NTI BACKUP NOW PRO

Index

Welcome

About Backup Now Pro

Welcome to Backup Now Pro

This User's Guide is unified in that Windows 10/8.1/8/7/Vista share common information. In each section, and as required, notes have been included where there are particulars pertaining to Windows 10/8.1/8/7/Vista operation, performance, or use.

About *Backup Now Pro*

Backup Now Pro handles the backup of your important files. Its intuitive user interface allows you to instantly navigate your way around your computer to locate files easily and the familiar Windows interface makes backing up your valuable data easy. Featuring our EasySteps™ interface, backing up or restoring your files is a simple four-step process.

> Step 1 – Select what files to backup/restore;
>
> Step 2 – Select where to backup or restore the data;
>
> Step 3 – Select when you want the data backed up or how to restore.
>
> Step 4 – Review and submit the backup or restore job.

Backup Now Pro® now provides even more flexibility and power to meet your backup needs. New features include xml job format, job management monitor and data migration – all of this in addition to the extensive list of features provided in previous versions.

Backup Now Pro offers the following advantages, making it the best and easiest solution for backing up your valuable data:

- Backs up and restore files from NTI Cloud.
- Takes advantage of 32-bit power of Windows 10/8.1/8/7/Vista and supports long file names.
- Backup to CD-R/RW drives, DVD±R/±RW/±R DL/±RW DL/-RAM drives, jaz & zip drives and local and network attached hard drives.
- User selectable file level backup and restore.
- Supports new and changed file backups.
- Supports data compression.
- Backup data from any drive source connected to your computer.
- Backup and restore across multiple discs. (Media Spanning)
- Backup and restore across multiple hard drives. (Hard Drive Spanning)
- Backup and restore using an FTP server.
- Multi-burner support on CD & DVD devices. (Drive Spanning)
- Run backup jobs instantly or schedule them for later execution.
- Schedule backup jobs once or repetitively, on a daily, weekly or monthly basis.
- Append backup data or overwrite existing data on CD/DVD-RW devices.
- Exclude specific file types from file level backups.
- Backup and restore your personal computer profile (Profile Backup)
- Full backup and restore reporting.
- Time sensitive file replacements on restore operations.
- Restore data to alternate locations.

Basic Configuration and Setup

Toolbar

Toolbar buttons are used as shorthand for menu commands. Each toolbar button represents a frequently used command. The display of these buttons is context-sensitive in that only buttons relevant to the current context are shown and enabled.

**_Backup_** - Select this button to backup files.

Restore - Control what, where, and how *Backup Now Pro* will do a restore operation from the Restore Options dialog.

Migrate - Select how, what, and where to migrate data files.

Menus

All *Backup Now Pro* menus can be invoked by a single left-button click of a mouse on the menu title. Menu items are aligned on the left, with keystroke shortcuts (if applicable) displayed on the corresponding right side. The underlined character of a menu item, if pressed (through the keyboard), will have the same effect as if the menu item were selected with the mouse.
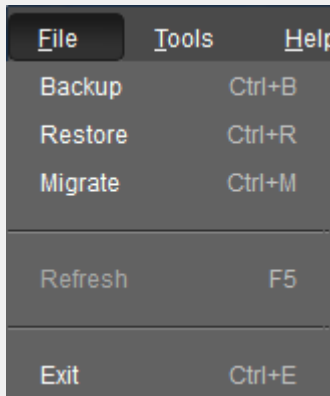
Backup - Switch *Backup Now Pro* to Backup mode.

Restore - Switch *Backup Now Pro* to Restore mode.

Migrate - Switch *Backup Now Pro* to Migrate mode.

Refresh - Refresh current window.

Exit - Close the *Backup Now Pro* program.
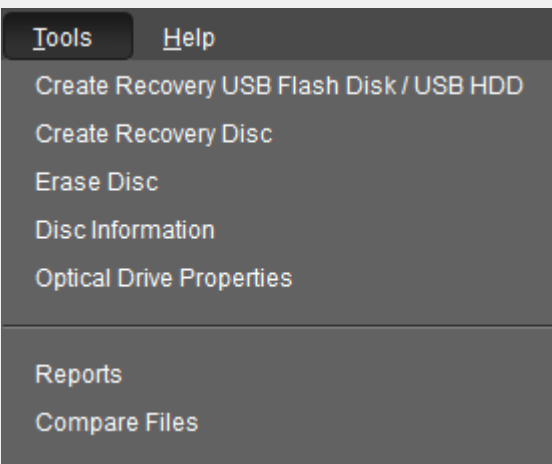
Create Recovery USB Flash Disk/USB HDD - Creates a bootable USB flash Disk or USB HDD which contains an image of your system partition.

Create Recovery Disc - Creates a bootable CD/DVD which contains an image of your system partition.

Erase Disc - Removes data on the disc.

Disc Information - Displays disc's type, status, and other information.

Optical Drive Properties - Shows optical drive's property information.

	Reports - Shows a completion report of every backup, restore or compare operation.

Compare Files - Select what and where to compare backup files. |
| Help
Help Topics

Register my NTI software

Backup Now Pro Home Page
Frequently Asked Questions Page
Software Update Download Page
Technical Support Page
About Backup Now Pro... | **Help Topics** - Display the *Backup Now Pro* online help system.

Register my NTI software - Links to NTI's website to register software.

Backup Now 6 Home Page - Links to Backup Now Pro product page.

Frequently Asked Questions Page - Links to Backup Now Pro FAQ's web page.

Software Update Download Page - Links to Backup Now Pro's update/download page.

Technical Support Page - Links to NTI's tech support page.

About Backup Now Pro - View the version number and program information about *Backup Now Pro*. |
| Backup Now Services   ▶
Launch Backup Now Pro

Help

Exit | Right-click *Backup Now Pro* icon on the system tray to access the Windows Services:

Backup Now Services - Select to start or stop *Backup Now* service.

Launch Backup Now Pro - Open *Backup Now Pro* application.

Help - Show help manual.

Exit - Close the *Backup Now Pro* application. |

Using Backup Now Pro

Getting Started

Getting Started

Getting Familiar with Backup Now Pro
The first thing that you will notice about *Backup Now Pro* is how it automatically customizes itself based on the operation you wish to perform. You can select from the Backup, Restore, Compare and Migrate operations with the click of a button from the main toolbar and *Backup Now Pro* does the rest.

EasySteps(TM) Interface
Backup Now Pro splits these into separate steps for ease of use.

	Backup - Select this button to backup files.

	Restore - Control what, where, and how _Backup Now Pro_ will do a restore operation from the Restore Options dialog.
	Migrate - Select how, what, and where to migrate files.

Viewing Your Backup/Restore Jobs

	Select _Continuous Backup_ for backing up specific files or folders on a continuous basis. You can select the number of previous file version to save, set default file names for backups or type a custom backup file name.
	Select _File Based Backup_ for specific folder or profile backup such as your personal Microsoft Outlook(R), My Documents, Favorites bookmark, installed windows fonts, and the contents of your Desktop.
	Select _Drive Based Backup_ for drive backups. A backup set can be saved on any CD or DVD recorder on your computer or any device that provides drive letter access installed or connected to your system, including network hard disk.
	Select _Cloud Backup_ for online backups. You will need to login to your NTI Cloud account in order to back up your files online.

Selecting files in Backup Now Using Backup Now Pro

Selecting files in Backup Now Pro

Backup Now Pro uses a Window's Explorer style view when you need to select specific files or folders for any step of the selected operation. The selection view is split vertically into two panes. The left pane, Collapsible Tree Pane, displays the system collapsible tree.

- The right pane, File Information Pane, displays detailed information about items selected from the system collapsible tree.
- Branches or nodes on the tree can be expanded or collapsed by clicking on the + or - to the left of the item or by double clicking on the item itself.
- The two panes may be resized horizontally by dragging the splitter bar between them.
- Dragging the splitter bar to the left will display more of the file information pane while reducing the visible portion of the collapsible tree pane.

The file information pane has four columns that display the file/folder name, its size, the file type and the last modified date. The files may be sorted on any one of these columns by clicking on the column header.

- By default, files are sorted alphabetically (ascending) by name. Click the Name column heading to sort them in descending order by name.
- Items listed in the file information pane may include a small checkbox to the left of their name indicating that they can be selected within _Backup Now Pro._ Simply click the box to include that item and all items below it in the file structure in the current operation. For example, if you check the box to the left of the C: drive icon, all files and folders on your C drive will be selected automatically.
- If you expand the C drive from the collapsible tree and then check the box to the left of the Autoexec.bat file then only the Autoexec.bat file is selected for the current backup, restore or compare operation.

✍ **To Select a file/folder:**

1. Navigate the collapsible tree to locate the desired file, folder or drive.

2. Check on the box to the left of the desired item.

✍ **To Deselect a file/folder:**

1. Navigate the collapsible tree to locate the desired file, folder or drive.

2. Uncheck on the box to the left of the desired item.

Backup

File Based Backup

Step 1: What to backup?

✍ Step 1:   What to backup?

1. Click on the **Backup** icon from the toolbar or select *Backup* from the File menu.

2. Select the *File Based Backup* tab.

3. If you wish to backup your profile, make sure you select the *My Profile* tab. Otherwise, use the *My Folders* tab to browse for the desired files and folders.

4. Select the folders or files you wish to backup.

5. Click the **Next** button to select the destination of the backup file.

Step 2: Where to backup?

✍ Step 2:   Where to backup?

1. Select one of the following destination for your backup files from the drop-down window: (a) Hard disc drives,   (b) Network drives, (c) Device with removable storage, and (d) FTP server.
   - If you have chosen to backup to a remote FTP server, enter the correct FTP server information.
   - Select more than one drive to hold your backup set (drive spanning) if your destination does not have enough space.

2. Under the Priority column, you have the option to make a bootable CD/DVD (for removable storage only) for the backup. Simply check on the checkbox and select the drive(s).

3. Change the corresponding backup file name if desired.

File Based Backup File Extensions
.NBS The .NBS file defines the description of the file-based backup information and acts as an index for the application to search for data files.

4. Click the **Next** button to select when and how to backup files.

Step 3: When & How to backup?

✑ **Step 3:   When to backup?**

1. Choose the backup type from the two options below:
   - **Full Backup:** Creates a new backup archive.
   - **Incremental Backup:** Backup will record only the changes since your last incremental backup.

2. Select one of the following schedule options:

N **o** **w**	Backup files now.
L **a** **t** **e** **r**	Backup files at a later time only. Enter the start time and set the specific month, day, and year to begin backup. Start at Start at: 12:36:50 PM on March ▼ 6 ▲ 2015 ▲
H **o** **u** **rl** **y**	Backup files on a set hour. Enter the start time and select the hours and minutes to begin backup. Start at Start at: 12:36:50 PM every 12 ▲ hours 0 ▲ Mins
D **a** **il** **y**	Backup files daily. Enter the start time and select the days to begin backup. Start at Start at: 12:36:50 PM Select the days when you want the program to run. ☑ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday
W **e** **e** **k** **l** **y**	Backup files weekly. Enter the start time and select the day to begin backup from the drop-down menu. Start at Start at: 12:36:50 PM every Saturday ▼
M **o** **n** **t** **h** **l** **y**	Backup files monthly. Enter the start time and select the day of the month to begin backup from the drop-down menu. Start at Start at: 12:36:50 PM on the 6 ▲ of each month

3. Click on **Next** button to review the backup job.

Step 4: Review and Submit

✑ **Step 4:   Review and Submit**

1. Name the backup job under Job Name. You can add a description of the backup on the box below.

2. Review the backup job setting.

3. Click on **Submit** button to create the backup job.

Once the job is created, *Backup Now Pro Scheduler* will execute the job based on your schedule settings.

Notes:

- The Track-At-Once (TAO) writing method is generally faster than Packet-Writing. However, Packet-Writing is more reliable on slower systems or older CD burners. *Backup Now Pro* selects the recommended writing method based on your CD/DVD recorder. It is highly recommended that you only select the TAO writing method when your drive(s) support one of the buffer underrun protection technologies such as BurnProof™.

Drive Based Backup

Step 1: What to backup?

Step 1:   What to backup?

1. Click on the **Backup** icon from the toolbar or select *Backup* from the File menu.

2. Select the "Drive Based Backup" tab.

3. Select the drives you want to backup.

4. Click the **Next** button to select where to backup.

Step 2: Where to backup?

Step 2:   Where to backup?

1. Select one of the following destination for your backup files from the drop-down window: (a) Hard disc drives, (b) Network drives, and (c) Device with removable storage.
    - Select more than one drive to hold your backup set (drive spanning) if your destination does not have enough space.

2. Under the Priority column, you have the option to make a bootable CD/DVD (for removable storage only) for the backup. Simply check on the checkbox and select the drive(s).

3. Change the corresponding backup filename if desired.

Drive Image Backup File Extensions	
. N P S	The .NPS (partition set) file is your drive image backup job data file index. It holds the description of the .NPF files. Each backup job creates a .NPS file accompanied by one or more .NPF files.
. N P F	The .NPF (partition file) files hold your drive image backup file. One .NPF file for every logical drive. For example, if you backup three drives (C:\, D:\ and E:\), you will have three .NPF files created.

4. Click the **Next** button to select when and how to backup files.

Step 3: When & How to backup?

Step 3:   When to backup?

1. Choose the backup type from the two options below:
   - **Full Backup:** Creates a new backup archive.
   - **Incremental Backup:** Backup will record only the changes since your last incremental backup.
2. Select one of the following schedule options:

N o w	Backup files now.
L a t e r	Backup files at a later time only. Enter the start time and set the specific month, day, and year to begin backup. Start at Start at: 12:36:50 PM on March ▼ 6 ▲ 2015 ▲
D a il y	Backup files daily. Enter the start time and select the days to begin backup. Start at Start at: 12:36:50 PM ▲ Select the days when you want the program to run. ☑ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday
W e e k l y	Backup files weekly. Enter the start time and select the day to begin backup from the drop-down menu. Start at Start at: 12:36:50 PM ▲ every Saturday ▼
M o n t h l y	Backup files monthly. Enter the start time and select the day of the month to begin backup from the drop-down menu. Start at Start at: 12:36:50 PM ▲ on the 6 ▲ of each month

3. Click on **Next** button to review the backup job.

Step 4: Review and Submit

Step 4:   Review and Submit

1. Name the backup job under Job Name. You can add a description of the backup on the box below.
2. Review the backup job setting.
3. Click on **Submit** button to create the backup job.

Once the job is created, *Backup Now Pro Scheduler* will execute the job based on your schedule settings.

Continuous Backup

Step 1: What to backup?

✍ Step 1:   What to backup?

1. Click on the **Backup** icon from the toolbar or select *Backup* from the File menu.
2. Select the "Continuous" tab.
3. Select one of the following backup options:

B a s i c	Once you have selected the folders and files, you can set up the Filters if you want to include or exclude certain file extensions from the backup job. ✍ **To set up the File Type Filters:** 1. *Backup Now Pro* backs up all file types by default. If you want to include or exclude a certain file type, follow the 2 steps below: • **Step 1:** Select or type in file type (Audio, Picture, Video, Document, Custom types) • **Step 2:** Select Include or Exclude **Note:** ☞ You can select to include certain file extensions or exclude certain file extensions, but not both at the same time. ☞ The Include filter will back up only the files with the file extension(s) specified, whereas the Exclude filter will back up all files *except* for those with the extension(s) specified. 2. If you want to manually type the file extensions, select "Custom types (*.exe;*.jpg)". This will enable you to input the file extensions into the text box. **To Input File Extensions Manually:** • Begin by entering a star (*) and a 'period' (.) followed by the file extension code (Example: To enter a JPEG file, you enter *.jpeg) • You can enter more than one file extension by separating each of them with a semicolon (;). • A caution dialog box will remind you to begin with the star (*) and the period (.) if you forget to enter them on the text box. 3. Click OK to save changes.
A d v a n c e d	Click on the checkbox next to the files you want to backup on the Collapsible Tree. You can include or exclude the file types under Step 2 column.

4. Click the **Next** button to select the destination of the backup file.
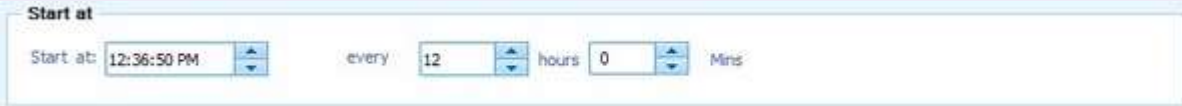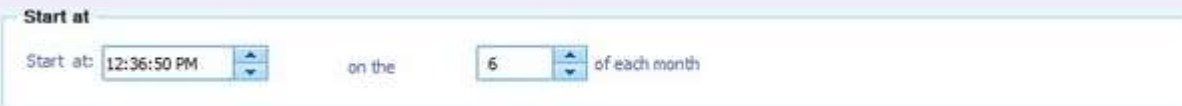
Step 2: Where to backup?

⇨ Step 2:   Where to backup?

1. Click on the **Browse** button and select the folder where your backup will reside.

2. Select one of the following options regarding the number of previous file versions to save:

   - *Save all previous file versions*
     Store the previous version on the backup destination when you make changes to a file.

   - *Save a limited number of previous file versions*
     Store the specified number of previous file versions on the backup destination when you make changes to a file. Enter a specified number on the textbox.

   - *Do not save any previous file versions*
     Do not store any of the previous file versions on the backup destination when you make changes to a file.

3. Click the **Next** button to select when and how to backup files.

Step 3: When & How to backup?

⇨ Step 3:   When to backup?

1. Select one of the following schedule options:

H o u r l y	Backup files on a set hour. Enter the start time and select the hours and minutes to begin backup. Start at Start at: 12:36:50 PM every 12 hours 0 Mins
D a il y	Backup files daily. Enter the start time and select the days to begin backup. Start at Start at: 12:36:50 PM Select the days when you want the program to run. ☑ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday
W e e k l y	Backup files weekly. Enter the start time and select the day to begin backup from the drop-down menu. Start at Start at: 12:36:50 PM every Saturday ▼
M o n t h l y	Backup files monthly. Enter the start time and select the day of the month to begin backup from the drop-down menu. Start at Start at: 12:36:50 PM on the 6 of each month

Continuous	Continuously backup files.

2. Click on **Next** button to review the backup job.

Step 4: Review and Submit

Step 4:   Review and Submit

1. Name the backup job under Job Name. You can add a description of the backup on the box below.
2. Review the backup job setting.
3. Click on **Submit** button to create the backup job.

Once the job is created, *Backup Now Pro Scheduler* will execute the job based on your schedule settings.

NTI Cloud Backup

Step 1: What to backup?

Step 1:   What to backup?

1. Click on the **Backup** icon from the toolbar or select *Backup* from the File menu.
2. Select the *NTI Cloud Backup* tab.
3. If you wish to backup your profile, make sure you select the *My Profile* tab. Otherwise, use the *My Folders* tab to browse for the desired files and folders.
4. Select the folders or files you wish to backup.
5. Click the **Next** button to select the destination of the backup file.

Step 2: Where to backup?

Step 2:   Where to backup?

1. Enter your email and password to your NTI Cloud account.
    - If you do not have a NTI Cloud account, click on the *Sign Up* button to register.
2. Select the location of where you want to back up.
3. Click the **Next** button to select when and how to backup files.

Step 3: When & How to backup?

Step 3:   When to backup?

1. Choose the backup type from the two options below:
    - **Full Backup:** Creates a new backup archive.

- **Incremental Backup:** Backup will record only the changes since your last incremental backup.

2. Select one of the following schedule options:

Now	Backup files now.
Later	Backup files at a later time only. Enter the start time and set the specific month, day, and year to begin backup. **Start at** Start at: 12:36:50 PM on March ▼ 6 ▲ 2015 ▲
Hourly	Backup files on a set hour. Enter the start time and select the hours and minutes to begin backup. **Start at** Start at: 12:36:50 PM every 12 hours 0 Mins
Daily	Backup files daily. Enter the start time and select the days to begin backup. **Start at** Start at: 12:36:50 PM Select the days when you want the program to run. ☑Sunday ☑Monday ☑Tuesday ☑Wednesday ☑Thursday ☑Friday ☑Saturday
Weekly	Backup files weekly. Enter the start time and select the day to begin backup from the drop-down menu. **Start at** Start at: 12:36:50 PM every Saturday ▼
Monthly	Backup files monthly. Enter the start time and select the day of the month to begin backup from the drop-down menu. **Start at** Start at: 12:36:50 PM on the 6 of each month

3. Click on **Next** button to review the backup job.

Step 4: Review and Submit

Step 4:   Review and Submit

1. Name the backup job under Job Name. You can add a description of the backup on the box below.
2. Review the backup job setting.
3. Click on **Submit** button to create the backup job.

Once the job is created, *Backup Now Pro Scheduler* will execute the job based on your schedule settings.

Restore

Step 1: What to restore?

The Restore feature allows you to control what, where, and how *Backup Now Pro* will do a restore operation from the Restore Options dialog.

🖐 Step 1:   What to restore?

1. Click on the **Restore** icon from the toolbar or select *Restore* from the File menu.

2. To restore a file, click on the *File Based Restore* tab above the window. Select *Drive based Restore* tab to restore a drive. You can restore from your NTI Cloud when you select *NTI Cloud Restore* (You will need to log in to your NTI Cloud account).

3. Press on **Browse** button and select a specific backup file type to restore.

4. Click on the **Open** button and select the folders or files you wish to restore.

5. On Step 2 under Restore Point, select the time of the file when you want your file to restore to.

6. For Step 3, select the file(s) you want to restore.

7. Click on **Next** button to select the destination or where you want to restore the backup files.

Step 2: Where to restore?

🖐 Step 2:   Where to restore?

1. Select to restore at its *Original* location or select *Other* location and specify the destination.

2. Click the **Next** button to select how to restore your backup files.
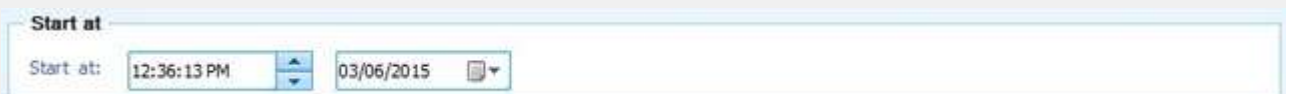
Step 3: When to restore?

🖐 Step 3:   When to restore

1. Select one of the following restore options:
    *   Never replace a file with its backup copy
    *   Replace a file only if its backup copy has a newer file date and time stamp
    *   Always replace a file with its backup copy

2. Select one of the following schedule options:

N o w	Restore backup copy now
L a t e r	Restore backup copy at a later time. Enter the restore start time and date. Start at Start at: 12:36:13 PM ▲▼ 03/06/2015 ▦▾

3. Click on **Next** button to review the restore job.

Step 4: Review and Submit

🖐 Step 4:   Review and Submit

1. Name the restore job under Job Name. You can add a description of the restore on the box below.

2. Review the restore job setting.

3. Click on **Submit** button to create the restore job.

Restoring files using Search

Are you missing a file that you know you had previously backed up? You can search a specific file using Search (only available in File based Restore).

⇨ To locate and restore a file with Search:

1. Enter the name of the file you want to search on the box next to the Search button.

2. Click on Search button on the right.
   Note:
   The find files feature supports standard wildcard searches such as *.doc to locate all Word documents in a backup or selected catalog.

3. From the list of found files, select the files you wish to restore.

4. Select the location of the restore, and set the restore options.

5. Click the Start button to start the restore operation.
   Note:
   The Search dialog displays the location (disc number) of every file that meets your Find criteria. Please insert the correct disc before starting the restore process. In cases where you are restoring multiple files from multiple discs, *Backup Now Pro* will prompt you for each disc as required.

Compare

Compare Files

You can compare original files to the backed up version of that file using the compare operation. File level compares can be run from a specific backup image or the catalog. You select the compare operation by clicking the compare icon on the main toolbar.

⇨ Step 1:   What to compare?

1. Select *Compare Files* from the Tools menu.

2. Load the Collapsible Tree by clicking on the **Browse** button and select a specific backup file, or an FTP server.

3. Click on the **Open** button and select the folders or files you wish to compare.

4. Select the Compare destination at its original location or click the **Browse** button to select an alternate location.

5. Once you have selected the files to be compared, simply click on the **Start** button to start the compare process.

Migrate

Step 1: What to migrate?

The Migrate feature allows you to select how, what, and where to migrate data files.

⇨ Step 1:   What to migrate?

1. Click on the *Migrate* icon from the toolbar or select *Migrate* from the File menu

2. Select the checkbox next to folders or files you wish to migrate.

3. Click the **Next** button to select the migrate destination.

Step 2: Where to migrate?

⇨ **Step 2:   Where to migrate?**

1. Choose the destination drive from the drop-down menu.
2. Select the checkbox next to the folder or files you wish to migrate.
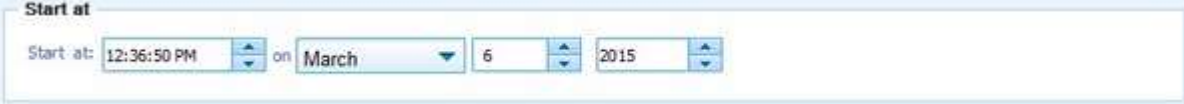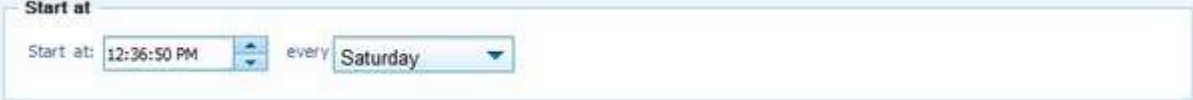3. Click on the **Next** button to select when and how to migrate.

Step 3: When to migrate?
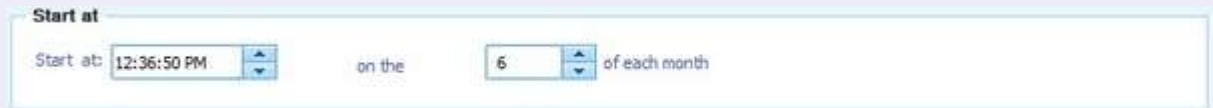
⇨ **Step 1:   How to migrate?**

1. Select one of the following migrate options:
   - **Standard mode** (Running as regular application)
   - **Low priority** (Only runs when your computer is not busy)
     This options allows you to start the task if the computer has been idle for an entered amount of minutes. If the computer has not been idle for that long, it will automatically retry for up to an entered amount of minutes. You can also move a slider to select a priority setting for this job.
2. Select one of the following migrate schedule options:

Now	Migrate files now.
Later	Migrate files at a later time only. Enter the start time and set the specific month, day, and year to begin migrate. Start at Start at: 12:36:50 PM ⇳ on March ▼ 6 ⇳ 2015 ⇳
Hourly	Migrate files on a set hour. Enter the start time and select the hours and minutes to begin migrate. Start at Start at: 12:36:50 PM ⇳ every 12 ⇳ hours 0 ⇳ Mins
Daily	Migrate files daily. Enter the start time and select the days to begin migrate. Start at Start at: 12:36:50 PM ⇳ Select the days when you want the program to run. ☑ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday
Weekly	Migrate files weekly. Enter the start time and select the day to begin migrate from the drop-down menu. Start at Start at: 12:36:50 PM ⇳ every Saturday ▼

M o n t h l y	Migrate files monthly. Enter the start time and select the day of the month to begin migrate from the drop-down menu.
	Start at Start at: 12:36:50 PM ⏶⏷ on the 6 ⏶⏷ of each month

3. Click on **Next** button to review the migrate job.

Step 4: Review and Submit

✏ **Step 4:   Review and Submit**

1. Name the migrate job under Job Name. You can add a description of the restore on the box below.
2. Review the migrate job setting.
3. Click on **Submit** button to create the migrate job.

Additional Features

Job Management

Managing Jobs

✏On the Job Management window, click on the *Operation* button of the job to do one of the following options:

- **Run Job Now** - Run backup job now.
- **Stop Running Job** - Stop current backup job now.
- **Disable Job** - Disables backup job from backing up.
- **Enable Job** - Enables backup job.
- **Delete Job** - Delete backup job.
- **Modify Job** - Modify you backup configuration.
- **Refresh Job** - Refresh current list.

About your drives

Drive Properties

The Drive Properties dialog displays the read and write capabilities of the selected drive. Clicking on the Drive Properties icon on the Utilities Menu will display the Drive Properties for the selected drive.

Write Capabilities:
The write capabilities section indicates the supported write speed and indicates if the selected drive supports various features.

- *Dynamic Drive Support* – "On" indicates that this drive was not in the Drive Support database and was detected by Dynamic Drive Support™.
- *CD Recordable* – This drive writes to CD-R media at these speeds.
- *CD Rewritable* – This drive writes to CD-RW media at these speeds.
- *DVD Recordable* – This drive writes to DVD-R media at these speeds.
- *DVD Rewritable* – This drive writes to DVD-RW media at these speeds.

- *Buffer Underrun Error Protection* – This drive supports Buffer Underrun Error Protection.
- *Disc-At-Once* – This drive supports the Disc-At-Once writing method.
- *Session-At-Once* – This drive supports the Session-At-Once writing method.
- *Packet Writing* – This drive supports packet-writing.

Read Capabilities:
The read capabilities section indicates the supported write speed and indicates if the selected drive supports various features.

- *Max Speed* – This drive will read at this speed.
- *Read CD-RW* (Multi-read) – This drive supports multi-read for CD-RW media.

Disc Information

You may wish to check information about a disc before you decide to import any session from the CD-ROM disc. To do this, choose Disc Information icon under the Utilities menu. The "Disc Info & Tools" dialog box will appear.

This box contains informational fields about the disc, including its Disc Type, Capacity, Free Space. Status, and other details as shown below:

Disc Type
The disc type can be one of the following: (1) CD-DA or CD-ROM disc; (2) CD-I disc; (3) CD-ROM XA disc.

Disc Status
- *Blank Disc:* a blank piece of media is in the selected drive.
- *Recordable Disc:* not a blank disc but you can still use this disc to record. That means the disc has not been finalized yet.
- *Unrecordable Disc:* either a conventional CD/DVD or Disc has been finalized. You cannot use this disc to record.

Re-Writable
This field indicates the total recordable capacity of the disc, as expressed in megabytes (MB). If you insert a disc, this field will show you the exact capacity of the data stored on the disc.

Used Space
This field shows the amount of used space on the disc, as expressed in megabytes (MB).

Free Space
This field shows the free and available space on the disc, as expressed in megabytes (MB). If you insert a finalized or silver disc, this field will be zero, indicating no free space.

Buttons
- **Refresh**: When you insert another CD, click this button to display updated information about the new CD. Or, when you want to make sure that the contents of the currently inserted disc are correctly displayed, click on the Refresh button.
- **Erase**: The erase button will be enabled if the disc in the selected drive is a erasable. You can erase the disc by clicking this button.
- **Close Session**: If there are sessions that have remained open, when you highlight the open session, the Close Session button will be enabled. You can click it to close the selected session.

Erase Disc

You can erase your CD-RW media directly from the *Backup Now Pro* Tools Menu. You can choose either a Quick Erase or Full Erase. The quick erase function overwrites the existing table of contents, thus reducing the time it takes to erase a CD-RW disc to just a few minutes. The full erase function erases all data on the disc and

takes a considerably longer amount of time to complete. A full erase however restores the CD-RW media to a more reliable state.

☝ To erase a CD-RW disc:

1. Select the *Erase Disc* item from the Tools Menu.
2. Select the CD-RW drive that contains the CD-RW media that you would like to erase from the CD-RW Drive list.
3. Select either **Quick** or **Full** for the Type of erase option. For reliability reasons, it is recommended that you choose the **Full** erase option.
4. Click **Start** to begin erasing.

Comparing Two File Folders

It is possible to compare the contents of two folders on your system using *Backup Now Pro*'s Compare Files function. This utility is useful, for example, when you want to compare a backup copy to its original. Otherwise, this is a general tool for comparing the contents of similar directories.

☝ To compare the contents of two folders:

1. Select *Compare* from the Tools Menu.
2. Enter the locations of folders you wish to compare in each text field. If you don't know the location of the folder, click on the browse button next to the text fields to search for the desired folders.
3. Click on **Start**.

The comparison result will show files that exist in one folder but not the other, files that are identical, and files that are different (i.e. "not compared").

Reports

Completion Reports

Backup Now Pro generates a completion report at the end of every backup, restore, or compare operation. These reports can contain a list of all files selected for a given operation and the status of the operation. You will want to view these reports to be sure that an operation was completed successfully. A report may be viewed upon the completion of an operation. All reports are saved in the *Backup Now Pro* Reports folder where they can be viewed later if necessary.

Backup Reports

☝ To view a Backup Report:
1. Select on the *Report* in the Tools menu.
2. *Backup Now Pro* displays the Backup Report dialog box.
3. Select the report you would like to view from the list of reports.

Restore Reports

☝ To view a Restore Report:
1. Select on the *Report* in the Tools menu.
2. *Backup Now Pro* displays the Restore Report dialog box.
3. Select the report you would like to view from the list of reports.

Deleting Reports

To Delete Reports:

- On the Reports window, right-click on the file you want to delete on the left panel and select **Delete** from the drop-down menu.

Options

Setting Backup, Restore and Migrate Options

You can control how *Backup Now Pro* performs backup, restore and migrate operations. You can click the Options button on either the Backup, Restore or Migrate function.

↰ **To modify the Backup/Restore/Migrate options:**

1. Open the backup, restore, or migrate options dialog.

2. Click on the appropriate tab for the options you wish to change.

3. Select the desired option settings.

4. Click **OK** to save your changes and close the selected options dialog box.

Note:

Clicking the **Cancel** button will close the options dialog box without saving your changes.

Backup Options

General Tab

The *General* tab contains settings to select the compression method for the backup file and provide a media label. You may also specify whether you want *Backup Now Pro* to perform a comparison of the backed up file with the original when the backup file is created.

Compare original and backup files to verify consistency
Compares the contents of the original files to the data in the backup set. The verify process happens after a CD/DVD is full and before spanning to the next disc (if necessary). The backup file is opened and the data is decompressed and then compared to the contents of the original file. Verify can add several minutes to the total backup time. Uncheck this box to skip the verification process.

Tone after the backup finished
Backup Now Pro will sound an alarm tone (beeping) at the completion of a backup job when this box is checked.

Data compression
Normal data compression uses less space for the backup than no compression. It is also faster than using maximal compression.

After Backup Options
Select one of the following backup options:

- Take No Action
- Shut down
- Log off
- Hibernate
- Standby

Media Tab

The options on the *Media* tab are used to select if a previous backup file is to be overwritten with the current one or the current backup file will be appended to the destination disc. In case of CD-R media, backup files are always appended to the end.

Eject the media after backup is finished
This option tells *Backup Now Pro* to eject the media once the backup job has completed. This is the default setting for this option. You may wish to disable this option in cases where you are running unattended backups and appending your backup jobs to the existing media.

Name of media
Enter the name of your media on the designated text box.

My Profile Tab

The *My Profile* tab specifies the folders to back up.

✍ **To add and remove specific folders on the My Profile backup list:**

1. Use one of the following options under the My Profile Tab:

   - To add folders - Select and highlight a folder from the My Computer collapsible tree and click the **Add** button.

   - To remove folders - Select and highlight a folder from the My Profile list and click the **Remove** button.

   - To restore folders - Select and highlight a folder from the My Profile list and click the **Restore** button.

2. Click on the **OK** button to save the changes.

Filter Tab

Once you have selected the folders and files, you can set up the *Filters* if you want to include or exclude certain file extensions from the backup job.

✍ **To set up the File Type Filters:**

1. *Backup Now 6* backs up all file types by default.   If you want to include or exclude a certain file type, follow the 2 steps below:

   - **Step 1:**   Select or type in file type (Audio, Picture, Video, Documents, Custom types)
   - **Step 2:**   Select Include or Exclude

   Note:

   ☞ You can select to include certain file extensions or exclude certain file extensions, but not both at the same time.

   ☞ The Include filter will back up only the files with the file extension(s) specified, whereas the Exclude filter will back up all files *except* for those with the extension(s) specified.

2. If you want to manually type the file extensions, select "Custom types (*.exe;*.jpg)". This will enable you to input the file extensions into the text box.

   To Input File Extensions Manually:
   - Begin by entering a star (*) and a 'period' (.) followed by the file extension code (Example: To enter a JPEG file, you enter *.jpeg)
   - You can enter more than one file extension by separating each of them with a semicolon (;).

- A caution dialog box will remind you to begin with the star (*) and the period (.) if you forget to enter them on the text box.

3. Click **OK** to save changes.

Note:

The **Restore Defaults** button will clear any available file types the user has included or excluded.

Security Tab

Options on the *Security* tab determine if your backup files will be password protected.

Enable Password Protection
Selecting this option will add password protection to the file level or drive image backup. A password-protected backup can only be restored by entering the correct password.

Password
Enter the password to be used for your backup file.

Confirm password
Verify your desired password.

Enable Data Encryption and Use Password as Secret Key
Enabling encryption on your backup adds an extra layer of security to your data. Selecting this option will encrypt any sensitive data in your backup file so that no one can read its contents.

Encryption Key Size
Encrypt your data using 128, 192, or 256-bit keys. A larger key offers increased security, but it will also increase the time needed to encrypt data.

Notify Tab

You can set your e-mail address on the *Notify* tab.

How to set your e-mail address:

1. Enter the following information on the Notify Tab:
   - **From:** Correspondent e-mail.
   - **To:** Recipient e-mail.
   - **Cc:** Carbon copy.

2. Click on **OK** to save changes.

Advanced Tab

Job Script
Enables to complete a task before (Pre job script) or after (Post job script) the backup.

Migrate Options

Migrate Options

You can control how *Backup Now Pro* will do a migrate operation from the Migrate Options dialog.

To open the Migrate Options dialog:

1. On the migrate window, click on the **Options** button.

Migrate Tab

Options on the Migrate Tab determine if the original copy is kept or deleted when you migrate files.

✎ **Select one of the following options on the Migrate tab:**

- _Keep original copy_ - File will be migrated to selected destination and kept on the original location.
- _Delete original copy_ - File will be migrated to selected destination and deleted on the original location.