



# **Backup Manager Pro User Guide**

**V. 2.2**

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# Backup Manager Pro User Guide

## 1 Welcome

Welcome to **Backup Manager Pro!**

Backup Manager Pro provides a reliable way for backing up important information to remote storage. We guarantee that your favourite documents, photos, music and video files are fully protected from anything that may happen to your PC and always stay at your fingertips.

Configurable backup sets, backups scheduling, file filters and many more advanced features combined with intuitive interface make Backup Manager Pro an excellent assistant that ensures the availability of your personal data. Follow the wizard-driven installation process—and start backing up important data in just a few minutes.

Start using Backup Manager Pro and enjoy the safety of your data!

## 2 Overview

This guide describes the use of Backup Manager Pro in detail. We recommend reading it from start to finish. Although you can click any subject to get information on various features and screens, it makes sense to go through the initial topics before moving on to the **Backup** and **Restore** sections. This will help you to have a complete vision of how to use the program with ease.

### 2.1 System Requirements

Backup Manager Pro has the following minimal system requirements:

- **Processor:** Intel Pentium II
- **Memory:** 128 MB of RAM
- **Disk Space:** 10 MB
- **Other Requirements:** any Internet connection

### 2.2 Basic Features

The principal features of the Backup Manager Pro software are:

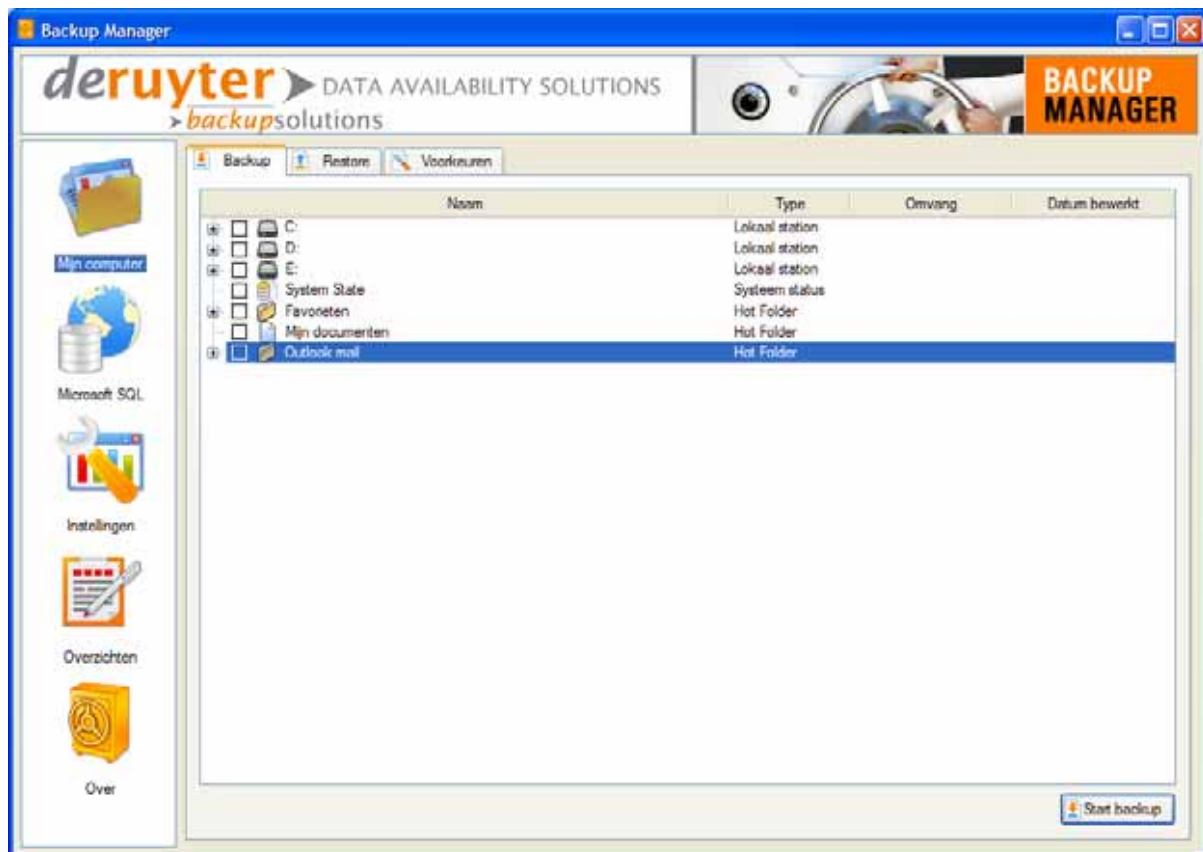
- support for any type of data, e.g. documents, spreadsheets, digital photos, home videos, e-mail files
- backup of file properties and security data
- fully automated backup
- advanced encryption — only you can access your files
- the best secure offsite storage — no risk of losing your files
- extended reporting via e-mail
- hi-speed action mode — backup and restore your files in seconds
- 24/7/365 backup/restore availability — access your files anytime, anywhere

### 2.3 Installation

To start installation of the program, connect to the Internet and insert the Backup Manager Pro CD into your CD-ROM drive. Installation will start automatically. The installation program will download and run the Getting Started Wizard, which will guide you through the main features of Backup Manager Pro and help you to provide the initial settings for it. Follow the step-by-step instructions of the wizard to complete the process.

### 2.4 Program Interface

The interface of Backup Manager Pro presents a task pane with icons for each of the sections of the application and the main workspace where the different functions of Backup Manager Pro are performed.



**Figure 1. Backup Manager Pro Interface**

The interface of the program consists of the following sections:

- **My computer:** select items to back up and restore, perform backup and restoring operations and specify hot folders and backup filters
- **Settings:** configure various program options
- **Reports:** view program activity reports
- **About:** view general information about the program and check for updates

### 3 Backup Manager Pro Configuration

During the installation process the initial settings are configured. You can check these settings and make any necessary changes to them in the **Settings** section of the program.

#### To configure Backup Manager Pro:

1. Go to the **Settings** section by selecting its icon in the side task pane.
2. If you would like daily backup reports to be sent to an e-mail address, please specify this address in the **E-mail for daily reports** box.
3. If you want to perform a daily backup at a specific time, select the **Make daily backup at** checkbox and set the desired time in the time field next to it (24-hour format).
4. If you want to make the backup every time when you shut down the system, select the **Backup on system shutdown** checkbox.
5. If you want to keep your software up-to-date and automatically download and install the latest available versions, check the **Automatically install the latest version** box. (See the "[About Backup Manager Pro](#)" section below on how to update the program manually.)
6. To change the interface language, make a selection in the **Interface language** box.

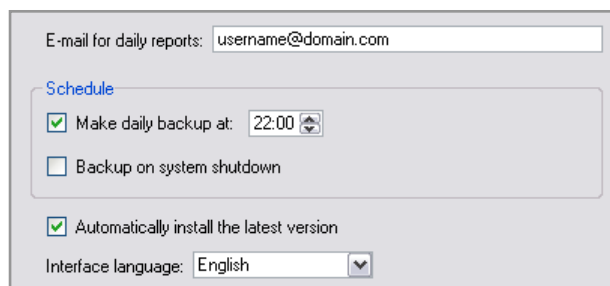


Figure 2. Settings Section

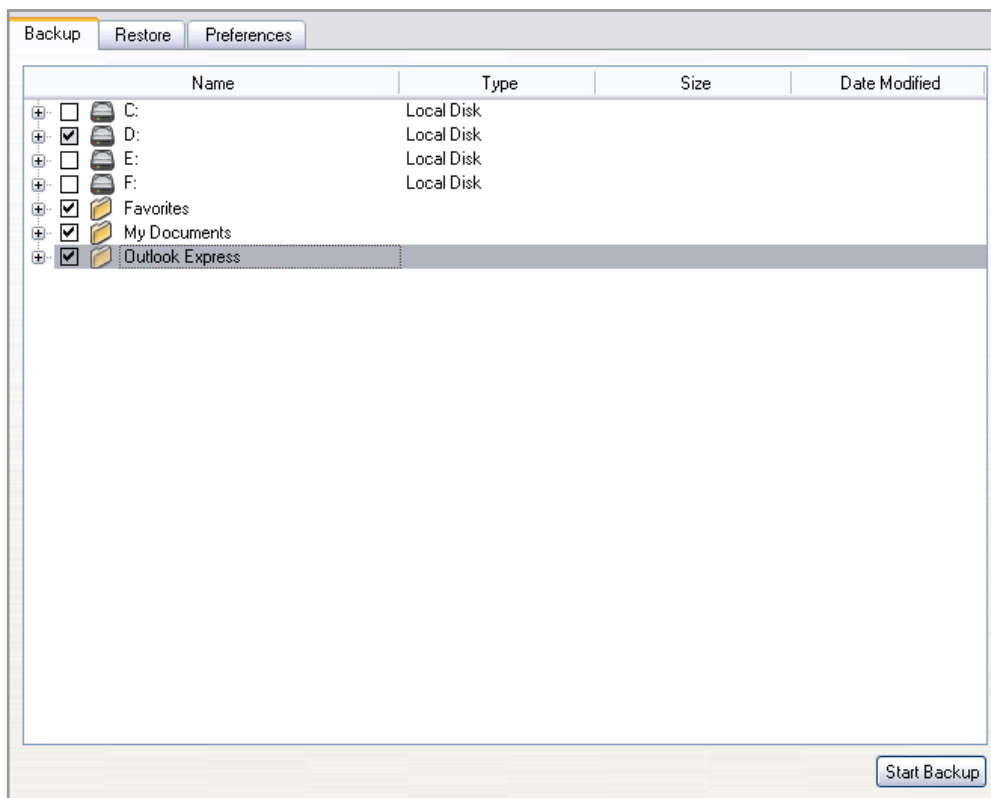
## 4 Backup and Restore

Backup Manager Pro is a powerful backup program, and working with it is very simple and intuitive.

You can perform all basic backup and restore operations with the program after you get into the **My computer** section, by selecting its icon in the task pane on the left. This section has three tabs: **Backup**, **Restore** and **Preferences**.

### 4.1 Backup

After running the installation wizard, your backup is set up and runs automatically, depending on your schedule settings. If you want to change your backup selection or run the backup manually, you can use the **Backup** tab of the **My computer** section.



**Figure 3. Backup Tab in My Computer Section**

Here you can see a tree that includes all your local drives with branches that represent the folders and files that they contain. You can easily expand and collapse branches of the tree by selecting the plus or minus signs. All items are displayed with their type. For file items the size and last-modified date are specified in the **Size** and **Date Modified** columns.

#### To back up your data:

1. Mark the items for backup by selecting the applicable checkboxes next to the files, folders or whole drives in the tree that you want to back up.
2. Click **Start Backup**.

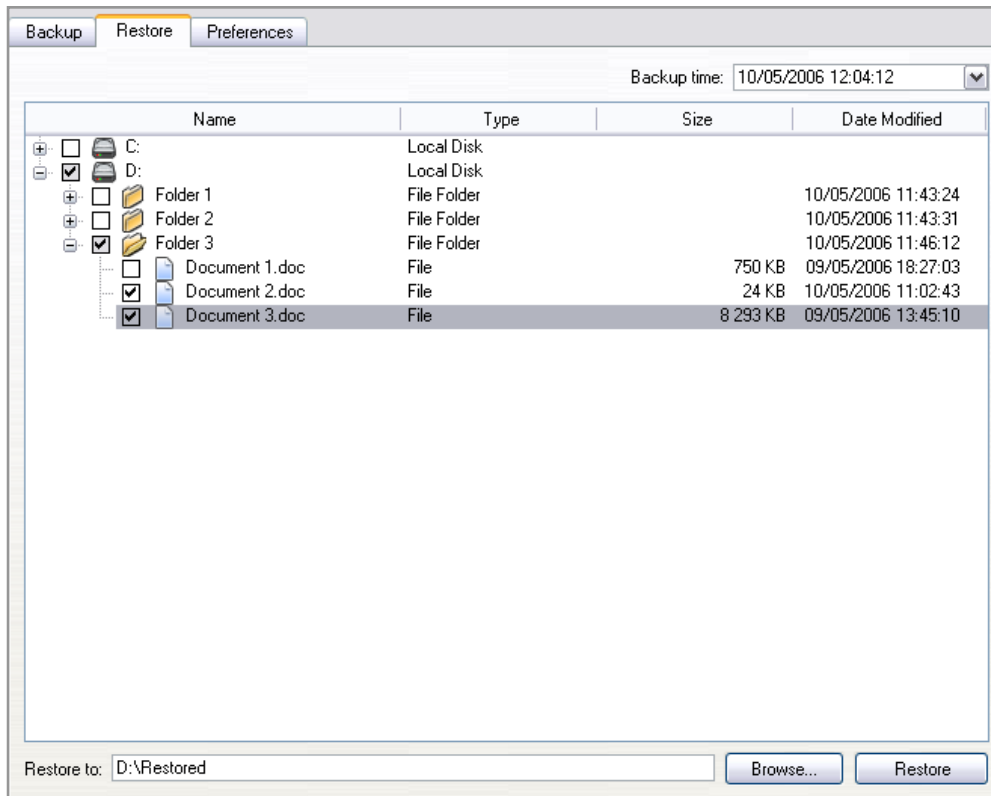
Backup will start immediately after that.

**Note:** you must be connected to the Internet to perform any backup operations.

A useful feature of Backup Manager Pro is that the program can back up not only file data, but file properties and security information as well. When files are restored in the future, this information is restored for each individual file.

## 4.2 Restore

To select backed up items that you want to restore, go to the **Restore** tab of the **My computer** section.



**Figure 4. Restore Tab in My Computer Section**

In the main workspace you can see a tree-like list of available backup data. You can easily expand and collapse branches of the tree by clicking the plus or minus signs.

### To restore data from a backup session:

1. Select a backup session to restore data from in the **Backup time** box on the top right.
2. Select items for restoring in the tree by selecting the applicable checkboxes next to the files or folders that you want to restore.
3. Indicate where you want to save the restored items:
  - a. To restore to a specific folder of your choice, click **Browse** on the bottom, select a folder name and click **OK** after that. You can also type or paste the path (a warning appears if the provided path is incorrect). The path of the selected folder will appear in the **Restore to** box.
  - b. To restore the data to the original locations on your disk where it was backed up from, leave the **Restore to** box empty. All files with the same names will be overwritten.
4. Click **Restore**.

**Attention!** You should be extremely cautious when restoring data to its original location. This operation leads to overwriting files with the same names, which may result in the loss of data if the

files have been modified since the time of the selected backup session.

**Note:** you must be connected to the Internet to perform any restore operations.

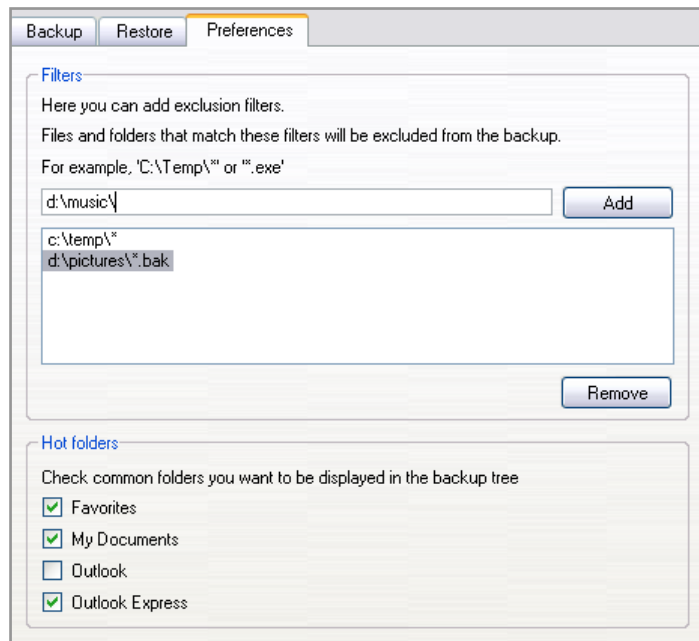
### 4.3 Preferences

On the **Preferences** tab of the **My Computer** section, you can set some options for backing up your files.

The **Hot folders** area contains a list of a number of frequently used folders. Such folders (e.g. My Documents and mail folders) typically need to be included into the backup, and it is very convenient to have them on the top level of the tree presented in the **Backup** tab, for quick access.

To ensure such quick access to the frequently used folders of your choice, select the appropriate checkboxes to add them to the backup tree.

The **Filters** area provides you with a convenient way to minimize the size and the length of your backups in case there are files, types of files or whole folders that you do not want to be included into the backup. For example, you want to select the whole drive C: for backup, but you don't want to back up one folder on it, c:\temp. Backup Manager Pro enables you to simply exclude this folder from the backup by setting an exclusion filter.



**Figure 5. Preferences Tab in My Computer Section**

#### To set an exclusion filter for a file or a group of files:

1. Enter the filter text into the field under the **Filters** caption.
2. Select **Add**.

The new filter will appear in the list of file exclusion filters and is applied to all future backups.

To remove a filter, select it in the list and click **Remove**.

Setting exclusion filters for files, use wildcards \* and ? to match any string of characters or any single character in file names accordingly. See examples of the most common exclusion filters below on how to use wildcards.

- **c:\temp\\***: all files in the c:\temp folder and its subfolders will be excluded from the backup. The same result can be obtained with 'c:\temp\' or 'c:\temp\\*. \*' filters.
- **c:\\*.exe**: all files of the EXE type (programs) on the c:\ drive will be excluded from the backup
- **\*.tmp**: all temporary files on any drive will be excluded from the backup
- **d:\photos\\*thumb\*\**: all files in any subfolders of the d:\photos folder that are called 'thumbnails', 'thumbs', 'thumbnail', etc. will be excluded from the backup
- **d:\photos\thumb\*.jpg**: all files of the JPG type with names that begin with 'thumb' in the d:\photos folder and its subfolders will be excluded from the backup
- **d:\photos\thumb?.jpg**: all files of the JPG type with names that begin with 'thumb' and end with any character in the d:\photos folder and its subfolders will be excluded from the backup

## 5 Reports

Sometimes you may need backup history information to keep track of your past backups. Using this information you can, for example, find out which specific backup contains the data you would like to restore.

Backup Manager Pro keeps the information on past backups in the **Reports** section. You can access it by selecting the appropriate icon in the side task pane.

The information in the **Reports** section is split by pages. Use the **Forward** and **Back** buttons to navigate between them. Select **Home** to return to the first report page.

To view the summary of the currently viewed backup session, select the **Backup summary** link at the bottom. You will be presented with detailed information on the backup session after that.

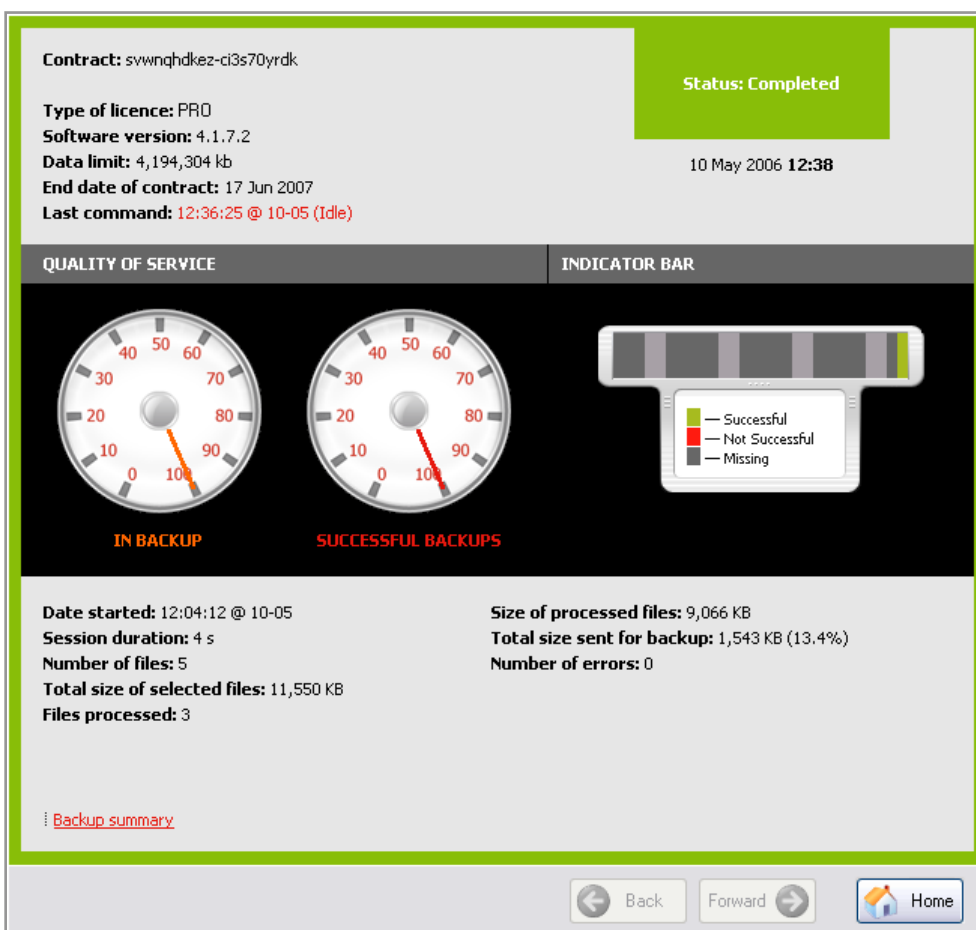


Figure 6. Reports Section

## 6 About Backup Manager Pro

The **About** section provides you with the basic information on your program and user licence — the version number, the product code, the subscription expiration date and a copyright notice.

You can also access the software manufacturer web site from this section using the link provided.

Besides, you can do a check for availability of updates for the program from this page. To do so, select the **Check for updates** button. (You can also configure the program to automatically install the latest version every time an update becomes available in the **Settings** section as described in the "[Backup Manager Pro Configuration](#)" section above.)



Figure 7. About Section