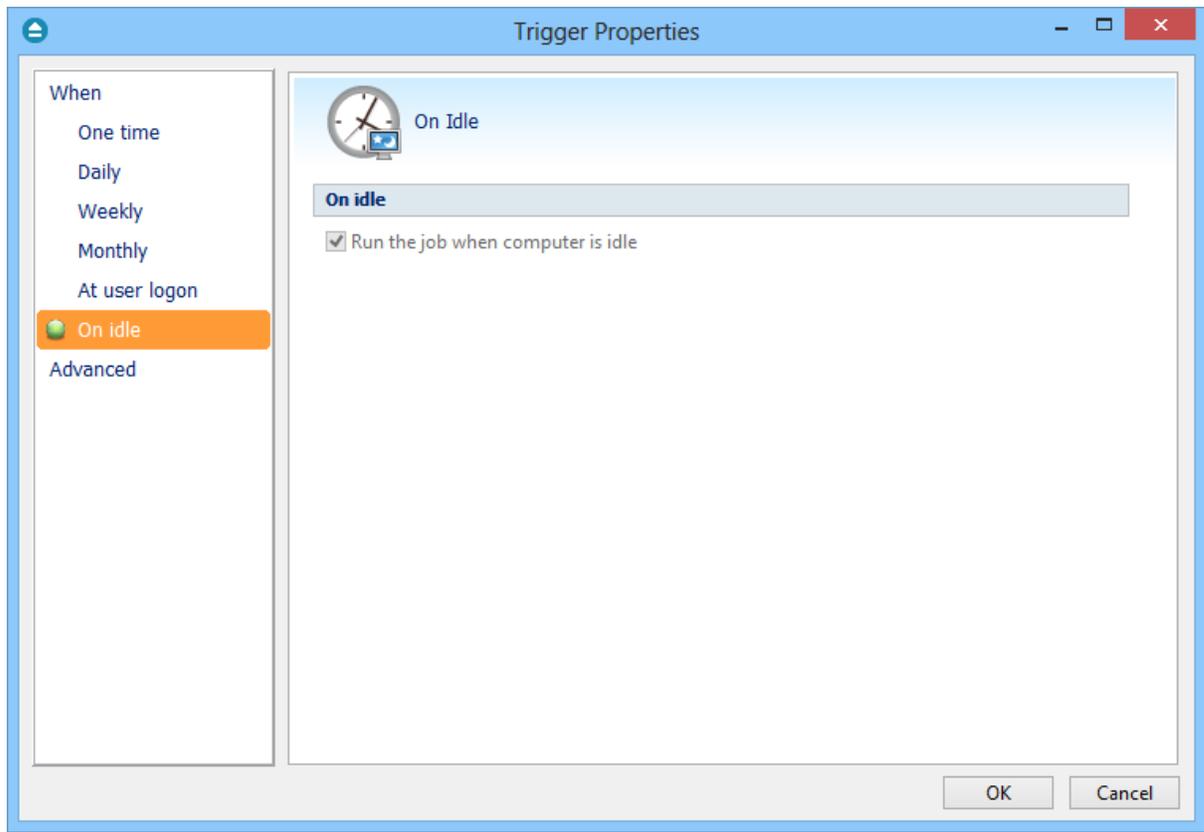
- **Monthly** - select this option if you want the scheduler to be executed monthly on the months and days you select.



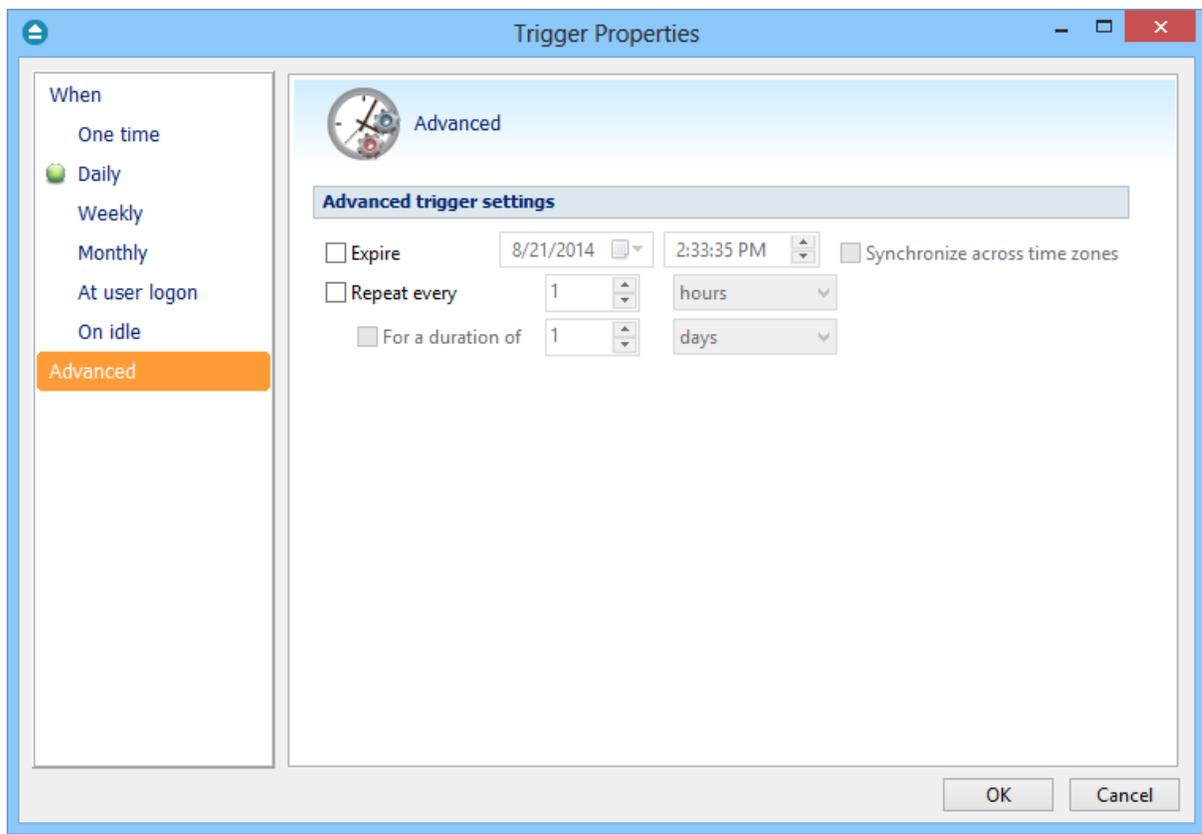
- **At user logon** - select this option if you want the scheduler to be executed every time at user logon.



- **On idle** - select this option if you want the scheduler to be executed when the computer is idle.

**Advanced**

On this page, you can set the expiration date and time or the repeat frequency.



**Run task as soon as possible after a scheduled start is missed**

Use this option to run missed tasks as soon as possible.

**Wake the computer to run this task**

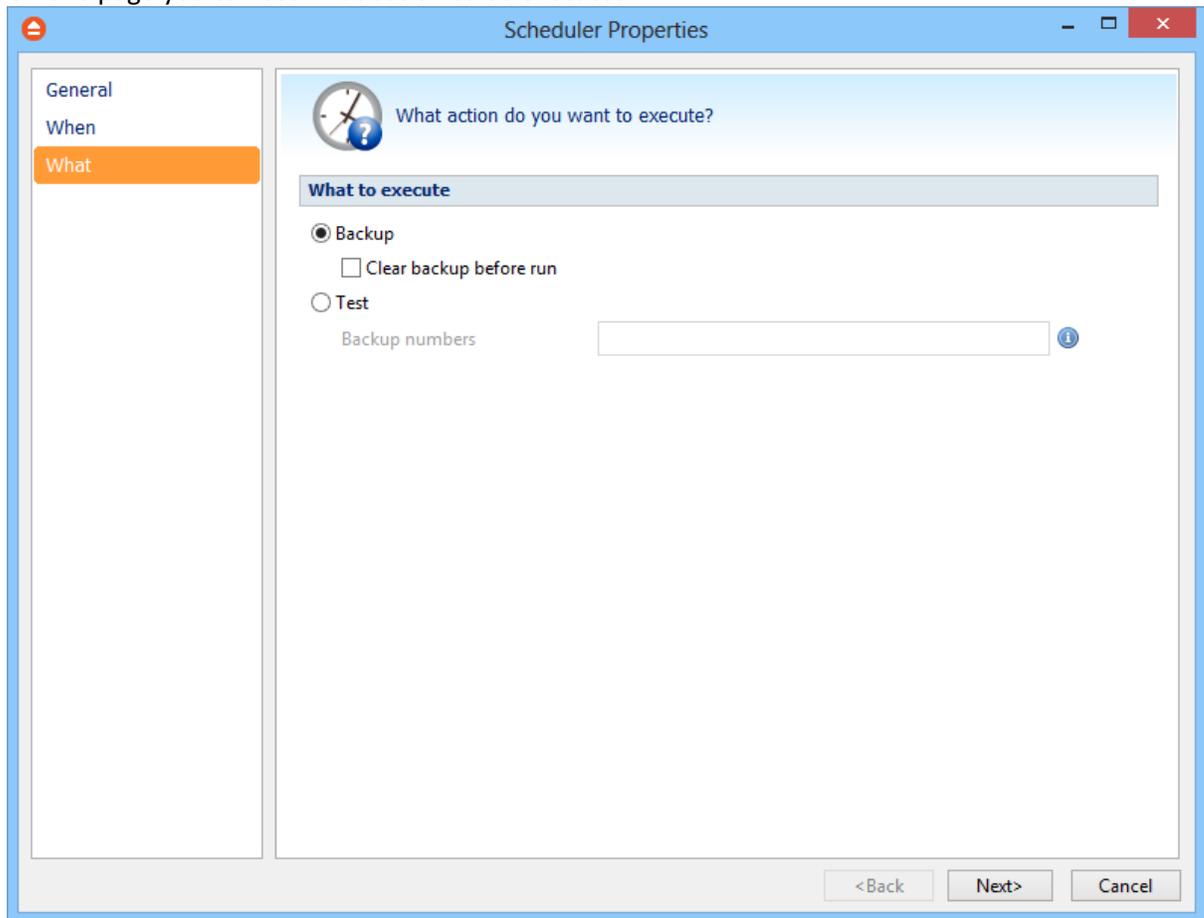
Use this option to wake the computer from sleep mode at the scheduled time.

**Start the task only if the computer is idle for**

Use this option to indicate how long to wait when the computer is idle before the scheduled task starts.

### 6.9.3 What

On this page you can set what action to be executed.



#### What to execute

- **Backup**

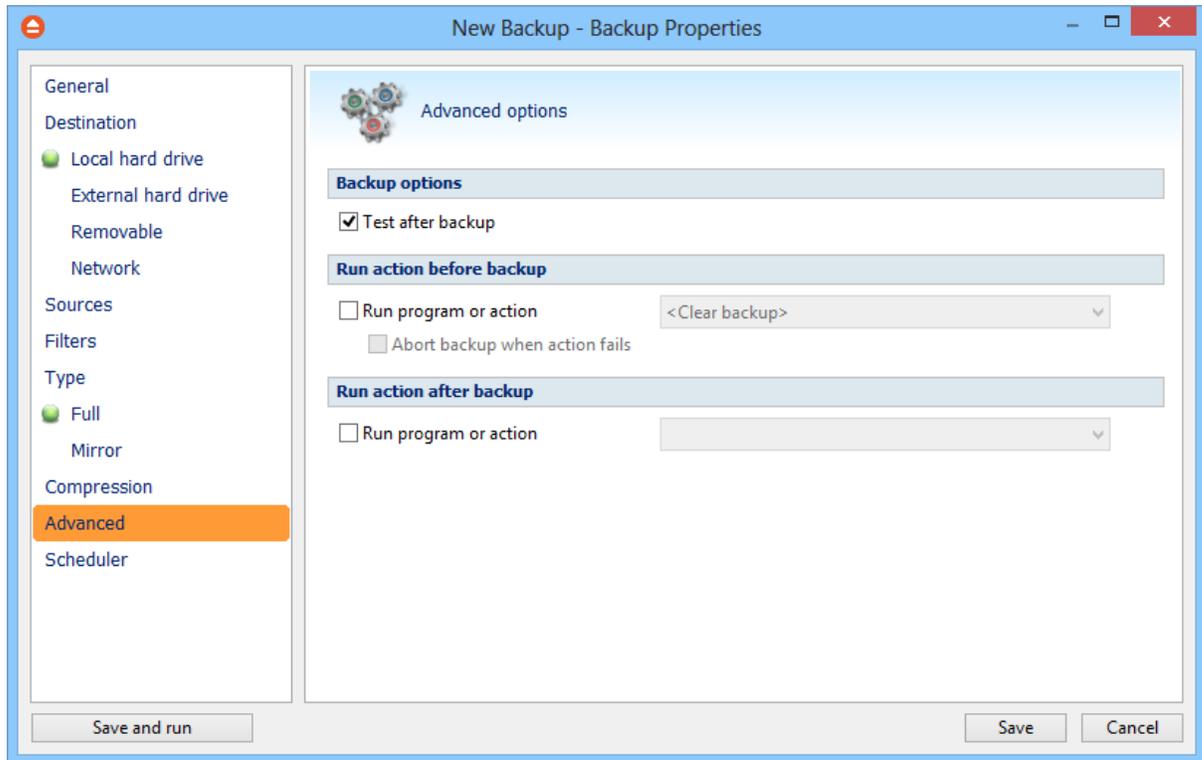
- **Clear backup before run**

- If this is checked, FBackup will first delete the ".fkc" file and all zip files associated with the current backup job and after that execute the scheduled backup.

- **Test** - you can schedule a test operation instead of a backup.

## 6.9.4 Advanced

Options on this page affect the way a particular backup job is executed.



### Backup options

#### **Test after backup**

If this option is set FBackup will test the resulting backup for data integrity after every backup process. Only the latest backup number will be tested after the backup execution.

#### Run action before backup

##### **Run program or action**

Check this option and select one of the predefined actions. FBackup waits until the action is finished before proceeding with the actual backup process.

The **<Clear backup>** predefined action deletes the ".fkc" file and all zip files associated with the current backup job.

##### **Abort backup when action fails**

User can check this option to abort the backup if the action ran before the backup failed.

#### Run action after backup

##### **Run program or action**

Check this option and select one of the predefined actions. FBackup does not wait for the action to

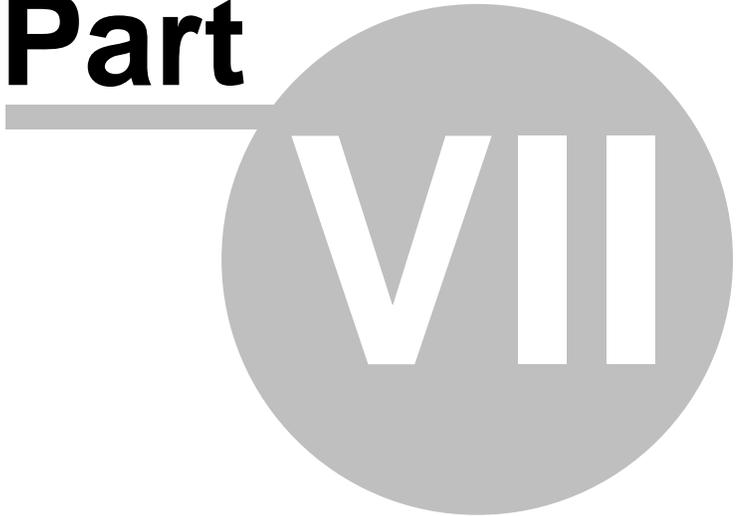
be finished before proceeding.

Available predefined actions:

- **<Stand by>** - The computer will enter in the **Stand by** state after the backup is executed.
- **<Hibernate>** - Computer enters in **Hibernate** (if available) after the backup execution.
- **<Log off>** - Closes all applications and **logs off** current user. When force parameters is set (example: <Log off /f>), the system will force applications to be closed. Force parameter might cause some applications to loose unsaved data.
- **<Shut down>** - **Shuts down** the computer. When force parameters is set (example: <Shut down /f>), the system will force applications to be closed. Force parameter might cause some applications to loose unsaved data.

# Restore Wizard

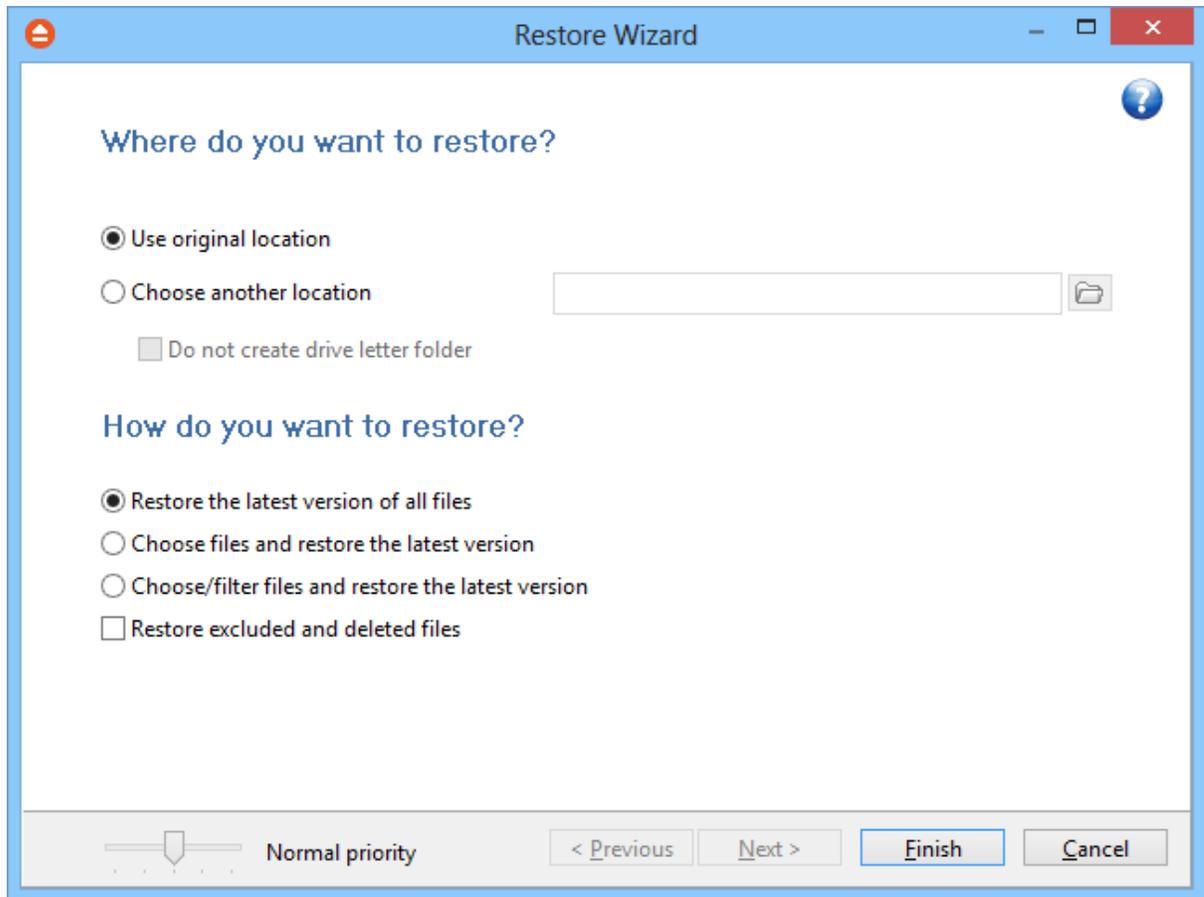
**Part**



## 7 Restore Wizard

### 7.1 Where and how to restore

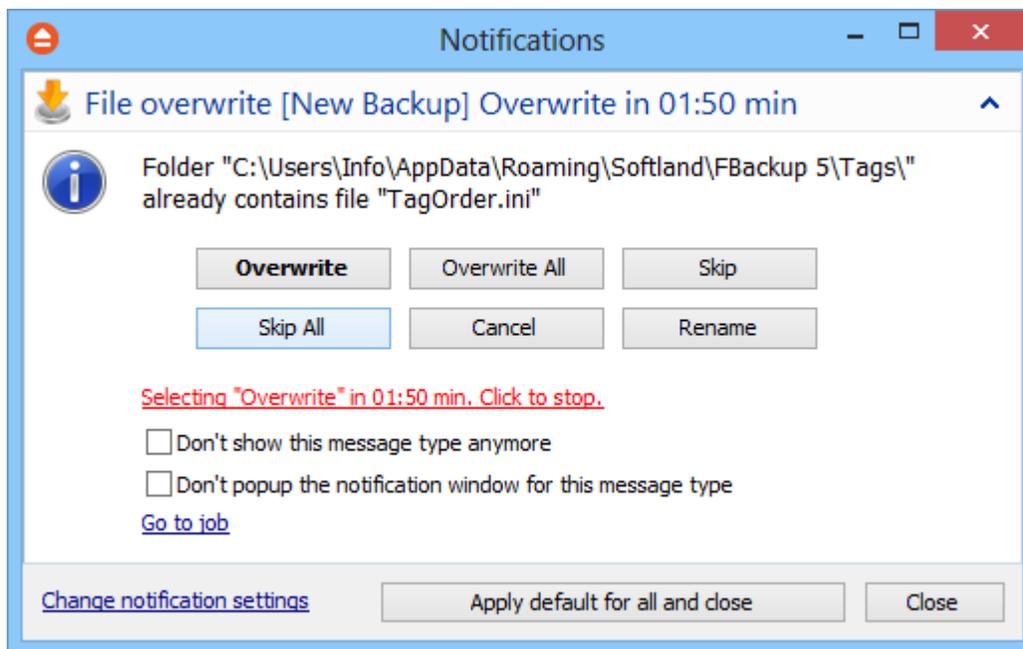
Using the **Restore Wizard** you can restore from a backup job. In the first step you can choose the destination, the priority of the execution and customize the restore operation if you wish.



#### Where do you want to restore?

##### **Use original location**

Copies the files from the zip backup into the original location. If a file with the same name already exists, a dialog will be shown prompting for an action before the restore can continue.



#### **Choose another location**

Copies files from the zip backup to a different folder. If selected, you can choose a different folder to restore files from the backup.

#### **Do not create drive letter folder**

If checked, FBackup will restore the files in the designated location using the original directory structure. If you select this option and you have files from multiple drives, some files might get overwritten. For example, if you backed up your **Users** folder from your **C** drive, when you restore it to a different location having the **Do not create drive letter folder** unchecked, FBackup will first create a folder named **C** and in it place the **Users** folder. If you would have checked the **Do not create drive letter folder** option, the folder named **C** wouldn't have been created.

#### **How do you want to restore?**

##### **Restore the latest version of all files**

FBackup will restore the latest version for all the files in the backup.

##### **Choose files and restore the latest version**

FBackup will restore the latest version for all the files in the backup. You will be able to filter the files using the **Preview** page.

##### **Choose/filter files and restore the latest version**

FBackup will restore the latest version of the files. Files that are excluded from backup are not restored. Check the status of the files in the **Explore** view of the main screen.

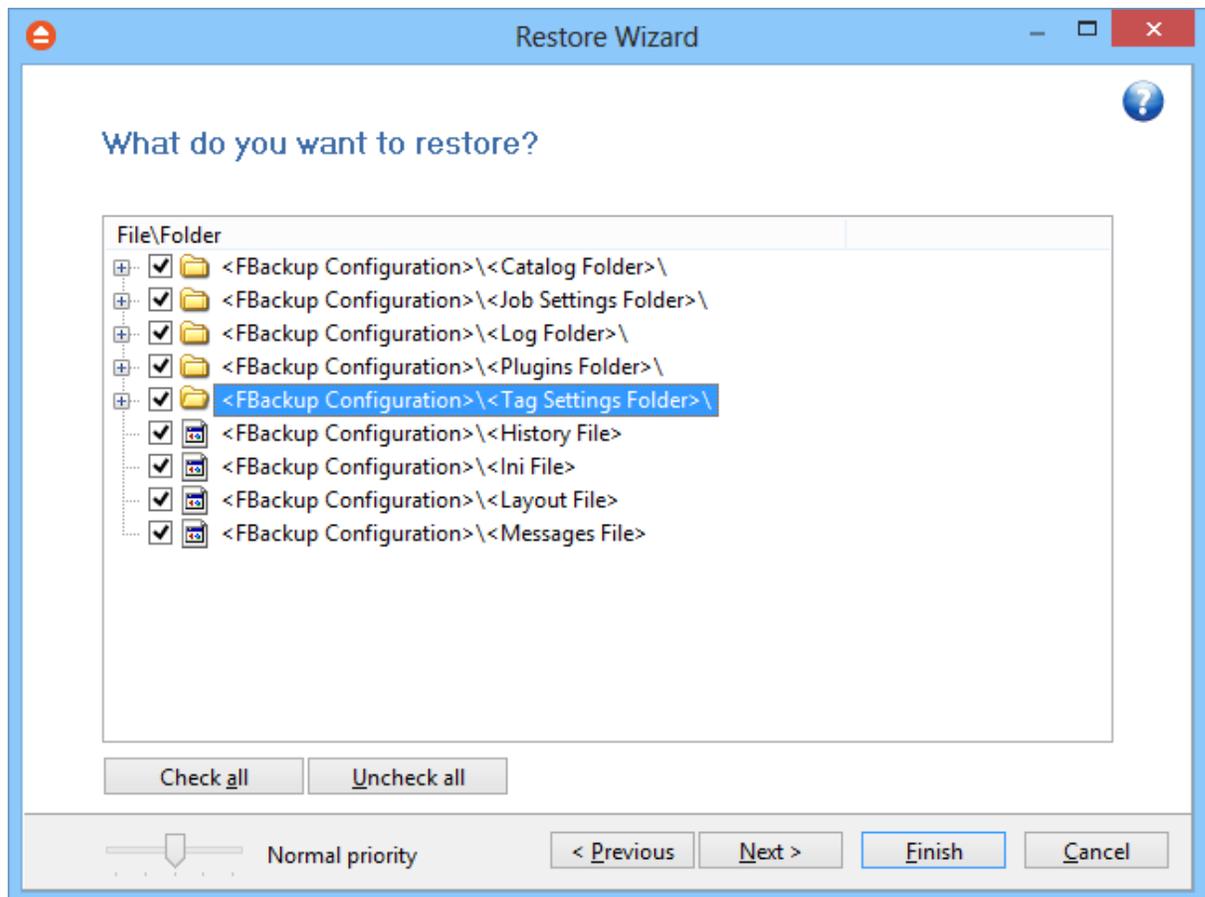
##### **Restore excluded and deleted files**

If this option is checked, the latest version of all files will be restored, even if these files were

excluded from the backup.

## 7.2 What do you want to restore

This is the second step of the **Restore Wizard**. It appears only for **Choose files and restore from the latest version**, **Choose/filter files and restore the latest version** options.



You can uncheck the files you don't want to restore. By default, all files are checked.

## 7.3 Do you want to filter the files

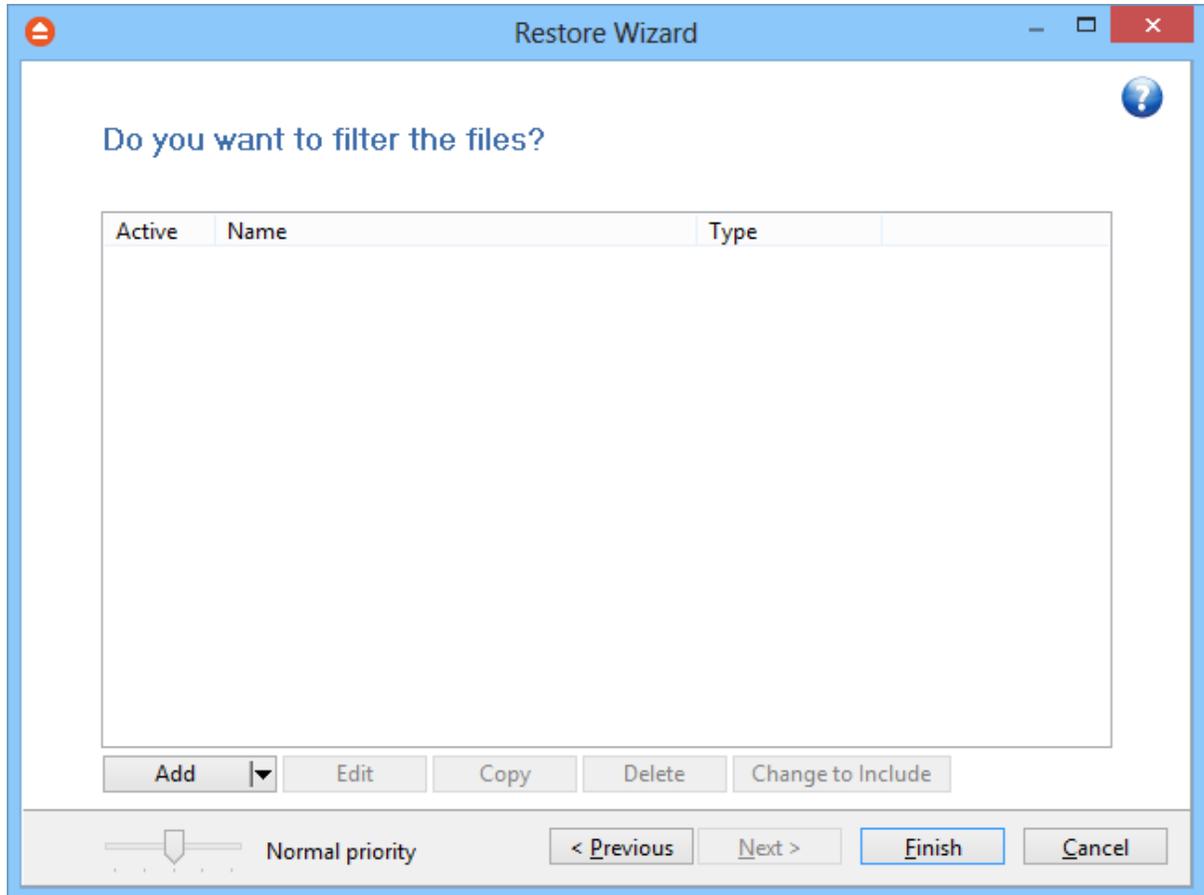
This is the third step of the **Restore Wizard** for **Choose/filter files and restore the latest version** restore type. You can filter the files to be restored.

Its behavior is the same as the **Filters** page of the **New Backup Wizard** or the **Backup Properties** window, except that the process is restore and not backup.

The **Filters** page defines files filters to be applied to files that are going to be restored. Only files and

folders that match the filters will be restored.

You can add include or exclude filters. By default all files are included in the list to be restored.



The system selects only files that match the include filter and do not match the exclude filter. This means the exclude filter is more powerful: if a file satisfies both include and exclude filters, it will not be processed by the system.

Include and exclude filters are composed from filter restrictions:

- two or more filter restrictions in the include filter means that a file must satisfy at least one restriction to be restored.
- two or more filter restrictions in the exclude filter means that a file must satisfy any restriction to be excluded.

In the **Type** column you can see if the filter is for include or exclude. To change the filter type, press the "Change to Include" or "Change to Exclude" button.

You can manage filter restrictions using the buttons:

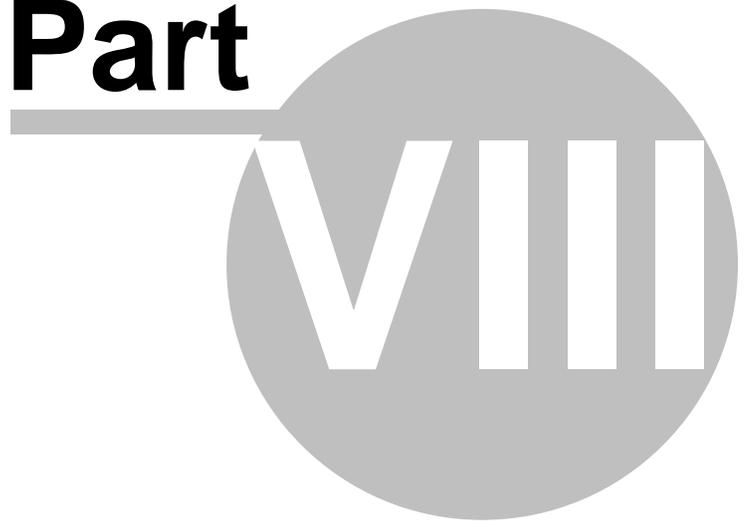
- **Add include** - this will open a new window from where you can add a new restriction to the list of include filters.
- **Add exclude** - this will open a new window from where you can add a new restriction to the list of exclude filters.
- **Edit** - will open the same window as **Add**, with the selected filter's properties. You will be able

to modify the selected restriction.

- **Copy** - will create a copy of the selected filter.
- **Delete** - will delete the selected filter from the list.

# File Filtering

**Part**



## 8 File Filtering

### 8.1 Overview

File filtering in FBackup provides an intuitive way to define what files and folders to back up or restore.

#### Select Folders and Files for filtering

The files can be filtered when added to backup. On the Backup Properties->Sources page each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

After applying filters, each file and folder is shown in the tree with a checkbox in front of it. If you uncheck it, the file or folder will be excluded from the backup or restore process.

#### Filter

The role of the filter is to restrict the files from the sources or destination that will participate in the backup or restore process. The filter actually consists of two filters: the include filter and the exclude filter.

**Include** filter shows which files will be included in the backup or restore process. If the filter type is "Include", it means the files which match the filter will be included in backup.

**Exclude** filter shows the files that will be excluded from the backup or restore. If the filter type is "Exclude", it means the files which match the filter will be excluded from backup.

You can change the filter type from Include to Exclude or from Exclude to Include if you press the "Change to Include"/"Change to Exclude" button. If no filters are defined, then all the files and folders from sources will be backed up or restored.

### 8.2 File Filter

The **Edit file filter item** window is shown every time a file filter restriction is added or modified. It can be opened by pressing the **Add** button from the **Filters** page (New Backup Wizard, Backup Properties, Restore Wizard window or Files->Options) or the **Edit** button (if filters are already defined).

The screenshot shows a configuration window for file filtering. It has two tabs: 'General' and 'File name'. The 'General' tab is selected and contains a text input field labeled 'Filter name' with the text 'New filter configuration'. The 'File name' tab is also visible and contains a checkbox labeled 'Enable' which is unchecked. To the right of the checkbox is a large empty rectangular area, likely a list of filters. To the right of this area are three buttons: 'Add', 'Edit', and 'Delete'.

### General

In the **Filter name** field you can type the name of the created filter. By default, the "New filter configuration" name is assigned. If you use an existing filter, the name of that filter is used.

### File name

Enabling this will allow defining filters based on file name pattern.

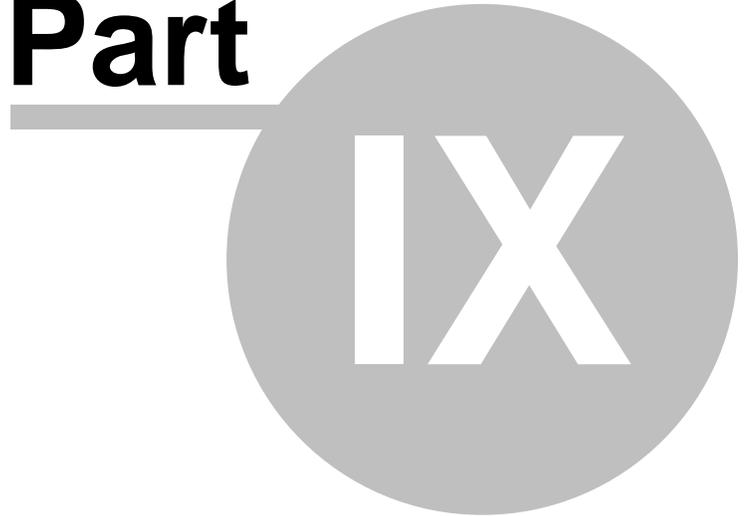
Press **Add** and select an existing file extension from the **Filter** combo (\*.doc, \*.pdf, \*.zip etc.). If the extension does not exist in the combo, just type it in and press OK. You can use the **Edit** or **Delete** buttons to modify/remove the file name filters defined.

**File name patterns** can include:

- **\*** - it matches one or more letters. For example **a\*.doc** matches all files that start with **a** and have **.doc** extension
- **?** - it matches only one letter. For example **a\*.do?** matches all files that start with **a** and have any extension composed of three letters, the first two being **do**

**Options**

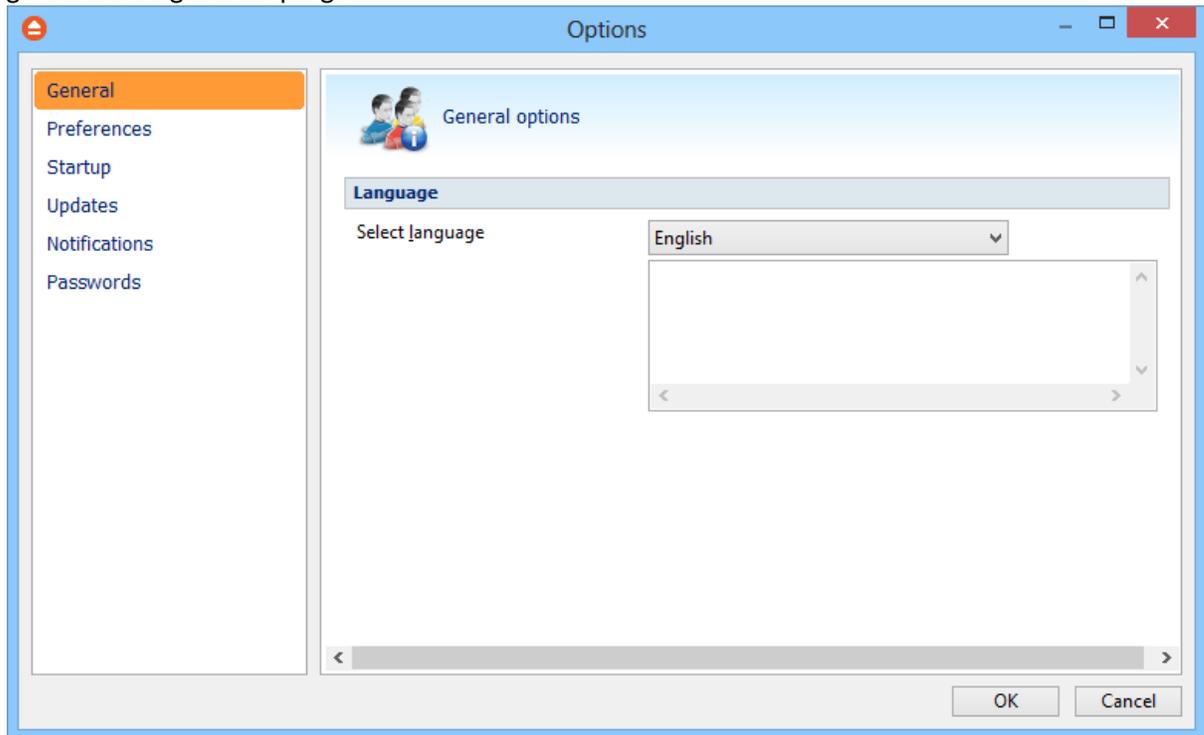
**Part**



## 9 Options

### 9.1 General

The **General** page of the **Options** window (accessible from the File, Options menu item) contains general settings of the program.



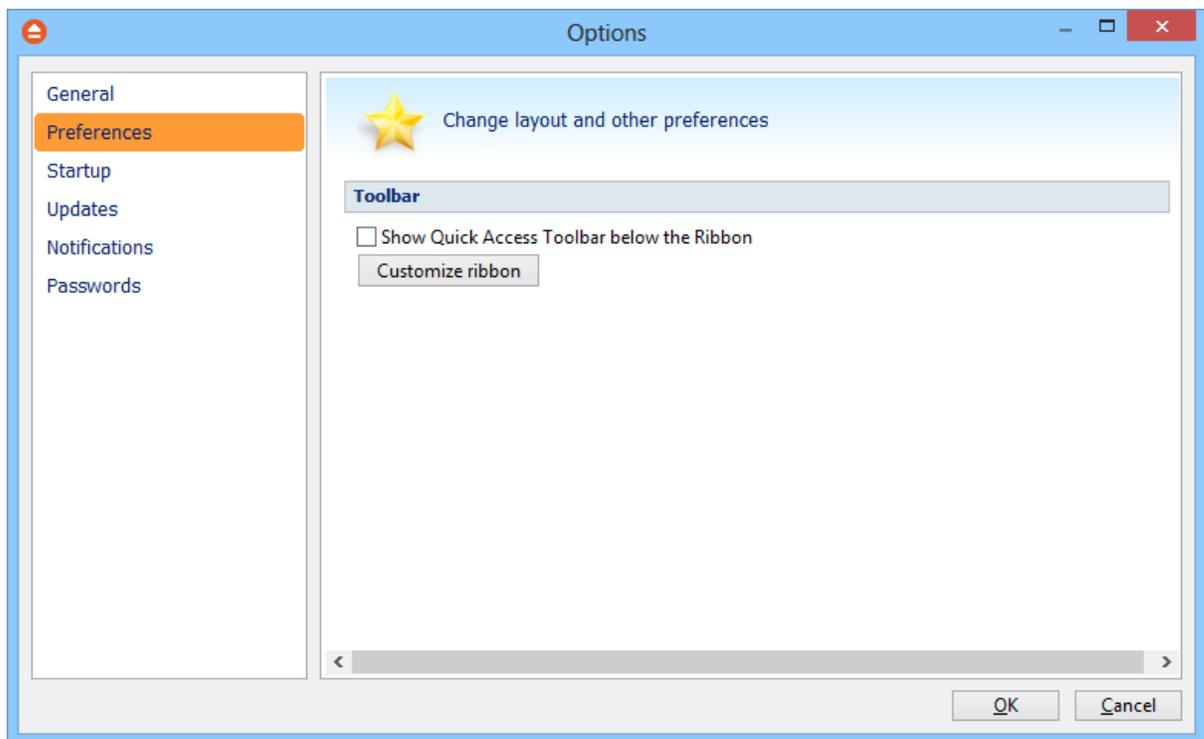
#### Language

In the **Language** section you can select the language of the program interface by choosing another one from the drop down list. Only the languages that were installed with the program are displayed. The language of the interface changes only after the **Options** window is closed by pressing the **OK** button. The selected language is kept as long as you don't change it or it becomes invalid due to software updates.

The text box below the **Language** field shows details about the selected language (like translator name and contact information).

### 9.2 Preferences

The **Preferences** page of the **Options** window (accessible from the File, Options menu item) contains settings related to the display of the **Toolbar** menu.



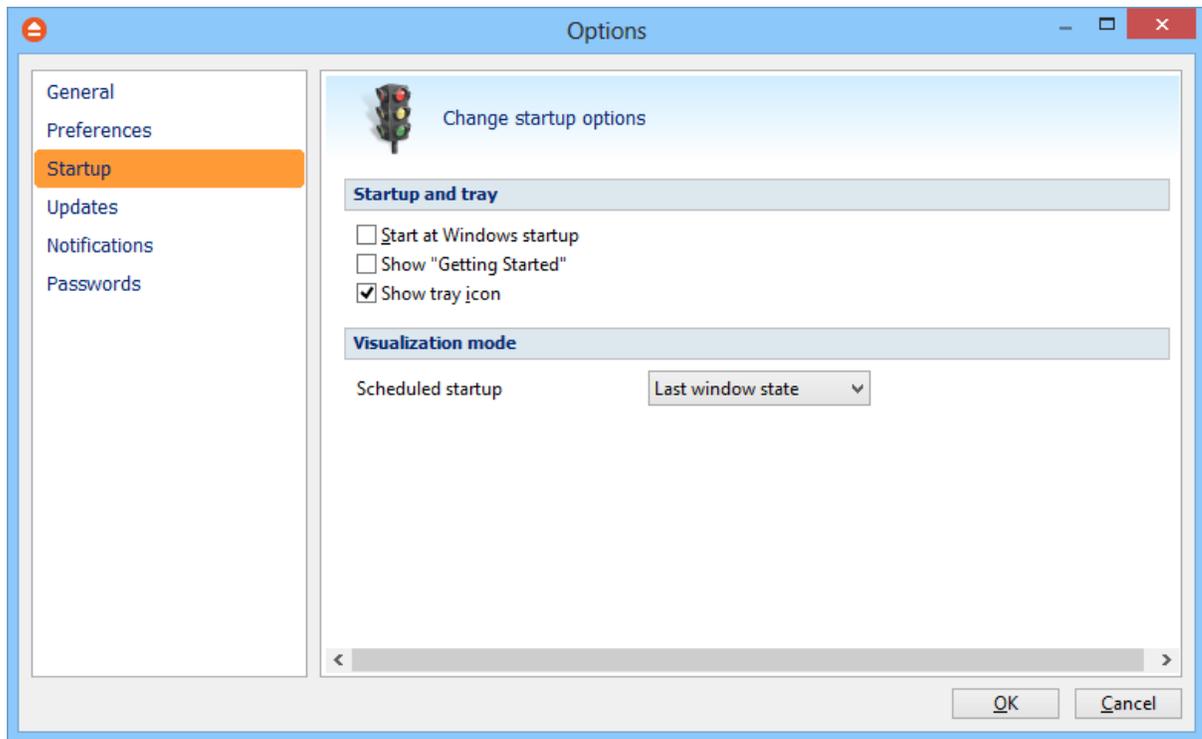
### **Toolbar**

#### **Show Quick Access Toolbar below the Ribbon**

If checked, the Quick Access Toolbar will be shown below the ribbon menu. By default it is not checked.

## **9.3 Startup**

The **Startup** page of the **Options** window (accessible from the File, Options menu item) contains startup related settings of the program.



### Startup and tray

#### **Start at Windows startup**

If checked the program is started when Windows starts. By default this option is not checked.

#### **Show "Getting Started"**

If checked, the "Getting Started" window is displayed when you start FBackup.

#### **Show tray icon**

If checked the program icon is displayed in the Taskbar Notification Area.

### Visualization mode

**Scheduled Startup** - You can select the way FBackup's main window will be displayed when a scheduled backup starts it. The options are: Last window state, Minimized, Normal and Maximized.

## 9.4 Filters

On the Filters page of the **Options** window (accessible from the File, Options menu item) you can add, edit or delete filters. The filters created here can be found as global filters all over the application: in New backup wizard or in Backup Properties.

## General

### **Filter name**

Type a name for the filter to be recognized when you want to use it later.

### **File name**

Enabling this will allow defining filters based on file name pattern.

Press **Add** and select an existing file extension from the **Filter** combo (\*.doc, \*.pdf, \*.zip etc.). If the extension does not exist in the combo, just type it in and press OK. You can use the **Edit** or **Delete** buttons to modify/remove the file name filters defined.

**File name patterns** can include:

- **\*** - it matches one or more letters. For example **a\*.doc** matches all files that start with **a** and have **.doc** extension
- **?** - it matches only one letter. For example **a\*.do?** matches all files that start with **a** and have any extension composed of three letters, the first two being **do**

### **Folder name**

Enabling this will allow defining filters based on folder name pattern.

Enter the directory name that you want to filter in the following format: **\*\directory\_name\\*** . FBackup will apply the filter to all the directories that are called **directory\_name**. If you want to apply the filter to directories containing a specific word, you must enter it in the following format **\*\\*keyword\\***. Now FBackup will apply the filter to all the directories that have the word **keyword** in their names. You can use the **Edit** or **Delete** buttons to modify/remove the folder name filters defined.

You can also use environment variables when creating filters: %temp%, %SystemRoot% etc.

### **File attributes**

This section allows the user to specify file filters depending on the file attributes. To enable the filter options in this section you have to check the **Filter by attributes** option.

There is a list of quick sets to choose for predefined filter criteria:

- **None** - if this is selected all the file attributes check boxes are unchecked
- **Custom** - this is the default option and allows you to check whatever attributes you want
- **FAT attributes** - if this is selected, a set of **File Allocation Table attributes** will be used for file filtering
- **NTFS attributes** - if this is selected, a set of NTFS (New Technology File System) attributes will be used for filtering. Note that these attributes are available only on Windows XP and above.

File attributes available for file filters:

- **Read-Only** - if checked files with **read-only** attribute will be selected

- **Archived** - if checked files with archived attribute will be selected
- **Hidden** - if checked files with hidden attribute will be selected
- **System** - if checked files with system attribute will be selected
- **Compressed (only NTFS)** - if checked files with compressed attribute will be selected
- **Temporary (only NTFS)** - if checked files with temporary attribute will be selected
- **Encrypted (only NTFS)** - if checked files with encrypted attribute will be selected
- **Not indexed (only NTFS)** - if checked files with "not indexed" attribute will be selected
- **Offline (only NTFS)** - if checked files with offline attribute will be selected
- **Reparse point (only NTFS)** - if checked files with **reparse point** attribute will be selected
- **Sparse file (only NTFS)** - if checked files with **sparse file** attribute will be selected

For example, if you want to include files with **read-only** and **archived** attributes set, you have to check both attributes checkboxes in a single restriction. If you want to include files with **read-only** or **archived** attributes set, you have to make two separate restrictions: one for **read-only** and another for **archived**.

### File dates

This section allows the user to build restrictions based on file dates and times. To enable options in this section, check the **Filter by date** option.

Filters in this section can be applied by selecting one of the available date filters:

- **date accessed**
- **date and time accessed**
- **date modified**
- **date and time modified**
- **date created**
- **date and time created**

You can compare these dates and times with a **fixed date** or a relative date: **today**, **yesterday**, **one week ago** or **one month ago**.

Comparison operators available:

- **< >** date (and time) not equal to fixed or relative date
- **< =** date (and time) less than or equal to fixed or relative date
- **> =** date (and time) greater than or equal to fixed or relative date
- **<** date (and time) less than fixed or relative date
- **>** date (and time) greater than fixed or relative date
- **in interval** - date (and time) in a particular time interval between the **Start date** and **End date**

### File size

This section provides the possibility to build restrictions based on the file size. To enable the options in this section, check the **Filter by size** option. You can enter a file size in the **Size** field and select a measurement **Unit**. The filter will compare the file size on disk with the size you enter using the comparison filters you selected:

- < > file size on disk not equal to the value in the **Size** field
- < = file size on disk less than or equal to the value in the **Size** field
- > = file size on disk greater than or equal to the value in the **Size** field
- < file size on disk less than the value in the **Size** field
- > file size on disk greater than the value in the **Size** field

## Settings

### **Show filter in the New Backup Wizard**

If checked, the current filter can be selected from the **Filters** list in **New Backup Wizard**.

### **Automatically add filter to new backup jobs**

If checked, the current filter will be automatically added to backup jobs you create. You can specify the default type as: include filter or exclude filter.

Using this option you can automatically exclude specific file types from your backups.

### **Example**

Suppose you want to backup (or restore) all **.pdf** files accessed in the last month and all **.doc** files modified in the last week, but you don't want to backup (or restore) system or hidden files.

Here are the steps to define this filter starting from the default filter:

- 1) Add a new restriction in the include filter: enable **File name**, add **\*.pdf** file pattern and set date accessed to be **greater than or equal to fixed date one month ago**; click **OK**
- 2) Add a new restriction: add **\*.doc** file pattern and set date and time modified to be **greater than or equal to fixed date one week ago**; click **OK**
- 3) Add a new restriction: enable **File attributes** and the **System** checkbox, then click **OK**
- 4) Add a new restriction: enable **File attributes** and the **Hidden** checkbox, then click **OK**
- 5) For the last two restrictions, check the **Use as exclude filter** boxes.

---

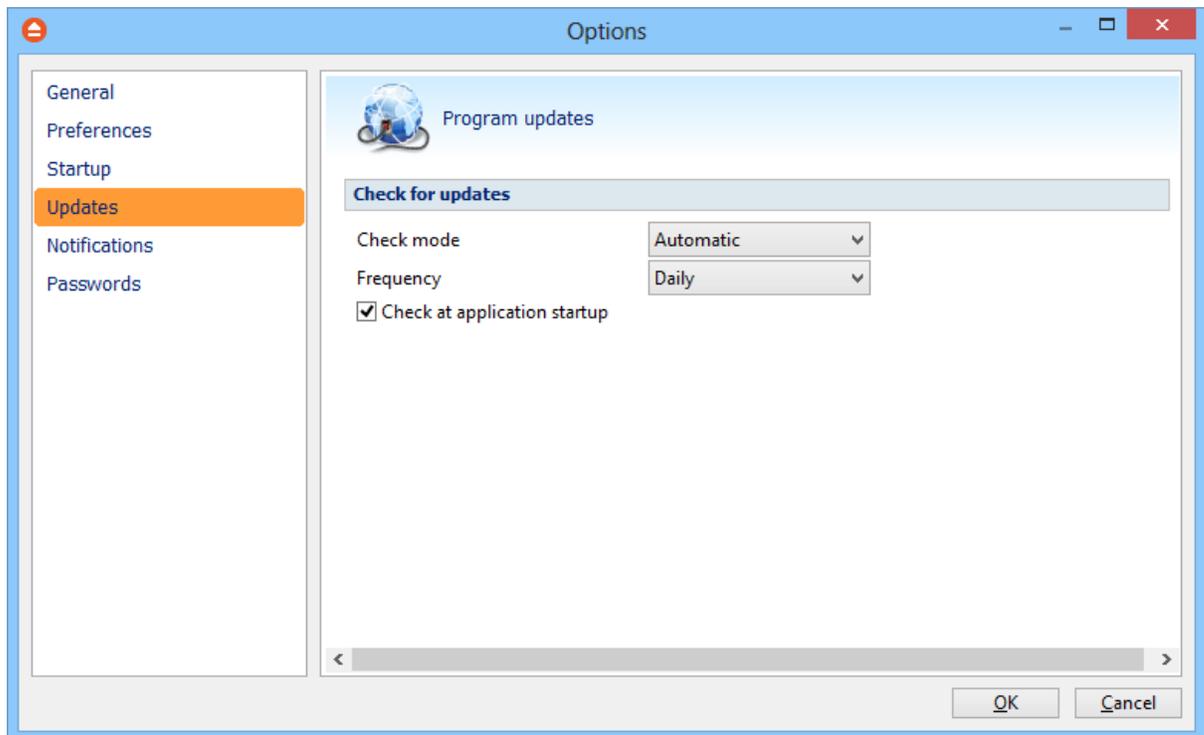
### ***Related Topics:***

- Options - General
- Options - Preferences
- Options - Startup
- Options - Application folder
- Options - Backup
- Options - Logs and history
- Options - Backup on demand
- Options - CD, DVD or Blu-ray
- Options - FTP
- Options - SFTP
- Options - Azure
- Options - Amazon S3
- Options - Email
- Options - Updates

Options - Notifications  
Options - Passwords

## 9.5 Updates

On the **Updates** page of the **Options** window (accessible from the File, Options menu item) you can configure FBackup when to check for updates.



### Check for updates

#### Check mode

User can choose one of these modes:

- **Manual** - user will manually check for new updates. This option is selected by default.
- **Reminder** - the program will remind you with the selected frequency to check for new updates
- **Automatic** - the program will automatically check for new updates with the selected frequency.

#### Frequency

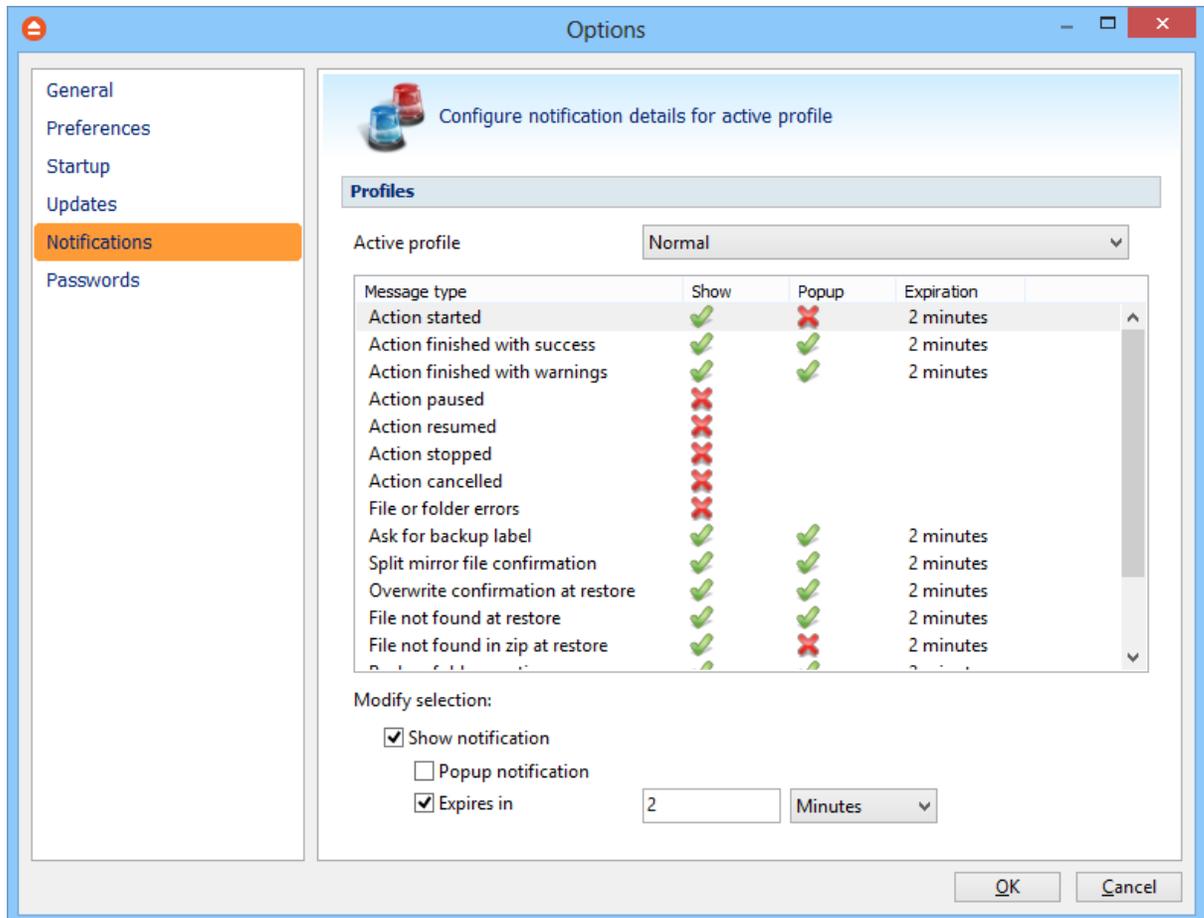
User can set the frequency for FBackup to remind or to automatically check for new updates.

#### Check at application startup

If checked, the program will check for new updates at application startup.

## 9.6 Notifications

On the **Notifications** page of the **Options** window (accessible from the File, Options menu item) you can configure the expiration time for each notification message type.



### Profiles

**Active profile** - Here you can select which profile to be used:

- **Silent** - no notifications will be displayed
- **Normal** - notifications will be shown for all basic actions
- **Verbose** - notifications will be shown for all actions
- **Custom** - user defined for which actions to display notifications

Here is the list of all message types:

- Action started
- Action finished with success
- Action finished with warnings
- Action paused
- Action resumed
- Action canceled

- File or folder errors
- Overwrite confirmation at restore
- File not found at restore
- File not found in zip at restore
- Backup folder creation errors
- Backup source not available warning

Select a message type to modify it. Here are the options available for each message type:

- **Show notification** - check this option if you want to see a notification message for the selected action
- **Popup notification** - check this option if you want the message to be shown in a popup window. Otherwise it will be shown in the FBackup status bar.
- **Expires in** - set the expiration time for the selected message type. By default is 2 minutes.

#### **Notifications window**

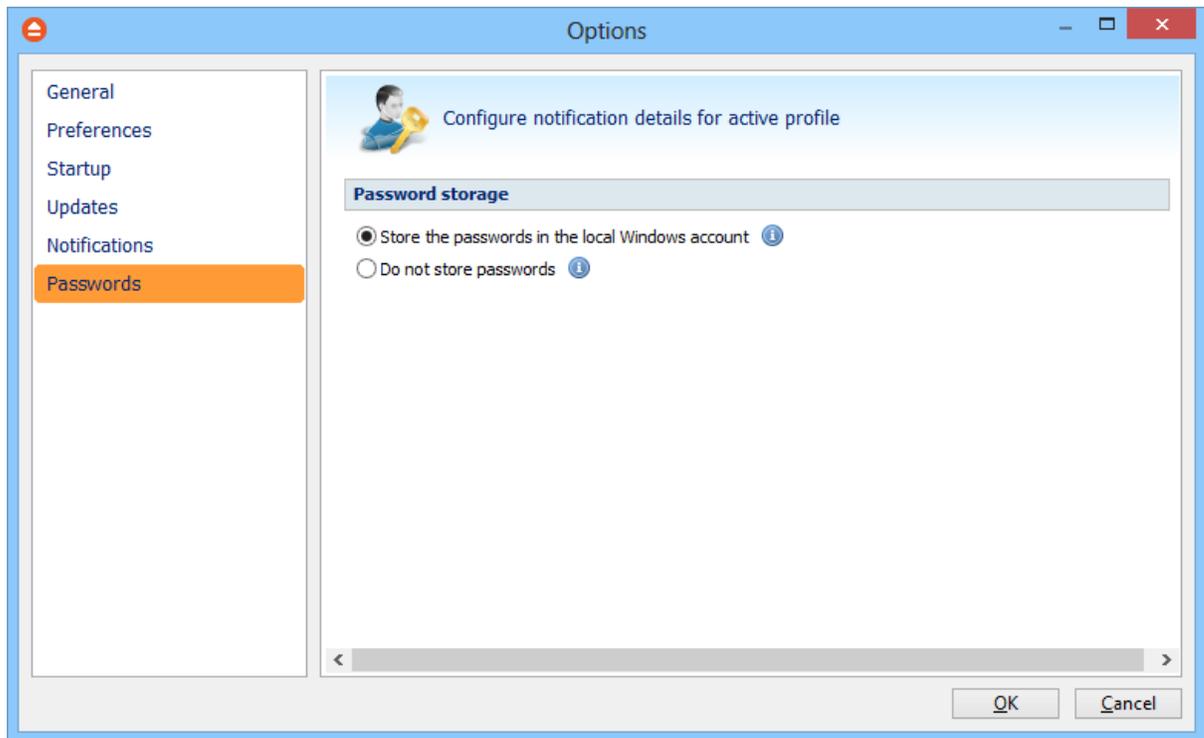
The notifications window shows different messages for user. There could be informal messages or actions required.

At the bottom there are 3 buttons: to show the notifications window from File->Options->Notifications, to expand all notifications and the last button to collapse all notifications.

You can also **Dismiss all** notifications or you can simply press **Close** to hide the notifications window.

## **9.7 Passwords**

On the **Passwords** page of the **Options** window (accessible from the File, Options menu item) you can configure how the passwords used in FBackup will be stored.



### Password storage

#### **Store the password in the local Windows account**

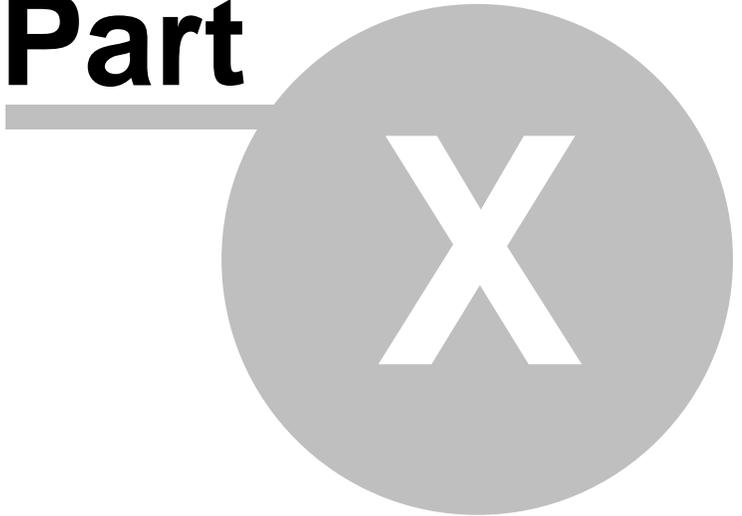
The passwords will be stored in local configuration files and retrieved automatically when executing an action. The passwords could be retrieved if your Windows account gets compromised. No passwords are stored in the destination folders.

#### **Do not store passwords**

The passwords will not be stored anywhere. You will have to enter the passwords everytime a job action starts. This is the most secure option.

**Help**

**Part**



## 10 Help

The Help page from File menu of FBackup contains information about the version and edition you have installed

### Support

#### **FBackup Help**

Before asking for support, please make sure you have installed the latest version of FBackup. Also visit our onlineForum, as it contains valuable information and your questions might already be answered there.

#### **Visit the support forum**

You can easily get support by visiting our support forum. Some questions might already be responded, but if you cannot find the answer for your problem you can ask for support on the forum.

#### **Need more features?**

Pressing this button will open a web page with a comparison between FBackup and our commercial edition: Backup4all.

### Tools for working with FBackup

#### **Options...**

Pressing this button will opens the **Options** window where you can customize language, display and other settings.

#### **Check for Updates**

Pressing the check for updates button will open the updates window showing the available updates.

### Register online

In **File->Help**, under Registration information section, you have the **Register online** link to be used for registering on our website.

**Changing the product key** will also open the **Activate application** wizard where you can use another key.

## 10.1 Activation

Activation allows verifying that your copy of FBackup is genuine and that it hasn't been used on more computers than the number of licenses purchased. It prevents this way software counterfeiting (intentional or unintentional).

#### **Buy Now**

If you don't own a product key for FBackup and want to purchase one, click on the Buy Now button. This will open the browser and allow you to buy a license. To test the application before purchasing

it, click on the Free trial button instead, to try it 30 days for free.

### **Enter key**

After purchasing a FBackup license you will receive an email that contains your Product key. To start using the application you'll have to validate the registration details by clicking on "Enter key" and follow the activation steps, where you will be able to activate online or manually.

### **Free Trial**

Before purchasing a license and activating it online you have the option of running a trial version of FBackup. The trial version has the same features as the paid version. Click on the Free Trial button to continue with the selection of editions.

## **10.1.1 Free Trial**

### **Use FBackup as trial for 30 days**

Before purchasing a license and activating it online you have the option of testing it for free. The trial version has the same features as the paid version and it will work for 30 days. To continue using it after the trial expires, you will have to purchase a license and activate it. Once the program is activated, you will be able to continue using FBackup without having to reconfigure anything extra. Follow the steps below to start your trial:

1. Open FBackup. The activation window will appear.

Pressing the **Free trial** button opens a new page where you can select which edition you want to use: Professional, Standard or Lite.

3. Press **Start trial** to restart the application and start using it.

## **10.1.2 Online Activation**

After you purchase a license you will receive an email with your licensing information. Using the license key received via email you can easily activate FBackup automatically if your computer is connected to the Internet. During the activation process your license key is verified online and after it is detected as valid you can start using FBackup.

1. Open the activation window from **File->Help**, by pressing the **Enter product key** under "Registration information".

2. In the activation window enter the product key and the registration name, then press **Activate online**.

3. A message appears that the application was activated successfully.

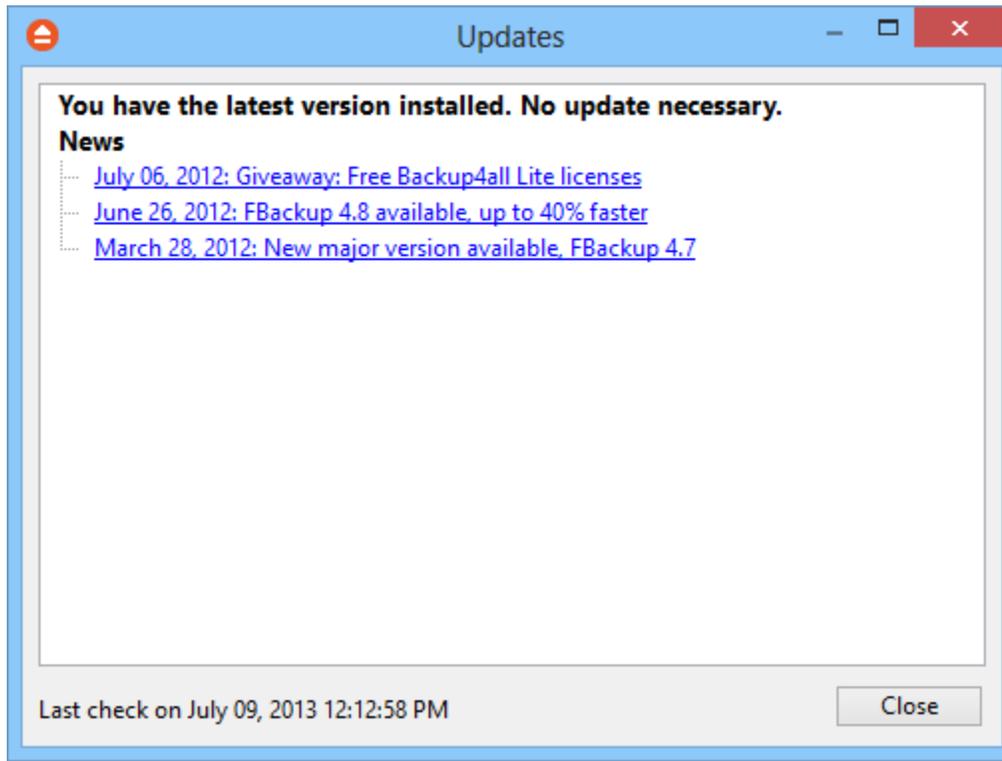
## **10.1.3 Manual Activation**

Online Activation requires a working internet connection to activate the program. However if your computer is not connected to the internet, you can still activate FBackup manually. You can use manual activation in the rare case when the automatic activation fails due to firewall issues or internet connection.

The manual activation process involves two computers: computer A, where FBackup is installed, and computer B, the one that has internet access. Follow the steps below to copy the activation file from computer A to computer B from where you can obtain the activation response:

1. Open FBackup (on computer A). The Activate application window will appear. If you previously used the trial, you need to open the activation window from **File->Help**, by pressing the "Enter product key" button.
2. Press "Enter key" button. Copy paste or type the key, then press Activate online. If the internet connection cannot be established, a popup message will appear asking you to retry or continue offline. Press the **Continue offline** button.
3. In the email received after you purchased FBackup, there is also a license .lic file attached. Download that license file and load it in the bellow step:
4. On the second step of the manual activation, you have two options:
  - **Email activation request.** Using this option, the default email client will open to send the activation request. After sending the activation request email, in a short moment you will get an email containing the activation file. Please load that file on the next page in order to activate the application.
  - **Save activation request.** Using this option, you will be asked to indicate the location where the activation request file will be saved. Take that file and go to Computer B where you have internet access. Load the file on [activate.backup4all.com](http://activate.backup4all.com) and press Activate. You will then have the option to download the activation response file.
5. In both cases you will get a activation response file that you need to load on the 3rd page of that activation wizard, then press Activate.
6. A message appears that the application was activated successfully. After finishing the activation wizard, FBackup will be restarted to apply the changes.

## 10.2 Check for updates



You can manually check for updates from **File->Help->Check for Updates**.

In the **Updates** window, you can see if there are any updates available and what is new in the update.

## 10.3 Legal notices

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